

Tompkins County Workforce Development Board

One Stop Operations and Oversight Committee

MINUTES

Tuesday, September 10, 2024 | 119 E. Seneca Street, Suite 200, Ithaca, NY 14850

Present: K. Franzese, D. Harrington, C. Walters, C. Whitmore

Excused: S. Cerquone

Staff: C. Sponn, D. Achilles, T. Basilius, S. Frost

Guests: K. Cerasaro, S. Paczkowski, K. Garrett Wagner

Call to Order:

Ms. Franzese called the meeting to order at 8:31 a.m.

Approval of Minutes: July 09, 2024

It was moved by Ms. Whitmore, seconded by Ms. Harrington, and unanimously adopted by voice vote of members present to approve the minutes of July 09, 2024.

Financial Report: Adult & Dislocated Worker

Ms. Achilles reported for July 2024 PY23 WIOA Adult funds overall were expended at 65%; 33% on participants and 32% on operating expenses.

Ms. Achilles reported for May 2024 PY23 WIOA Dislocated Worker funds overall were expended at 35%; 6% on participants and 29% on operating expenses. The numbers also are different due to the \$25,000.00 transferred to Adult. Ms. Achilles reported that Mr. Sponn, Ms. Basilius, and herself are meeting to figure out ways to see if more customers are eligible to be funded through DW.

Ms. Franzese inquired about what ideas we have to spend more DW funding.

Ms. Basilius reported that Tompkins County has people coming in that just miss the income level to meet certain elements. It depends on the number in household to what the income level is required to qualify.

Ms. Achilles reported Adult ITA's will increase next month due to August expenditures will include \$11,928.00. If there are no customers that meet the requirements for DW funding, then Workforce Development will look into transferring funds from DW to Adult.

Ms. Achilles reported that NY-SCION grant for PY22 has been accrued at 59.39% and admin at 9.49%. Workforce Development will need to hold back on the admin expenses due to the grant requirement.

Workplan:

Workforce Development Service Provider Update/Quarterly Report

Mr. Spohn reported that Ms. Basilius is the Workforce Development Deputy Director at the Career Center and is working with the staff on procedures and policies.

Ms. Basilius reported that Mr. Cerasaro and Mr. Paczkowski are great in process changes.

Ms. Basilius reported that she is trying to streamline in person workshops, meet with employers, train the trainer, and have more structure at the Career Center.

Ms. Franzese would like data on visitors, quarterly reports, and data of people coming into the Career Center.

Career Center Update

Mr. Cerasaro reported they are in the process of streamlining procedures for the Career Center. Mr. Cerasaro reported that the job posting for the Office Assistant has been posted and will be the greeter at the Career Center. This position will require consistency and customer service skills at the front desk to greet customers when they come in. This will set the tone of customer engagement of the office.

Mr. Cerasaro reported that the NYSDOL and Workforce Development staff are being more consistent with staff meetings and meeting with partners to improve relationships with referrals.

Mr. Cerasaro reported that NYSOL staff are focused on a number of people coming in for unemployment assistance.

Mr. Cerasaro reported the Career Center is still down a Veterans Service Representative position. There was one candidate that applied and did not have the qualifications required. It has been 3 years without a Veterans Services Representative, and this will be reevaluated and for now another Career Center representative will be in the Ithaca Career Center one day a week.

Facilitated Workforce Discussion with Alla Breve Consulting

Ms. Garrett Wagner, Director of Research and Client Success at Alla Breve Consulting facilitated a discussion to answer questions for her research. She has been to many Workforce Boards across New York to collect data to figure out what is successful and what barriers areas are facing.

Director Update:

Incoming NYATEP Executive Director

Mr. Sponn reported the new NYATEP Executive Director will attend the Board Retreat.

How It's MADE: Manufacturing and Development Expo (MADE)

Mr. Sponn reported Workforce Development is working on the committee for MADE. Currently Workforce Development is focused on fundraising for the event, which helps cover bags and lunches.

DTW Summer Graduation and Fall Cohort Recruitment

Mr. Sponn reported there was a Direct to Work graduation for the summer and fall recruitment has already begun.

County Budget Process and OTRs

Mr. Sponn reported he is requesting an extra youth team position and is hopeful the County will fund that due to department needs.

September YERT Meeting at TST BOCES

Mr. Sponn reported the September YERT team will be given a field trip at TST BOCES. All members are welcome to join.

NY SCION Updated Implementation Plan

Mr. Sponn reported the team is working with the DRC on the implementation plan, which is the plan the County follows in implementing the mission of NY SCION.

Youth Employment Program (YEP) Funding

Mr. Sponn said they will be receiving funding for YEP, which is an extension of SYEP. The money will be for youth at-risk of gun violence.

Administrative Coordinator Update

Mr. Sponn said they are looking to fill this position and have promising candidates and they have a civil service list to work off of.

Members Updates:

Adjournment:

Ms. Franzese adjourned the meeting at 09:56 a.m.

July 2024 WIOA Adult/Dislocated Worker

Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY22 July 2023

WIOA Adult					
Adult-ITA	45,920.88	0.00	37,708.50	7,307.50	45,016.00
Transitional Jobs (Adult Part w&f)	6,000.00	0.00	5,436.52	0.00	5,436.52
Adult-OJT	300.00	0.00	0.00	0.00	0.00
Adult Supportive Services	3,000.00	0.00	1,808.99	1,021.06	2,830.05
Adult General (includes WIB)	100,863.60	0.00	91,281.50	0.00	91,281.50
Allocation	156,084.48	0.00	136,235.51	8,328.56	144,564.07

87% of total budget was expended for PY22 July 2023

35% of the allocation must be spent on participants - \$54,629.57 overall.

As of July 2023, reports - \$44,954.01 participants (29%) \$91,281.50 (58%) operating expenses of total expenditures

PY 23 July 2024

WIOA Adult					
Adult-ITA	51,000.00	4,050.00	37,998.14	12,665.00	50,663.14
Transitional Jobs (Adult Part w&f)	10,000.00	2,030.92	9,803.23	0.00	9,803.23
Adult-OJT	4,000.00	0.00	0.00	0.00	0.00
Adult Supportive Services	15,000.00	936.53	2,644.37	400.00	3,044.37
Adult General (includes WIB)	71,748.11	7,157.86	48,123.04	3,461.50	51,584.54
Allocation	151,748.11	14,175.31	98,568.78	16,526.50	115,095.28

65% of total allocation was expended for PY23 July 2024

35% of the allocation must be spent on participants - \$53,111.84 overall.

As of July 2024, reports - \$50,445.74 participants (33%) \$48,123.04 (32%) operating expenses of total expenditures

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY22 July 2023

WIOA DW					
DW - ITA	15,000.00	0.00	10,969.00	0.00	10,969.00
DW-OJT	0.00	0.00	0.00	0.00	0.00
DW Supportive Services	0.00	0.00	0.00	0.00	0.00
DW General	87,321.63	2,989.20	75,264.25	1,502.02	76,766.27
Allocation	102,321.63	2,989.20	86,233.25	1,502.02	87,735.27

84% of total budget was expended for PY22 July 2023 **\$25,000.00 Transferred to Adult** **

35% of the allocation must be spent on participants - \$44,562.57 overall.

As of July 2023, reports - \$10,969.00 participants (11%) \$75,264.25 (73%) operating expenses of total expenditures

PY 23 July 2024

WIOA DW					
DW - ITA	35,000.00	0.00	8,406.00	0.00	8,406.00
Transitional Jobs (Adult Part w&f)	9,000.00	0.00	0.00	0.00	0.00
DW-OJT	6,000.00	0.00	0.00	0.00	0.00
DW Supportive Services	25,000.00	0.00	689.87	0.00	689.87
DW General	86,202.39	5,289.50	47,340.20	2,720.99	50,061.19
Allocation	161,202.39	5,289.50	56,436.07	2,720.99	59,157.06

35% of total allocation was expended for PY23 July 2024

35% of the allocation must be spent on participants - \$56,420.84 overall.

As of July 2024, reports - \$9,095.87 participants (6%) \$47,340.20 (29%) operating expenses of total expenditures

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PY22 July 2023 Director approved transfer of \$25,000.00 Dislocated Worker allocation to Adult

WIOA DW to Adult					
ITA	0.00	0.00	0.00	0.00	0.00
OJT	0.00	0.00	0.00	0.00	0.00
Supportive Services	0.00	0.00	0.00	0.00	0.00
General (includes WIB)	25,000.00	2,982.88	15,022.19	1,256.48	16,278.67
Allocation	25,000.00	2,982.88	15,022.19	1,256.48	16,278.67