

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, March 13, 2024

WDB Conference Room, 119 E. Seneca St, Suite 200, Ithaca

Present: K. Shanks-Booth, V. Zeppelin, S. Lester, C. Malcolm

Excused: G. Coicou

Staff: C. Sponn, D. Achilles

Guest:

Call to Order:

Ms. Shanks-Booth called the meeting to order at 8:56 a.m.

Approval of Minutes: January 10, 2024

It was moved by Mr. Malcolm, seconded by Ms. Lester, and unanimously adopted by voice vote of members present to approve the minutes of January 10, 2024.

Financial Update:

Ms. Achilles reported that for January 2023 PY22 WIOA Youth funds overall were expended at 13%; 7% on participants and 6% on operating expenses. Ms. Achilles reported that for January 2024 PY23 WIOA Youth funds overall have been expended at 43%; 23% on participants and 10% on operating expenses.

Ms. Achilles reported that ITA's will increase next month due to 5 youth will be enrolled in training: 2 CDL Training with Sage Truck Driving School, and 3 cosmetology at TST BOCES.

Ms. Achilles reported the January desk review from FOTA reported that we are on track with Out of School at 77.05% and Youth work Experience at 35.88%. Which are both above the 75% and 20% requirements. At this time, NYSDOL is in discussions to decrease the Out of School percentage to 50% that was reduced for PY21 and PY22 coming out of COVID.

Discussion:

Review of Summer Youth Employment Program (SYEP) RFPs

Mr. Sponn reported there are 3 RFP bidders; Ithaca Youth Bureau, Youthful Savings, and Workforce Development. The Committee had discussions around each RFP; Ithaca Youth Bureau good job preparing what the program will look like, Youthful Savings is from NYC and the Committee would like to keep funding in Ithaca and surrounding areas, and Workforce Development will submit a budget. The Committee will review and vote on amounts to fund IYB and Workforce Development at Wednesday, April 10, 2024 meeting.

Director's Report:

WIOA Legislation Updates

Mr. Sponn reported every decade or so workforce legislation is revised. Currently that is occurring with WIOA. There are discussions in Congress and NYATEP is advocating on behalf of the Boards. In December, NYATEP and NYS Board Directors sent a letter to Congress expressing main concerns.

Application for NDWG Grant for the Opioid Crisis

Mr. Sponn reported the department applied for a NDWG for the opioid crisis. Mr. Sponn would like to use the money to fund more training in the medical field and also create work experiences at partner sites.

Tompkins County Transportation Equity Coalition

Mr. Sponn reported he attended the community stakeholder recommendations workshop for the Tompkins County Transportation Equity Coalition. In 2022, the Transportation Equity Coalition began planning and designing a two-part Transportation Equity Needs Assessment (TENA). The Transportation Equity Coalition developed a final report of the findings with recommendations expected in April 2024. Outreach will be conducted throughout 2024 and beyond to share the results with the community.

Tompkins County Strategic Tourism Planning Board (STPB) Budget

Mr. Sponn reported that in a couple months the STPB budget will have to be developed and will look to boost career pathways for our youth through this. Currently, ideas are being explored.

Southern Tier - Regional Business Services Team Meeting

Mr. Sponn reported he attended the Southern Tier Regional Business Services Team meeting for the Southern Tier. They discussed the battery hub in Binghamton and next meeting Mr. Sponn will present on Micron since Tompkins County is the most northern County in the group and the group wanted to learn more about it.

Vacant Positions Update

Mr. Sponn reported that he hopes the Communications Specialist position will be filled by next month. The Deputy Director positions will be posted and hopefully interviews can begin next month.

Chairman Dan Klein Department Visit

Mr. Sponn reported new Chairman Dan Klein visited the Board office and the Career Center on February 13. Mr. Klein was given a Workforce Board 101 presentation and current updates on what the department and Board are focusing on. Mr. Klein was in agreement the largest conference room at the Career Center needs technology such as a screen, audio system, etc. Mr. Sponn expressed the need for modern day technology to avoid accessibility issues and allow those who cannot attend in-person access. Mr. Klein supports finding funding for this in collaboration with NYSDOL.

Downtown Ithaca Alliance (DIA) Collaboration

Mr. Sponn reported he had an initial meeting with the new CEO of Downtown Ithaca Alliance, Ms. Rohrer, and it was a positive meeting. Mr. Sponn said she already is interested in hosting youth for a job experience. She will give more access to businesses downtown and has a vision for an inclusive and diverse workforce working downtown.

Youth Employment Resource (YERT) Team March Meeting

Mr. Sponn reported the March meeting will be at the Learning Web. Executive Director Olan Mack will give a tour and hold a Q&A after the tour.

Career Center Update

Mr. Sponn reported that the department is still enhancing areas where they can. Policies and procedures have been mostly updated for the youth and adult teams. Long-term projects will include digitizing files and transitioning into that, disposing of paper files that are no longer needed, and revamping the work space.

Committee Member Updates:

Ms. Lester reported that Tompkins County 4-H Youth Development has brought back the annual Duck Race community event and fundraiser will be held April 28, 2024.

Ms. Shanks-Booth reported that Ms. Manning, C-SPOA Coordinator, is working to provide information and support to families when they have questions or experience challenges in supporting a child or youth with emotional or behavioral health concerns. Ms. Manning will meet with Youth 6 times and has 36 spots open for Tioga and Tompkins County Communities.

Ms. Shanks-Booth reminded Committee members to complete the RFP evaluation of proposals for 2024 Summer Youth Employment Program and email them back to Ms. Achilles.

Adjournment:

Ms. Shanks-Booth adjourned the meeting at 10:02 a.m.

January 2024 WIOA Youth Financial Report

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

WIOA Youth					
Youth-ITA-IS	4000	0.00	0.00	0.00	0.00
Youth-ITA-OS	12000	0.00	2,553.00	0.00	2,553.00
Youth-Supportive Services-IS	3000	0.00	0.00	0.00	0.00
Youth Supportive Services-OS	6000	0.00	0.00	0.00	0.00
YWE-IS	20000	2,487.00	3,812.55	137.03	3,949.58
YWE-OS	76000	2,863.23	8,326.85	1,164.79	9,491.64
Youth-General-IS	55000	4,337.97	8,998.27	1,952.77	10,951.04
Youth-General-OS	175033.31	10,245.18	23,451.98	4,645.41	28,097.39
Budget	351,033.31	19,933.38	47,142.65	7,900.00	55,042.65

13% of total budget was expended for PY22 January 2023

35% of the allocation must be spent on participants - \$122,861.66 overall.

As of January 2023, reports - \$23,690.67 participants (7%) \$23,451.98 (6%) operating expenses of total expenditures

PY 23 January 2024

WIOA Youth					
Youth-ITA-IS	3000	0.00	0.00	0.00	0.00
Youth-ITA-OS	15000	0.00	0.00	4,495.00	4,495.00
Youth-Supportive Services-IS	1000	0.00	0.00	0.00	0.00
Youth Supportive Services-OS	3500	626.08	1,135.72	405.00	1,540.72
YWE-IS	27000	2,388.90	11,844.33	787.95	12,632.28
YWE-OS	108000	10,369.88	45,912.98	2,004.13	47,917.11
Youth-General-IS	40000	6,080.55	23,368.52	2,729.91	26,098.43
Youth-General-OS	156884.07	16,797.55	68,555.51	7,507.34	76,062.85
Budget	354,384.07	36,262.96	150,817.06	17,929.33	168,746.39

43% of total allocation was expended for PY23 January 2024

35% of the allocation must be spent on participants - \$124,034.42 overall.

As of January 2024, reports - \$82,261.55 participants (23%) \$68,555.51 (10%) 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.

Includes specific demonstrable program elements.								1	2	3	4	5			
								Total: _____							
Cost Efficiency-20 points															
Clarity and completeness of budget detail								2	4	6	8	10			
Reasonableness of program costs								2	4	6	8	10			
								Total: _____							
*Has a method for recruiting underrepresented populations, addresses the transportation needs of participants, and describes the strategies to be used to recruit eligible participants and describes strategies to encourage participation of TANF recipients.															