



Workforce Development Board

Tompkins County Workforce Development

Board

TC Workforce Development Board Conference Room
121 E. Seneca St., Second Fl., Ithaca, NY 14850

Meeting Minutes - Tuesday, June 24, 2025

Present: S. Pronti, K. Babuka, K. Cerasaro, S. Cerquone, D. Harrington, L. Holden, C. Miller, B. Nugent, K. Shanks-Booth, A. Tunison, D. Vreeland, S. Waight, C. Walter, C. Whitmore, P. Younger

Excused: K. Anderson, T. Bruer, P. Coleman, J. Cometti, K. Hettrick, K. Kephart, P. Levesque, C. Malcom, K. Taylor, Y. Wu,

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

Guest: D. Scott, Deputy Commissioner, Department of Social Services; S. Paczkowski, New York State Department of Labor, A. Zalikowski, New York State Department of Labor

Call to Order

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

Board Action Items

Approval of Minutes -May 27, 2025

It was moved by Mr. Waight, seconded by Ms. Younger and unanimously adopted by voice vote of members present to approve the minutes of May 27, 2025, as written.

Approval of Workforce Development Operating Fiscal Budget for 2025-2026

Mr. Sponn reported to the Workforce Development Board members on the 2025 - 2026 Workforce Development Operating Fiscal Budget and the Workforce Innovation and Opportunity Act (WIOA) Service Provider Fiscal Budget occurs on a yearly basis.

Mr. Sponn reported the 2025-2026 budget includes a \$100,000 Workforce Opportunity for Rural Communities (WORC) grant in collaboration with Ithaca Area Economic Development (IAED) and Tompkins Cortland Community College (TC3) on two programs, Tompkins Build and Direct to Work. Mr. Sponn reported that these programs have been very successful additions to our community.

Ms. Achilles reported that the budget that is in the packet is a summary per the Executive Committee request for better understanding of the separate categories and significant differences in the 2025 -2026 Fiscal Budgets. Ms. Achilles made available the full line by line budgets if any members would like a copy.

Ms. Achilles gave a brief overview of the proposed 2025-2026 Operating Fiscal Budget. Ms. Achilles reported that Staff Wage and Fringe increased due to hiring a third Transition Workforce Specialist as well as yearly wage increases. Ms. Achilles reported that Rent has decreased due to current negotiations with New York State Department of Labor for the Career Center ancillary agreement. NYSDOL has new measurements of space and price per square footage from last year. Office Equipment and Printing is increased due to being awarded additional funds through the New York Systems Change and Inclusive Opportunities Network (NYSCION) program to purchase adaptive technology, outreach materials and signage. Administrative funds have decreased as there is more staff being paid out of these funds. There is a decrease in Youth Employment Program (YEP) due to not knowing if these funds will be authorized for 2026. If YEP funds become available then a budget modification will need to be made and the Full Board will need to reapprove the revisions. Participant costs have increased in Training and Supportive Services to serve additional community members.

It was moved by Ms. Whitmore, seconded by Ms. Cerquone and unanimously adopted by voice vote of members present to approve the Workforce Development Operating Fiscal Budget for 2025-2026.

Approval of Workforce Development WIOA Service Provider Fiscal Budget for 2025-2026

Ms. Achilles reported that the 2025 - 2026 WIOA Service Provider Fiscal Budget numbers are included in the overall budget due to the Board oversight this budget refers to WIOA funding only. Staff wage and fringe have increased to additional staff, increased staff from 35 to 40 hours, and increasing overall amounts for participants costs.

It was moved by Ms. Shanks-Booth, seconded by Ms. Vreeland and unanimously adopted by voice vote of members present to approve the Workforce Development WIOA Service Provider Fiscal Budget for 2025-2026.

Approval to authorize the Director to Transfer up to \$40,000.00 in PY25 funding between Adult and Dislocated Worker Programs

Mr. Spohn explained that this would give him the authority to transfer up to \$40,000 between Adult and Dislocated Worker programs as necessary. Workforce Development Board approval is only the first step of the authorization process. The funds would only be transferred if funding was needed to assist the Adult program.

It was moved by Ms. Younger, seconded by Mr. Holden and unanimously adopted by voice vote of members present to approve the authorization of the Director to Transfer up to \$40,000.00 in PY25 funding between Adult and Dislocated Worker Programs

In Demand Jobs List - Changes Under Consideration

Mr. Sponn reported that the One Stop Operations and Oversight Committee will be meeting on Tuesday, July 8, 2025, hoping to finalize the In Demand Jobs List. Mr. Sponn intends to highlight the top 10-15 jobs, simplify the job titles and categorize them by skill level (entry, experienced and advanced) as well as by wage. Mr. Sponn hopes this visual change will make it easier for job seekers to find what they are looking for and less overwhelming.

Revisions of Workforce Logos- Board and Community Feedback, Upcoming Plans for the Summer, and Planning Timeline

Mr. Sponn reported that he sent a survey out to the community recently asking for feedback on the Workforce logos. The results of the survey aligned with the Workforce Development Board's vision of two separate but similar logos. The responses included keeping the current, green and blue colors, making the logos unique to Tompkins County as well as imagery or a theme that invokes workforce development. Mr. Sponn reported he intends to follow up with the Career Center staff, community members and partners for feedback. Mr. Sponn will share mockup logos via email to the Workforce Development Board members. Mr. Sponn said he hopes to have a more finalized logo to present at the Workforce Development Board Retreat in September.

WD Director Update

Mr. Sponn reported that seven out of seven Workforce Development Board members' expiring terms were renewed. Ms. Scott, Deputy Commissioner, Tompkins County Department of Social Services will be filling in for Ms. Kephart, Commissioner, Tompkins County Department of Social Services, until Ms. Kephart's retirement. At that point, Ms. Scott will join the Workforce Development Board as a member. Ms. Miller, Alliance for Manufacturing and Technology, makes the Workforce Development Board complete at 24 members. Mr. Cometti, Teamsters Local 317, will be retiring and Mr. Bruer, Builders Trades IBEW Local #241, will be retiring next year.

WIOA Renewal & Federal Funding

Mr. Sponn reported that Tompkins County Workforce Development still has WIOA funding. Mr. Sponn said his contacts at the New York Association of Training and Employment Professionals (NYATEP) are regularly keeping him informed.

Career Center Lease Updates

Mr. Sponn reported there is still no ancillary rent agreement with NYSDOL for the Career Center, negotiations are still moving forward. Mr. Sponn reported that some of the concerns are being addressed by Mr. Hyde. Tompkins County Administration is considering other spaces and will not sign a lease agreement for the current space if issues are not addressed and fixed.

Center of Government Updates

Tompkins County Workforce Development is proposed to move to the Old Jail Building, 125 Court Street rather than the new Center of Government building. Tompkins County intends to renovate the Old Jail to meet the needs of Workforce Development and NYSDOL and Assigned Council.

Career Center Update

Ms. Basilius reported that as of today the Summer Youth Employment Program (SYEP) is fully onboarded. SYEP participants will be starting their summer jobs on July 7th. Ms. Basilius reported she would like to hold more job exploration workshops at the Career Center that are more job specific.

Ms. Basilius reported that the Youth Employment Program (YEP) went very well. Ms. Basilius reported the program has spent 87% of funds on participant work experiences in only three months. Ms. Basilius was excited and proud to have achieved this. There were great youth work experiences and workshops that were well attended. Ms. Basilius reported that this was a very positive experience for the community.

Mr. Sponn reported that the additional Transition Workforce Specialist position is in it's first of a three-year term. Mr. Sponn is hoping the Workforce Development Board will give support advocating for Tompkins County to keep this position longer as it has been a huge help at the Career Center.

Mr. Cerasaro reported that NYSDOL has no updates.

Committee Reports

Executive Committee

Mr. Pronti reported that the Executive Committee discussed the 2025-2026 Fiscal budgets and summarizing the budget for Board. Mr. Pronti praised Ms. Achilles for the great effort she put into the budget. Mr. Pronti also reported discussing the Career Center lease and alternative locations.

One Stop Operations and Oversight Committee

Mr. Sponn reported that the One Stop Operations and Oversight Committee did not meet. The Committee is scheduled to meet on Tuesday, July 8, 2025.

Youth Oversight Committee

Ms. Shanks-Booth reported that the Youth Oversight Committee meeting was canceled. The Committee is scheduled to meet on Wednesday, July 9, 2025. Ms. Shanks-Booth complimented Ms. Basilius on the excellent work recently put into the YEP program.

Governance and Membership Committee

Ms. Babuka reported that the Governance and Membership Committee did not meet.

Mr. Pronti reminded the Workforce Development Board members that the Governance and Membership Committee does not have a formal schedule, they only meet when necessary.

Disabilities Workforce Committee

Mr. Tunison reported that the Disabilities Workforce Committee met at Unity House's new location in Enfield. Mr. Tunison said the committee was served a wonderful breakfast by two students as part of their Food Prep curriculum. Mr. Tunison reported that it was a very nice change of pace and gave the committee an opportunity to see the work Unity House is doing. It also gave the committee the opportunity to give helpful feedback to the students in training.

Mr. Tunison reported that the Disabilities Workforce Committee was introduced to the newly hired Disabilities Resource Coordinator, Mr. Starley. Mr. Tunison said he looks forward to working with him.

Mr. Tunison also shared two websites with the Workforce Development Board, www.askjan.org (Job Accommodation Network) and www.northeastada.org (North East American Disabilities Act). Mr. Tunison reported that these two websites have an abundance of great resources, including free webinars.

Unfinished Business/Member Updates

Mr. Sponn reported that the Workforce Development Board is not scheduled to meet until the Workforce Development Board Retreat in September. Mr. Sponn reported the venue will be at the Ithaca Marriott Downtown on the Commons, with a tentative date of Tuesday, September 30, 2025 with an alternative date of Tuesday, September 16, 2025. Mr. Sponn will confirm the details and email the Full Board information next week.

Adjournment

Mr. Pronti thanked everyone for their time and dedication to the Workforce Development Board.

The meeting was adjourned at 9:14 a.m.

WIOA Budget - Service Providers
2025-2026 Fiscal Budget

Expenditures		2024-2025 Board Approved Budget 06.25.2024	2025 -2026 Draft Budget	WIOA Budget	Percent of Change	Explanations of Increases/Decreases
Staff Wage & Fringe:						
Staff Wage		233,146		263,765	13%	Increase - Wage for 2026 and hiring 3rd Transition Workforce Specialist
Fringe		108,157		120,237	11%	
Operation Expenses:						
Total Operating Expenses		52,531		60,175	15%	Decrease - Rent
Participant Costs:						
Participant - Wages		160,000		170,000	6%	Increase - Participant wage and fringe due to additional Youth PY25 funding
Participant - Fringe		19,072		21,900	15%	
Supportive Services		20,000		22,000	10%	Increase - supportive services due to additional Youth PY25 funding
Tuition		115,000		139,000	21%	Increase - tuition due to Dislocated Worker funding PY24 and PY25
OJT		20,000		20,000	0%	
Total WIOA Expenditures:		727,906		817,077	12%	

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

06.05.2025

Tompkins County Workforce Development Board

2025 -2026 Fiscal Budget

Expenditures:		2024 - 2025 Revised Board Approved Budget 02.25.2025	2025 - 2026 Draft Budget	Percent of Change	Explanations of Increases/Decreases
Staff Wage and Fringe:					
Staff Wage		734,828	801,873	9%	Increase - Wage for 2026 and hiring a 3rd Transition Workforce Specialist
Fringe		340,144	365,534	7%	
Operating Expenses:		731,114	535,613	-27%	Decrease - Rent still unknown
Total Operating Expenses					Increase - Office equipment - NYSCION - assistive technology for computer lab
					Increase - Printing - NYSCION for Brochures, outreach material and signage
Participant Costs:					
Participant - Wages		399,523	318,557	-20%	Decrease - YEP - participant wages are not added for 2026
Participant - Fringe		47,478	39,772	-16%	
Incentives		5,141	5,141	0%	
Supportive Services		25,800	30,000	16%	Increase - RR Program Incentive PY24, Dislocated Workers funding for PY24 and PY25
Tuition - (ITA)		115,000	150,000	30%	Increase - RR Program Incentive PY24, Dislocated Workers funding for PY24 and PY 25
One the Job Training - (OJT)		20,000	20,000	0%	
Total Expenditures:		2,419,028	2,266,490	-6%	
Revenue:					
WIOA Admin		127,489	80,000	-37%	Decrease - Charging new staff to Admin funding
WIOA Adult		200,364	185,458	-7%	
WIOA Dislocated Worker		224,621	240,551	7%	
WIOA Youth		361,046	453,000	25%	Increase - Youth PY25 allocation increased by \$44,899
NY-SCION - DRC/TTW NY-SCION OMH		126,900	191,975	51%	Increase - Additional NYSCION funding
RR Program Incentive PY24		0	15,000	100%	Increase - 80% obligation for WIOA funds Incentive
SYEP/YEP		731,241	392,178	-46%	Decrease - YEP funds are not included for 2026
Tourism		20,000	0	-100%	Decrease - No Tourism funds 2026
County		507,123	533,328	5%	
WORC Grant/OJET-RETI		115,244	170,000	48%	Increase - WORC \$100,000 added and OJET \$70,000 added
Misc		5,000	5,000	0%	
Total Revenue:		2,419,028	2,266,490	-6%	