



Broome Tioga Workforce NY WDB Meeting
June 20th, 2025
12 noon

WDB Members:

In-person attendance: Karen Shelp (Chair), Len Basso (Vice Chair), Rebecca Stone, Shawn Atkinson, Michael Atchie, Tom Crowley, Allyn W. Jones, Jonathan Layish, Justin Marchuska, Wendy Getchell, Shawn Yetter, Vikki Kaufman Andrew Tunison, and Danielle Britton.

Zoomed or called in: No Zoom available.

Excused: Amy Foster, Paula Perna, Frank Stento, Chris Powers, Brian Scanlon, Brittany Woodburn, Mary Hill, Barrett Grant, Jesus Clark, Carol Beckwith Strong.

Staff and guests:

In person attendance: Robert Murphy (RCM – Host, BTWF-Broome), Dave Goguen (BTWF), Holly Tracy (Broome CCE), Kevin Harlost (BTWF-Broome), Jacopo Moroni (BTWF), Megan Slilaty (BTWF)

Zoomed or called in: No Zoom available.

Handouts: Agenda, LWDB Minutes from March 21st, 2025, Exec. Committee Meeting minutes from June 13th, 2025, One Stop Operator Report, Broome CCE Career Bound WDB Report PY24 4th Quarter, Tioga CCE WDB Report PY24 4th Quarter, Youth Contracts Fiscal Status as of 5/31/2025, PY25 Budget, PY25 Tioga County Budget, OJT Policy Adjustment, Unemployment Rank report.

I. Len Basso, as the Vice Chair, called the meeting to order at 12:05 pm.

II. Introduction of Members and Guests

RCM welcomed everyone to the meeting.

III. **Old Business:**

Review and approve previous WDB meeting minutes.

Minutes for the meeting held on March 21st, 2025, were reviewed. Motion to accept March 21st WDB meeting minutes. Wendy Getchell 1st, Vikki Kaufman 2nd. All in favor.

IV. New Business

1) Board Member changes: Introduced one new Board member, Carol Beckwith Strong.

2) Broome Tioga Workforce Chair and Executive Committee Appointment:

-Robert Murphy discussed the selection of an additional Executive Committee member. Allyn Jones has been appointed, bringing the total number of Executive Committee members to five.

- The Board will begin the search for a new Chair to succeed Karen Shelp. Members who are interested in being considered for the role are encouraged to express their interest to Bob Murphy.

3) One Stop Operator Report:

- Kevin provided an overview of the One-Stop Operator's role and presented a breakdown of Broome Tioga Workforce's On-the-Job Trainings (OJTs) and Individual Training Accounts (ITAs) for the 3rd and 4th quarters.

- Bob noted that the number of OJTs and ITAs is expected to increase over time as additional training opportunities are implemented.

4) Youth Program fiscal status @ 5/31/25.

- Kevin Harlost touched on both Broome CCE and Tioga CCE contracts; they are almost completely spent, and the new contracts will be starting in July 2025.

5) Youth Program status:

Broome CCE- (Report Reviewed)

- Holly Tracy informed the Board about Broome CCE's status for the 4th quarter of PY24.
- Broome CCE had 62 enrolled in their youth programs and 3 Youth joining within the next few months. Broome CCE exceeded its goal, within the current contract.
- (37 PY24)-Sentry Alarms, Dave & Busters, Walmart (2), Chipotle, B-T BOCES, Cracker Barrel, Loves, BC Transit, Vapor King, Dick's Warehouse, Tioga County DSS, Guthrie, Willow Run, Endicott Thrift, McDonald's, Achieve, Panera (2), Lalor Dental, Dominos, Pizza on the Plaza, Raymond, Catholic Charities, Serv Pro, Family Dollar, UHS, Five Guys, All State Insurance, JP Morgan, Target, Evolution Consulting, Western Express, Wendy's, HCA, Sweet Frog, and Starbucks.

Vocational Trainings

In Progress:

- (1) DCMO BOCES for LPN
- (2) B-T BOCES for LPN
- (1) B-T BOCES for Welding
- (2) OITP Manufacturing training
- (2) SUNY Broome Lineman program

Completed:

- (2) SUNY Broome Lineman program
- (3) B-T BOCES for phlebotomy
- (2) Sage Truck Driving School (CDL A)
- (1) B-T BOCES Building 101

There is (1 Youth) OJT that was completed, with Sentry Alarms.

Tioga CCE – (No Speaker)

- Tioga CCE did not attend the June 20th, LWDB Meeting. Board Members reviewed the handout provided.

6) Approval of Budget for PY25.

WIOA ADULT	\$554,065.20
WIOA DW	\$508,386.60
WIOA YOUTH	\$656,709.30
WIOA ADMIN	\$191,017.90
TOTAL	= \$1,910,179.00

- Bob discussed the 2025 budget, noting that Broome Tioga Workforce will receive increased funding in the upcoming year. Additionally, a new Grant / Funding stream was received based on performance. The RR Incentive Program.

Motion to Approve PY25 Budget. 1st Rebecca Stone, 2nd Shawn Atkinson. All in favor.

7) Approval of RFP's (Special Executive Meeting 4/10/2025):

- Bob discussed the RFPs that were approved for bid during a Special Executive Committee Meeting and noted they are now being presented for full board approval.
- Broome - Tioga Workforce - Broome County Youth Services 7/1/2025-6/30/2026

Motion to Approve Broome Youth Services 7/1/25-6/30/2025. 1st Andrew Tunison, 2nd Len Basso. All in favor.

- Broome - Tioga Workforce - Tioga County Youth Services 7/1/2025-6/30/2026

Motion to Approve Tioga Youth Services 7/1/25-6/30/25. 1st Justin Marchuska, 2nd Michael Atchie, All in favor.

- Broome - Tioga Workforce - One Stop Operator 7/1/2025 – 6/30/2026

Motion to Approve One Stop Operator 7/1/25-6/30/26. 1st Len Basso, 2nd Danielle Britton. All in favor.

8) Approval of Successful Bidder:

- RFP# 2025-024: Contract with Cornell Cooperative Extension of Broome County (Broome CCE) – Youth Program Broome County contract for \$200,000 for the period from 7/1/25 – 6/30/2026 with renewals.

Motion to approve the Successful bidder, Broome CCE for Broome County Youth Services 7/1/25-6/30/26. 1st Justin Marchuska, 2nd Andrew Tunison, All in favor.

- RFP# 2025-025: Contract with Cornell Cooperative Extension of Tioga County (Tioga CCE) – Youth Program Tioga County contract for \$150,000 for the period from 7/1/25 – 6/30/2026 with renewals.

Motion to approve the Successful bidder, Tioga CCE for Tioga County Youth Services 7/1/25-6/30/26. 1st Rebecca Stone, 2nd Michael Atchie. All in favor.

- No vote for RFP# 2025-023: One Stop Operator: RFP Extended for an additional 3 weeks until June 11th, 2025. No bidders at this time.

9) Approval of additional contracts:

Bob discussed the Tioga County PY25 contract for \$235,632.89 for the period 7/1/25 – 6/30/27:

Adult \$ 64,633.37
DW \$110,418.52
Youth \$33,226.13
Admin \$27,354.87

Motion to Approve Tioga County Budget for PY25. 1st Andrew Tunison, 2nd Michael Atchie. All in favor.

10) Updates to Policy

- Referring to the provided handout, Bob explained that the adjustment allows Broome Tioga Workforce to utilize the maximum allowable funding for OJTs, as determined by each grant.

Motion to Approve OJT policy adjustment 1st Danielle Britton, 2nd Andrew Tunison. All in favor.

11) Grant Discussion:

Bob discussed grants, end dates and the plans to spend them.

- New Energy New York – Remaining to spend by 2026: \$966,240.18
- RETI (Renewable Energy Training Initiative): Remaining to spend by 11/30/2025: \$ 206,434.55
- Program Incentive – WIOA: New Grant- to spend by 6/30 /26: \$200,333.33
- ARC (Re-Entry/Recovery) Remaining to spend by 8/31/2025: \$310,084.74

12) Youth Council

- Bob highlighted recent progress in expanding workforce development efforts within local schools, providing youth with increased access to workforce resources and support. Partnering schools include BOCES, Binghamton, Johnson City, Endicott, Whitney Point, and others.
- The Job fair in April included many youths from different schools.

13) Labor Market Report – Christian Harris

- Christian Harris from NYSDOL reported on the latest statistics from the Labor Dept.
- Binghamton MSA's unemployment rate, at an all-time low.
- Many job postings are listed even if there is no rush to fill them.
- Inflation is low; however, it continues to increase.
- The number of jobs in the area has slightly shifted.

14) Any other matters –

15) Future WDB Meeting in 2024 –

September 19th, 2025, 12:00 PM

December 12th, 2025, 12:00 PM

16) There being no further matters, motion to adjourn the meeting.

Danielle Britton 1st, Andrew Tunison 2nd. All in favor.

The meeting adjourned at 1.06 PM.