

EXECUTIVE COMMITTEE

August 3, 2021

8:15 A.M.

Zoom Platform

PRESENT: S. Pronti, A. Bishop, D. Burrows, A. Hendrix, A. Iles

EXCUSED: J. Matteson

STAFF: N. Branosky, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:19 a.m.

APPROVAL OF MINUTES – June 8, 2021

It was moved by Ms. Iles, seconded by Mr. Burrows, and unanimously adopted by voice vote of members present to approve the minutes of June 8, 2021.

FINANCIAL REPORTS – June 2021

Ms. Branosky shared that the Workforce Development Board is reporting quarterly to Ms. Iles, Board Treasurer, to discuss where expenditures and revenue are in terms of underspending due to COVID. Ms. Branosky reported that the Federal Government has not released a stimulus package to help workforce. The State 2021 allocations for WIOA funding stayed at a flat number based on 2019 census numbers for poverty and unemployment. The year-to-date percentage column is as conservative as possible to maintain all staff and reduce other line expenses.

Ms. Branosky reported that the Board will have two grants closing as of September 30, 2021: the TET-NDWG (Trade and Economic Transition National Dislocated Workers Grant) and DEI (Disability Employment Initiative).

The Board received a grant of \$85,000 from Park Foundation, Community Foundation – Lane Family, and United Way to help serve additional youth participants in the Summer Youth Employment Program.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Branosky reported the Youth Oversight Committee is in full swing with the Summer Youth Employment Program. With the additional funds that were received from Park Foundation, Community Foundation – Lane Family and United Way, SYEP will be able to serve an additional 50 youth participants. Ms. Branosky reported that Youth Oversight Committee has two new members: Workforce Development Board member C. Malcolm, from Wegmans and J. Clemons, from Unbroken Promises.

Ms. Branosky reported that NYSDOL program monitoring and fiscal monitoring will be completed remotely starting in August 2021.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop informed the Executive Committee that the One Stop Operations and Oversight Committee's next meeting will be on Tuesday, September 14, 2021. Ms. Branosky reported there are no changes at the Career Center at this time. All staff are receiving training on the new hybrid model from NYSDOL.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee's meeting will be on Wednesday, September 15, 2021. Mr. Burrows informed the Committee that Ms. Branosky is having conversations with Challenge Workforce Solutions to have the seat on the Board filled. Once this seat is filled the Board will be at 100%.

DIRECTOR'S REPORT

Ms. Branosky reported that the Workforce Development Deputy Director, Ms. Avila has stepped in and embraced her position. Ms. Branosky had asked staff what the Deputy Director position should entail and combining their responses, the Deputy Director will be key person for the One Stop Operations and Oversight Committee, will work on designing a logo for the Board, and support monitoring of WIOA programs. Ms. Avila is also working on compiling data on who is enrolled in programs by race, ethnicity, and inclusion.

Ms. Branosky informed the Executive Committee that the Board is finalizing our County Budget for 2022.

The meeting adjourned at 9:21 a.m.

Tompkins County Workforce Development Board
Budget Statement
30-Jun-21

100% of yr.

	Budget	Jun-21	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	230,927	14,520.22	188,048.83	42,878.17	81%
Fringe	112,739	7,652.16	94,104.31	18,634.69	83%
Rent/Taxes	19,632	1,636.00	19,296.00	336.00	98%
Professional Services	107	0.00	0.00	107.00	0%
Office Supplies	1,350	0.00	1,216.91	133.09	90%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,200	0.00	549.92	650.08	46%
Software/Hardware	3,770	0.00	3,220.89	549.11	85%
Computer Equipment	5,624	0.00	5,614.16	9.84	0%
Postage	35	0.00	0.00	35.00	0%
Travel Training	2,000	0.00	440.00	1,560.00	22%
Local Travel	100	0.00	0.00	100.00	0%
Phone	1,700	0.00	1,113.41	586.59	65%
Membership Dues	4,000	0.00	3,000.00	1,000.00	75%
Sub Contracts	1,334,583	49,364.42	947,757.57	386,825.43	71%
IT Services	824	0.00	824.00	(0.00)	100%
Special Events	0	0.00	0.00	0.00	0%
Advertising	426	0.00	378.29	47.71	89%
Program Expenses	5,615	0.00	383.45	0.00	7%
Printing	200	0.00	68.28	131.72	34%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	31.36	(31.36)	0%
Total Expenditures	1,724,832	73,172.80	1,266,047.38	453,553.07	73%

	Budget	Jun-21	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	79,633	7,568.70	70,564.05	9,068.95	89%
WIOA Adult	209,700	10,863.71	99,873.88	109,826.12	48%
WIOA Dislocated Worker	88,080	1,901.00	56,230.77	31,849.23	64%
WIOA Youth	401,000	14,183.82	243,539.84	157,460.16	61%
Disability Employment Initiative (RFMH)	50,064	2,258.07	35,849.15	14,214.85	72%
DEI Grant Round 8	262,571	9,467.69	222,847.23	39,723.77	85%
SYEP	411,775	0.00	295,967.00	115,808.00	72%
County	161,000	61,684.24	175,434.57	(14,434.57)	109%
Tourism	4,825	0.00	6,720.00	0.00	139%
TET-NDWG	30,000	2,901.16	34,916.58	(4,916.58)	116%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	26,184	0.00	9,779.19	16,404.81	37%
Total Revenue	1,724,832	110,828.39	1,251,722.257	475,004.743	73%

*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 County Office of Employment Training
Budget Statement
30-Jun-21**

				100% of yr.	
	Budget	21-Jun	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	284,758	14002.55	211499.42	73258.58	74%
Fringe	138,907	7379.35	105509.38	33397.62	76%
Rent/Taxes	12,990	2486.13	10501.49	2488.51	81%
Copier Contract	672	39.54	406.33	265.67	60%
Phone Maintenance	1120	0.00	0.00	1120.00	0%
Office Supplies	244	0.00	48.49	195.51	20%
Postage	229	0.00	67.00	162.00	29%
Travel Training	3,798	0.00	1631.95	2166.05	43%
Local Travel	950	0.00	57.66	892.34	6%
Phone	5543	0.00	3891.15	1651.85	70%
Membership Dues	137	0.00	0.00	137.00	0%
Books, Subscriptions & Periodicals	163	0.00	48.63	114.37	30%
Computer Software/Hardware	381	0.00	0.00	381.00	0%
IT Services	2,344	0.00	0.00	2344.00	0%
Printing	586	26.94	172.35	413.65	29%
Supportive Services	26,000	933.00	3569.05	22430.95	14%
Tuition	59458	0.00	13677.81	45780.19	23%
Participant Wages	105000	3156.27	32101.18	72898.82	31%
Participant Fringe	10,500	400.85	3739.86	6760.14	36%
Total Expenditures	653,780	28424.63	386921.75	266858.25	59%