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 – Tuesday February 3, 2026

Present: S. Pronti, K. Babuka, K. Foreman, D. Harrington, B. Nugent

Excused:

Staff: C. Sponn, D. Achilles

Call to Order:

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:40 a.m.

Approval of Minutes – January 6, 2026

It was moved by Ms. Babuka, seconded by Mr. Pronti and unanimously adopted by voice vote of members present to approve the minutes of January 6, 2026.

Financial Report - December 2025

Ms. Achilles reviewed the attached December 2025 Financial reports.

Work Updates:

Seneca Place – MOU Status Update and Action Planning

Mr. Sponn presented the attached presentation on Tompkins County Workforce MOU Status Update and Action Planning February 2026.

myOneFlow – Review Findings and Determine Path Forward

Mr. Sponn reviewed two software packages for data reporting from myOneFlow and Launchpad. The Executive committee discussed both package and would like to take next steps to purchase myOneFlow package.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee met last month to move to contract with Ithaca Youth Bureau for the Youth Employment Program (YEP). The committee approved to release the Summer Youth Employment Program (SYEP) and now it is with County Attorney for review.

One Stop Operations and Oversight Committee

Mr. Sponn reported that Ms. Harrington is the One Stop Operations and Oversight Committee Chair due to Mr. Levesque retiring. One Stop Operations and Oversight Committee has been discussing the edits to 3 policies: Individual Training Account (ITA), Self-Sufficiency, and Supportive Services. The ITA and Self-Sufficiency policies have been approved by the full Board. The committee will review the Supportive Services policy at their next meeting. Mr. Sponn reported the committee will meet on a quarterly basis or as needed.

Governance and Membership Committee

Mr. Sponn reported that Mr. Ramos, United Way of Tompkins County, has retired and will need to be replaced. Mr. Pronti would like to keep the United Way on the Board. For new members, Mr. Apker, HOLT Architect, Ms. Porter, Challenge Workforce Solutions, and Mr. Williamee, UA Local 81 will be appointed to the Board at the Tuesday, February 17, 2026, Legislature meeting. Mr. Bruer will be retiring soon also, and Mr. Sponn has names in mind to come aboard. Ms. Babuka will be retiring soon, and Mr. Sponn is meeting with her replacement from Cornell on Friday.

Disabilities Workforce Committee

Mr. Sponn reported that the Disabilities Workforce Committee will be meeting Tuesday, February 10, 2026. Workforce Development's new staff, Mr. Starly, Disability Resource Coordinator, has been a great addition to the staff.

Director's Report

Career Center Update

Mr. Sponn reported that Workforce has hired Ms. Reynolds as the Transitional Workforce Specialist from Baltimore and will start on Tuesday, February 17, 2026.

Mr. Sponn reported that he is trying to get Tompkins Build on the ETPL so that the Board can help to fund participants. Mr. Foreman explained that Direct to Work (DTW) has been challenging due to manufacturing in the local area not recruiting heavily at this time. Mr. Foreman is looking into different avenues to move DTW forward.

Due to conflict in date and time of Tompkins Chamber/Ithaca Area Economic Development Summit, the Workforce Board meeting will be canceled. Mr. Pronti agreed to cancel the Workforce Board meeting.

Mr. Foreman left at 9:31.

Mr. Sponn is looking into Ms. Shanks-Booth to join the Executive Committee.

Adjournment:

Mr. Pronti adjourned the Executive Committee Meeting at 9:36 a.m.

Tompkins Workforce Development
Fiscal Year - July 1, 2025 to June 30, 2026
December 31, 2025 Budget Report

50.0% Through Fiscal Year or 6 of 12 months

Budget Line Items	approved by Board 06.24.25	Expenses for December 2024	Expenses for December 2025	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	**801,873**	41,054.65	45,737.65	327,043.13	474,829.87	41%
Staff Fringe	**365,534**	18,794.83	20,202.31	144,454.94	221,079.06	40%
Rent	**86,916**	14,347.00	14,663.64	40,869.84	46,046.16	47%
Professional Services	**1,500**	1,105.00	1,116.00	1,116.00	384.00	74%
Office Supplies	**6,000**	778.08	701.23	1,637.42	4,362.58	27%
Office Furnishings	**6,000**	0.00	0.00	1,151.65	4,848.35	19%
Software/Hardware	**3,850**	0.00	0.00	435.60	3,414.40	11%
Computer Equipment	**14,000**	4,530.00	0.00	0.00	14,000.00	0%
Postage	**650**	0.00	0.00	0.00	650.00	0%
Travel & Training	**28,000**	20.00	397.40	5,554.66	22,445.34	20%
Local Travel	**10,000**	243.86	24.50	1,093.82	8,906.18	11%
Phone	**17,150**	-48.35	1,178.26	4,630.71	12,519.29	27%
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	**331,241**	0.00	0.00	223,003.41	108,237.59	67%
IT Services	**8,500**	0.00	0.00	0.00	8,500.00	0%
Subscriptions, Periodicals	**1,743**	0.00	0.00	60.00	1,683.00	3%
Advertising	**600**	0.00	133.87	133.87	466.13	22%
Meeting Expenses - Board Retreat	**4,500**	0.00	0.00	2,006.00	2,494.00	45%
Program Expenses	**161,321**	4,516.99	519.87	7,966.91	153,354.09	5%
Printing	**14,200**	10.39	12.63	199.58	14,000.42	1%
Equipment Rental - Ricoh Copier	**1,500**	0.00	0.00	373.40	1,126.60	25%
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	**470,302**	8,581.07	18,139.65	209,245.43	261,056.57	44%
Participant - Fringe	**58,027**	1,018.57	2,182.19	25,172.23	32,854.77	43%
Incentives	**5,141**	0.00	0.00	1,700.00	3,441.00	33%
Supportive Services	**30,000**	50.00	348.42	1,464.75	28,535.25	5%
Tuition - (ITA)	**150,000**	7,634.80	10,995.00	50,333.05	99,666.95	34%
On the Job Training - (OJT)	**20,000**	0.00	0.00	0.00	20,000.00	0%
Total Expenditures:	**2,621,023**	102,636.89	116,352.62	1,049,846.40	1,571,176.60	40%

	Budget approved by Board	Revenue for December 2024	for December 2025	Year to Date 2025 - 2026 Revenue	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Revenue:						
WIOA - Adult	**185,458**	15,305.35	2,272.42	23,907.47	161,550.53	13%
WIOA - Youth	**453,000**	25,255.81	22,539.34	148,752.67	304,247.33	33%
WIOA - Dislocated Worker	**200,551**	6,397.44	12,681.96	83,236.96	117,314.04	42%
WIOA - DW transferred to Adult	**40,000**	0.00	6,652.81	34,467.55	5,532.45	86%
WIOA - Administration	**80,000**	2,565.09	7,228.35	35,356.40	44,643.60	44%
NY-SCION/TTW, NY-SCION OMH	**191,975**	7,823.91	14,235.48	83,325.82	108,649.18	43%
RR Program Incentive PY24	**15,000**	6,726.55	1,971.73	1,971.73	13,028.27	13%
County	**533,328**	40,770.39	27,125.41	175,022.60	358,305.40	33%
SYEP, YEP	**746,711**	0.00	0.00	502,977.00	243,734.00	67%
WORC Grant, OJET-RETI	**170,000**	0.00	2,544.48	2,544.48	167,455.52	1%
Miscellaneous - Donations MADE	**5,000**	0.00	0.00	0.00	5,000.00	0%
Total Revenue:	**2,621,023**	104,844.54	97,251.98	1,091,562.68	1,529,460.32	42%

* 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.

December 2025 Cash Order $67,582.09

Tompkins Workforce Development - WIOA Service Provider Budget

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

December 31, 2025 Budget Report

50.00% Through Fiscal Year
or 6 of 12 months

Budget Line Items	Budget approved by Board 6.24.25	Expenses for December 2024	Expenses for December 2025	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	263,765	15,436.62	12,061.39	86,896.07	176,868.93	33%
Fringe	120,237	7,066.90	5,327.51	38,381.97	81,855.03	32%
Rent/Taxes	29,942	5,675.86	4,430.75	8,547.42	21,394.58	29%
Copier Contract	599	0.00	0.00	131.80	467.20	22%
Phone Maintenance	871	0.00	0.00	0.00	871.00	0%
Office Supplies	1633	227.01	145.59	348.70	1,284.30	21%
Postage	272	0.00	0.00	0.00	272.00	0%
Travel Training	4,355	0.00	0.00	664.80	3,690.20	15%
Local Travel	3,539	54.94	24.50	192.22	3,346.78	5%
Phone & Internet	6,941	258.59	257.38	1,553.81	5,387.19	22%
Books, Subscription & Periodicals	735	0.00	0.00	0.00	735.00	0%
Computer Software/Hardware	191	0.00	0.00	71.15	119.85	37%
IT Services	2,722	0.00	0.00	0.00	2,722.00	0%
Printing	653	6.44	0.00	48.44	604.56	7%
Program Expenses	7,722	0.07	0.00	50.51	7,671.49	1%
Supportive Services	22,000	50.00	348.42	1,362.20	20,637.80	6%
Tuition	139,000	6,898.80	10,995.00	50,333.05	88,666.95	36%
OJT	20,000	0.00	0.00	0.00	20,000.00	0%
Participant Wages	170,000	8,581.07	8,335.14	76,580.67	93,419.33	45%
Participant Fringe	21,900	1,018.57	1,002.71	9,212.65	12,687.35	42%
Total Expenditures:	817,077	45,274.87	42,928.39	274,375.46	542,701.54	34%

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

Tompkins County Workforce Development MOU Status Update and Action Planning February 2026

Seneca Place Timeline Updates

- **December 26:** County Admin. formally requested a memorandum of understanding from the New York State Department of Labor for the County's plan to negotiate a lease agreement for the relocation of Workforce Development and NYSDOL **(39 days and counting we are waiting on this)**
- **January 7:** NYSDOL (Paul) says working on letter. He re-confirmed with program and going to Executive office to approve language
- **Follow-Up:** County Admin. (1/20), Chris (1/23), Chris (1/30)
- **January 30:** NYSDOL (Paul) emails, "What I am working on is a letter of commitment for the space, not the MOU. The actual MOU cannot start until you have your agreement in place. Once that happens, we then assign the space and percentages and draft accordingly. But nothing can happen prior to YOUR agreement being executed."

Challenges

- **Deteriorating Partnership with NYSDOL–** Everyday compounds the strain and increases the difficulty to maintain a constructive working relationship
- **No End in Sight –** It is a challenge for staff in planning work and for leadership to make informed decisions. We exist in a state of waiting for just one signature.
- **Operational Paralysis –** Service delivery, administrative uncertainty, leadership strain, and improvisation

Bottleneck Effect on Major Decisions

- Impacts Staffing Decisions
- Equipment and Technology Purchases Put On Hold
- Facilities Planning Cannot Proceed Without Operational Clarity
- Partner Organizations Waiting On Us