

# *Tompkins County Workforce Development Board*

## Youth Oversight Committee

### **MINUTES**

---

*Wednesday, October 11, 2023*

**WDB Conference Room, 119 E. Seneca St, Suite 200, Ithaca**

**Present:** K. Shanks-Booth, V. Zeppelin, S. Lester, G. Coicou, C. Malcolm

**Excused:**

**Staff:** C. Sponn, D. Achilles

**Guest:** T. Basilius

#### **Call to Order**

Ms. Shanks-Booth called the meeting to order at 8:44 a.m.

#### **Approval of Minutes - September 13, 2023**

It was moved by Mr. Malcolm, seconded by Ms. Lester, and unanimously adopted by voice vote of members present to approve the minutes of September 13, 2023.

#### **Service Provider - 2023 SYEP Presentation**

Ms. Basilius presentation is attached.

#### **Financial Update**

Ms. Achilles reported that for August 2023 PY22 the WIOA Youth expenditures are at 83% of the total allocation compared to August 2022 PY21 which was only 66% expended for the same time period.

Ms. Achilles reported that the August Desk Review for PY21 Out of School expenditures finally number is 70% and Youth Work Experience was at 27.92%. The Out of School expenditure at 70% is within FOTA requirements due to the State decreasing to 50%. This will be a number moving forward in Program years to watch due to the State increasing back to 75% and the Board has required Service Providers to be at 80%.

Ms. Achilles reported that PY22 Out of School number is at 75.35% and Youth Work Experience is at 27.92% that meet FOTA requirements but would like to see the out of school increasing in the next couple of months.

Ms. Achilles will edit her report to include a key of percentages that FOTA requires.

## **Discussion**

### **SYEP RFP 2024**

Mr. Sponn reviewed the 2024 SYEP RFP

## **Director's Update**

### **Tompkins Workforce Strategy**

Mr. Sponn reported that the full Board is beginning discussions on a Workforce Strategy. Mr. Sponn said the YOC will be contributing to this strategy through the work of the committee and will be important in addressing the needs of the area youth.

### **Micron Consortium**

Mr. Sponn reported that the Tompkins County Workforce Development Board is part of the Micron Consortium and that he is a member of the outreach committee. Ms. Zeppelin reported that she has also been part of committee meetings for Micron and that all the committees from the Micron Consortium are developing goals and strategies. Currently there are no other updates.

### **County Budget Update**

Mr. Sponn reported that the Communications position had been restored by a vote of 12-2. Hiring will begin once the budget is adopted.

### **IAED Direct to Work Cohort**

Mr. Sponn reported that there will not be a fall cohort and currently preparations are being made for the WORC grant. Mr. Sponn said the Board and YOC are strategic partners and it will be a group effort to make this a success.

### **Committee Member Updates**

Ms. Zeppelin reported that a \$1.2 million SUNY Transformations grant was awarded to TC3 to support micro-nano technology and healthcare micro credentials. TC3 applied for a NYS workforce development grant to support additional micro-nano technology needs; one of the projects, if funded, would allow TC3 to offer training (and train the trainer) in high purity welding in the Southern Tier and Central NY (this can be done in partnership with BOCES). TC3 is in discussions with Penn State University about a project to train veterans in micro-nano technology. TC3 was awarded a small grant to develop Hospitality micro credentials in support of area hotels, the convention center, and restaurants. While this is a focus area for Tompkins County, TC3 has not been successful in getting businesses to participate in the process.

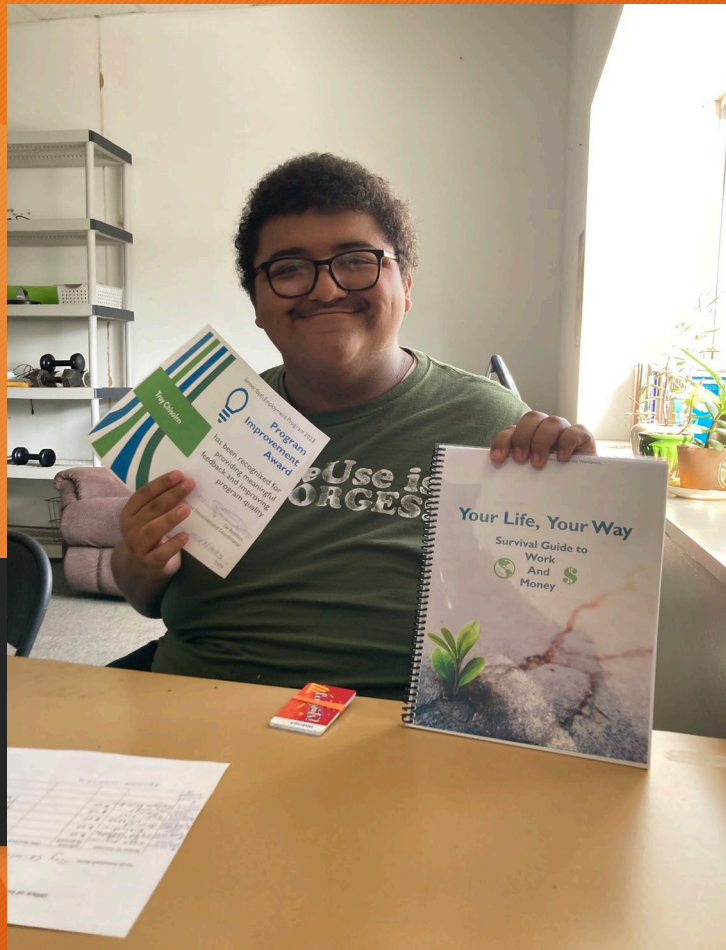
## Adjournment

Ms. Shanks-Booth adjourned the meeting at 10:01 a.m.

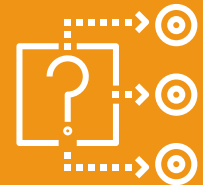
# SYEP 2023



Tompkins Workforce Development  
Final Presentation for Youth Oversight committee



## Purpose Of SYEP? What are youth say



The purpose of SYEP is to gain entry level work experience, to develop good work habits, to gain knowledge of career interests and career paths. Having the opportunity to have a paid work experience for the summer.

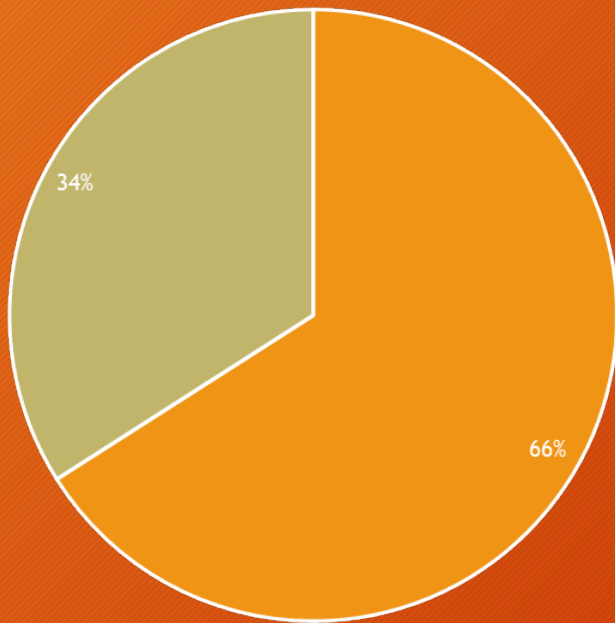
# Participant by Age and Municipality

Youth served by Age	Total
Youth served at age 14	4
Youth served at age 15	7
Youth served at age 16	9
Youth served at age 17	2
Youth served at age 18	7
Youth served at age 19	2
Youth served at age 20	4
Total Youth served	35

Zip Code	Municipality	# of youth served
13045	Groton	1
13073	Groton	5
14817	Brooktondale	2
14850	Ithaca	12
14867	Newfield	6
14883	Spencer	1
14882	Lansing	4
14886	Trumansburg	4

# Rural Representation

Rural youth served



■ Rural ■ Urban

Lansing	Enfield	Groton	Newfield	Trumansburg
Finger Lakes Residential	Enfield community council	Groton Central School	Newfield Library	Ulysses Library
Looking for more rural opp.	Enfield Summer Camp (RYS)	Groton Summer Camp (RYS)	Newfield School	Town of Ulysses ran YEP
Engage with Student services throughout the year	Engage with Enfield community council throughout the year	Engage with student services throughout the year	Engage with services throughout the year	Engage with student Services throughout the year

# Youth Demographics

Race/Ethnicity	Total
Hispanic or Latino	2
Black or African American	7
White	16
Mutli-racial/ethnic	10
Total	35

Multi racial/ethnic	Total
African American/Black; Hispanic/Latinx	1
African American/Black; Middle Eastern	1
African American/Black; White	6
Alaskan/American Indian; Hispanic/Latinx; White	1
Hispanic/Latinx; White	1
Total	10

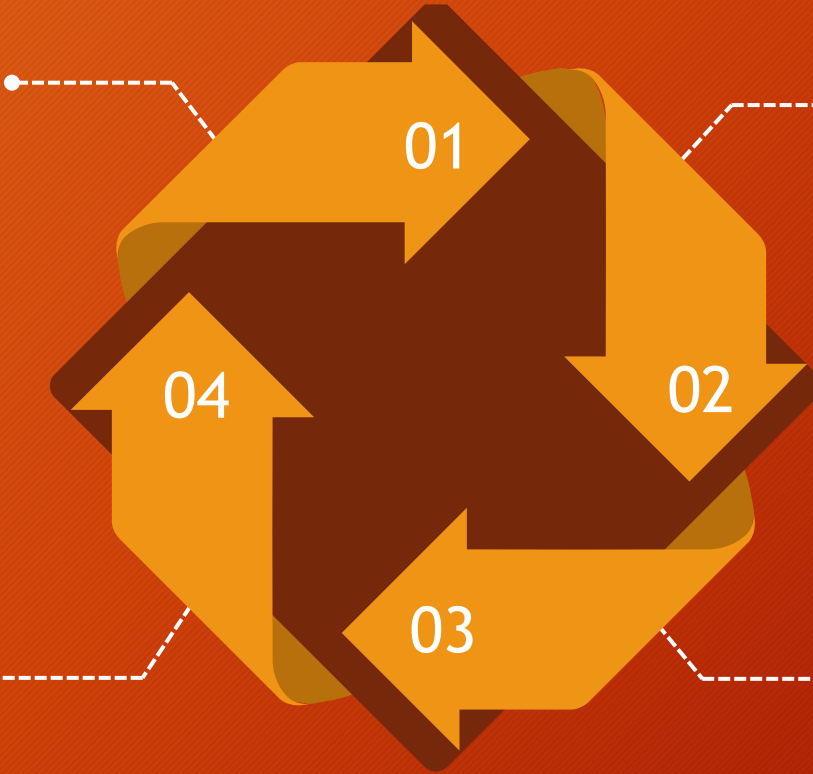
Gender Identity	Total
Female	12
Male	18
Non-Binary/X/Transgender/Different Identity	5
Total	35





Building rapport

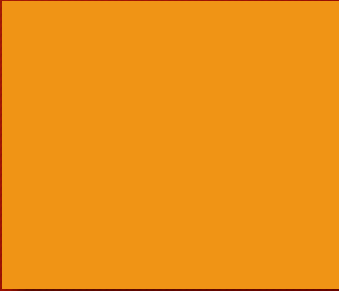
Training and Work experience support



Assessments for employability

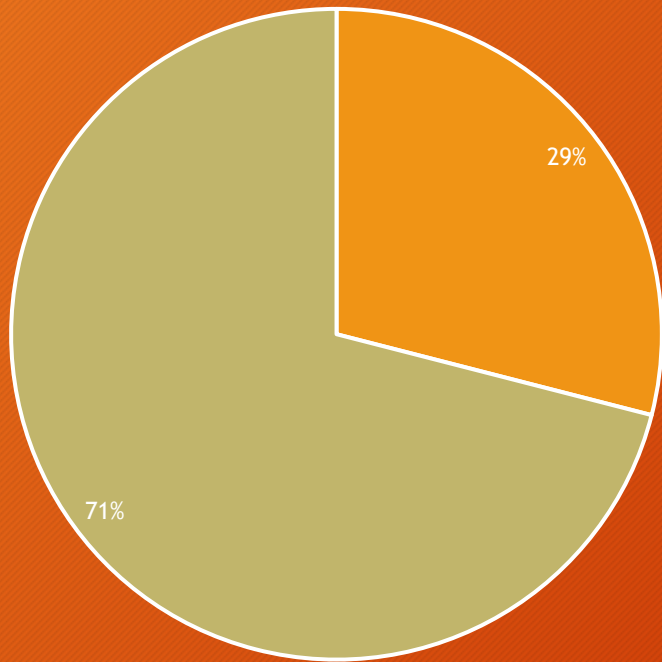
Supportive Services

# Youth Engagement



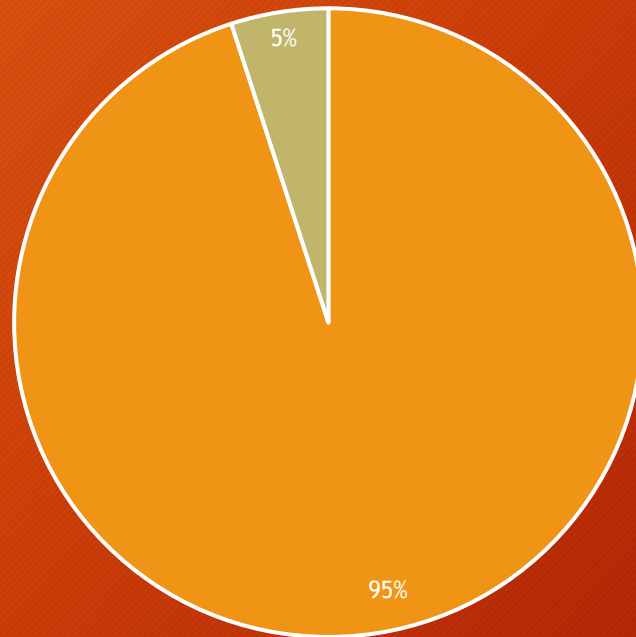
# Employment Progression

First employment experience



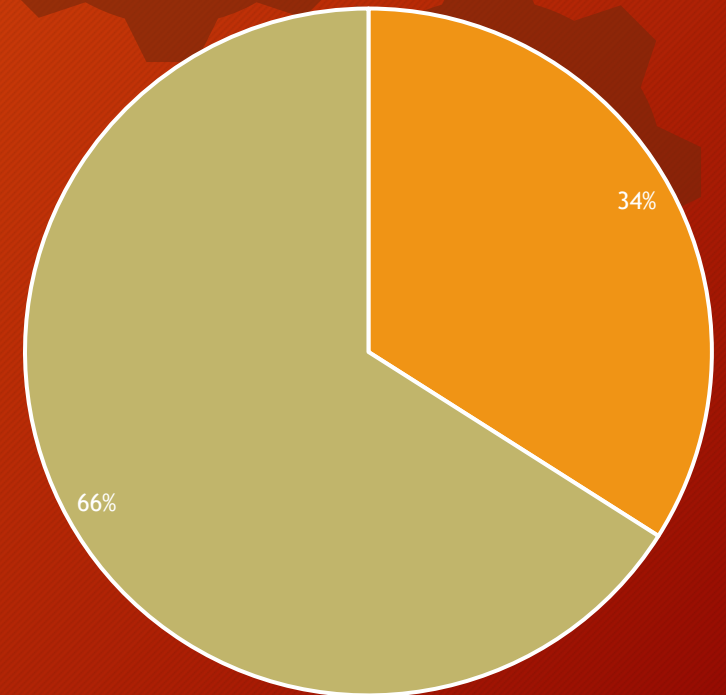
Yes No

Did you learn skills that will be useful for future jobs?



Yes No

Employed after SYEP



Yes No

# SYEP Workshops

The importance of workshops within our program.

- **Mental Health:** learning coping skills, learning how to cope with stress at work. Learning how to seek resources when experiencing stress at work.
- **Mid-State COSH:** learning how to navigate difficult customers, unsafe work scenarios, labor laws and ant-discrimination.
- **1 on 1 Mock Interviews:** learning how to bring your best self to an interview. Discussing what to wear and bring to an interview. Discussing strengths and weaknesses.
- **Recipe for a great resume:** learning the importance of professional references, action verbs and transferable skills. Providing visuals of sample resumes.
- **Financial Literacy:** learning the importance of making wise decisions with their money. Learning how to earn, save, borrow, spend and protect assets.

# SYEP Workbook: Your life, Your Way

## Survival Guide to Work and Money

### JUAN CARLO'S SPENDING AND SAVINGS PLAN

Using Juan Carlo's monthly payment calendar and checking account statement, fill out his spending and savings plan for the previous month.

Item	Last Month	Planned Month	Item	Last Month	Planned Month
<b>Net Income</b>			<b>Savings</b>		
Take-Home Paycheck 1			Savings for Emergency Fund		
Take-Home Paycheck 2			Savings for Short-Term Goal		
Self-Employment Income			Savings for Long-Term Goal		
Self-Employment Income			<b>Total Savings</b>		
<b>Total Income</b>			<b>Spending</b>		
<b>Comparison of Income and Expenses</b>			Rent/Mortgage		
<b>Total Income</b>			Renter's Insurance		
<b>Total Saving and Spending</b>			Water	Included in rent	Included in rent
<b>Difference Between Income and Saving/Spending</b>			Electric/Gas	Included in rent	Included in rent
			Internet	Included in rent	Included in rent
			Phone Bill		
			Car/Truck Payment		
			Car/Truck Insurance		
			Car/Truck Fuel		
			Car/Truck Maintenance		
			Public Transportation		
			Healthcare Expenses		
			Credit Card Interest Payment		
			Student Loan Payments		
			Groceries/Household Supplies		
			Eating Out/Take-Out		
			Entertainment		
			Personal Expenses		
			Other		
			<b>Total Spending</b>		
			<b>Total Savings and Spending</b>		

- Is Juan Carlo's income the same as his expenses?
- Is Juan Carlo's income more than his expenses?
- Is Juan Carlo's income less than his expenses?
- Circle or star spending categories that may be spending on wants rather than just needs.
- What could Juan Carlo do to increase his income?
- What could Juan Carlo do to decrease his spending?
- Plan out Juan Carlo's saving and spending for next month. Start with fixed income and expenses (like bills). Then make recommendations on his variable expenses.

### Savings – Keeping Money

#### HOW TO SAVE MONEY

#### CFPB, YOUR MONEY YOUR GOALS



Saving is hard on a tight budget. After you've made a decision to save you have to find the money to do it.

There are only two ways to find money to save:

#### Spend Less

You can decrease spending and put the money "not spent" into savings.

In some cases, the easiest way to find money to save is to cut one major expense.

If there are no "major costs" you can cut, you may choose to cut back a little bit in several different categories of spending in order to save. For example, you might cut back on eating out and combine errands to spend less on gasoline.

#### Or

#### Earn More

You can also increase your income as a way to increase savings.

Sometimes you experience an unexpected increase in income. For example, you may get unanticipated overtime, extra hours at work, a bonus, or a tax refund.

Also, if you don't already, you could work a second job part-time and save some of that extra income.

**TIP!** If you get paid bi-weekly, there are two months each year when you get three paychecks instead of two. You can use this "extra" paycheck to save for unexpected expenses later in the year. These are great opportunities to save this money for your emergency fund.

**TIP!** The savings from making small changes like this can add up.

There's also the challenge of where to actually store your savings so you aren't tempted to spend it. If you don't have a place to set savings aside, it can be easy to spend the money on something else.

If you have cash, you could move the money you save into a savings jar or envelope in your home. To keep it secure as it grows, you can deposit the cash into a savings account at a bank or credit union.

#### STRATEGIES FOR SPENDING LESS

It's not **always** necessary to spend less. If you are able to live comfortably without going into debt, then you are okay. Spending less is a useful strategy for stretching your current income to do more for you in the long-term.

When you are looking to spend less, think about your financial values. If you're spending in the areas of life that align with your financial values, that's okay! Quality of life is important.

**What are you spending money on that does not align with what you value?** Is there room for flexibility there?

List out what goods or services you are spending money on in this area. Think about each item on your list. Is there room to...



# Youth Perspectives...

## Types of Work Experiences

- Retail/Customer Service
- Ran a Farmers Market Table/Gardening and Harvest
- Camp Counselor
- Library Assistant
- Janitor/Grounds Maintenance
- Cooking/Carpentry/
- Painting

## Participants Said

- "I learned how to talk to people without being uncomfortable."
- "I Learned how to interact w/people and A LOT about crops."
- "I learned how to help and work with kids which helps because I am starting to study Early Childhood Development."
- "I learned about having money and how having a job works."
- "I learned about having responsibilities and completing tasks."

## Success Stories

3 SYEP Youth were hired directly as a permanent employee at their worksite.

12 youth were hired by area employers after completing the SYEP Program

6 incarcerated youth were able to earn money for savings and expenses through the SYEP Program.

# Worksite Perspective: Finger Lakes ReUse

Highlights this summer:

- 1. All SYEP youth workers helped us tremendously during our busiest season of the year, bringing great energy to our staff teams.*
- 2. We hired one participant (CJ) after the program to continue working with us and have had some longer-term ReUse staff members start with us in this program over the years!*
- 3. The timesheet process seemed streamlined this year and we had fewer issues with timesheet submissions overall compared to last summer.*

*Finger Lakes ReUse has become a long-term host site for the Summer Youth Program and we are so grateful for the energy, fun, and hard work the participants bring to our Centers each summer. This partnership has become a tradition that we look forward to each year! The staff we coordinated with this summer were especially great - Tai, Earl, and Jill are each great communicators, quick to respond and think through any issues with us.*

*-Robin Elliott*



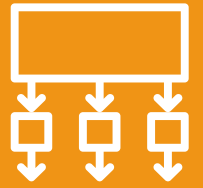


# What did We learn?

- Transportation, especially in rural areas, is a challenge. Bus routes and schedules offer limited options. In the future we have plans to find more rural worksites as well as brainstorm with our youth for transportation options.
- Frequent worksite check-ins allowed us to build rapport with our youth and their supervisors to support a better experience for everyone. We were also able to engage our youth and offer supports for mentoring in other areas of their lives like Individual interview practice, importance of doing well in school, encouragement in participating in sports/team activities, and advice on handling a bully ...
- Incentives are a good way to keep the youth engaged with activities such as workshops and surveys. They are also a GREAT way to encourage someone, provide additional assistance, or acknowledge a job well done.
- Everyone needs a reminder to sign their timesheet :)



# What are Our next steps?



- We have surveyed the youth to get feedback on what they liked about the program, and we are asking the worksites for evaluations. We will evaluate what worked and didn't work from our customer's point of view.



- Strategize ways to engage more youth in the SYEP Program

- Emphasis on youth such as foster care, the justice system, homeless and "at risk"



- Engage with worksites to keep/build relationships and determine their workforce needs moving forward.



- Develop a marketing program to get youth interested in participating in SYEP 2024.

- Facebook
- School presentations
- Referrals from previous participants
- Referrals from other agencies-DSS





# August 2023 WIOA Youth Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
-------------	------------	---------------------------	-------------------------	------------------	----------------------------

## PY21 August 2022

WIOA Youth					
Youth-ITA-IS	500	0.00	0.00	0.00	0.00
Youth-ITA-OS	5000	0.00	0.00	3,350.00	3,350.00
Youth-Supportive Services-IS	600	45.00	237.00	0.00	237.00
Youth Supportive Services-OS	5000	185.00	1,352.08	28.00	1,380.08
YWE-IS	29300	7,453.65	22,912.39	1,666.67	24,579.06
YWE-OS	64640	12,361.26	54,697.15	3,238.03	57,935.18
Youth-General-IS	44200	6,687.29	38,451.98	3,367.03	41,819.01
Youth-General-OS	167875.63	10,478.05	93,278.26	5,228.83	98,507.09
Budget	317,115.63	37,210.25	210,928.86	16,878.56	227,807.42

66% of total budget was expended for PY21 August 2022

## PY 22 August 2023

WIOA Youth					
Youth-ITA-IS	4000	0.00	0.00	0.00	0.00
Youth-ITA-OS	38000	837.50	33,390.50	0.00	33,390.50
Youth-Supportive Services-IS	3000	0.00	284.00	50.00	334.00
Youth Supportive Services-OS	3000	0.00	0.00	0.00	0.00
YWE-IS	25000	3,908.00	22,635.21	993.05	23,628.26
YWE-OS	63000	11,548.54	57,654.28	3,017.69	60,671.97
Youth-General-IS	55000	2,811.55	49,022.58	1,436.27	50,458.85
Youth-General-OS	160033.31	8,067.72	128,195.30	5,262.08	133,457.38
Budget	351,033.31	27,173.31	291,181.87	10,759.09	301,940.96

83% of total allocation was expended for PY22 August 2023