

Tompkins County Workforce Development

Executive Committee

MINUTES

Tuesday, April 2, 2024 | TC Workforce Development Board Conference Room

Present: S. Pronti, K. Babuka, K. Franzese, P. Levesque, B. Nugent

Excused:

Staff: C. Sponn, D. Achilles

Guest:

Call to Order

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:22 a.m.

Approval of Minutes - March 5, 2024

It was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve the minutes of March 5, 2024.

Vacant Positions Update and Interviews for Jobs Closed Budget Planning

Mr. Sponn reported that Ms. Rusk will be appointed to the Workforce Development Specialist vacancy working with the adult program at the Career Center. This position is 17.5 hours and Ms. Achilles has looked at the budget and this position will increase to 40 hours.

Mr. Sponn reported that the Employment and Training Clerk position will not be filled at this time. The Communication Specialist posting closed, and four candidates were chosen to interview. One candidate was chosen and will respond today with their answer to accept or decline the position.

Mr. Sponn reported that the Workforce Development Deputy Director interviews will be set up and waiting for candidates to respond. The Deputy Director on the Career Center side closed Friday, March 29, 2024 and has received 8 candidates that met qualification.

Financial Reports - February 2024

Ms. Achilles reported the Workforce Development Board financials are on track. With vacant positions the wage and fringe are slightly lower. Ms. Achilles reported that the revenue is only 49% due to the February cash order of \$61,609.62 not being received until March. Reporting is always a month behind.

Ms. Achilles reported the Workforce Development Service Provider financials have a slightly lower percentage. The Service Provider staff wage and fringe are lower than expected due to not being fully staffed and having staff out on disability leave for positions budgeted for. Ms. Achilles reported that rent is lower due to working with New York State Department of Labor on the ancillary agreement for January 1, 2024 to December 31, 2024. The rent will be reflected on the March reports due to a clause in the agreement that if we occupy the space, we are liable for the rent. Ms. Achilles had to reach out to finance to get approval to submit for payment without the contract being executed. The Ancillary agreement is on the agenda for the Housing Economic and Development Committee for Wednesday, April 3, 2024 and upon approval will be on the Legislature agenda for Tuesday, April 16, 2024.

Ms. Achilles reported that we received the February desk review from FOTA, and we are in good standing at this time. Program Year 2023 funding for out of school youth is at 76.61% and youth work experience is at 32.70%. Overall, the PY23 WIOA funding is expended at 19.50% Adult, 17.02% Dislocated Worker, and 57.88% Youth. Mr. Sponn will need to do an 80% obligation waiver to carry funding over to 2nd year.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee will contract with Ithaca Youth Bureau and Workforce Development Service Providers for the 2024 Summer Youth Employment Program. Next meeting Committee members will discuss the amount of funding that will be allocated to IYB and WDSP.

One Stop Operation and Oversight Committee

Ms. Franzese reported the One- Stop Committee has full membership again with Ms. Whitmore of TC3 and Ms. Walter of TST BOCES joining the Committee. Ms. Franzese reported that the Committee has been in discussion about the survey that is paper for customers to fill out and moving to an electronic form to better capture the data.

Ms. Franzese reported that the Committee is in discussions around the Security Guard and placement of where they are located. They should be located at the point of entry to the Career Center not in the middle.

Mr. Pronti and Mr. Levesque inquired if there is a need for a security guard.

Ms. Franzese reported that it is her understanding that all NYSDOL Career Centers had security guards after the pandemic. If NYSDOL requires a security guard, then that cost should fall to NYSDOL to pay for them to be there.

Governance and Membership Committee

Ms. Babuka reported the Governance Committee will meet Thursday, May 16, 2024 for their quarterly meeting.

Services to Individuals with Disabilities

Mr. Sponn reported the Services to Individuals with Disabilities Committee will meet next Tuesday, April 9, 2024 and will be voting on a new Committee name and Mr. Adelewitz, Service Manager at Wegmans will speak about Wegmans being ADA compliant and how they work with individuals with disabilities at Wegmans.

Director's Report

MOU Update

Mr. Sponn reported there is no current update. Currently contracts are being reviewed by the legal team in Albany.

WIOA Legislation Updates

Mr. Sponn reported NYATEP has been giving WDBs guidance on the renewal of WIOA. Currently NYATEP is advocating on behalf of the Boards in Congress.

FRWIC Construction Industry Partnership Meeting

Mr. Sponn reported meetings are ongoing. Discussions are contributing to the development of Tompkins Build.

Tompkins Chamber - 2024 Economic Summit

Mr. Sponn reported he attended the Tompkins Chamber 2024 Economic Summit.

Disability Resource Coordinator Program

Mr. Sponn reported the DRC has been on leave and there is a plan in place for when they are absent.

Career Center Updates

Mr. Sponn reported that the building of the new department is ongoing, and progress is being made to procedures, policies, and enhancing areas of service.

Adjournment:

The meeting was adjourned at 9:29 a.m.