

Tompkins County Workforce Development Board

Governance and Membership Committee

MINUTES

Thursday, May 18, 2023

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

Present: K. Babuka, H. McDaniel, S. Pronti, J. Tavares

Excused:

Staff: D. Achilles

Call to Order

Ms. Babuka called the meeting to order at 9:04 a.m.

Approval of Minutes - August 18, 2022 November 17, 2022 February 16, 2023

It was moved by Mr. Pronti, seconded by Ms. McDaniel, and unanimously adopted by voice vote of members present to approve the minutes of August 18, 2022.

It was moved by Mr. Pronti, seconded by Ms. McDaniel, and unanimously adopted by voice vote of members present to approve the minutes of November 17, 2022.

It was moved by Mr. Pronti, seconded by Ms. McDaniel, and unanimously adopted by voice vote of members present to approve the minutes of February 16, 2023.

Current Board Membership - June 2023 re-appointments to Board

Ms. Achilles reported to the Committee that due to Mr. Forrest resigning from the full Board Mr. Waight, Cayuga Medical Center was appointed to the full Board at Tuesday, May 2, 2023 Legislature meeting. Mr. Waight will need to be re-appointed with the June 30, 2023 Board appointments at the Legislature meeting either June 6th or June 20th, due to Mr. Forrest's term expiring on June 30, 2023.

Vacancy

Treasurer Seat Outreach Update

Ms. Achilles reported that Mr. Sponn is working on outreach to potential candidates to fill the Treasurer seat.

The Committee had discussion on other potential candidates. Ms. Tavares will reach out to Mr. Levesque and to other financial institutions within the community.

Discussion

Board Event/Retreat 2023

Ms. Achilles inquired about the 2023 Retreat venue and other options depending on what the Committee would like to move forward with. The Committee decided that the Board Retreat would stay at Coltivare in September 2023.

Revisiting Number of Board Meetings Held Per Year

Ms. Achilles inquired if the Committee would like the full Board to move to 8 meeting in 2024 from the 5 for 2023. The Committee agreed that 8 meeting would work better.

Interim Director's Report

WDB/OET Restructure

Ms. Achilles reported that the WDB/OET restructure had final approval at the Legislature meeting Tuesday, May 2, 2023.

SYEP Contracts

Ms. Achilles reported that Mr. Sponn will move forward to contract SYEP 2023 with Ithaca Youth Bureau and Office of Employment and Training.

NYS DOL VR Headsets

Ms. Achilles reported that NYS DOL was approved for 15 VR headsets for the Southern Tier Region and Tompkins County will receive 2 for the Career Center.

New Tompkins WDB Workforce Strategy

Ms. Achilles reported that Mr. Sponn is in the process of working with the Executive Committee to update the WDB Strategy booklet.

Mr. Pronti reported that the final strategy update should be finalized when the permanent Director is hired and can help to update.

Success Coach/Career Navigator

Ms. Achilles reported that Mr. Sponn is working with Ms. Tavares, Tompkins Chambers.

Ms. Tavares reported that the ERN proposal was high and are exploring other options to move forward. Ms. Tavares and Mr. Sponn will be meeting Friday, May 19, 2023 to discuss other options that are available.

Micron Consortium

Ms. Achilles reported that Mr. Sponn attended a Micron Forum in Syracuse and was well attended by the whole region to discuss the 9,000 jobs that will be available and what skill sets the community will need to fill them. Other area representatives from the Tompkins County area were Ms. McDaniel and Ms. Szabo, Ithaca Area Economic Development; Mr. Matteson, TST-BOCES; and Ms. Whittmore, TC3.

Ms. McDaniel reported that the Regional Consortium is looking to educate K-12 and 2 year degree programs. Northeast Education Network includes several colleges. There will be funding available to communities for K-12 and summer camps to start skill set opportunities.

The Committee would like to have Micron on the Board agenda for a presentation.

Adjournment

Ms. Babuka adjourned the meeting at 09:36 a.m.

Tompkins County Workforce Development Board

Governance and Membership Committee

MINUTES

Thursday, August 18, 2022 | WDB Conference Room 401 E State St. Suite 402B
Ithaca

Present: K. Babuka, H. McDaniel, S. Pronti

Excused: J. Tavares

Staff: R. Avila, D. Achilles, C. Sponn

Guests:

Call to Order

Ms. Babuka called the meeting to order at 3:31 p.m.

Approval of Minutes - April 25, 2022

It was moved by Ms. McDaniel, seconded by Mr. Pronti, adopted by voice vote of members present to approve the minutes of April 25, 2022

Current Board Membership

Expiring Terms - Updates
June Membership Renewal

Ms. Avila reported that all expiring members have been re-appointed.

Ms. Achilles reviewed the appointment card and updated that the 2022 expiring terms have been re-appointed and new terms will expire in 2025.

Ms. Achilles reported that the Committee will have to look at 2023 expiring terms in April 2023 to have re-appointed by June expiration.

Resignation/Retirement
New Appointments

Ms. Avila reported that Ms. Cerquone, Human Resources Manager, Ithaca Marriott and Mr. Olson, Director of Operations Cornell NanoScale Science and Technology Facility have been appointed to the Board.

Board Meeting Attendance

The Committee reviewed the attendance of Board members and discussed the Board by-laws.

Ms. Avila reported that Mr. Sponn is working on updating the Workforce Development Board website. Mr. Sponn is organizing the Board retreat at Coltivare. Ms. Avila will meet with Ms. Mack who will facilitate the retreat to discuss topics.

Ms. Achilles will start the process of Workforce Development Boards Sexual Harassment Training to be in compliance with regulations.

Adjournment

Ms. Babuka adjourned the meeting at 04:02 p.m.

The next meeting is scheduled for Thursday, November 17, 2022

Tompkins County Workforce Development Board

Governance and Membership Committee

MINUTES

Thursday, November 17, 2022 | WDB Conf. Rm 401 E State St. Suite 402B, Ithaca

Present: K. Babuka, H. McDaniel

Excused: S. Pronti, J. Tavares

Staff: R. Avila, C. Spohn

Call to Order

Ms. Babuka called the meeting to order at 3:28 p.m.

Approval of Minutes - August 18, 2022

Due to lack of quorum approval of August 18, 2022 minutes will be deferred to the next Governance and Membership Committee meeting.

Current Board Membership

Board Elections

Ms. Achilles has emailed out ballots for Board Officer elections.

Sexual Harassment Training Attestation Form

Ms. Achilles is still receiving Sexual Harassment Training Attestation forms and will finalize with the last couple of Board members.

Board Meeting 2023 Schedule

The Board meeting schedule for 2023 calendar invites have been sent out. 2023 will consist of 6 Board meetings. April 20223 will be a tentative meeting date if Board needs to do any business and will be available on Zoom.

Vacancy

Vice-Chair - Update

Ms. Franzese has accepted the position of Vice-Chair for the Board.

Amy Iles Resignation/Replacement

Ms. Babuka and Ms. Avila have reached out to organizations for a Treasurer replacement for Ms. Iles.

Discussion

Committee's 2023 Meeting Schedule

Committee members had a discussion of finding a new meeting time/date due to members having other commitments.

Adjournment

Ms. Babuka adjourned the meeting at 03:44 p.m.

The next meeting is scheduled for Thursday, February 16, 2022

Tompkins County Workforce Development Board

Governance and Membership Committee

MINUTES

Thursday, February 16, 2023 | WDB Conf. Rm 401 E State St. Suite 402B, Ithaca

Present: K. Babuka, H. McDaniel

Excused: S. Pronti, J. Tavares

Staff: C. Sponn, D. Achilles

Call to Order

Ms. Babuka called the meeting to order at 9:38 a.m.

Approval of Minutes - August 18, 2022 November 17, 2022

Due to lack of quorum, approval of August 18, 2022 minutes will be deferred to the next Governance and Membership Committee meeting.

Current Board Membership

June 2023 Reappointments to the Board

Ms. Achilles provided an appointment card to the Committee for Board members who will need to be contacted for reappointment in June 2023.

Ms. Babuka will reach out to Board members for reappointment.

Mr. Sponn reported to the Committee Mr. Forrest will be resigning from the Board effective Wednesday, February 15, 2023.

Vacancy Treasurer Replacement

Mr. Sponn reported to the Committee that a representative from Morgan Stanley will not be able to commit to the Treasurer position. Mr. Sponn commented that the Board could explore eliminating the Treasurer position as it is not common in some local areas and there is oversight from the County and NYSDOL. Mr. Sponn reported that the Board by-laws would need to be updated and voted on by the full Board to approve changes to the Treasurer position.

The Committee had discussions around the possibility of the Secretary also serving as the Treasurer.

Discussion

Board Event/Retreat 2023

Mr. Sponn asked the Committee for opinions on the Board Retreat and moving forward with an Event in 2023. Ms. Babuka thought that the retreat brought Board members together and had productive discussions.

Mr. Sponn reported that Ms. Fiacco retired from Access-VR and Mr. Tunison was appointed to the full Board by the Legislature.

Mr. Sponn reported that the Board has 2 business vacancies and a replacement is in line for the departure of Mr. Forrest.

Acting Director Report

WDB/OET Restructuring

Mr. Sponn reported to the Committee that he has reached out to Ms. Mattick and other Boards for information on firewall agreements and how they are structured.

Adjournment

Ms. Babuka adjourned the meeting at 10:37 a.m.

2023

- 06/16/20 **Business** Brian K Forrest, 5751 Stillwill Road, Trumansburg, NY 14886
- 06/16/20 **Business** – Paul Levesque II, 184 North Main Street, Moravia, NY 13118
- 06/16/20 **Business** – Keviersey, 4961 Cornish Hts. Pwy, Syracuse, NY 13215
- 06/16/20 **Business** – Jennifer Tavares, 91 Waterwagon Rd., Ithaca NY 14850
- 06/16/20 **20% Requirement – Youth Serving Organization** – Kate Shanks-Booth, 288 Harford Rd., Lower Apt.
Brooktondale, NY 14817
- 02/02/21 **20% Requirement – Labor Organization/Apprenticeship** – Todd Bruer, 10 Hilton Rd., Dryden
- 06/16/20 **Mandated Partner-Adult Education/Literacy Representative**–Jeffrey A. Matteson, 384 Virgil
Rd, Dryden, NY 13053