

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, April 4, 2023 | TC Workforce Development Board Conference Room

Present: S. Pronti, J. Matteson, K. Franzese, K. Babuka, B. Nugent

Excused

Staff: C. Sponn, D. Achilles

Guest:

Call to Order

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:15 a.m.

Approval of Minutes - February 7, 2023

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

**Financial Reports - January 2023
February 2023**

Ms. Achilles reported the Workforce Development Board financials are on track. The Board wage and fringe are slightly lower due to having two positions open.

Ms. Achilles reported the Office of Employment Training financials have a slightly lower percentage. The OET staff wages and fringe are lower than expected due to not being fully staffed with a Transitional Workforce Specialist (Youth Staff) and Workforce Development Coordinator.

Ms. Achilles reviewed the February 2023 Desk Review that was received from FOTA. Ms. Achilles reported that Mr. Sponn and herself are in conversation and watching the 50% expectation for PY22 for OS. If the State increases back to the original expectations of OS 80% and YWE 20%, OET will have to do outreach to OS youth.

Ms. Achilles reported that NY-SCION grant year 1 ended December 31, 2022, with \$6,448.83 allocation left. PY21 NY-SCION NOA has been received.

Ms. Achilles reported that ER-NDWG grant is due to expire on September 30, 2023 and has \$5,978.85 to expend. New York State FOTA representatives have reached out to get clarification if we will be using the available funds or FOTA would like to move the funds to another Board that is expending these funds regularly.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee has been working on WIOA Youth RFP and SYEP 2023 RFP. WIOA Youth RFP had 3 bidders Office of Employment and Training, Ithaca Youth bureau, and CAHill Tech. The WIOA Youth had 2 bidders, Office of Employment and Training and CAHill Tech.

Mr. Sponn reported that the Committee has some members that have resigned and the Committee has two new members: Ms. Lester of Cornell and Ms. Coicou of the Community Foundation of Tompkins County.

One Stop Operation and Oversight Committee

Ms. Franzese reported to the Committee that the One-Stop will meet Tuesday, May 9, 2023. The Committee has a new member, Ms. Cerquone of the Ithaca Marriott.

Ms. Franzese reported that the One-Stop Committee will be touring the Career Center at the May 2023 meeting.

Governance and Membership Committee

Ms. Babuka reported the Committee will be meeting Thursday, May 19, 2023.

Ms. Babuka reported the Committee is having discussions around filling the Treasurer's position.

Services to Individuals with Disabilities

Mr. Matteson reported that the Committee will meet next Tuesday, April 11, 2023.

Director's Report

MOU Update

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

Workforce Board and Office of Employment & Training Restructure

Mr. Sponn reported to the Committee on the WDB/OET restructure diagram. The Committee had discussions around the diagram and how best to present it to the full Board. The committee wanted a more simplified version to share and it was agreed upon Mr. Sponn would provide updates to this chart and develop main points to discuss at the next Board meeting.

Ms. Nugent reported that the Charter has been approved through 2 Committees and will be presented to the Government Operations Committee on Friday, April 7, 2023. Then will go to public forum and final approval with the Legislature by early May. The plan is to post for the Director position once that is finalized.

IAED Direct to Work Collaboration

Mr. Sponn reported that he is working with Ms. Szabo from IAED on a 4-week program to accommodate soft skills for manufacturing through virtual reality. At the completion of the program there will be an incentive for \$500.00. The first cohort had 12 participants and decreased to 6 due to not having childcare or transportation.

Vacant Board Member - Treasurer

Mr. Sponn reported to the Committee that there is no candidates for the Treasurer position. Mr. Sponn reviewed the Board bylaws and other Board bylaws that do not have a Treasurer. Mr. Sponn will continue to look for a replacement and other options will be explored in a few months if the search is not successful.

The meeting adjourned at 9:33 a.m.

**Tompkins County Workforce Development Board
Budget Statement
31-Jan-23**

58.3% of yr.

Fiscal Year 2022 - 2023	Budget	Jan-22	Jan-23	YTD	Balance	YTD % of Budget
Expenditures:						
Staff Wage	288,229	12,057.59	10,536.12	136,902.33	151,326.67	47%
Fringe	131,474	6,259.72	7,104.51	66,496.67	64,977.33	51%
Rent/Taxes	32,640	1,636.00	2,720.00	19,040.00	13,600.00	58%
Professional Services	1,500	0.00	0.00	1,500.00	0.00	100%
Office Supplies	2,000	0.00	14.15	1,434.12	565.88	72%
Office Furnishings	1,000	0.00	0.00	365.35	634.65	37%
Heat/Electric	0	0.00	0.00	0.00	0.00	0%
Software/Hardware	1,000	0.00	0.00	269.25	730.75	27%
Computer Equipment	3,000	946.51	0.00	351.49	2,648.51	12%
Postage	35	0.00	0.00	0.00	35.00	0%
Travel Training	6,000	0.00	0.00	2,057.76	3,942.24	34%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	5,000	102.79	295.84	2,781.79	2,218.21	56%
Membership Dues	5,100	0.00	0.00	0.00	5,100.00	0%
Sub Contracts	1,277,299	61,924.16	51,221.05	820,386.15	456,912.85	64%
IT Services	2,100	0.00	0.00	0.00	2,100.00	0%
Books, Subs & Periodicals	700	40.00	0.00	40.00	660.00	6%
Advertising	500	0.00	65.24	131.44	368.56	26%
Program Expenses	6,120	0.00	0.00	4,869.67	1,250.33	80%
Printing	3,000	0.00	0.00	148.91	2,851.09	5%
Meeting Expenses (Food, Supplies & Meeting Space)	2,480	0.00	0.00	1,320.00	1,160.00	0%
Total Expenditures	1,770,177	82,966.77	71,956.91	1,058,094.93	712,082.07	60%
Revenue						
WIOA Admin	80,000	6,893.75	5,598.41	21,402.88	58,597.12	27%
WIOA Adult	205,500	19,844.78	29,076.85	134,756.89	70,743.11	66%
WIOA Dislocated Worker	169,000	16,222.10	15,182.33	83,979.71	85,020.29	50%
WIOA Youth	529,000	42,855.07	40,531.37	243,257.16	285,742.84	46%
SYEP	355,751	0.00	0.00	302,389.00	53,362.00	85%
County	292,378	12,049.65	8,641.32	132,482.29	159,895.71	45%
Tourism	13,500	0.00	1,007.31	13,265.45	234.55	98%
ER-NDWG	13,200	0.00	116.46	9,658.80	3,541.20	73%
Misc - Park Foundation, Community Foundation, U	0	0.00	0.00	162,200.00	0.00	0%
NY-SCION	96,848	0.00	11,171.60	56,209.27	40,638.73	58%
Ticket to Work	15,000	0.00	0.00	0.00	15,000.00	0%
Total Revenue	1,770,177	97,865.35	111,325.65	1,159,601.45	772,775.55	66%

*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
31-Jan-23

58.3% of yr.

Fiscal Year 2022-2023	Budget	Jan-22	Jan-23	2022 -2023 YTD	2022-2023 Balance	YTD % of Budget
Expenditures						
Staff Wage	388,689	29705.58	23348.88	165202.96	223486.04	43%
Fringe	177,190	15423.90	10474.04	73110.07	104079.93	41%
Rent/Taxes	32,810	0.00	0.00	14187.59	18622.41	43%
Copier Contract	599	57.89	50.64	264.06	334.94	44%
Phone Maintenance	490	0.00	0.00	0.00	490.00	0%
Office Supplies	418	0.00	0.00	0.00	418.00	0%
Office Furnishings	418	0.00	0.00	0.00	418.00	0%
Postage	348	34.80	0.00	125.80	222.20	36%
Travel Training	6,964	480.00	0.00	1182.36	5781.64	17%
Local Travel	3,621	33.55	42.81	745.58	2875.42	21%
Phone **	2948	572.54	300.38	1531.19	1416.81	52%
Membership Dues	209	0.00	0.00	0.00	209.00	0%
Books, Subscriptions & Periodicals	2960	0.00	0.00	731.97	2228.03	25%
Computer Software/Hardware	696	0.00	0.00	0.00	696.00	0%
IT Services	2,512	0.00	0.00	0.00	2512.00	0%
Printing	1276	0.00	21.00	280.04	995.96	22%
Sub Contract	4000	0.00	0.00	0.00	4000.00	0%
Supportive Services	26,000	87.54	0.00	7880.19	18119.81	30%
Tuition	68058	13197.00	5934.50	49888.50	18169.50	73%
OJT	85900	0.00	0.00	2033.03	83866.97	2%
Participant Wages	125000	1993.20	4789.79	90585.48	34414.52	72%
Participant Fringe	14,571	255.39	560.45	10426.96	4144.04	72%
Total Expenditures	945,677	61841.39	45522.49	418175.78	527501.22	44%

Expenses for WIOA Allocation:

Adm, Adult, IS/OS Youth, DW, ER-NDWG Expenses only in summary
 ** Phone for July 2022 WIOA funds were adjusted for reimbursement of shared expenses (phone & Matrix phone maintenance contract) with NYSOL 58.99%

Tompkins County Workforce Development Board
Budget Statement
28-Feb-23

66.67% of yr.

Fiscal Year 2022 - 2023	Budget	Feb-22	Feb-23	YTD	Balance	YTD % of Budget
Expenditures:						
Staff Wage	288,229	13,124.77	10,579.38	147,481.71	140,747.29	51%
Fringe	131,474	6,781.58	2,340.37	68,837.04	62,636.96	52%
Rent/Taxes	32,640	1,685.00	2,720.00	21,760.00	10,880.00	67%
Professional Services	1,500	0.00	0.00	1,500.00	0.00	100%
Office Supplies	2,000	54.43	0.00	1,434.12	565.88	72%
Office Furnishings	1,000	0.00	0.00	365.35	634.65	37%
Software/Hardware	1,000	833.00	0.00	269.25	730.75	27%
Computer Equipment	3,000	0.00	0.00	351.49	2,648.51	12%
Postage	35	0.00	0.00	0.00	35.00	0%
Travel Training	6,000	0.00	925.00	2,982.76	3,017.24	50%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	5,000	104.01	296.27	3,078.06	1,921.94	62%
Membership Dues	5,100	900.00	0.00	0.00	5,100.00	0%
Sub Contracts	1,277,299	68,528.14	74,524.25	894,910.40	382,388.60	70%
IT Services	2,100	240.00	0.00	0.00	2,100.00	0%
Books, Subs & Periodicals	700	40.00	0.00	40.00	660.00	6%
Advertising	500	64.25	0.00	131.44	368.56	26%
Program Expenses	6,120	0.00	0.00	4,869.67	1,250.33	80%
Printing	3,000	0.00	0.00	148.91	2,851.09	5%
Meeting Expenses (Food, Supplies & Meeting Space)	2,480	0.00	0.00	1,320.00	1,160.00	0%
Total Expenditures	1,770,177	92,355.18	91,385.27	1,149,480.20	620,696.80	65%
Revenue						
WIOA Admin	80,000	3,675.95	6,723.36	28,126.24	51,873.76	35%
WIOA Adult	205,500	23,196.82	18,968.93	153,725.82	51,774.18	75%
WIOA Dislocated Worker	169,000	15,410.57	8,349.77	92,329.48	76,670.52	55%
WIOA Youth	529,000	28,035.25	19,933.38	263,190.54	265,809.46	50%
SYEP	355,751	0.00	53,362.00	355,751.00	0.00	100%
County	292,378	12,702.52	6,261.52	138,743.81	153,634.19	47%
Tourism	13,500	1,130.75	566.10	13,831.55	0.00	102%
ER-NDWG	13,200	0.00	78.23	9,737.03	3,462.97	74%
Misc - Park Foundation, Community Foundation, U	0	0.00	0.00	162,200.00	0.00	0%
NY-SCION	96,848	0.00	5,872.63	62,081.90	34,766.10	64%
Ticket to Work	15,000	0.00	0.00	0.00	15,000.00	0%
Total Revenue	1,770,177	84,151.86	120,115.92	1,279,717.37	652,991.18	72%

*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
28-Feb-23**

66.67% of yr.

Fiscal Year 2022-2023	Budget	Feb-22	Feb-23	2022 -2023 YTD	2022-2023 Balance	YTD % of Budget
Expenditures						
Staff Wage	388,689	30360.21	24209.34	189412.30	199276.70	49%
Fringe	177,190	15687.11	9977.33	83087.40	94102.60	47%
Rent/Taxes	32,810	0.00	0.00	14187.59	18622.41	43%
Copier Contract	599	57.89	49.46	313.52	285.48	52%
Phone Maintenance	490	0.00	0.00	0.00	490.00	0%
Office Supplies	418	0.00	0.00	0.00	418.00	0%
Office Furnishings	418	0.00	0.00	0.00	418.00	0%
Postage	348	46.40	0.00	125.80	222.20	36%
Travel Training	6,964	1575.00	0.00	1182.36	5781.64	17%
Local Travel	3,621	0.00	0.00	745.58	2875.42	21%
Phone **	2948	556.07	298.69	1829.88	1118.12	62%
Membership Dues	209	0.00	0.00	0.00	209.00	0%
Books, Subscriptions & Periodicals	2960	480.00	318.01	1049.98	1910.02	35%
Computer Software/Hardware	696	1466.61	0.00	0.00	696.00	0%
IT Services	2,512	1460.93	0.00	0.00	2512.00	0%
Printing	1276	21.88	25.83	305.87	970.13	24%
Sub Contract	4000	0.00	0.00	0.00	4000.00	0%
Supportive Services	16,000	1943.49	997.86	8878.05	7121.95	55%
Tuition	98058	9713.00	25278.00	75166.50	22891.50	77%
OJT	65900	0.00	0.00	2033.03	63866.97	3%
Participant Wages	125000	4545.84	5926.54	96512.02	28487.98	77%
Participant Fringe	14,571	583.24	695.39	11122.35	3448.65	76%
Total Expenditures	945,677	68497.67	67776.45	485952.23	459724.77	51%

Expenses for WIOA Allocation:

Adm, Adult, IS/OS Youth, DW, ER-NDWG Expenses only in summary
 ** Phone for July 2022 WIOA funds were adjusted for reimbursement of shared expenses (phone & Matrix phone maintenance contract) with NYSOL 58.99%