

# *Tompkins County Workforce Development Board*

## Youth Oversight Committee

### **MINUTES**

---

*Wednesday November 16, 2022*

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

**Present:** K. Shanks-Booth, J. Harriott, V. Zeppelin

**Excused:** J. Clemons, C. Malcolm

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

#### **Call to Order**

Ms. Shanks-Booth called the meeting to order at 9:39 a.m.

#### **Approval of Minutes - October 17, 2022**

It was moved by Ms. Shanks-Booth, seconded by Ms. Zeppelin, and unanimously adopted by voice vote of members present to approve the minutes of October 17, 2022.

#### **Financial Update - October 2022**

Ms. Achilles reported that Office of Employment and Training are on track. WIOA IS/OS participant wage and fringe has increased due to staff doing outreach in rural areas and increasing participation.

Ms. Achilles reported that NYSDOL has decreased the percentage of OS participants to 50% from original 75% and OET is on track to meet the 20% work experience. Ms. Avila reported that Ms. Achilles and her met with Ms. Caci, and we will require OET to stay above 65% to make sure that we are meeting our requirements. NYSDOL decreased percentage for PY21 and PY22 for a 2-year period.

Ms. Achilles reported that OET has fully expended the SYEP funding and has spent 77% of Park Foundation funds on the summer program.

#### **2022 SYEP Update**

Ms. Avila reported to the Committee the Board is wrapping up the Summer Youth Employment Program for 2022.

Ms. Avila reported that Ithaca Youth Bureau will be reporting to the Committee at Monday, December 12, 2022 meeting. When reaching out to CCC, LLC to report to the Committee they did not seem to be interested in speaking at a meeting.

Ms. Avila and Mr. Sponn are meeting with CCC, LLC to review claims and finalize case management notes, staff training, payroll software expense, and final payroll not matching claim form.

### **Updates**

#### **WIOA Youth RFP 2023**

#### **SYEP RFP 2023**

Ms. Avila reported the 2023 SYEP RFP and the WIOA youth RFP 2023 have been submitted to procurement and are ready to release. 2023 SYEP RFP will be released on December 16, 2022, with a due date of February 23, 2023, at 2:00 p.m. WIOA Youth RFP will be released November 28, 2022 with a due date of February 9, 2023 at 2:00 p.m.

### **Director's Update**

Ms. Avila reported to the Committee that there will be an additional contract for Ithaca Youth Bureau for funding from the Park Foundation to finalize claims. Ms. Avila will reach out to Ms. Kittel to requesting the unspent funds from the \$80,000.00 be allocated to the 2023 Summer Youth Employment Program.

Ms. Avila reported the Confidentiality agreement will be signed at the next Committee meeting and the Board members will sign at next Board meeting.

Ms. Avila reported that herself and Mr. Sponn have submitted a grant application to Empire State Development for Strategic Workforce Development to purchase googles and software for career exploration, advanced manufacturing, health, and tourism. Ms. Avila reported that Transfr VR googles will be for career exploration. Transfr VR googles will be available to community members and community partner to use.

### **Adjournment**

Mr. Malcolm adjourned the meeting at 9:15 a.m.

The next meeting is scheduled for December 12, 2022

**Tompkins County Office of Employment Training  
Budget Statement  
30-Sep-22**

25% of yr.

**IS/OS Youth information**

|                           | Budget         | Sep-22   | YTD      | Balance  | YTD %<br>of<br>Budget |
|---------------------------|----------------|----------|----------|----------|-----------------------|
| <b>Expenditures</b>       |                |          |          |          |                       |
| Supportive Services       | 5,500          | 150.00   | 449.99   | 5050.01  | 8%                    |
| Tuition                   | 15000          | 5400.00  | 5400.00  | 9600.00  | 36%                   |
| Participant Wages         | 85000          | 10097.41 | 42607.37 | 42392.63 | 50%                   |
| Participant Fringe        | 9,907          | 1161.20  | 4899.85  | 5007.15  | 49%                   |
| <b>Total Expenditures</b> | <b>115,407</b> | 16808.61 | 53357.21 | 62049.79 | 46%                   |

83% of yr.

**SYEP information**

|                           | Budget        | Sep-22 | YTD      | Balance | YTD %<br>of<br>Budget |
|---------------------------|---------------|--------|----------|---------|-----------------------|
| <b>Expenditures</b>       |               |        |          |         |                       |
| Supportive Services       | 1,500         | 0.00   | 0.00     | 1500.00 | 0%                    |
| Participant Wages         | 62960         | 868.97 | 55557.89 | 7402.11 | 88%                   |
| Participant Fringe        | 7,241         | 99.93  | 6389.16  | 851.84  | 88%                   |
| <b>Total Expenditures</b> | <b>71,701</b> | 968.90 | 61947.05 | 9753.95 | 86%                   |

83% of yr.

**Park Foundation**

|                           | Budget        | Sep-22  | YTD     | Balance | YTD %<br>of<br>Budget |
|---------------------------|---------------|---------|---------|---------|-----------------------|
| <b>Expenditures</b>       |               |         |         |         |                       |
| Supportive Services       | 120           | 0.00    | 0.00    | 120.00  | 0%                    |
| Participant Wages         | 9810          | 4345.03 | 4345.03 | 5464.97 | 44%                   |
| Participant Fringe        | 1,128         | 499.68  | 499.68  | 628.32  | 44%                   |
| <b>Total Expenditures</b> | <b>11,058</b> | 4844.71 | 4844.71 | 6213.29 | 44%                   |

**Tompkins County Office of Employment Training  
Budget Statement  
31-Oct-22**

33.3% of yr.

**IS/OS Youth information**

|                           | Budget         | Oct-22   | YTD      | Balance  | YTD % of Budget |
|---------------------------|----------------|----------|----------|----------|-----------------|
| <b>Expenditures</b>       |                |          |          |          |                 |
| Supportive Services       | 5,500          | 150.00   | 599.99   | 4900.01  | 11%             |
| Tuition                   | 15000          | 75.00    | 5475.00  | 9525.00  | 37%             |
| Participant Wages         | 85000          | 9897.17  | 52504.54 | 32495.46 | 62%             |
| Participant Fringe        | 9,907          | 1138.17  | 6038.02  | 3868.98  | 61%             |
| <b>Total Expenditures</b> | <b>115,407</b> | 11260.34 | 64617.55 | 50789.45 | 56%             |

100% of Year

**SYEP information**

|                           | Budget        | Oct-22 | YTD      | Balance | YTD % of Budget |
|---------------------------|---------------|--------|----------|---------|-----------------|
| <b>Expenditures</b>       |               |        |          |         |                 |
| Supportive Services       | 1,500         | 0.00   | 0.00     | 1500.00 | 0%              |
| Participant Wages         | 62960         | 0.00   | 55557.89 | 7402.11 | 88%             |
| Participant Fringe        | 7,241         | 0.00   | 6389.16  | 851.84  | 88%             |
| <b>Total Expenditures</b> | <b>71,701</b> | 0.00   | 61947.05 | 9753.95 | 86%             |

100% of Year

**Park Foundation**

|                           | Budget        | Oct-22 | YTD     | Balance | YTD % of Budget |
|---------------------------|---------------|--------|---------|---------|-----------------|
| <b>Expenditures</b>       |               |        |         |         |                 |
| Supportive Services       | 120           | 0.00   | 0.00    | 120.00  | 0%              |
| Participant Wages         | 9810          | 224.40 | 4569.43 | 5240.57 | 47%             |
| Participant Fringe        | 1,128         | 25.81  | 525.49  | 602.51  | 47%             |
| <b>Total Expenditures</b> | <b>11,058</b> | 250.21 | 5094.92 | 5963.08 | 46%             |