



*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 March 3, 2026

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

Excused:

Staff: C. Sponn, D. Achilles

Call to Order:

Mr. Pronti, Executive Committee Chair, called the meeting to order at 9:02 a.m.

Approval of Minutes - February 3, 2026

It was moved by Mr. Foreman, seconded by Ms. Babuka and unanimously adopted by voice vote of members present to approve the minutes of February 3, 2026.

Financial Report - January 2026

Due to lack of time no January 2026 financial report was given.

Work Updates:

Mr. Sponn thanked Ms. Babuka for her dedication to the Workforce Development Board and committees during her time. This was Ms. Babuka's final meeting.

Mr. Sponn introduced Ms. Taylor. Ms. Taylor was a guest on the Executive Committee to be a potential candidate to join and then have full membership on the committee.

Mr. Sponn introduced Ms. Booth, who has joined the Executive Committee and is the Chair of the Youth Oversight Committee and Workforce Development Board member.

Seneca Place - Letter of Intent (LOI): Status Update and Action Planning

Mr. Sponn informed the Executive Committee that New York State Department of Labor (NYSDOL) has submitted Letter of Intent (LOI) to County Administration. There have been edits to the LOI and returned to NYSDOL for review. County Administration will submit a resolution to Tompkins County Legislature at their next meeting.

Career Center Repairs: Progress Update

Mr. Sponn reported that he has met with Mr. Cerasaro and the repairs that have been requested before county staff returns are almost complete. There are three ceiling tiles that need to be replaced in one of the Workforce Development office spaces and Mr. Cerasaro will let Mr. Sponn know when complete.

Ms. Babuka left at 9:35 a.m.

Just-Cause Employment: Discussion

Mr. Sponn presented the attached presentation on Just-Cause Employment and wanted the committee to have discussions around this topic. The Executive Committee members had a very informative discussion on the topic of Just-Cause Employment and will continue discussions in the future.

Youth Employment Program (YEP)

Mr. Sponn reported on the Youth Employment Program (YEP) that is funded by Office of Temporary Disability Assistance (OTDA) that is part of the GIVE initiative that serves youth who are at-risk of gun violence in the City of Ithaca or Town of Ithaca.

Mr. Pronti and Mr. Foreman left at 9:56 a.m.

Committee Updates

Youth Oversight Committee

Ms. Shanks-Booth reported the Youth Oversight Committee worked on the Summer Youth Employment Program (SYEP) RFP and is now released on Bidnet for 30 days.

One Stop Operations and Oversight Committee

No report.

Governance and Membership Committee

No report.

Disabilities Workforce Committee

No report.

Director's Report

Career Center Update

Mr. Spohn reported items in the work update section.

Adjournment:

Executive Committee Meeting at 10:03 a.m.



Tompkins Workforce Development

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

January 31, 2026 Budget Report

58.33% Through Fiscal Year
or 7 of 12 months

Budget Line Items	approved by Board 06.24.25	Expenses for January 2025	Expenses for January 2026	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	801,873	45,038.74	46,730.02	373,773.15	428,099.85	47%
Staff Fringe	365,534	20,128.02	20,640.63	165,095.57	200,438.43	45%
Rent	86,916	2,687.29	2,885.64	43,755.48	43,160.52	50%
Professional Services	1,500	0.00	0.00	1,116.00	384.00	74%
Office Supplies	6,000	732.34	0.00	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	356.00	0.00	0.00	14,000.00	0%
Postage	650	0.00	0.00	0.00	650.00	0%
Travel & Training	28,000	1,197.00	1,197.06	6,751.72	21,248.28	24%
Local Travel	10,000	0.00	0.00	1,093.82	8,906.18	11%
Phone	17,150	948.86	-14.78	4,615.93	12,534.07	27%
Contracts - Phone Maintenance	1,600	0.00	0.00	0.00	1,600.00	0%
Membership Dues	5,100	0.00	180.00	380.00	4,720.00	7%
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	0.00	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	0.00	5,013.53	12,980.44	148,340.56	8%
Printing	14,200	13.17	18.92	218.50	13,981.50	2%
Equipment Rental - Ricoh Copier	1,500	147.08	149.36	522.76	977.24	35%
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	7,381.08	15,661.74	224,907.17	245,394.83	48%
Participant - Fringe	58,027	873.60	1,884.11	27,056.34	30,970.66	47%
Incentives	5,141	0.00	0.00	1,700.00	3,441.00	33%
Supportive Services	30,000	0.00	-266.52	1,198.23	28,801.77	4%
Tuition - (ITA)	150,000	0.00	5,000.00	55,333.05	94,666.95	37%
On the Job Training - (OJT)	20,000	0.00	0.00	0.00	20,000.00	0%
Total Expenditures:	2,621,023	79,503.18	99,079.71	1,148,926.11	1,472,096.89	44%
	Budget approved by Board	Revenue for January 2025	Cash Order for January 2026	Year to Date 2025 - 2026 Revenue	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Revenue:						
WIOA - Adult	185,458	6,561.31	-104.98	23,802.49	161,655.51	13%
WIOA - Youth	453,000	21,275.12	12,051.06	160,803.73	292,196.27	35%
WIOA - Dislocated Worker	200,551	4,566.24	12,033.37	95,270.33	105,280.67	48%
WIOA - DW transferred to Adult	40,000	0.00	5,532.45	40,000.00	0.00	0%
WIOA - Administration	80,000	1,805.42	7,499.58	42,855.98	37,144.02	54%
NY-SCION/TTW, NY-SCION OMH	191,975	5,393.59	11,304.41	94,630.23	97,344.77	49%
RR Program Incentive PY24	15,000	1,547.08	3,130.11	5,101.84	9,898.16	0%
County	533,328	39,631.83	26,732.37	201,754.97	331,573.03	38%
SYEP, YEP	746,711	0.00	18,498.31	521,475.31	225,235.69	70%
WORC Grant, OJET-RETI	170,000	0.00	3,191.89	5,736.37	164,263.63	3%
Miscellaneous - Donations MADE	5,000	0.00	0.00	0.00	5,000.00	100%
Total Revenue:	2,621,023	80,780.59	99,868.57	1,191,431.25	1,429,591.75	45%

* 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.

January 2026 Cash Order \$51,446.00



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

58.33% Through Fiscal Year
or 7 of 12 months

Budget Line Items	Budget approved by Board 6.24.25	Expenses for January 2025	Expenses for January 2026	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	263,765	14,300.81	11,817.41	98,713.48	165,051.52	37%
Fringe	120,237	6,395.57	5,219.74	43,601.72	76,635.28	36%
Rent/Taxes	29,942	0.00	0.00	8,547.42	21,394.58	29%
Copier Contract	599	86.39	57.08	188.88	410.12	32%
Phone Maintenance	871	0.00	0.00	0.00	871.00	0%
Office Supplies	1633	36.02	0.00	348.70	1,284.30	21%
Postage	272	0.00	0.00	0.00	272.00	0%
Travel Training	4,355	1,197.00	798.04	1,462.84	2,892.16	34%
Local Travel	3,539	0.00	0.00	192.22	3,346.78	5%
Phone & Internet	6,941	169.14	264.88	1,818.69	5,122.31	26%
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	7.35	0.00	48.44	604.56	7%
Program Expenses	7,722	0.00	0.00	50.51	7,671.49	1%
Supportive Services	22,000	0.00	-266.52	1,095.68	20,904.32	5%
Tuition	139,000	0.00	5,000.00	55,333.05	83,666.95	40%
OJT	20,000	0.00	0.00	0.00	20,000.00	0%
Participant Wages	170,000	7,381.08	4,236.50	80,817.17	89,182.83	48%
Participant Fringe	21,900	873.60	509.65	9,722.30	12,177.70	44%
Total Expenditures:	817,077	30,446.96	27,636.78	302,012.25	515,064.75	37%

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