

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, June 12, 2024

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

Present: K. Shanks-Booth, V. Zeppelin, S. Lester

Excused: G. Coicou, C. Malcolm

Staff: C. Sponn, D. Achilles, S. Frost

Guest:

Call to Order:

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

Approval of Minutes: June 12, 2024

It was moved by Ms. Zeppelin, seconded by Ms. Shanks-Booth, and unanimously adopted by voice vote of members present to approve the minutes of June 12, 2024.

Financial Update:

Ms. Achilles reported that she is working on June 2024 financial reports and PY23 Youth allocation has been depleted. Ms. Achilles is waiting to do journal entries to finalize June reports in hopes that PY24 NOA is received before report deadline of July 22, 2024. Ms. Achilles reported that June Cap reports have expenditures of \$38,553.22 and accruals of \$4,756.33. This is more than the remainder of the funding that we have of \$20,150.99. If Workforce Development does not get the PY24 NOA before reports are due. Ms. Achilles will need to do journal entries on June Cap report and then July Cap reports will reallocate to correct funding pending receiving NOA.

Ms. Achilles reported that she has added a column on the report to show the balance of funds for the month with expenditure and accruals deducted, to tell the Committee how much funding still needs to be expended for the program year.

Ms. Achilles reported youth staff are working hard and are getting more participants to stay with JobLink and into training programs. Ms. Achilles reported that the Youth team is doing well with keeping participants in JobLink and doing outreach for additional participants for the Summer Youth Employment Program. Ms. Achilles reported that according to the May 2024 desk review from FOTA, Workforce Development is on

track with the required 75%/20% for out of school at 77.75% and youth work experience at 35.41%.

Discussion:

WD & SYEP Orientation

Mr. Sponn reported that Ms. Achilles attended IYB and Workforce Summer Youth Employment Program orientation. This is a requirement for reporting that the Director or Deputy Director attend.

Ms. Achilles reported that she attended IYB orientation and 2 Workforce orientations since she needed to notarize retirement documents for participants.

WD & SYEP Worksites

Mr. Sponn reviewed the attached worksites that Ithaca Youth Bureau and Workforce are using for 2024 Summer Youth Employment Program.

Tompkins Weekly SYEP Article Discussion

Mr. Sponn reported that Tompkins Weekly will be writing an article this fall to feature the 2024 Summer Youth Employment Program.

Ms. Shanks-Booth would like the article to highlight all the good we do for Youth and add a waitlist of participants we have to the State and Ms. Kelles to let them know that we can not serve all the youth in our community that are looking for summer work experience on the funding that we receive.

Overview of Youth Policies

Mr. Sponn reported that he has attached 2 youth policies: Incentive policy and Supportive Services that Ms. Basilius would like to revise. Mr. Sponn would like Committee members to review and would like to have a discussion at the Wednesday, August 14, 2024 meeting.

Director's Report:

WIOA Legislation Updates

Mr. Sponn reported that every decade or so workforce legislation is revised. Currently that is occurring with WIOA. There are discussions in Congress and NYATEP is advocating on behalf of the Boards. In December, NYATEP and NYS WDB Directors sent a letter to Congress expressing their main concerns.

DTW Career Center Info Session

Mr. Sponn reported Tompkins Workforce New York info session had 15 participants attend out of 20. Ms. Sloan followed up with the 5 and signed them up for a different info session. Ms. Holland-Bavis of IAED will have additional people attending. Community members will have a chance to attend a second info session at IAED on July 12, 2024.

Youth Employment Resource (YERT) Meeting

Mr. Sponn reported that YERT met last month at Workforce office to discuss the directory for services that organizations offer for the public to reference. Mx. Frost sent out a survey to community organizations to get information on what services their organization has. Ms. Frost has received 8 surveys. Mr. Sponn is not sure if YERT will meet next month to members schedules and being the summer.

Planning for Opportunity Fair with Cortland County

Mr. Sponn reported at a previous meeting, it was discussed holding a similar fair that Cortland County had done for their high schoolers. Mr. Sponn talked with Ms. Buggs of Cortland WDB, and she would like to collaborate with Tompkins on a Cortland/Tompkins Opportunity Fair for area youth. The event would expose youth to multiple career pathways and local businesses they could potentially work at in the future.

Micron Consortium Updates

Mr. Sponn reported that he was unable to attend, and Ms. Achilles went to the meeting. Ms. Achilles reported that Micron reported on updates on construction workers and skills that are needed. There was a panel that answered questions to inform attendees to give information from the person that is working with different parts of obtaining skilled workers.

Tompkins County Strategic Operations Plan and Workforce Development

Mr. Sponn reported that Tompkins County has their first Strategic operations plan and workforce development. Mr. Sponn reported that in the plan there are 2 goals for workforce development.

Career Center Update

Mr. Sponn reported that Mx. Frost has ideas of how to promote the Career Center. Mx. Frost has inquired with landlord to have a sandwich board and banner hanging on the second floor for customers to see when entering Center Ithaca.

Committee Member Updates:

Ms. Shanks-Booths reported that they have hired Mr. Byrd that will be starting in her department. Mr. Byrd has a master's degree, has experience with youth and will be a good fit for the Youth Service staff. Mr. Byrd will be developing accessibility training to educate staff to help youth.

Ms. Lester reported that Community Foundation still has the Senior Program Manager position open and is looking for any good candidates. This position will teach soft skills for youth that are too young for employment and are too old for camp. They will also develop a program to work with youth with barriers.

Ms. Zeppelin reported that TC3 is getting ready for fall registration. TC3 has extended hours on Tuesday to help with the demand for registration. Ms. Zeppelin reported that TC3 has new programs one is in health science program that is partnered with SUNY Upstate that will transfer to get the extra classes that are needed for the degree. The second one is the first cohort that starts in September for semiconductor program that is partnered with Penn State. This will be an online course and training at Cornell University Nano Scale lab. At this time registration is open to veterans and active military families.

Adjournment:

Ms. Shanks-Booth adjourned the meeting at 09:44 a.m.