

Tompkins County Workforce Development Board

Youth Oversight Committee

MINUTES

Wednesday, May 10, 2023

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

Present: K. Shanks-Booth, V. Zeppelin

Excused: C. Malcolm, G. Coicou, S. Lester

Staff: C. Sponn, D. Achilles

Call to Order

Ms. Shanks-Booth called the meeting to order at 8:48 a.m.

Approval of Minutes - March 8, 2023 April 12, 2023

Due to lack of voting members present to achieve quorum; the vote to approve the previous meeting's minutes was tabled until the next meeting.

Financial Update

Ms. Achilles reported that she is in the process of updating the financial information that is presented to the Committee. The Committee members reviewed the new data and would like to see prior year numbers, to have the ability to compare spending for the same time period. Ms. Achilles will revise the data to include information that the Committee would like to see.

Ms. Achilles reported that in the March 2023 desk review that NYSDOL reported PY22 Youth Work Experience is currently accrued at 19.67% , which is below the 20% requirement. PY22 Out of School Youth is currently accrued at 79.90%, which is above the 50% requirement. Ms. Achilles and Mr. Sponn are in conversations with Melissa to increase the Youth Work Experience and are watching the OS in order to increase to the 80% so if in the future the State increases back to 80% then we will be within range to meet this requirement.

Update - SYEP & WIOA Youth

Mr. Sponn reported to the Committee that members will need to decide on the amount of SYEP funding that will be contracted with Ithaca Youth Bureau and the Office of Employment and Training. Mr. Sponn reached out to Ms. Mack of NYATEP and clarified

that the Board should move into SYEP contracts using the allocation from the 2022 SYEP funds.

Interim Director's Update WDB/OET Restructuring

Mr. Sponn reported to the Committee that the restructuring of the Workforce Development Board and the Office of Employment and Training becoming one department was approved on Tuesday, May 2, 2023 at the legislative meeting.

NYS DOL VR Headsets

Mr. Sponn reported to the Committee that NYS DOL has received 15 VR Headsets for the Southern Tier Region and the Tompkins County Career Center will receive 2.

New Tompkins WDB Workforce Strategy

Mr. Sponn reported that the Tompkins WDB Workforce Strategy is in the process of being updated from the 2018 version.

ERN Carer Coach Program

Mr. Sponn reported that the proposal for ERN job coaches was received last week, and Mr. Sponn will be reviewing the proposal. After reviewing the proposal Mr. Sponn and partners will look to pursue grants to help fund the Career Coaches.

Micron Future Ready Consortium

Mr. Sponn reported that he attended a Micron meeting in Syracuse. Micron will have 9,000 jobs that will need to be filled that will have entry level positions up to leadership roles.

EMS Shortage

Mr. Sponn reported that he is in discussion with Mr. Stitley, Director of DOER about the need for EMS training in Tompkins County and surrounding Counties.

CaHill Tech Meeting

Mr. Sponn reported that CaHill Tech has reached out in response to their SYEP and WIOA Youth RFP's and will be meeting with him to discuss the process.

NYS DOL Runaway Youth Program

Mr. Sponn reported that NYS DOL is working on a program for youth that are runaways, homeless, or in foster care.

Adjournment

Ms. Shanks-Booth adjourned the meeting at 9:48 a.m.

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Wednesday, March 8, 2023

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Present: K. Shanks-Booth, V. Zeppelin

Excused: C. Malcolm

Staff: C. Sponn, D. Achilles

Call to Order

Ms. Shanks-Booth called the meeting to order at 8:48 a.m.

Approval of Minutes - January 11, 2023

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 January 11, 2023.

Financial Update - January 2023

Ms. Achilles reported that In School and Out of School Youth spending is on track.

Ms. Achilles reported that tuition for Youth will increase due to 4 participants attending Cosmetology at TST BOCES.

Ms. Achilles reported that the Board has not received the January 2023 Desk Review from NYSDOL.

Review & Vote

WIOA Youth RFP

The Committee reviewed and had discussions on the WIOA Youth proposal's from CAHill TECH and the Office of Employment and Training. After reviewing requirements and the meeting of the requirements, the Committee ultimately decided to move forward to vote on a contract negotiation with one contactor.

Approval to Move into Contract Negotiation with Office of Employment and Training (OET)

It was moved by Ms. Shanks-Booth and seconded by Ms. Zeppelin and unanimously adopted by voice vote of members present to move into contract negotiation with OET.

Declined to Move into Contract Negotiation with CAHill TECH

It was moved by Ms. Shanks-Booth and seconded by Ms. Zeppelin to decline contracting with CAHill TECH.

2023 SYEP RFP

The Committee reviewed and had discussions on the 2023 Summer Youth Employment Program proposal's from CAHill TECH, Ithaca Youth Bureau, and the Office of Employment and Training. After reviewing requirements and the meeting of the requirements, the Committee ultimately decided to move forward to vote on contract negotiation with two contactors, Ithaca Youth Bureau and Office of Employment and Training.

Approval to Move into Contract Negotiation with Office of Employment and Training (OET)

It was moved by Ms. Shanks-Booth and seconded by Ms. Zeppelin and unanimously adopted by voice vote of members present to move into contract negotiation with OET.

Approval to Move into Contract Negotiation with Ithaca Youth Bureau (IYB)

It was moved by Ms. Shanks-Booth and seconded by Ms. Zeppelin and unanimously adopted by voice vote of members present to move into contract negotiations with IYB.

Declined to Move into Contract Negotiation with CAHill TECH

It was moved by Ms. Zeppelin and seconded by Ms. Shanks-Booth to decline contracting with CAHill TECH.

Acting Director's Update WDB/OET Restructuring

The approved NYSDOL restructure of WDB/OET will be presented to the Tompkins County Housing and Economic Committee by Ms. Nugent on Thursday, March 9, 2023.

Mr. Sponn reported to the Committee the Firewall Agreement is being reviewed for final edits by NYSDOL FOTA representatives.

NYATEP Director's Meeting

Mr. Sponn reported that he attended the NYATEP Director's meeting in person in January 2023 and made a lot of connections with other Workforce Development Boards and will use them as a resource for future initiatives.

Mr. Sponn reported that there was a lot of conversations around Micron and jobs that will be available.

IAED Direct to Work Collaboration

Mr. Sponn reported that he is collaborating with Ms. Szabo of IAED on Direct to Work.

Conflict of Interest/Transparency& Integrity Policy return

Mr. Sponn reviewed that all Committee members will need to complete the Conflict of Interest/Transparency & Integrity Policy and return to the Board.

New Members for Youth Oversight Committee

Ms. Shanks-Booth reported that the Youth Oversight Committee has two new members, Ms. Coicou, Chief Inclusion & Community Engagement Officer at the Community Foundation, and Ms. Lester, Rural Youth Services Coordinator for the Cornell Cooperative Extension. Ms. Coicou and Ms. Lester will attend the YOC next meeting Wednesday, April 12, 2023.

Adjournment

Ms. Shanks-Booth adjourned the meeting at 10:03 a.m.

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Wednesday, April 12, 2023

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

Present: K. Shanks-Booth

Excused: C. Malcolm, V. Zeppelin, G. Coicou

Staff: C. Sponn, D. Achilles

Guest: T. Basilius

Call to Order

Ms. Shanks-Booth called the meeting to order at 8:47 a.m.

Approval of Minutes - March 8, 2023

Due to lack of voting members present to achieve quorum; the vote to approve the previous meeting's minutes was tabled until the next meeting.

Financial Update

Ms. Achilles reported that she is in the process of updating the financial information to be presented to the Committee.

Ms. Achilles reported in the February 2023 desk review that NYSDOL reported PY22 Youth Work Experience is currently accrued at 18.76%, which is below the 20% requirement. PY22 Out of School Youth is currently accrued at 79.90%, which is above the 50% requirement. Ms. Achilles and Mr. Sponn are in conversations with Melissa to increase the Youth Work Experience and are watching the OS in order to increase to the 80% so if in the future the State increases back to 80% then the WDB will be within range to meet this requirement.

Office of Employment and Training - Quarterly Update

Ms. Basilius reported to the Committee on the 1st quarter January 1, 2023 to March 31, 2023. Ms. Basilius reported data on outreach activities, partnerships and worksites, enrollment and exit data, 14 elements, and a success story.

Ms. Basilius Quarterly report is attached.

Update - SYEP & WIOA Youth

Mr. Sponn reported to the Committee that members will need to decide on the amount of SYEP funding that will be contracted with Ithaca Youth Bureau and Office of Employment and Training. Mr. Sponn reached out to Ms. Mack of NYATEP and clarified that the Board should move into contract talks using the allocation total for 2022 SYEP funds.

Acting Director's Update WDB/OET Restructuring

Mr. Sponn reported to the Committee that NYSDOL has come back with questions on the firewall for the WDB/OET restructure and is addressing them.

NAWB & NYATEP Director's Meeting

Mr. Sponn reported that he attended the NAWB and NYATEP Conferences in person and made a lot of connections with other Workforce Development Boards and will use them as a resource for future initiatives. Mr. Sponn attended apprenticeship sessions and hospitality sessions.

IAED Direct to Work Collaboration

Mr. Sponn reported that he is collaborating with Ms. Szabo of IAED on Direct to Work. Right now, Ms. Szabo is working participants through virtual reality classes and team building.

Mr. Sponn reported that Ms. Szabo had challenges of potential participants attending due to not having child care or transportation. This is a common issue across Tompkins County.

Adjournment

Ms. Shanks-Booth adjourned the meeting at 9:39 a.m.

PY22 - July 1, 2022 to June 30, 2024

<i>March 2023 WIOA Youth Expenditures</i>	PY22 Allocation (NOA's)	March 2023 Expenditures	Year to Date Expenditures	Year to Date % expended of Allocation
Youth-ITA-IS	4,000.00	0.00	0.00	0%
Youth-ITA-OS	35,000.00	5,000.00	27,553.00	79%
Youth-Supportive Services-IS	3,000.00	0.00	115.36	4%
Youth Supportive Services-OS	6,000.00	0.00	0.00	0%
YWE-IS	20,000.00	2,367.07	8,009.06	40%
YWE-OS	61,000.00	3,937.97	17,058.88	28%
Youth-General-IS **\$6,100	48,900.00	5,423.41	19,132.92	39%
Youth-General-OS **\$24,357.37	142,675.94	15,667.25	51,422.25	36%
Total of Allocation	\$320,575.94	\$32,395.70	\$123,291.47	38%

Total PY 22 allocation \$351,033.31

**Unallocated PY22 funds of \$30,457.37 for 2nd year spending