



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, September 10, 2025

Present: S. Lester, C. Malcolm

Excused: K. Shanks-Booth, G. Larson, V. Zeppelin

Staff: D. Achilles, Tai Basilius

Due to Ms. Shanks-Booth absence Ms. Achilles asked Mr. Malcolm to Chair the Youth Oversight Committee meeting.

Call to Order:

Mr. Malcolm Youth Oversight Committee chair, called the meeting to order at 8:48 a.m.

Approval of Minutes: August 13, 2025

Due to lack of voting members present to achieve quorum; the vote for approval of minutes of Wednesday, August 13, 2025 was tabled until the next meeting.

Financial Reports: July 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 82%. 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 43.75%, which is well above the 20% requirement. Out of School Youth expenditures are at 66.65%. Currently, the expenditure requirement is 50%.

Discussion:**2024 - 2025 Youth Employment Program (YEP) Presentation**

Ms. Basilius presentation for Youth Employment Program (YEP) is attached.

SYEP Weekly Tracker Spending Review

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

Directors Report:**Career Center Update**

Ms. Achilles reported that the Career Center staff are working out of the Tompkins County Workforce Development Board/Ithaca Area Economic Development office. Ms. Achilles thanked IAED for continued support of staff in the Board office.

Ms. Achilles reported that Ms. Thorpe, Tompkins County Health & Safety Coordinator will have a third-party environmental testing organization at the Career Center Friday, September 12, 2025 to conduct testing.

Committee Members Updates:

No Committee members updates.

Adjournment:

Mr. Malcolm adjourned the meeting at 9:23 am.

July 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 July 2024 – April 1, 2023 to June 30, 2025

WIOA Youth						
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
Budget	354,384.07	20,150.99	354,384.07	0.00	354,384.07	0.00

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

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

WIOA Youth						
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	2,187.94	48,669.61	0.00	48,669.61	2,330.39
YWE-OS	110,000.00	9,055.67	110,775.21	5,035.75	115,810.96	-5,810.96
Youth-General-IS	40,000.00	1,267.64	26,224.08	606.74	26,830.82	13,169.18
Youth-General-OS	160,937.87	6,901.79	125,960.53	3,346.49	129,307.02	31,630.85
Budget	375,937.87	19,413.04	311,889.43	13,988.98	325,878.41	50,059.46

- 82% of total allocation was expended for PY24 July 2025
- 35% of the allocation must be spent on participants - \$131,578.25 overall.
- As of July 2025, reports - \$159,704.82 participants (42%) \$152,184.61 (40%) 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.



Youth Employment Program

Tompkins County Workforce Development 2024-2025

GUN INVOLVED VIOLENCE ELIMINATION (GIVE) INITIATIVE

Youth served by Age

Youth Served at Age 15	1
Youth Served at Age 16	4
Youth Served at Age 17	9
Youth Served at Age 18	8
Youth Served at Age 19	3
Youth Served at Age 20	4
Total Youth Served	29

Youth Demographics

Race/Ehtnicity	# of Youth
Hispanic/Latino	1
Native American or Alaskan Native	1
Black or African American	15
White	12
Total	29

Gender Identity	#of Youth
Male	17
Female	11
Non-Binary/X/Transgender	1
Total	29

Worksites

3 New Worksites for the program and continuous relationship for future funding and other Youth programming

Worksite Name	Address	City, State	Zip Code	Number of Youth Employed	Nature of Work	Type of Worksite (Public, Private or Non-Profit)
Autumn Leaves Bookstore	115 E. State St.	Ithaca, NY	14850		Sorting books, 2 customer service	Private
Beverly J. Martin elementary	302 W. Buffalo St.	Ithaca, NY	14850		Peer support; 1 to 1 1 mentor	Public
Finger Lakes Residential Center	250 Auburn Road	Lansing, NY	14882		Maintenance, cook 4 prep, woodshop	Public
Finger Lakes ReUse, Inc.	214 Elmira Road	Ithaca, NY	14850		Sales, material salvage research, 5 electronics repair	Non-Profit
Greenstar Cooperative	770 Cacadilla St.	Ithaca, NY	14850		Customer service, 3 cashier, stocking	Public
Groton Central School	400 Peru Road	Groton, NY	13073		1 Maintenance	Public
SewGreen	112 W. Green St.	Ithaca, NY	14850		Sorting materials, 1 repairing clothing	Private
Significant Elements	212 Center St.	Ithaca, NY	14850		Work preserve program; customer service, furniture repair, 1 maintenance skills	Non-Profit
Southside community Center	305 S. Plain St.	Ithaca, NY	14850		2 Administrative	Public
Verdigree Collective	136 E. State St.	Ithaca, NY	14850		2 Carpentry assistance	Private
Village at Ithaca	401 W. Seneca St.	Ithaca, NY	14850		Administrative, service assistance, curriculum 6 development	Non-Profit
VonBergen Chiropractic Health Care	520 W. State St.	Ithaca, NY	14850		Reception, 1 scheduling assistant	Private

Community building

- Southside Community Center bridging programs and community
- Breaking Ground Steppers
- Food pantry distribution delivery system



YEP Workshops

MidState Cosh Council for
*Occupational Safety and
Health*

Workplace safety training: interactive and played safety games

TCWD-Stress Management

Managing stress in the workplace, discuss different types of stress, how to identify what is causing stress, and some strategies for managing stressful situations and outcomes.

TCWD-How to succeed in any workplace

Essential soft skills that 1st time workers need to maintain and succeed at a job. In a small group we will discuss presentation, communication, punctuality, and other expectations that workers will be faced with in the workplace

TCWD-Personality Profile-
O net

Emphasizing the link between interests and career choices as not only important for understanding individual career development, but also for understanding broader organizational behavior and retention.

AFCU-Financial Literacy

Alternative's has been providing our financial literacy workshop for the past 2 years and the youth feedback is consistently favorable.

Success Story!

- Deiarrii has earned everything she has gained through this program. From homelessness, to her own apartment to SUSTAINABLE employment!

SOUTHSIDE COMMUNITY CENTER

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Re: Transition of Deiarrii's Direct Employment


Hi Jill,

We are pleased to inform you that Southside Community Center will be taking Deiarrii Franklin on as a direct employee of the Center upon completion of her time with Tompkins County WorkForce.

We are grateful for the support provided by your program and for the opportunity to work with Deiarrii during her placement. She has been an asset to our team, and we are excited to continue her employment directly with Southside.

Please let us know if there are any next steps or documentation required on our end to complete this transition.

Sincerely,


Chavon Bunch