



May 14, 2020

Dear Supervisor Leifer,

On behalf of the Tompkins County Youth Services Department, I hope this letter finds you well during this unprecedented time. The purpose of this letter is to provide you important updates regarding impacts on the Youth Services Department and on the contracts the Department holds with youth service providers as a result of the COVID-19 crisis.

During the May 5, 2020 Tompkins County Legislature meeting, the Tompkins County Administrator outlined a multi-faceted plan help offset the significant anticipated shortfall in revenue and state aid due to the COVID-19 pandemic.

In his presentation to the Legislature, the County Administrator outlined a plan to temporarily furlough approximately 96 Tompkins County Employees across 20 different departments. Unfortunately, the Youth Services Department has been impacted by these furloughs. Prior to COVID-19, our department consisted of five full-time employees, and our department will now consist of three full-time employees. Our colleagues have either been placed on temporary furlough or reassigned to another department both slated to return to our ranks after July 31, 2020.

It is important to recognize that these staffing changes have been very difficult on all involved, but the Youth Services Department remains committed to working with you, our community partner, to ensure the programs and supports that you provide to the youth in our county will continue. We will be contacting you shortly to go over how these staffing changes will impact the way our department will be communicating with you as we move forward.

Another aspect of the County Administrator's plan called for a 25% reduction in all third quarter payments made on County contracts. We have been contacted with several questions about how this decision might impact 2020 funding. We are pleased to report that, at this time, 2020 funding allocations will not be reduced. Please continue to submit you claims documenting actual and allowable expenditures. As we review claims, we may have clarifying questions as we will be required to provide accounting updates to the County Administrator at the end of each quarter.

On behalf of the Youth Services Department and the Youth Services Board, we extend our sincere gratitude for all that you have done and continue to do to support the youth and families in Tompkins County. We look forward to being in touch soon.

Sincerely,

Kate Shanks-Booth  
Director

cc: David Peck, Youth Commission Chair  
Marty Conger, Recreation Director  
Ryan McHugh, Supervisor's Secretary  
Bridgette Nugent, Deputy Director of Youth Services

*The Tompkins County Youth Services Department invests time, resources, and funding in communities to enable all youth to thrive in school, work, and life.*

Theresa Albert, Administrative Assistant