



*Workforce  
Development  
Board*

***Tompkins County Workforce Development***

***Executive Committee***

TC Workforce Development Board Conference Room  
119 E. Seneca St., Suite 200, Ithaca, NY 14850

**Meeting Minutes - Thursday, October 7, 2025**

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

**Excused:**

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

**Call to Order:**

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:34 a.m.

**Approval of Minutes - August 14, 2025**

It was moved by Mr. Levesque, seconded by Ms. Babuka and unanimously adopted by voice vote of members present to approve the minutes of August 14, 2025.

**Financial Report - August 2025**

Ms. Achilles reviewed the August 2025 Financial Reports with the Executive Committee. Ms. Achilles explained that the August reports show expenditures are significantly lower than the revenue due to Summer Youth Employment Program (SYEP) advances were received but have not received expenditure invoices for this time period. Once the invoices are received and paid this should even out the revenue percentage to the expenditure percentage.

Ms. Achilles reported that staff wage and fringe are lower at this time due to not having two positions on the Board staff: Administrative Coordinator and Communication Specialist. The rent line is lower due to paying the Career Center rent on a quarterly basis. Rent will be on the Career Center September 2025 CAP. Participants wage and fringe are significantly increased due to Youth Staff having 22 WIOA Youth JobLink participants and 61 Youth Employment Program (YEP) participants. Incentive line has increased due to purchasing gift cards for SYEP participants that obtained: time/attendance, attended all workshops, improvement or high scores on supervisor evaluation, and getting hired directly to employment after completing their work experience.

Ms. Achilles reported that Workforce Development received Youth Employment Program (YEP) funds and a resolution is going to the Legislature to approve additional funds and will revise the 2025 - 2026 Fiscal Budget to be approved at the Tuesday, October 28, 2025 Board meeting.

### **Work Updates:**

Mr. Sponn reported that the County Budget presentation went well. Mr. Akumfi, County Administrator, supports Workforce Development's budget.

Mr. Sponn reported that Ithaca Common Council is working to advance a local just-cause employment ordinance which would end at-will employment and require employers to provide a documented reason and notice for terminating employees. There will be a public forum for the council to get community feedback.

### **Career Center Environmental Testing Results**

Mr. Sponn reported County Administration has not received the environmental testing results, hopefully test results will be compiled by Friday. Testing was delayed due to the New York State Department of Labor (NYSDOL) not letting the third-party testers do testing during business hours. The third party testers will make recommendations and Ms. Thorpe, Health and Safety Coordinator, can interpret the results. The NYSDOL staff unions are also very interested in test results of the Career Center.

Mr. Sponn reported that staff is looking at potential locations for the Career Center and working with Ms. Nugent and Ms. Jayne from County Administration on next steps.

### **NYSDOL Fiscal and Program Monitoring Schedule**

Mr. Sponn reported that Fiscal Monitoring started last week and Ms. Achilles has sent all documents that have been requested at this point. Ms. Ukpabi is Tompkins' new auditor and is working closely with her supervisor Ms. Heng. Mr. Sponn reported that Tompkins is considered low risk according to NYSDOL.

### **Timeline For Approval of Policies Under Review**

Mr. Sponn reported that Ms. Basilius and himself are reviewing and updating policies. The policies will be updated and more robust.

## **Committee Updates**

### **Youth Oversight Committee**

Mr. Sponn reported that the Youth Oversight Committee plans to have 2025 SYEP presentations from Ms. Basilius, Workforce Development, and Ms. Stokes, Ithaca Youth Bureau in December.

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

Mr. Sponn reported that the One Stop Operations and Oversight Committee was updated by Ms. Thorpe, Health and Safety Coordinator for Tompkins County on where they are on the third-party environmental testing of the Career Center.

### **Governance and Membership Committee**

Mr. Sponn reported that the Governance and Membership Committee did not have a meeting. Mr. Ramos, President of United Way of Tompkins County will be joining the full Board. Ms. Earle, Commissioner of DSS, will be applying to the Board to replace Ms. Kephart's vacant seat.

### **Disabilities Workforce Committee**

Mr. Sponn reported that the Disabilities Workforce Committee, Mr. Tunison, is the Chair and fully supports the Disability Resource Coordinator, Mr. Starley, in his role. Mr. Starley is hitting the ground running in his new position.

## **Director's Report**

### **Career Center Update**

Mr. Sponn reported the Career Center updates were discussed earlier.

Mr. Sponn reported that the Workforce Development Board Retreat will be Tuesday, October 28, 2025, 8:30 to 12:00 at the Ithaca Downtown Conference Center. The tentative presentation agenda is: Mr. Fischer, Executive Director for NYATEP, Mr. Harris, Regional Labor Market Analyst, and the Tompkins Chamber of Commerce Employee Resource Network (ERN).

Ms. Achilles will resend the calendar invite with all updated information.

## **Adjournment:**

Mr. Pronti adjourned the Executive Committee Meeting at 9:20 a.m.





## Tompkins Workforce Development

Fiscal Year - July 1, 2025 to June 30, 2026

### August 31, 2025 Budget Report

16.66% Through Fiscal Year  
or 2 of 12 months

Budget Line Items	approved by Board 06.24.25	Expenses for August 2024	Expenses for August 2025	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	801,873	40,563.11	52,807.90	108,188.66	693,684.34	13%
Staff Fringe	365,534	18,569.82	23,325.23	47,786.92	317,747.08	13%
Rent	86,916	2,528.45	2,885.64	5,771.28	81,144.72	7%
Professional Services	1,500	0.00	0.00	0.00	1,500.00	0%
Office Supplies	6,000	501.21	0.00	364.55	5,635.45	6%
Office Furnishings	6,000	0.00	0.00	181.22	5,818.78	3%
Software/Hardware	3,850	0.00	0.00	0.00	3,850.00	0%
Computer Equipment	14,000	0.00	0.00	0.00	14,000.00	0%
Postage	650	0.00	0.00	0.00	650.00	0%
Travel & Training	28,000	0.00	0.00	0.00	28,000.00	0%
Local Travel	10,000	298.15	381.22	564.62	9,435.38	6%
Phone	17,150	909.99	-139.87	1,045.87	16,104.13	6%
Contracts - Phone Maintenance	1,600	0.00	0.00	0.00	1,600.00	0%
Membership Dues	5,100	0.00	0.00	200.00	4,900.00	4%
Sub- Contracts	251,241	0.00	0.00	0.00	251,241.00	0%
IT Services	8,500	0.00	0.00	0.00	8,500.00	0%
Subscriptions, Periodicals	1,743	0.00	0.00	0.00	1,743.00	0%
Advertising	600	0.00	0.00	0.00	600.00	0%
Meeting Expenses - Board Retreat	4,500	0.00	0.00	0.00	4,500.00	0%
Program Expenses	56,788	2,942.07	741.50	758.00	56,030.00	1%
Printing	14,200	76.28	102.96	165.06	14,034.94	1%
Equipment Rental - Ricoh Copier	1,500	74.02	74.68	149.36	1,350.64	10%
Program Supplies	2,600	0.00	0.00	0.00	2,600.00	0%
Office Equipment	13,175	0.00	0.00	0.00	13,175.00	0%
Participant - Wages	318,557	51,492.03	70,641.75	121,920.05	196,636.95	38%
Participant - Fringe	39,772	6,112.11	8,498.21	14,666.99	25,105.01	37%
Incentives	5,141	0.00	0.00	1,700.00	3,441.00	33%
Supportive Services	30,000	400.00	0.00	0.00	30,000.00	0%
Tuition - (ITA)	150,000	7,078.00	19,600.00	26,000.05	123,999.95	17%
On the Job Training - (OJT)	20,000	0.00	0.00	0.00	20,000.00	0%
<b>Total Expenditures:</b>	<b>2,266,490</b>	<b>131,545.24</b>	<b>178,919.22</b>	<b>329,462.63</b>	<b>1,937,027.37</b>	<b>15%</b>
	<b>Budget approved by Board</b>	<b>Revenue for August 2024</b>	<b>Cash Order for August 2025</b>	<b>Year to Date 2025 - 2026 Revenue</b>	<b>Year to Date 2025 - 2026 Balance</b>	<b>Year to Date % of Budget Expended</b>
<b>Revenue:</b>						
WIOA - Adult	185,458	12,673.25	4,600.00	10,137.12	175,320.88	5%
WIOA - Youth	453,000	24,506.24	25,515.56	44,928.60	408,071.40	10%
WIOA - Dislocated Worker	200,551	6,036.25	18,850.02	33,724.01	166,826.99	17%
WIOA - DW transferred to Adult	40,000	0.00	5,308.60	5,308.60	34,691.40	0%
WIOA - Administration	80,000	4,950.80	3,991.82	8,234.54	71,765.46	10%
NY-SCION/TTW, NY-SCION OMH	191,975	7,020.41	10,696.74	21,073.29	170,901.71	11%
RR Program Incentive PY24	15,000	2,594.78	0.00	0.00	15,000.00	0%
County	533,328	38,975.27	24,580.77	53,321.25	480,006.75	10%
SYEP, YEP	392,178	137,262.00	0.00	337,125.00	55,053.00	86%
WORC Grant, OJET-RETI	170,000	0.00	5,183.65	0.00	170,000.00	0%
Miscellaneous - Donations MADE	5,000	1,100.00	0.00	0.00	5,000.00	0%
<b>Total Revenue:</b>	<b>2,266,490</b>	<b>235,119.00</b>	<b>98,727.16</b>	<b>513,852.41</b>	<b>1,752,637.59</b>	<b>23%</b>

\* 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.

August 2025 Cash Order      \$71,903.43

SYEP Advance:      \$198,309.00      7/1/2025

\$138,816.00      7/15/2025





**Tompkins Workforce Development - WIOA Service Provider Budget**  
**Fiscal Year - July 1, 2025 to June 30, 2026**  
**August 31, 2025 Budget Report**

16.66% Through Fiscal Year  
or 2 of 12 months

Budget Line Items	Budget approved by Board 6.24.25	Expenses for August 2024	Expenses for August 2025	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	263,765	14,351.34	12,578.76	24,368.22	239,396.78	9%
Fringe	120,237	6,570.06	5,556.03	10,763.45	109,473.55	9%
Rent/Taxes	29,942	0.00	0.00	0.00	29,942.00	0%
Copier Contract	599	40.79	24.38	44.06	554.94	7%
Phone Maintenance	871	0.00	0.00	0.00	871.00	0%
Office Supplies	1633	110.71	0.00	95.46	1,537.54	6%
Postage	272	0.00	0.00	0.00	272.00	0%
Travel Training	4,355	0.00	0.00	0.00	4,355.00	0%
Local Travel	3,539	123.28	0.00	0.00	3,539.00	0%
Phone & Internet	6,941	149.55	91.02	375.49	6,565.51	5%
Books, Subscription & Periodicals	735	0.00	0.00	0.00	735.00	0%
Computer Software/Hardware	191	0.00	0.00	0.00	191.00	0%
IT Services	2,722	0.00	0.00	0.00	2,722.00	0%
Printing	653	41.84	27.14	46.69	606.31	7%
Program Expenses	7,722	0.00	0.90	1.56	7,720.44	0%
Supportive Services	22,000	400.00	0.00	0.00	22,000.00	0%
Tuition	139,000	5,467.00	19,600.00	26,000.05	112,999.95	19%
OJT	20,000	0.00	0.00	0.00	20,000.00	0%
Participant Wages	170,000	12,604.53	12,449.15	23,955.99	146,044.01	14%
Participant Fringe	21,900	1,496.16	1,497.64	2,881.91	19,018.09	13%
<b>Total Expenditures:</b>	<b>817,077</b>	<b>41,355.26</b>	<b>51,825.02</b>	<b>88,532.88</b>	<b>728,544.12</b>	<b>11%</b>

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