

# *Tompkins County Workforce Development Board*

## **MINUTES**

---

*Tuesday, January 23, 2024 | 121 E. Seneca Street, Ithaca, NY 14850*

**Present:** S. Pronti, K. Babuka, K. Cerasaro, S. Cerquone, K. Franzese, P. Leveque, H. McDaniel, R. Olson, S. Pennell, K. Shanks-Booth, J. Tavares, A. Tunison, D. Vreeland, S. Waight, C. Walters, C. Whitmore, B. Nugent

**Excused:** T. Bruer, J. Cometti, D. Harrington, L. Holden, K. Kephart, C. Malcolm, T. Tarshus

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

**Guest:** C. Harris, New York State Department of Labor; S. Paczkowski, New York State Department of Labor; D. Szabo, Ithaca Area Economic Development; M. Holland-Bavis, Ithaca Area Economic Development; J. Palladino, TST BOCES

### **Call to Order**

Mr. Pronti, Board Chairperson, called the meeting to order at 8:36 a.m.

Mr. Pronti welcomed the Board members back. Mr. Pronti introduced Ms. Walter, a new Board member to take Mr. Matteson's seat. Mr. Pronti announced that Mr. Kersey has retired and will no longer be on the Board. Mr. Pronti welcomed Ms. Holland-Bavis as a new staff member to Ithaca Area Economic Development.

### **Board Action Items**

#### **Approval of Minutes - October 24, 2023**

It was moved by Mr. Tunison, seconded by Ms. Shanks-Booth, and unanimously adopted by voice vote of members present to approve the minutes of October 24, 2023, as written.

#### **Appointment of Committee Chairpersons**

Mr. Pronti reaffirmed that Committee Chairpersons are:

Executive Committee Chairperson - Mr. Pronti

One-Stop Operations and Oversight Chairperson - Ms. Franzese

Youth Oversight Committee Chairperson - Ms. Shanks-Booth

Governance and Membership Committee Chairperson - Ms. Babuka

Services to Individuals with Disabilities Committee Chairperson - Mr. Tunison

## **Direct to Work and WORC Grant Presentation & Discussion Activity**

Mr. Sponn reported that Workforce Development needs to address the talent shortage in workforce, raise awareness of career pathways, ensure businesses have access to a skilled workforce, and enable residents to be aware of and have access to programs that empower them to be in the workforce.

Mr. Sponn reported that strategic goals of the department are convening workforce stakeholders, rebranding the newly formed department, developing effective linkages with the business community, and better visibility within the County.

Ms. Szabo from Ithaca Area Economic Development presented to the Board on Direct to Work. Ms. Szabo talked about how to close the gap between job seekers and employers.

Ms. Szabo reviewed the process of Direct to Work and will have three cohorts this year. Ms. Szabo would like to have 10 or more participants in each cohort and place the participants in jobs.

Ms. Szabo reviewed the Industry Partnership model which includes employer and industry engagement, stakeholder engagement, operational capacity, data informed strategy and continuous learning, and racial equity and inclusion.

Ms. Szabo reported that Ithaca Area Economic Development received the WORC grant (Workforce Opportunity for rural Communities) to help job seekers get the skills to be placed in a job.

Mr. Cerasaro left at 9:34 am.

Ms. Whitmore left at 9:45 am.

## **Workforce Development Director Update**

### **NYSDOL Annual Program Monitoring**

Mr. Sponn reported the annual program monitoring is complete. There was one finding and appropriate professional development will be given to appropriate staff as that was not given to staff from the former Office of Employment and Training.

### **NYSDOL Regional Business Services Team (RBST) Kickoff**

Mr. Sponn reported each labor market region in NYS must have a RBST in place that meets quarterly and supports the Local Workforce Development Board by developing strategies to respond to current demand and coordinating sector strategies to align business services within the region.

### **Future Tompkins County Government Building**

Mr. Sponn reported that the Career Center will move to the new County building that is expected to be completed by 2028. This building will house several other departments.

### **Tompkins County Strategic Planning**

Mr. Sponn reported that the County is going through a strategic operations planning process. Workforce Development is a top priority of several stakeholders. Mr. Sponn reported he has been in small group meetings with department heads and County wide meetings related to this.

### **New Tompkins County Website**

Mr. Sponn reported that this year Tompkins County will have a new website platform. Mr. Sponn is excited for this so it can enhance outreach and better communicate services.

### **Youth Employment Resource Team**

Mr. Sponn reported the Youth Employment Resource Team (YERT) met to strategize around creating an internal directory and eventual resource hub for the community. The County Communications Department is in support of this concept and said they can support this through the new website.

### **Vacant Positions**

Mr. Sponn reported that the Deputy Director of the Board and Communications Specialist positions are posted and will be up for at least a month.

### **Financial Information Attached**

Mr. Sponn reported that Financial Information is attached and please reach out if you have any questions related to this.

### **Career Center Update**

Mr. Sponn reported that M. Caci left the department in early January.

Mr. Sponn reported that the department is working to enhance services through updating of policies, procedures, and internal and external discussions with partners. Mr. Sponn is also exploring in-person events to be offered at the Career Center. Mr. Sponn said he was thankful for current staff who have been very collaborative and providing the necessary support to continue service delivery of the department.

Mr. Cerasaro reported NYSDOL has hired two Labor Services Representatives that started in December. Mr. Cerasaro reported that NYSDOL has posted a new position for a Business Services Representative who will work with County staff Ms. Sloan. The Business Services Representative will work on Business engagement, employer recruitment, and meeting employers to help with retention of employees.

Mr. Cerasaro reported that NYSDOL has started Meet the Employer sessions for job seekers.

### **Committee Reports**

## **Executive Committee**

Mr. Pronti reported the Executive Committee has not met since November 2023. Mr. Pronti announced that Mr. Levesque has accepted the Treasurer role and will move from the One-Stop Operation and Oversight Committee to join the Executive Committee. Mr. Pronti reported the Committee is working on updating policies. Mr. Pronti reported that Ms. Stanley, Workforce Development Specialist/DRC, joined the last meeting to review her role as the DRC and what she does.

## **One Stop Operations and Oversight Committee**

Ms. Franzese reported that the One-Stop Operations and Oversight Committee will be meeting in March. Ms. Franzese reported that Mr. Leveque will no longer be on the Committee and Mr. Kersey has retired. Ms. Whitmore will join the Committee as of March.

## **Youth Oversight Committee**

Ms. Shanks-Booth reported that the Youth Oversight Committee met last week and said the 2024 Summer Youth Employment Program RFP was released. Ms. Shanks-Booth thanked Mr. Sponn and Ms. Achilles for working on the SYEP review.

## **Governance and Membership Committee**

Ms. Babuka reported that the Governance and Membership Committee meets quarterly and has not met since November 2023. Ms. Babuka reported that committee members will be reaching out to members of the Board who have not completed their 2023 Sexual Harassment Training and Attestation to Ms. Achilles.

## **Services to Individuals with Disabilities Committee**

Mr. Tunison reported that the Services to Individuals with Disabilities Committee met last month and had a presentation from Ms. Holmes, Tompkins County Chief Equity & Diversity Officer/County Compliance Officer, on the framework of equity.

Mr. Tunison reported Ms. Stanley DRC was involved in a provider fair and had a great number of providers and is looking to figure out how to increase participation from the public.

## **Unfinished Business**

Ms. Tavaras asked if Board members attend Career Pathways meetings at Cornell Cooperative Extension. Ms. Szabo said she and Mr. Sponn attend the meetings. Mr. Sponn said he will ask Aloja to come and speak on the Career Pathways project.

Ms. Szabo reported that herself and Mr. Sponn, presented to the Legislator in November. Ithaca Area Economic Development will collaborate with Aloja on green jobs to build better efficiencies in workforce development.

## Adjournment

The meeting adjourned at 09:59 a.m.



## Tompkins Workforce Development

Fiscal Year - July 1, 2023 to June 30, 2024  
December 31, 2023 Budget Report

**50.0% Through Fiscal Year  
or 6 of 12 months**

Budget Line Items	Budget approved by Board 6.27.23	Expenses for December 2022	Expenses for December 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	797,858	31,647.80	44,574.70	292,965.87	504,892.13	37%
Staff Fringe	361,781	14,874.50	18,875.28	124,093.88	237,687.12	34%
Rent	80,242	2,720.00	14,493.09	39,871.09	40,370.91	50%
Professional Services	1,500	1,500.00	493.00	493.00	1,007.00	33%
Office Supplies	2,500	77.78	166.47	2,178.88	321.12	87%
Office Furnishings	2,000	0.00	0.00	0.00	2,000.00	0%
Software/Hardware	890	0.00	0.00	0.00	890.00	0%
Computer Equipment	15,000	0.00	0.00	3,743.61	11,256.39	25%
Postage	650	0.00	0.00	66.00	584.00	10%
Travel & Training	16,000	649.00	0.00	2,058.00	13,942.00	13%
Local Travel	6,000	0.00	217.20	1,523.81	4,476.19	25%
Phone	14,500	295.84	-169.92	3,823.98	10,676.02	26%
Contracts - Phone Maintenance	1,347	0.00	0.00	0.00	1,347.00	0%
Membership Dues	5,800	0.00	0.00	0.00	5,800.00	0%
Sub- Contracts	225,017	121,682.38	0.00	214,801.05	10,215.95	95%
IT Services	8,935	0.00	0.00	0.00	8,935.00	0%
Subscriptions, Periodicals	4,960	0.00	292.00	4,940.85	19.15	100%
Advertising	600	66.20	0.00	0.00	600.00	0%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	1,462.67	1,037.33	59%
Program Expenses	10,200	0.00	0.00	6,963.18	3,236.82	68%
Printing	3,100	0.00	52.21	348.00	2,752.00	11%
Equipment Rental - Ricoh Copier	920	0.00	0.00	448.08	471.92	49%
Program Supplies	1,500	0.00	0.00	1,215.63	284.37	81%
Participant - Wages	210,000	0.00	19,345.33	147,260.22	62,739.78	70%
Participant - Fringe	24,696	0.00	2,275.01	17,317.80	7,378.20	70%
Incentives	4,000	0.00	0.00	3,450.00	550.00	86%
Supportive Services	17,900	0.00	1,036.64	5,682.90	12,217.10	32%
Tuition - (ITA)	94,000	0.00	28,329.00	26,591.23	67,408.77	28%
On the Job Training - (OJT)	10,000	0.00	0.00	0.00	10,000.00	0%
<b>Total Expenditures:</b>	<b>1,924,396</b>	173,513.50	129,980.01	901,299.73	1,023,096.27	47%
	Budget approved by Board	Revenue for December 2022	Revenue for December 2023	Year to Date 2023 - 2024 Revenue	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Revenue:</b>						
WIOA - Adult	162,515	12,982.99	1,833.52	3,528.88	158,986.12	2%
WIOA - Youth	501,791	21,685.98	47,532.86	223,515.95	278,275.05	45%
WIOA - Dislocated Worker	149,949	7,735.94	2,251.02	41,698.85	108,250.15	28%
WIOA - DW transferred to Adult	25,000	0.00	0.00	21,762.13	3,237.87	87%
WIOA - Administration	97,537	3,597.45	6,310.90	30,963.17	66,573.83	32%
NY-SCION/TTW	105,684	7,431.22	9,554.86	51,768.29	53,915.71	49%
Tourism	39,000	1,678.96	1,039.60	7,503.45	31,496.55	19%
County	470,669	36,310.79	28,234.61	143,500.36	327,168.64	30%
SYEP - Summer Program	359,486	0.00	53,923.00	179,743.00	179,743.00	50%
Miscellaneous	12,765	89.58	2,100.00	11,936.12	828.88	94%
<b>Total Revenue:</b>	<b>1,924,396</b>	91,512.91	152,780.37	715,920.20	1,208,475.80	37%

\* All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.  
This is not an operating expense concern.



**Tompkins Workforce Development - WIOA Service Provider Budget**  
**Fiscal Year - July 1, 2023 to June 30, 2024**  
**December 31, 2023 Budget Report**

50.00% Through Fiscal Year  
or 6 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for December 2022	Expenses for December 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	309,707	35,317.79	19,032.14	109,752.82	199,954.18	35%
Fringe	137,847	14,986.85	8,113.34	46,779.79	91,067.21	34%
Rent/Taxes	29,359	7,910.90	7,130.62	12,097.05	17,261.95	41%
Copier Contract	573	43.19	0.00	189.59	383.41	33%
Phone Maintenance	839	0.00	0.00	0.00	839.00	0%
Office Supplies	312	0.00	70.96	88.25	223.75	28%
Postage	312	0.00	0.00	66.00	246.00	21%
Travel Training	3,739	0.00	0.00	1,089.78	2,649.22	29%
Local Travel	3,116	102.81	217.20	905.33	2,210.67	29%
Phone & Internet	6,419	159.72	249.45	1,187.97	5,231.03	19%
Membership Dues	187	0.00	0.00	0.00	187.00	0%
Books, Subscription & Periodicals	1,245	0.00	0.00	435.07	809.93	35%
Computer Software/Hardware	150	0.00	0.00	0.00	150.00	0%
IT Services	3,490	0.00	0.00	0.00	3,490.00	0%
Printing	997	14.26	34.86	184.24	812.76	18%
Program Expenses	2,493	0.00	0.00	0.00	2,493.00	0%
Supportive Services	14,000	471.50	1,081.64	4,138.55	9,861.45	30%
Tuition	94,000	8,037.00	28,329.00	13,155.20	80,844.80	14%
OJT	10,000	0.00	0.00	0.00	10,000.00	0%
Participant Wages	150,000	12,921.66	19,345.33	83,353.98	66,646.02	56%
Participant Fringe	17,640	1,485.99	2,275.01	9,802.43	7,837.57	56%
<b>Total Expenditures:</b>	<b>786,425</b>	<b>81,451.67</b>	<b>85,879.55</b>	<b>283,226.05</b>	<b>503,198.95</b>	<b>36%</b>

WIOA Expenditures Include: Adm., Adult, DW, and Youth