



**WDB In-Person Meeting
September 11, 2024
Cayuga Works Career Center, 199 Franklin St. Auburn, NY**

Member Present: William Andre, Amy Buggs, Heather Burnham, Joe Clare, Keiko Kimura, Nicole Meeker, Demetrius Murphy, Peter Naughton, Sherwin Nepomucena, Jackie Newton, Brian Noteboom, Peter Schug, Dan Welch, Carrie Whitmore, Heather Wineburg

Excused: Kay Breed, Carrie Knight, Kansas Underwood

Absent:

Present via Zoom: Trisha Hiemstra

Guests: Todd Doherty, Beth Bentley, Jaime Squires, Jim Alberici, Melanie Vilardi, Jessica Leet, Emily Cameron, Kelly King, Lynn Marinelli, Shannon Phillips, Kristina Thelen, Katheryn Dennis

Notification of the virtual meeting was posted on the Cayuga Cortland Works website allowing the public to send in questions. No questions were received.

Nicole Meeker brought the meeting to order at 8:37 a.m.

Attendance and Introductions: Kristina Thelen from Cortland County United Way and Katheryn Dennis from Cayuga County United Way attended at 9:15am to give a presentation on the Asset Limited, Income Constrained, Employed (ALICE) Report (ALICE) for the 2 county area. Presentation is attached.

Public Comments: Kelly King, Cayuga E&T Director, updated the Board on the TANF Summer Youth Program. The program had 58 participants at 23 worksites. Kelly also informed the board that Cayuga County DSS was awarded YEP (Youth Employment Program) funding in the amount of \$401,000.00 from the Office of Temporary and Disability Assistance (OTDA). Cayuga DSS has agreed to contract with Cayuga E&T to run this program. YEP funding is from 9/1/24-6/30/25. Eighty percent of the funds need to be spent on work experiences, financial literacy, mentoring, and job readiness. The age is 14-20 and need to be income eligible. The goal is to serve 60 kids in area worksites.

Shannon Phillips, Cortland E&T Director updated her TANF Program served 57 kids at 22 different worksites. One youth was hired on at their worksite.

I. Old Business: None

II. New Business:

- a. **Approval of the March 13, 2024 Board minutes:** Motion By: Carrie Whitmore Seconded By: Demetrius Murphy All in Favor
- b. **Approval of the June 18, 2024 Executive Board minutes:** Motion By: Carrie Whitmore Seconded By: Heather Wineburg All in Favor
- c. **Res. 6-2023: Approval of Executive Committee approval of the 2024-2025 Preliminary Cayuga, Cortland and Grant Admin Budgets:** Motion By: Demetrius Murphy Seconded By: Jackie Newton - All in Favor

d. Part II of Res. 6-2023: Approval of 2024-2025 Final Cayuga, Cortland and Grant Admin Budgets:

Motion By: Peter Schug Seconded By: Trish Hiemstra – 8 Yes 5 No

Discussion took place about the allocation of the funds to each of the offices, it was decided that the Board would like to form a Budget/Finance Committee to help oversee this for the future. Demetrius and Nicole will Co-Chair this committee. Amy will work with them to put the committee together and get our FOTA staff in to do a training with the committee.

e. Res. 7-2023: Approval of Executive Committee Mtg 6/18/2024 motion to Transfer funds for PY23

From Dislocated Worker to Adult funding stream: Motion By: Brian Noteboom Seconded By: Demetrius Murphy - All in Favor

III. Reports:

- a. **Fiscal/Budget Report-** Attached
- b. **Review E&T Director Reports:** Attached

IV. Committee Reports-

- a. Board Maintenance: We are still looking for board members to join us from Cayuga County.
- b. Youth Advisory:

WDB Director's Report-See attached.

With no further business to discuss, a motion was made to end the meeting by Demetrius Murphy, seconded by Dan Welch. The meeting adjourned at 10:00 am.

Respectfully submitted,

Heather Burnham

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