

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

January 22, 2020

9:00 A.M.

South Hill Business Campus
950 Danby Rd, Suite 112

PRESENT: S. Pronti, J. Cometti, L. Dillon, K. Franzese, A. Iles, J. Lance, P. Levesque, J. Matteson, H. McDaniel, D. Pruitt, J. Sammons, K. Shanks-Booth

EXCUSED: A. Mohamed, A. Bishop, D. Burrows, B. Forrest, K. Kephart, K. Kersey, O. Montague, J. Tavares

EX-OFFICIO: A. Hendrix

GUESTS: S. Alvord, Tompkins County Youth Services

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 9:06 a.m.

ANNOUNCEMENTS

Mr. Matteson requested following the update on the Executive Director search he would like to request an Executive Session regarding a personnel matter having to do with a particular person.

BOARD ACTION ITEMS

APPROVAL OF MINUTES – December 10, 2019

It was Moved by Mr. Levesque seconded by Mr. Sammons and unanimously adopted by voice vote of members present to approve the minutes of December 10, 2019 as written.

WORKFORCE DEVELOPMENT BOARD DIRECTOR SEARCH UPDATE

Mr. Matteson updated the board on the Executive Director search. At the October 22, 2019 board meeting the board developed a list of qualities desired in a leader. Tompkins County Human Resource took the lead in the search process, worked with the board chair and Executive Committee to develop a search committee, reviewed applications (after all identifying information was redacted), narrowed down the list, conducted phone interviews, and selected two candidates for an in person interview. The interview committee then interviewed the final two candidates and scheduled a meet and greet/interview for board members and staff to provide feedback.

It was Moved by Mr. Matteson seconded by Mr. Sammons and unanimously adopted by voice vote of members present to go into executive session at 9:21 a.m. regarding a personnel matter having to do with a particular person.

It was moved by Mr. Matteson, seconded by Ms. Iles and unanimously adopted by voice vote of members present to come out of executive session at 9:55 a.m.

It was moved by Mr. Matteson, seconded by Mr. Pronti and unanimously adopted by voice vote of members present to recommend to Jason Molino, County Administrator, the hiring of Natalie Branosky.

ADJOURNMENT

The meeting adjourned at 10:05 a.m.

Tompkins County Workforce Development Board
Budget Statement
30-Sep-19

	Budget	Sep-19	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	154,000	10,879.16	33,889.55	120,110.45	22%
Fringe	73,775	7,212.70	15,789.13	57,985.87	21%
Rent/Taxes	13,650	1,128.03	3,384.09	10,265.91	25%
Professional Services	3,500	0.00	0.00	3,500.00	0%
Office Supplies	600	0.00	0.00	600.00	0%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	800	48.20	166.68	633.32	21%
Software/Hardware	3,500	0.00	0.00	3,500.00	0%
Computer Equipment	1,750	0.00	0.00	1,750.00	0%
Postage	50	0.00	0.00	50.00	0%
Travel Training	6,500	0.00	337.50	6,162.50	5%
Local Travel	250	0.00	0.00	250.00	0%
Phone	1,600	117.01	389.37	1,210.63	24%
Membership Dues	4,750	0.00	0.00	4,750.00	0%
Sub Contracts	1,648,429	192,338.30	571,816.73	1,076,612.27	35%
IT Services	600	0.00	0.00	600.00	0%
Special Events	2,000	0.00	0.00	2,000.00	0%
Advertising	400	0.00	0.00	400.00	0%
Program Expenses	7,000	0.00	0.00	7,000.00	0%
Printing	200	53.81	53.81	146.19	0%
Meeting Expenses (Food, Supplies & Meeting Space)	1,000	0.00	58.61	941.39	6%
Total Expenditures	1,924,354	211,777.21	625,885.47	1,298,468.53	33%

	Budget	Sep-19	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	74,233	4,595.00	9,404.56	64,828.44	13%
WIOA Adult	239,558	26,748.50	52,049.16	187,508.84	22%
WIOA Dislocated Worker	101,985	7,618.65	17,285.07	84,699.93	17%
WIOA Youth	399,674	35,708.57	82,515.33	317,158.67	21%
Disability Employment Initiative (RFMH)	50,064	4,958.26	19,832.75	30,231.25	40%
DEI Grant Round 8	395,000	12,861.02	29,691.87	365,308.13	8%
SYEP	414,184	0.00	355,599.00	58,585.00	86%
County	128,181	0.00	0.00	128,181.00	0%
Tourism	3,475	0.00	0.00	3,475.00	0%
TET-NDWG	98,000	9,888.50	16,588.10	81,411.90	17%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	20,000	0.00	1,015.20	18,984.80	5%
Total Revenue	1,924,354	102,378.50	583,981.04	1,340,372.96	30%

*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 and Training
Budget Statement
30-Sep-19**

	Budget	YTD	Balance	*YTD % Budget
Expenditures				
Staff Wage	262,185	56157.81	206,027.19	21%
Fringe	117,568	25889.72	91,678.28	22%
Rent/Taxes	11,000	0.00	11,000.00	0%
Copier Contract	600	161.41	438.59	27%
Phone Maintenance	825	77.68	747.32	9%
Office Supplies	375	166.88	208.12	45%
Postage	300	71.93	228.07	24%
Travel Training	3,900	577.13	3,322.87	15%
Local Travel	2,100	287.26	1,812.74	14%
Phone	5,400	1060.21	4,339.79	20%
Membership Dues	225	0.00	225.00	0%
Books, Subscriptions & Periodicals	150	32.91	117.09	22%
Advertising	0	0.00	0.00	0%
Computer Software/Hardware	1,500	0.00	1,500.00	0%
IT Services	1,250	0.00	1,250.00	0%
Printing	550	156.31	393.69	28%
Supportive Services	22,000	2336.30	19,663.70	11%
Youth Incentives	5,000	0.00	5,000.00	0%
E-Learning	0	0.00	0.00	0%
Tuition	116,760	33325.86	83,434.14	29%
OJT	25,000	0.00	25,000.00	0%
Participant Wages	108,050	28683.91	79,366.09	27%
Participant Fringe	10,805	3399.08	7,405.92	31%
Total Expenditures	695,543	152,384.40	543,158.60	22%

25% of the program year completed