

Tompkins County Workforce Development Board

MINUTES

Tuesday, February 25, 2025 | 121 E. Seneca Street, Ithaca, NY 14850

Present: S. Pronti, K. Babuka, T. Bruer, K. Cerasaro, S. Cerquone, D. Harrington, K. Hettrick, L. Holden, K. Kephart, C. Malcolm, K. Shanks-Booth, K. Taylor, A. Tunison, S. Waight, P. Younger

Excused: J. Cometti, P. Levesque, H. McDaniel, B. Nugent, D. Vreeland, C. Walter, C. Whitmore, Y. Wu

Staff: C. Sponn, D. Achilles, A. Jacot, S. Frost, T. Basilius

Guest: J. Jahani, Public, S. Paczkowski, New York State Department of Labor, J. Palladino, TST BOCES, M. Ramos, United Way of Tompkins County, D. Szabo, Ithaca Area Economic Development

Call to Order

Mr. Pronti, Board Chairperson, called the meeting to order at 8:32 a.m.

Board Action Items

Approval of Minutes - October 15, 2024

It was moved by Ms. Shanks-Booth, seconded by Mr. Holden, and unanimously adopted by voice vote of members present to approve the minutes of October 15, 2024, as written.

Ms. Kephart arrived at 8:35 a.m.

Approval of Revised Workforce Development Operating Fiscal Budget for Program year 2024-2025

Mr. Sponn reviewed the revised Workforce Development Operating Fiscal budget for PY 24-25. See attachment.

Mr. Sponn said if there were any questions, Ms. Achilles would be happy to answer them.

There were no questions.

It was moved by A. Tunison, seconded by Ms. Kephart, and unanimously adopted by voice vote of members present to approve the Revised Workforce Development Operating Fiscal Budget for Program year 2024-2025.

Mr. Malcolm arrived at 8:39 a.m.

Ms. Taylor arrived at 8:41 a.m.

Presentation - Intro to Tompkins Build

Ms. Szabo provided an overview of the Tompkins Build workforce program. See attached presentation.

Discussion - Facilitated discussion around logo, vision, & mission statement

Mr. Sponn facilitated a group discussion around the Tompkins County Workforce Development Board mission, vision, and logo. Board members answered prompts in small groups and shared out their answers to the full Board. Executive Committee will continue the discussion at Tuesday, March 4, 2025, meeting. PowerPoint is attached.

Ms. Kephart leaves at 9:17 a.m.

WD Director Update

WIOA Renewal Updates & Federal Funding

Mr. Sponn reported that WIOA did not get renewed, but funding will continue until the law is revisited, most likely later this year or next year.

Mr. Sponn reported more than 2/3 of Workforce Development's budget comes from the state, much of which originates from the federal government.

Mr. Sponn reported the federal government's directive to temporarily suspend certain federal financial assistance programs affected Workforce Development. Even though the order was rescinded Mr. Sponn talked with the County and Executive Committee about contingency plans. Depending on the severity of the cuts the department would have to consider hours reduction (40 to 35 hours for example), part-time work, position cuts, program cuts, and infrastructure cuts. Workforce Development would also seek help from the County.

Tompkins County Opportunity Map of Community Resources

Mr. Sponn reported that the Tompkins County Opportunity Map was created through the Youth Employment Resource Team (YERT), which is a collection of youth providers from the area such as the Learning Web, IYB, TC Youth Services, TC Action. Mr. Sponn thanked Mx. Frost for putting it together on the Google Maps app. Mr. Sponn reported this was created to help youth find resources and is accessible on their phones. Youth can explore health, career services, education, housing, food, and other services on this interactive map.

Indeed Job Search Academy Website Partnership

Mr. Sponn reported that Workforce Development is partnering with Indeed for the Indeed Job Search Academy. It is a free resource that presents all of Indeed's job search and career exploration info. This is meant to present Indeed's resources to supplement our portfolio of services and not be competitive. Indeed will train all of the staff before the rollout.

Tompkins County Website Updates

Mr. Sponn reported that the new County website launched, and the Career Center is one of the main departments to click on when on the homepage. Mr. Sponn asked Board members to review Workforce Development's website for any suggestions.

New Tompkins County Administrator Visit

Mr. Sponn reported that the new County Administrator, Mr. Akumfi, started on January 6. Mr. Akumfi visited both Workforce Development offices and is eager to support the work and will come to a future Board meeting as a guest.

Cortland Cayuga High School Opportunity Fair

Mr. Sponn reported that Cortland Cayuga WDB is hosting an Opportunity Fair for youth. Organizations will showcase their offerings, like internships, job shadowing, apprenticeships, and part-time employment. Tompkins organizations and youth are invited to join.

Career Center Update

Ms. Basilius, Deputy Workforce Development Director-Career Center, thanked the Workforce Development Board for approving the budget modifications for the new OJET & YEP funds as they are needed, and they are excited to collaborate with area partners.

Ms. Basilius reported that they are meeting with Green Energy Warriors cohort next week for potential participant enrollment (OJET). Also, they have onboarded 16 youth so far (YEP). The Career Center is in the end stages of hiring a Transition Workforce Specialist. The Career Center is in the beginning stages of hiring a

Disability Resource Coordinator. This job posting can be found on the Tompkins County Civil Service website and will be up through March 7, 2025. In the meantime, Jill Baldwin has been filling the duties of this position and doing a great job.

There is a new sign in process at the Career Center that, as of Monday, February 24, 2025, 239 clients have utilized Career Center services. The data will reflect the "when, how and why" clients are coming in. This information will be useful to prepare in many areas, for example, when to offer certain services. The Career Center has finalized resources for training, career exploration and career pathway development and look forward to improving and offering more services that reflect the community's needs.

Mr. Cerasaro, New York State Department of Labor, reported that their department recently hired a greeter and states they have been doing a great job and fit in nicely. Mr. Lyman, Business Service Representative has started a new position with the New York State Department of Labor Civil Service Division. They have not been able to fill their New York State Department of Labor Veteran position.

Mr. Cerasaro was excited to announce the Teacher Ambassador Program is back. This program brings information right into the classroom. The Teacher Ambassador learns about Workforce Development and businesses in the area and links services up with students. He asked if anyone had any referrals, to please direct them to the New York State Department of Labor Civil Service.

Mr. Cerasaro reported they have a new scheduling tool. The new, forward-facing platform empowers the job seeker to take charge of their appointments, dates, times and even receive updates via email and text messages.

Committee Reports

Executive Committee

Mr. Pronti reported that the Executive Committee discussed the additional funding in detail.

One Stop Operations and Oversight Committee

No report.

Youth Oversight Committee

No report.

Governance and Membership Committee

No report.

Disabilities Workforce Committee

Mr. Tunison reported that the Disabilities Workforce Committee developed a QR code which is on the last page of the February 25, 2025, Workforce Development Board Agenda. He explained the Disabilities Workforce Committee would like to know how they can serve the Workforce Development Board better. He asked everyone to please fill out the survey.

Unfinished Business

None.

Adjournment

Mr. Pronti thanked the Workforce Development Board members for attending. The meeting was adjourned at 10:00 a.m.

Tompkins County Workforce Development Board

Revised 2024 -2025 Fiscal Budget

Expenditures:	2024-2025 WDB Budget	2024-2025 Service Provider Budget	Board Approved 2024- 2025 Budget
Staff Wage	301,781	399,590	701,371
Fringe	139,996	185,370	325,366
Rent/Taxes	34,124	53,334	87,458
Professional Services	1,500	0	1,500
Office Supplies	3,000	2,000	5,000
Office Furniture	2,000	1,000	3,000
Software/Hardware	2,000	300	2,300
Computer Equipment	5,000	5,000	10,000
Postage	150	500	650
Travel Training	10,000	7,000	17,000
Local Travel	3,000	4,000	7,000
Phone	4,400	10,000	14,400
Contracts - Phone Maintenance	0	1,500	1,500
Membership Dues	4,600	40	4,640
Sub Contracts	238,000	0	238,000
IT Services	3,200	4,100	7,300
Books, Subs & Periodicals	393	700	1,093
Advertising	600	0	600
Meeting Expenses - Board Retreat	2,500	0	2,500
Program Expenses	4,500	4,000	8,500
Printing	3,000	1,500	4,500
Equipment Rental - Ricoh Copier	0	1,100	1,100
Program Supplies	0	2,600	2,600
Office Equipment			0
Participant - Wages	0	233,000	233,000
Participant - Fringe	0	27,737	27,737
Incentives	0	5,141	5,141
Supportive Services	0	25,800	25,800
Tuition - (ITA)	0	115,000	115,000
One the Job Training - (OJT)	0	20,000	20,000
Board - Expenditure Total:	763,744	1,110,312	1,874,056

Revenue:

WIOA Admin	77,000	77,815
WIOA Adult	190,200	200,364
WIOA Dislocated Worker	200,081	224,621
WIOA Youth	365,938	361,046
NY-SCION - DRC/TTW NY-SCION OMH	108,990	99,900
SYEP/YEP	392,178	392,178
Tourism	20,000	20,000
County	471,669	458,888
WORC Grant/OJET-RETI	35,000	34,244
Misc	13,000	5,000
Total Revenue:		1,874,056