



Tompkins County Workforce Development

Youth Oversight Committee

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

Meeting Minutes - Wednesday, July 9, 2025

Present: S. Lester, V. Zeppelin

Excused: K. Shanks-Booth, G. Larson, C. Malcolm

Staff: C. Sponn, D. Achilles, A. Jacot

Call to Order

Ms. Zeppelin, acting Youth Oversight Committee Chair in Ms. Shanks-Booth's absence, called the meeting to order at 8:47 a.m.

Approval of Minutes: April 9, 2025

Due to lack of voting members present to achieve quorum; the vote to approve, April 9, 2025, meeting minutes were tabled until the next meeting, scheduled on August 13, 2025.

Financial Reports: May 2025

Ms. Achilles reported that we are doing well with spending. Program year 23 (PY23) youth was expended at 67% and program PY24 is expended at 74%. Ms. Achilles reported there are 31 participants in Job Link, 29 participants in YEP and 60 participants in SYEP. She said "The number of participants is very good".

Ms. Achilles reported the desk review from the State Fiscal Monitor for PY24 youth work experience is at 37.73%, which is well above the 20% requirement. Out of School Youth expenditures are at 57.32%. Currently, the expenditure requirement is 50%, however, it is not known yet if New York State will renew the 50% requirement or return to the previous 75-85% range requirement. Mr. Sponn, Ms. Basilius and Ms. Achilles are collaborating to find supportive services to bring those numbers up. They are currently exploring distributing bus passes.

Ms. Achilles reported that YEP will finish the year at over \$162,000. However, there will be approximately \$200,000 left unspent. New York State has not issued a Notice of Authorization for 2025 YEP funds. Workforce Development is hopeful, if the funds are granted, to participate with more providers for YEP.

Discussion:

SYEP Provider Orientation

Mr. Sponn reported that SYEP held orientations last week. This was an opportunity for Service Providers to familiarize participants with time sheets and the handbook. Mr. Sponn recommended that the 2026 Request for Proposal include additional requirements, for example, contact information on participant's folders, larger spaces for orientations and Workforce Development must meet with providers prior to the SYEP start date.

Mr. Sponn extended an invitation to the Youth Oversight Committee members to visit jobsites and/or any of the 4 participant workshops the Career Center is offering this summer.

Weekly Tracker Overview

Mr. Sponn showed the committee members the Tracker Spreadsheet each provider is required to submit weekly. Mr. Sponn noted that the Tracker Spreadsheet includes dates of service, number of participants, participant hours, wage & fringe, overall weekly expenditure as well as program target percentages. Mr. Sponn reported that this documentation will be instrumental in staying on track with spending.

Mr. Sponn reported that he met the new Editor of the Ithaca Times, who had recently published an article about SYEP in the paper. Mr. Sponn reported that the new Ithaca Times Editor would like to highlight programs within the community and welcomed ideas. Mr. Sponn asked the members to think about what they would like to see published. Ms. Achilles suggested an article showcasing youth participant success stories.

YEP Updates

Mr. Sponn reported that YEP concluded with 29 participants. He added that he was very pleased with this program and the Career Center staff. Mr. Sponn reported that he intends to have Ms. Basilius give a presentation on YEP in the fall.

Mr. Sponn reported that Workforce Development should know around late summer, early fall, if YEP funds will be granted for 2026.

Directors Report

Career Center Update

Mr. Sponn reported that the Career Center is fully staffed. Mr. Starley, the new DRC started last month and Mr. Governale, the new Youth Advisor, started a couple months ago.

Mr. Sponn reported that the main lobby of the Career Center has been reconfigured. There is new signage, fliers and the extra furniture has been removed. Mr. Sponn said he and Ms. Achilles hung pictures in Conference Room C, and with the updated technology, it looks very nice. Mr. Sponn also reported that the heating and cooling issues in the conference room have recently been fixed.

Mr. Sponn reported that NYSCION awarded Tompkins County Workforce Development with approximately \$61,000. These funds are being used to purchase adaptive technology, workshops and training.

Center of Governance Updates and Plan

Mr. Sponn reported that Tompkins County is removing three existing buildings on and near the corner of North Tioga Street and East Buffalo Street and replacing them with one large Center of Governance building. Mr. Sponn reported that Workforce Development is not moving to the Center of Governance building, as originally proposed. Workforce Development is now projected to move to the Old Jail building at 125 East Court Street. Mr. Sponn reported that the interior will be renovated to suit the needs of Workforce Development and NYSDOL. This space will be bigger than the current spaces and the departments will reside in the same building. Mr. Sponn showed slides of the proposed layout of each floor.

Mr. Sponn reported on the complications with the space at the Career Center, for example, the temperature being unstable as well as other interior issues. Mr. Sponn also reported that there is still no ancillary lease agreement with NYSDOL. Tompkins County Administrators have decided to look into new spaces to rent until Workforce Development can move into the Old Jail building.

Updates

Mr. Sponn reported that Mx. Frost, Workforce Development's former Communications Specialist, has resigned. Mr. Sponn added that Mx. Frost had accomplished a lot of great things while employed here. He explained that the additional workload has been divided amongst the Workforce Development staff. Mr. Sponn reported that with so much uncertainty about possible budget cuts, he is holding off on posting the Communications Specialist position.

Mr. Sponn reported that Ms. McDaniel, Ithaca Area Economic Development's former President, has resigned. Mr. Sponn said he believes Ithaca Area Economic Development will start looking to fill this position this summer.

Mr. Sponn reported that Ms. Szabo, former Director of Workforce Innovation for Ithaca Area Economic Development, has resigned. Ms. Szabo was instrumental in the Direct to Work and Tompkins Build programs.

Mr. Sponn then introduced the Youth Oversight Committee members to Ms. Kuroyedov, Workforce Development Manager. for Ithaca Area Economic Development. Ms. Kuroyedov gave a brief description of the programs she is working on, Direct to Work, Pathways to Apprenticeship and Tompkins Build. Ms. Kuroyedov reported that she is actively recruiting for the Direct to Work program and passed out fliers.

Ms. Lester, Rural Youth Services Program and Youth Oversight Committee member, reported that her organization has 2 positions open. Mr. Sponn offered to send the details of the open positions to his network.

Ms. Zeppelin, TC3 and Youth Oversight Committee member, explained the requirements of the SUNY EOP (Educational Opportunity Program). Ms. Zeppelin reported that TC3 will be able to offer more classes at different times of the day with more adult students. Ms. Zeppelin also explained the TC3 ASAP (Advancing Success in Associate Pathways) program. Ms. Zeppelin reported that this is a great opportunity, for students who qualify, to receive additional support.

Adjournment:

Ms. Zeppelin, acting Youth Oversight Committee Chair in Ms. Shanks-Booth's absence, adjourned the meeting at 9:45.

May 2025 WIOA Youth

Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures	Available Funds
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PY23 May 2024 – April 1, 2023 to June 30, 2025

WIOA Youth						
Youth-ITA-IS	3000	0.00	0.00	0.00	0.00	3,000.00
Youth-ITA-OS	18000	6,299.95	10,894.95	4,565.00	15,459.95	2,540.05
Youth-Supportive Services-IS	1000	0.00	0.00	0.00	0.00	1,000.00
Youth Supportive Services-OS	3500	0.00	1,858.22	0.00	1,858.22	1,641.78
YWE-IS	27000	4,507.43	19,879.03	1,368.50	21,247.53	5,752.47
YWE-OS	105000	7,798.00	58,186.92	4,867.33	63,054.25	41,945.75
Youth-General-IS	40000	6,266.35	36,012.04	3,110.29	39,122.33	877.67
Youth-General-OS	156884.07	24,828.02	111,436.52	11,792.88	123,229.40	33,654.67
Budget	354,384.07	49,699.75	238,267.68	25,704.00	263,971.68	90,412.39

- 67% of total allocation was expended for PY23 May 2024
- 35% of the allocation must be spent on participants - \$124,034.42 overall.
- As of May 2024, reports - \$90,819.12 participants (26%) \$147,448.56 (42%) operating expenses of total expenditures

PY24 May 2025 – April 1, 2024 to June 30, 2026

WIOA Youth						
Youth-ITA-IS	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Youth-ITA-OS	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Youth-Supportive Services-IS	500.00	0.00	100.00	0.00	100.00	400.00
Youth Supportive Services-OS	3,500.00	0.00	160.00	0.00	160.00	3,340.00
YWE-IS	44,000.00	6,233.91	41,932.14	1,076.61	43,008.75	991.25
YWE-OS	110,000.00	10,344.99	98,424.59	412.41	98,837.00	11,163.00
Youth-General-IS	50,000.00	1,629.55	23,723.00	400.38	24,123.38	25,876.62
Youth-General-OS	165,937.87	7,659.99	114,164.34	1,997.14	116,161.48	49,776.39
Budget	375,937.87	25,868.44	278,504.07	3,886.54	282,390.61	93,547.26

- 74% of total allocation was expended for PY24 May 2025
- 35% of the allocation must be spent on participants - \$131,578.25 overall.
- As of May 2025, reports - \$140,616.73 participants (37%) \$137,887.34 (37%) operating expenses of total expenditures

**The WIOA Youth Program focuses primarily on out-of-school youth, requiring local areas to expend a minimum of 75% of WIOA youth funds on them. The program includes 14 program elements that are required to be made available to youth participants. WIOA prioritizes work experience through a 20% minimum expenditure rate for the work experience program element.