

Tompkins County Workforce Development

Executive Committee

MINUTES

Tuesday, February 6, 2024 | TC Workforce Development Board Conference Room

Present: S. Pronti, K. Babuka, K. Franzese, P. Levesque, B. Nugent

Excused:

Staff: C. Sponn, D. Achilles

Guest:

Call to Order

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:28 a.m.

Approval of Minutes - November 7, 2023

It was moved by Ms. Franzese, seconded by Mr. Levesque, and unanimously adopted by voice vote of members present to approve the minutes of November 7, 2023.

Financial Reports - December 2023

Ms. Achilles reported the Workforce Development Board financials are on track. The Board wage and fringe are slightly lower due to having two full-time positions and a half-time position open and will continue to be lower through the fiscal budget period. Participant wage and fringe are slightly higher due to Summer Youth Employment participants working 40 or more hours per payroll. The Sub-Contract line is at 90% due to Summer Youth Employment contract with Ithaca Youth Bureau that concluded in September 2023. Subscriptions and Periodicals is at 93% due to paying Zoom, Adobe, and Survey Monkey for the Service Providers. The tuition is lower due to a refund from a partner for \$20,900.05 due to lack of a teacher.

Ms. Achilles reported the Office of Employment and Training financials have a slightly lower percentage. The OET staff wages and fringe are lower than expected due to not being fully staffed and having staff out on disability leave for positions budgeted for.

Board and Committee Membership Updates Vacant Positions Posted and Interview Process

Mr. Sponn reported that committees are currently full except the Executive Committee. Mr. Tunison is not able to join the committee due to scheduling, but thanked the committee for the opportunity. Mr. Sponn reported Yen Wu from Lev Kitchen will be the newest Board member. Her application was being worked on and will require full Legislature approval to become official.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee has been discussing the 2024 Summer Youth Employment Program (SYEP) and the RFP has been released.

One Stop Operation and Oversight Committee

Ms. Franzese reported the One Stop Operations and Oversight Committee will meet Tuesday, March 12, 2024. Mr. Sponn reported that Mr. Levesque will now join the Executive Committee and will no longer be a member of the One-Stop Operations and Oversight Committee. Mr. Kersey has now retired from his position. Ms. Whitmore will join the Committee and Ms. Walter is a potential candidate who has expressed interest in filling the fifth spot.

Governance and Membership Committee

Mr. Sponn reported that the Governance and Membership Committee reports quarterly and will meet next Thursday, February 15, 2024 at 9:00 am.

Services to Individuals with Disabilities

Mr. Sponn reported Mr. Matteson has moved to a new position outside of the County and the new Chair of the Services to Individuals with Disabilities is Mr. Tunison from ACCESS-VR. Mr. Sponn reported that the Committee has 13 members and are in the process of narrowing it down to 7 to 8 voting members.

Vacant Positions Posted and Interview Process

Mr. Sponn reported that the Deputy Director of the Board and Communications Specialist position is posted and will close on February 26. Mr. Sponn reported Ms. Caci resigned from the department. Mr. Sponn said the Deputy Director of the Career Center will be posted in March. Mr. Sponn is working with Ms. Basilius, Ms. Sloan, and Ms. Achilles to move forward with operations.

Director's Report

MOU Update

Mr. Sponn reported to the Committee that the status of the MOU is the same as it is currently with the Council's Office at the State.

NYS DOL Annual Program Review PY22 WIOA - Program Monitoring

Mr. Sponn reported that the program review process is complete, and that appropriate professional development is being planned for staff. Much of the training will relate to documentation and data entry into OSOS. In the past staff were not fully trained or not familiar with recent changes.

2023 Summer Youth Employment Program (SYEP) Review

Mr. Sponn reported that he has not heard back from the State for the SYEP review.

Employee Resource Network (ERN) Progress Update

Mr. Sponn reported Ms. Tavares has been organizing meetings with interested business partners for the program. Mr. Sponn has attended larger meetings related to the program and is hopeful with the progress being made.

WORC/DTW Community Leadership Meeting on 11/16

Mr. Sponn reported, Ms. Szabo and himself hosted several community leaders from throughout Tompkins County for a discussion on Direct to Work and the newly formed Workforce Development department. Participants provided feedback for operations and collaboration that will be used to drive future work.

Career Center Updates

Mr. Sponn reported the backroom of old technology is cleared and now is working with the County to properly dispose of unwanted furniture.

Mr. Sponn reported even being short-staffed, the department is still able to approve funding for training and other services within expected timelines. Mr. Sponn thanked the dedicated staff involved.

Mr. Sponn reported that he is working on future workshops for the Career Center and finding partners to present.

Additional information

The meeting was adjourned at 9:39 a.m.



Tompkins Workforce Development

Fiscal Year - July 1, 2023 to June 30, 2024
December 31, 2023 Budget Report

**50.0% Through Fiscal Year
or 6 of 12 months**

Budget Line Items	Budget approved by Board 6.27.23	Expenses for December 2022	Expenses for December 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	797,858	31,647.80	44,574.70	292,965.87	504,892.13	37%
Staff Fringe	361,781	14,874.50	18,875.28	124,093.88	237,687.12	34%
Rent	80,242	2,720.00	14,493.09	39,871.09	40,370.91	50%
Professional Services	1,500	1,500.00	493.00	493.00	1,007.00	33%
Office Supplies	2,500	77.78	166.47	2,178.88	321.12	87%
Office Furnishings	2,000	0.00	0.00	0.00	2,000.00	0%
Software/Hardware	890	0.00	0.00	0.00	890.00	0%
Computer Equipment	15,000	0.00	0.00	3,743.61	11,256.39	25%
Postage	650	0.00	0.00	66.00	584.00	10%
Travel & Training	16,000	649.00	0.00	2,058.00	13,942.00	13%
Local Travel	6,000	0.00	217.20	1,523.81	4,476.19	25%
Phone	14,500	295.84	-169.92	3,823.98	10,676.02	26%
Contracts - Phone Maintenance	1,347	0.00	0.00	0.00	1,347.00	0%
Membership Dues	5,800	0.00	0.00	0.00	5,800.00	0%
Sub- Contracts	225,017	121,682.38	0.00	214,801.05	10,215.95	95%
IT Services	8,935	0.00	0.00	0.00	8,935.00	0%
Subscriptions, Periodicals	4,960	0.00	292.00	4,940.85	19.15	100%
Advertising	600	66.20	0.00	0.00	600.00	0%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	1,462.67	1,037.33	59%
Program Expenses	10,200	0.00	0.00	6,963.18	3,236.82	68%
Printing	3,100	0.00	52.21	348.00	2,752.00	11%
Equipment Rental - Ricoh Copier	920	0.00	0.00	448.08	471.92	49%
Program Supplies	1,500	0.00	0.00	1,215.63	284.37	81%
Participant - Wages	210,000	0.00	19,345.33	147,260.22	62,739.78	70%
Participant - Fringe	24,696	0.00	2,275.01	17,317.80	7,378.20	70%
Incentives	4,000	0.00	0.00	3,450.00	550.00	86%
Supportive Services	17,900	0.00	1,036.64	5,682.90	12,217.10	32%
Tuition - (ITA)	94,000	0.00	28,329.00	26,591.23	67,408.77	28%
On the Job Training - (OJT)	10,000	0.00	0.00	0.00	10,000.00	0%
Total Expenditures:	1,924,396	173,513.50	129,980.01	901,299.73	1,023,096.27	47%
	Budget approved by Board	Revenue for December 2022	Revenue for December 2023	Year to Date 2023 - 2024 Revenue	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Revenue:						
WIOA - Adult	162,515	12,982.99	1,833.52	3,528.88	158,986.12	2%
WIOA - Youth	501,791	21,685.98	47,532.86	223,515.95	278,275.05	45%
WIOA - Dislocated Worker	149,949	7,735.94	2,251.02	41,698.85	108,250.15	28%
WIOA - DW transferred to Adult	25,000	0.00	0.00	21,762.13	3,237.87	87%
WIOA - Administration	97,537	3,597.45	6,310.90	30,963.17	66,573.83	32%
NY-SCION/TTW	105,684	7,431.22	9,554.86	51,768.29	53,915.71	49%
Tourism	39,000	1,678.96	1,039.60	7,503.45	31,496.55	19%
County	470,669	36,310.79	28,234.61	143,500.36	327,168.64	30%
SYEP - Summer Program	359,486	0.00	53,923.00	179,743.00	179,743.00	50%
Miscellaneous	12,765	89.58	2,100.00	11,936.12	828.88	94%
Total Revenue:	1,924,396	91,512.91	152,780.37	715,920.20	1,208,475.80	37%

* All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.
This is not an operating expense concern.



Tompkins Workforce Development - WIOA Service Provider Budget
Fiscal Year - July 1, 2023 to June 30, 2024
December 31, 2023 Budget Report

50.00% Through Fiscal Year
or 6 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for December 2022	Expenses for December 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	309,707	35,317.79	19,032.14	109,752.82	199,954.18	35%
Fringe	137,847	14,986.85	8,113.34	46,779.79	91,067.21	34%
Rent/Taxes	29,359	7,910.90	7,130.62	12,097.05	17,261.95	41%
Copier Contract	573	43.19	0.00	189.59	383.41	33%
Phone Maintenance	839	0.00	0.00	0.00	839.00	0%
Office Supplies	312	0.00	70.96	88.25	223.75	28%
Postage	312	0.00	0.00	66.00	246.00	21%
Travel Training	3,739	0.00	0.00	1,089.78	2,649.22	29%
Local Travel	3,116	102.81	217.20	905.33	2,210.67	29%
Phone & Internet	6,419	159.72	249.45	1,187.97	5,231.03	19%
Membership Dues	187	0.00	0.00	0.00	187.00	0%
Books, Subscription & Periodicals	1,245	0.00	0.00	435.07	809.93	35%
Computer Software/Hardware	150	0.00	0.00	0.00	150.00	0%
IT Services	3,490	0.00	0.00	0.00	3,490.00	0%
Printing	997	14.26	34.86	184.24	812.76	18%
Program Expenses	2,493	0.00	0.00	0.00	2,493.00	0%
Supportive Services	14,000	471.50	1,081.64	4,138.55	9,861.45	30%
Tuition	94,000	8,037.00	28,329.00	13,155.20	80,844.80	14%
OJT	10,000	0.00	0.00	0.00	10,000.00	0%
Participant Wages	150,000	12,921.66	19,345.33	83,353.98	66,646.02	56%
Participant Fringe	17,640	1,485.99	2,275.01	9,802.43	7,837.57	56%
Total Expenditures:	786,425	81,451.67	85,879.55	283,226.05	503,198.95	36%

WIOA Expenditures Include: Adm., Adult, DW, and Youth