americanjobcenter
Broome-Tioga Workforce New York

Broome Tioga Workforce Annual Meeting
December 12th, 2025
1:00 PM

WDB Members: In-person attendance: Amy Foster, Karen Shelp, Brian Scanlon, Carol Beckwith–Strong, Michael Atchie, Shawn Atkinson, Mark Lane, Justin Marchuska, Michael Decker, Kate Oja, Frank Stento, Vikki Kaufman, Len Basso, Danielle Britton, Paula Perna, Rebecca Stone, Barrett Grant, and Shanise Kent.

Zoomed or called in: No Zoom available.

Excused: Shawn Yetter, Chris Powers, Brittany Woodburn, Tom Crowley, Allyn Jones, Jonathan Layish, Wendy Getchell, Jennifer Lupo, and Andrew Tunison.

Staff and guests:
In-person attendance: Robert Murphy (RCM – Host, BTWF-Broome), David Goguen (BTWF), Holly Tracy (Broome CCE), Lisa Weston-Bialy (Tioga CCE), Kevin Harlost (BTWF-Broome), Jacopo Moroni (BTWF), Megan Slilaty (BTWF), Serg Bilyy (BTWF – Counselor), Christian Haris (DOL), Brendan O'Bryan (BTWF).

Zoomed or called in: No Zoom available.

Handouts: Annual Meeting Agenda, Adult/DW Supportive Service Policy Summary, and YEP Incentive Policy.

I. Karen Shelp, as Chair, called the meeting to order at 1:08 pm.

II. New Business

1) Broome Tioga Workforce Officer Nominations and Vote

- Robert Murphy discussed the single nomination received for the new Chair. Justin Marchuska.

Motion it approve Justin Marchuska as the new chair with terms from 1/1/2026-12/31/2026, 1st Len Basso, 2nd Karen Shelp, all in favor.

- The single nomination for a new Vice Chair was discussed as well. Rebecca Stone

  Motion to approve Rebecca Stone for Vice Chair with terms from 1/1/2026-12/31/2026. 1st Len Basso, 2nd Paula Perna, all in favor.

2) One Stop Operator Contract Renewal (CA 1073-131)

   - Robert Murphy discussed the approval and ratification for the extension of the One Stop Operator contract with Kevin Harlost, with terms from 7/1/2025 to 6/30/2026. Broome- Tioga Workforce would like to extend its current contract to stay in compliance with NYS.

     Motion to approve and ratify the One Stop Operator Contract with Kevin Harlost, 7/1/2025 to 6/30/2026. 1st Len Basso, 2nd Brian Scanlon. All in favor.

3) Policy Update

   - Approval to change the Adult / DW Supportive Service transportation limit to $500 per customer and the addition of verbiage for non-local "In-Demand" services.

   - Robert Murphy discussed the need to adjust our Adult/DW supportive service policy.

Motion to approve the increase of the Adult / DW Supportive Service transportation limit to $500 per customer and the addition of verbiage for non-local "In-Demand" services. 1st Danielle Britton, 2nd Len Basso. All in favor.

   - Approval to establish a new policy for YEP Incentives
   - Robert Murphy discussed the new policy Broome–Tioga Workforce would like to establish. This would provide youth with incentives to complete tasks such as opening a bank account, completing training, and creating their resumes. This will help youth find jobs and start up more efficiently.

Motion to approve the new YEP Incentive Policy, 1st Len Basso 2nd Shawn Atkinson. All in favor.

4) There being no further matters,

Motion to adjourn the meeting: 1st Len Basso, 2nd Paula Perna. All in favor,