



## Workforce Development Board

# *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, August 13, 2025**

**Present:** K. Shanks-Booth, G. Larson, S. Lester, V. Zeppelin

**Excused:** C. Malcolm

**Staff:** C. Sponn, D. Achilles

#### **Call to Order:**

Ms. Shanks-Booth called the meeting to order at 8:44 a.m.

#### **Approval of Minutes: April 9, 2025**

It was moved by Ms. Zeppelin, seconded by Ms. Lester and unanimously adopted by voice vote of members present to approve the minutes of April 9, 2025.

#### **Approval of Minutes: July 9, 2025**

It was moved by Ms. Zeppelin, seconded by Ms. Shanks-Booth and unanimously adopted by voice vote of members present to approve the minutes of July 9, 2025.

#### **Financial Reports: June 2025**

Ms. Achilles reported that Workforce Development is doing well with WIOA Youth spending. PY23 youth was expended at 100% and PY24 is expended at 78%. Ms. Achilles reported the WIOA Youth funds will be expended before June 30, 2026.

Ms. Achilles reported the desk review from the State Fiscal Monitor for PY 24 youth work experience is at 40.20%, which is well above the 20% requirement. Out of School Youth expenditures are at 60.98%. Currently, the expenditure requirement is 50%.

## **Discussion:**

### **SYEP Weekly Tracker Spending Review**

Mr. Sponn reviewed the Summer Youth Employment Program (SYEP) weekly tracker that Ms. Basilius and Ithaca Youth Bureau email Ms. Achilles on a weekly basis. The trackers are hard to compare due to payroll dates being different for both organizations.

Mr. Sponn reported that Youth Employment Program (YEP) has wrapped up and Ms. Basilius will do a presentation at the September meeting. Mr. Sponn is unsure whether the YEP program will continue this year. Mr. Sponn will keep the committee updated if he hears anything.

### **Workforce Development SYEP Updates**

Mr. Sponn reported that the Summer Youth Employment Program (SYEP) has some new worksite locations this year including Tompkins County Sheriff's Office, the *Ithaca Times* and a local martial arts location in Lansing. Rural library worksites are growing also and a chiropractor's office will be hiring a youth after the program ends.

### **Calendar for Reporting Schedule from Workforce Development Youth Program**

Mr. Sponn reviewed the current Youth Oversight Committee meeting schedule for the remainder of this year and next. There are a few meetings that could potentially get canceled if the committee stays on schedule in the RFP process which includes development and review of applicants.

### **YEP Updates**

Mr. Sponn reported YEP updates were given in previous discussion.

## **Directors Report:**

### **Career Center Update**

Mr. Sponn reported that the Career Center is still having issues with heating, cooling, and the ventilation system. Mr. Sponn reported that the County staff got sick and went to the Emergency Room. The Emergency Room Physician requested that the staff do not return to their location of work. New York State Department of Labor (NYSDOL) requested an environmental test to be done. This was conducted and the County Employee Health and Safety Coordinator along with County Facilities Director will be having a second Environmental test conducted.

## **Center of Governance Plans for Workforce Development**

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.

### **Committee Members Updates:**

Ms. Lester shared that the camp season is almost over for the summer.

Ms. Zeppelin shared info about SUNY Reconnect, which is SUNY's free community college program for New York adults. SUNY Reconnect provides free associate degrees in high-demand fields for New Yorkers 25 to 55 with no college degree. There are also other funds that are available Accelerated Study in Associate Programs (ASAP) and Educational Opportunity Center (EOC) rap around services that are needed.

Ms. Zeppelin shared that On July 30, 2025 Tompkins Cortland Community College hosted the Micron Regional Summer Chip Camp for 40 local 7<sup>th</sup> grade students in any of the OCM BOCES school districts.

Ms. Shanks-Booth shared that there is a Youth Service Specialist position open and Ms. Albert will be retiring on July 1<sup>st</sup> after 36 years of work.

Ms. Larson shared that her department is short-staffed, and staff are rotating to cover all positions.

Ms. Larson attended a training course on data on JD Intakes with Probation DSS Foster care, and Detention. Ms. Larson realized that data dashboards are good and tell a lot of information. Ms. Larson would like to have other departments to be at the table for the next training for more data and input on how to have better outcomes.

### **Adjournment:**

Ms. Shanks-Booth adjourned the meeting at 9:55 am.

# June 2025 WIOA Youth

## Financial Report

| Description | Allocation | Monthly Cash Expenditures | Total Cash Expenditures | Current Accruals | Total Accrued Expenditures | Available Funds |
|-------------|------------|---------------------------|-------------------------|------------------|----------------------------|-----------------|
|-------------|------------|---------------------------|-------------------------|------------------|----------------------------|-----------------|

### PY23 June 2024 – April 1, 2023 to June 30, 2025

|                              |                   |                  |                   |             |                   |             |
|------------------------------|-------------------|------------------|-------------------|-------------|-------------------|-------------|
| <b>WIOA Youth</b>            |                   |                  |                   |             |                   |             |
| Youth-ITA-IS                 | 0                 | 0.00             | 0.00              | 0.00        | 0.00              | 0.00        |
| Youth-ITA-OS                 | 15189.95          | 3,995.00         | 15,189.95         | 0.00        | 15,189.95         | 0.00        |
| Youth-Supportive Services-IS | 0                 | 0.00             | 0.00              | 0.00        | 0.00              | 0.00        |
| Youth Supportive Services-OS | 2930.22           | 773.00           | 2,930.22          | 0.00        | 2,930.22          | 0.00        |
| YWE-IS                       | 28855.3           | 0.00             | 28,855.30         | 0.00        | 28,855.30         | 0.00        |
| YWE-OS                       | 92339.64          | 0.00             | 92,339.64         | 0.00        | 92,339.64         | 0.00        |
| Youth-General-IS             | 49527.49          | 3,104.84         | 49,527.49         | 0.00        | 49,527.49         | 0.00        |
| Youth-General-OS             | 165541.47         | 12,278.15        | 165,541.47        | 0.00        | 165,541.47        | 0.00        |
| <b>Budget</b>                | <b>354,384.07</b> | <b>20,150.99</b> | <b>354,384.07</b> | <b>0.00</b> | <b>354,384.07</b> | <b>0.00</b> |

- 100% of total allocation was expended for PY23 June 2024
- 35% of the allocation must be spent on participants - \$124,034.42 overall.
- As of June 2024, reports - \$139,315.11 participants (39%) \$215,068.96 (61%) operating expenses of total expenditures

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

|                              |                   |                  |                   |                 |                   |                  |
|------------------------------|-------------------|------------------|-------------------|-----------------|-------------------|------------------|
| <b>WIOA Youth</b>            |                   |                  |                   |                 |                   |                  |
| Youth-ITA-IS                 | 2,000.00          | 0.00             | 0.00              | 0.00            | 0.00              | 2,000.00         |
| Youth-ITA-OS                 | 8,000.00          | 0.00             | 0.00              | 5,000.00        | 5,000.00          | 3,000.00         |
| 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                       | 51,000.00         | 4,549.53         | 46,481.67         | 1,180.80        | 47,662.47         | 3,337.53         |
| YWE-OS                       | 110,000.00        | 3,294.95         | 101,719.54        | 1,745.15        | 103,464.69        | 6,535.31         |
| Youth-General-IS             | 40,000.00         | 1,233.44         | 24,956.44         | 332.18          | 25,288.62         | 14,711.38        |
| Youth-General-OS             | 160,937.87        | 4,894.40         | 119,058.74        | 1,344.25        | 120,402.99        | 40,534.88        |
| <b>Budget</b>                | <b>375,937.87</b> | <b>13,972.32</b> | <b>292,476.39</b> | <b>9,602.38</b> | <b>302,078.77</b> | <b>73,859.10</b> |

- 78% of total allocation was expended for PY24 June 2025
- 35% of the allocation must be spent on participants - \$131,578.25 overall.
- As of June 2025, reports - \$148,461.21 participants (39%) \$144,015.18 (38%) 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.**