



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 May 05, 2026

Present: S. Pronti, K. Foreman, B. Nugent, K. Taylor

Excused: K. Booth, D. Harrington

Staff: C. Sponn, D. Achilles

Call to Order:

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:42 a.m.

Approval of Minutes - April 7, 2026

It was moved by Mr. Foreman, seconded by Ms. Taylor and unanimously adopted by voice vote of members present to approve the minutes of April 7, 2026.

Approval of Policies:

On-the-Job Training

OJT Policy will be finalized and added to the Full Board meeting Tuesday, May 26, 2026.

OJET Stipend Policy

It was moved by Mr. Foreman, seconded by Ms. Taylor and unanimously adopted by voice vote of members present to approve the OJET Stipend Policy.

Financial Report - March 2026

Ms. Achilles reviewed the attached March 2026 Financial Reports.

Work Updates:

Participant Training Budget Review & Action Plan

Mr. Sponn reviewed the attached Spend-Down Plan.

Seneca Place - Status Update

Mr. Sponn informed the Executive Committee that there are concerns about utility costs that the department will need to support. New York State Department of Labor has signed the Letter of Intent (LOI). The tentative date to be in the Seneca Place office space is July 1, 2026.

Career Center Repairs: Progress Update

Mr. Sponn reported that the Career Center repairs are still not complete. Waiting on 3 ceiling tiles to be replaced and the air handler filter to be replaced and put in the correct brackets.

Committee Updates

Youth Oversight Committee

No report.

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

No report, included in above Career Center Progress section.

Mr. Sponn reported that Workforce will have an intern June 1st to August 7th from Cornell ILR School. The intern will be working on communication outreach, goals, research, and department needs.

Mr. Sponn reported on the meeting around minimum wage study and there were a lot of questions and concerns from the community and businesses.

Adjournment:

Mr. Pronti, Executive Committee Chair, adjourned meeting at 10:07 a.m.



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

75.00% Through Fiscal Year
or 9 of 12 months

Budget Line Items	approved by Board 06.24.25	Expenses for March 2025	Expenses for March 2026	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	801,873	47,716.24	52,772.20	473,924.61	327,948.39	59%
Staff Fringe	365,534	21,076.24	24,808.19	212,176.70	153,357.30	58%
Rent	86,916	2,615.01	14,663.64	61,304.76	25,611.24	71%
Professional Services	1,500	0.00	0.00	1,116.00	384.00	74%
Office Supplies	6,000	124.88	0.00	1,637.42	4,362.58	27%
Office Furnishings	6,000	1,150.00	0.00	1,274.88	4,725.12	21%
Software/Hardware	3,850	0.00	0.00	435.60	3,414.40	11%
Computer Equipment	14,000	2,010.00	0.00	105.30	13,894.70	1%
Postage	650	0.00	0.00	0.00	650.00	0%
Travel & Training	28,000	756.00	2,542.75	9,693.49	18,306.51	35%
Local Travel	10,000	0.00	55.39	1,277.67	8,722.33	13%
Phone	17,150	-180.36	1,201.91	8,269.98	8,880.02	48%
Contracts - Phone Maintenance	1,600	548.51	0.00	0.00	1,600.00	0%
Membership Dues	5,100	0.00	0.00	640.00	4,460.00	13%
Sub- Contracts	331,241	0.00	0.00	223,003.41	108,237.59	67%
IT Services	8,500	0.00	4,317.80	7,351.00	1,149.00	86%
Subscriptions, Periodicals	1,743	0.00	0.00	60.00	1,683.00	3%
Advertising	600	0.00	82.27	216.14	383.86	36%
Meeting Expenses - Board Retreat	4,500	0.00	0.00	2,006.00	2,494.00	45%
Program Expenses	161,321	0.00	0.00	12,980.44	148,340.56	8%
Printing	14,200	43.46	33.67	252.17	13,947.83	2%
Equipment Rental - Ricoh Copier	1,500	74.14	74.68	672.12	827.88	45%
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	20,545.26	18,228.18	260,755.85	209,546.15	55%
Participant - Fringe	58,027	2,471.59	2,240.24	31,462.14	26,564.86	54%
Incentives	5,141	0.00	0.00	1,700.00	3,441.00	33%
Supportive Services	30,000	46.00	0.00	1,325.20	28,674.80	4%
Tuition - (ITA)	150,000	4,600.00	4,295.00	63,863.05	86,136.95	43%
On the Job Training - (OJT)	20,000	0.00	0.00	0.00	20,000.00	0%
Total Expenditures:	2,621,023	103,596.97	125,315.92	1,377,503.93	1,243,519.07	53%
	Budget approved by Board	Revenue for March 2025	Cash Order for March 2026	Year to Date 2025 - 2026 Revenue	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Revenue:						
WIOA - Adult	185,458	7,048.93	13,232.18	51,788.36	133,669.64	28%
WIOA - Youth	453,000	17,248.19	15,141.36	189,921.73	263,078.27	42%
WIOA - Dislocated Worker	200,551	9,885.63	10,453.34	111,494.25	89,056.75	56%
WIOA - DW transferred to Adult	40,000	0.00	0.00	40,000.00	0.00	0%
WIOA - Administration	80,000	2,721.08	8,855.25	60,739.48	19,260.52	76%
NY-SCION/TTW, NY-SCION OMH	191,975	5,923.70	15,363.48	121,679.68	70,295.32	63%
RR Program Incentive PY24	15,000	596.75	3,462.15	11,843.42	3,156.58	0%
County	533,328	42,403.11	30,050.57	251,572.35	281,755.65	47%
SYEP, YEP	746,711	0.00	24,525.97	546,001.28	200,709.72	73%
WORC Grant, OJET-RETI	170,000	0.00	3,801.28	13,514.69	156,485.31	8%
Miscellaneous - Donations MADE	5,000	0.00	0.00	0.00	5,000.00	0%
Total Revenue:	2,621,023	85,827.39	124,885.58	1,398,555.24	1,222,467.76	53%

* 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.

March 2026 Cash Order \$66,507.76



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

75.00% Through Fiscal Year
or 9 of 12 months

Budget Line Items	Budget approved by Board 6.24.25	Expenses for March 2025	Expenses for March 2026	Year to Date 2025 - 2026 Expenses	Year to Date 2025 - 2026 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	263,765	9,702.38	13,098.52	125,053.39	138,711.61	47%
Fringe	120,237	4,285.53	6,157.61	55,984.11	64,252.89	47%
Rent/Taxes	29,942	0.00	3,914.78	12,462.20	17,479.80	42%
Copier Contract	599	32.06	30.12	246.27	352.73	41%
Phone Maintenance	871	237.18	0.00	0.00	871.00	0%
Office Supplies	1633	22.32	0.00	348.70	1,284.30	21%
Postage	272	0.00	0.00	0.00	272.00	0%
Travel Training	4,355	756.00	1,899.45	3,761.31	593.69	86%
Local Travel	3,539	0.00	41.18	338.96	3,200.04	10%
Phone & Internet	6,941	172.92	268.87	2,349.22	4,591.78	34%
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	1,576.97	1,576.97	1,145.03	58%
Printing	653	22.76	0.11	48.55	604.45	7%
Program Expenses	7,722	575.00	0.00	50.51	7,671.49	1%
Supportive Services	22,000	0.00	0.00	1,222.65	20,777.35	6%
Tuition	139,000	4,600.00	4,295.00	63,863.05	75,136.95	46%
OJT	20,000	0.00	0.00	0.00	20,000.00	0%
Participant Wages	170,000	9,389.13	4,945.77	92,506.94	77,493.06	54%
Participant Fringe	21,900	1,129.51	607.83	11,158.97	10,741.03	51%
Total Expenditures:	817,077	30,924.79	36,836.21	371,042.95	446,034.05	45%

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

Policy – Stipend – RETI Grant – Executive Committee Approved 5/5/26

References: PGL 24-03.1, 2 CFR part 200 (200.302-303 Financial Management & Internal Controls, 200.403-405 Allowability, Reasonableness, Allocability, 200.334 & 337, Record Retention & Access)

Background: The New York State Department of Labor (NYSDOL) Office of Just Energy Transition (OJET) has received state funds from the New York Power Authority for the Renewable Energy Training Initiative (RETI) grant. This funding can be used for upskilling or reskilling of workers transitioning from fossil fuel to clean energy positions; upskilling or reskilling of residential workers in weatherization, building performance, and retrofitting, including fees for required industry-recognized credentials; and for wraparound services during training, including but not limited to: child care, transportation, housing, food, mental health services, and substance use treatment or services.

Policy: This policy covers stipend payments that may be provided to eligible RETI grant enrollees (also known as RETI participants) to help encourage participation and achievements. Payment will not be available after grant ends on June 30, 2026. Payments will be provided equitably based on availability of funds.

Stipends: Fixed regular payments made to a RETI participant during their enrollment to encourage their ongoing participation in education, training services, and other individual career services. Stipends do not compensate an individual for productive work or replace wages associated with employment activities.

Stipends are typically defined as small payments for participation or attendance not tied to specific outcomes and not subject to minimum wage requirements. Stipends do not establish an employer-employee relationship. In contrast, wages are payments for labor performed in an employee-employer relationship, subject to State and Federal minimum wage and tax requirements. Local Workforce Development Boards (LWDBs) should not deduct from the stipend, or include within the stipend disbursement, anything that may be considered a wage supplement and/or benefit related to NYS Labor Law Section 198-C, such as reimbursement to the participant for documented expense(s); deductions for health, welfare, and retirement benefits; and payment to the participant of vacation, separation, or holiday pay. Wage supplements or benefits are considered wages under the Labor Law.

How Stipends Are Earned: Stipends are earned through verified attendance at and participation in approved RETI training, education, or individual career services activities. Participants who miss sessions without an approved excuse, are disenrolled, or are found to have misrepresented attendance are disqualified from earning a stipend for the applicable day.

Stipend Amount and Limits: Stipend amounts are set at a consistent rate for all eligible participants to ensure equitable distribution and avoid favoritism. \$125 per week/\$25 per session. A maximum lifetime cap of \$3,500 applies per participant for the duration of the RETI program. Payments are issued bi-weekly upon verified participation.

Partner staff will submit invoice and submit documentation for payment to Deputy Director – Board.

Supporting Documentation: Prior to disbursing a stipend, staff must gather and retain: signed attendance records or training logs verifying participation and supervisor review confirming the stipend is allowable and funds are available. All documentation must be retained per 2 CFR 200.334 & 337.

Approval Process: Deputy Director - Board must confirm appropriate info has been received before submitting for payment. A supervisor or designated approver must review and authorize each stipend request in writing prior to disbursement. No stipend may be disbursed without written approval.

Disbursement Method: Stipends will be disbursed by direct check payment issued by Tompkins County Finance to the eligible RETI participant. No other form of payment will be issued. A stipend is confirmed as received when the check has been authorized.

Tax Reporting: Stipend payments are not subject to payroll tax withholding; however, they may constitute taxable income for the recipient. Tompkins County Finance will issue a 1099 form to participants who receive stipend payments totaling \$600 or more in a calendar year.

Updates on Spend-Down Plan

Tompkins County Workforce Development Board
Executive Committee
May 2026

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OJET

- Required to de-obligate **\$16,080.84–\$27,257** of our **\$79,967.76** grant back to NYSDOL for reallocation; final amount pending with two months remaining
- Confident in our ability to spend down fully, but de-obligating was the right move for the program as a whole given last-minute decision making required last week
- Brought 4 work experiences to Tompkins County (Hammerstone School: Carpentry for Women, Finger Lakes ReUse) and supported Energy Warriors through stipends



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NY- SCION

- Funds remaining: PY24-\$18,688.84; PY25OMH-\$30,000
- Remaining funds on track to be fully spent down through staff wages and fringe, operational expenses, and outreach materials
 - Arnold's Printing - **\$3,500**
 - April CAP- **\$18,517**
 - May CAP- **\$12,065.58**
 - June CAP- **\$12,065.58**
 - Rent- **\$2,254.62**



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YEP

- Currently we have 30 youth enrolled in the program
 - Work experience - Wages \$60,608
 - Other supplies and support - \$27,892
 - Workshops - \$5,000
 - Completion Incentive - \$2,500



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Adult and Dislocated Worker

- Dislocated Worker funds will be fully expended; Adult funds projected to be spent down, with 5 trainings available to fill any gap

Training Course	Provider	Cost
CNA	TC3	\$2,999
CNA	TC3	\$2,999
CompTIA A+, Network+, and Security+	Emerging Technologies	\$3,800
CompTIA A+, Network+, and Security+	Emerging Technologies	\$3,800
CDL	TST/ANCORA	\$5,000
Total		\$18,598



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