

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

March 19, 2019

8:30 A.M.

BorgWarner Room
Tompkins County Public Library

PRESENT: D. Burrows, L. Dillon, B. Forrest, K. Franzese, T. Geisenhof, K. Kersey, P. Levesque, J. Matteson, H. McDaniel, B. Nugent, S. Pronti, J. Tavares, J. Sammons, M. Stazi, J. Tavares

EXCUSED: K. Kephart, J. Lance, O. Montague, M. Stazi

EX-OFFICIO: T. Carlson, A. Hendrix

GUESTS: N. Eschler, TST BOCES; C. Harris, NYSDOL; D. Mohlenoff, TC3

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:48 a.m. and introductions followed.

BOARD ACTION ITEMS

APPROVAL OF MINUTES – February 26, 2019

It was Moved by Mr. Burrows, seconded by Mr. Levesque and unanimously adopted by voice vote of members present to approve the minutes of February 26, 2019 as written.

SKILLUP TOMPKINS INITIATIVE

Ms. Mattick provided a demonstration of the SkillUp Initiative online training platform. There are two main components of SkillUp Tompkins Initiative: Prove It and Course work. There will be a demonstration for community partners April 1st at Tompkins County Public Library at 1:00p.m.

Ms. Eschler talked about how TST Boces would use SkillUp at their facility.

Mr. Kersey arrives at 9:00 a.m.

APRIL 2019 WDB RETREAT PLANNING

Ms. Mattick is finalizing the plans for the Retreat on April 23, 2019 from 8:30 a.m. to 1:00 p.m. It will be facilitated by Melinda Mack, Executive Director, New York Association of Training and Employment Professionals. Ms. Mattick's presentation will set the stage for Retreat planning on Labor Market Update.

Ms. Mattick provided an overview of statistics on trends in the workforce, unemployment, salaries per career title and commutation in Tompkins County. Many discussions about how to get up to date statistics, goals for the retreat and how to prioritize what needs to happen in the workforce. A copy of her presentation is included in the minutes.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

Mr. Pronti reported the Executive Committee discussed SkillUp Tompkins Initiative.

ONE STOP OPERATIONS COMMITTEE

Ms. Mattick reported that the committee reviewed data in Metrix. Looking at training using WIOA Funds and how to get more customers to fill out customer satisfaction survey to have more accurate data.

YOUTH OVERSIGHT COMMITTEE

No Report.

SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE

No Report

GOVERNANCE AND MEMBERSHIP COMMITTEE

No report.

WDB DIRECTOR/CAREER CENTER UPDATE

Ms. Mattick reported that Workforce Development Board is planning the Retreat for April 23rd at the Ithaca Country Club.

Ms. Mattick reported that she is working to get Ms. Achilles trained in her position.

Ms. Mattick is working with SkillUp and A2D launch. Next board meeting hopes to do a demonstration of Tourism Ambassador program. There has been training at Ithaca College for Tourism Ambassador's and we are working on getting other entities to have Ambassador's also.

UNFINISHED BUSINESS

Mr. Burrows reported that Governance and Membership Committee is working to fill the vacancies on the Workforce Development Board. If anyone has referrals for candidates, please let the committee know.

Ms. Tavares talked about the Tompkins County Chamber's, On the Job Training grant. Live In Ithaca public announcement went well yesterday March 18, 2019.

Ms. Dillon report that the Amici House is open with 23 apartments for youth's in need.

ADJOURNMENT

The meeting adjourned at 9:59 a.m. The Retreat is scheduled for Tuesday, April 23, 2019 8:30 a.m. at the Ithaca Country Club.

Minutes prepared by Diane Achilles.

Tompkins County Workforce Development Board
Budget Statement
31-Mar-19

	Budget	Mar-19	YTD	Balance	75% of yr. YTD % of Budget
Expenditures					
Staff Wage	151,950	9,262.83	97,864.25	54,085.75	64%
Fringe	72,829	4,315.53	44,737.40	28,091.60	61%
Rent/Taxes	13,500	1,111.15	10,000.35	3,499.65	74%
Professional Services	3,500	0.00	0.00	3,500.00	0%
Office Supplies	500	102.35	637.53	(137.53)	128%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,000	49.48	513.91	486.09	51%
Software/Hardware	3,800	365.61	3,335.86	464.14	0%
Computer Equipment	500	670.71	670.71	(170.71)	0%
Postage	50	0.00	0.00	50.00	0%
Travel Training	6,500	356.55	2,581.24	3,918.76	40%
Local Travel	250	0.00	50.59	199.41	20%
Phone	1,500	0.00	720.45	779.55	48%
Membership Dues	3,500	180.00	180.00	3,320.00	5%
Sub Contracts	1,310,878	63,056.30	871,529.76	439,348.24	66%
IT Services	500	532.26	532.26	(32.26)	106%
Special Events	1,000	0.00	0.00	1,000.00	0%
Advertising	200	0.00	0.00	200.00	0%
Printing	0	0.00	173.73	(173.73)	0%
Meeting Expenses (Food, Supplies & Meeting Space)	300	92.37	92.37	207.63	31%
Total Expenditures	1,572,257	80,095.14	1,033,620.41	538,636.59	66%
Revenue					
WIOA Admin	69,416	0.00	39,570.77	29,845.23	57%
WIOA Adult	156,095	0.00	69,078.63	87,016.37	44%
WIOA Dislocated Worker	93,950	0.00	63,243.07	30,706.93	67%
WIOA Youth	354,973	0.00	175,279.97	179,693.03	49%
Disability Employment Initiative	95,065	69,076.69	69,076.69	25,988.31	73%
DEI Grant Round 8	237,904	0.00	53,259.63	184,644.37	22%
SYEP	412,024	0.00	402,949.00	9,075.00	98%
County	128,181	0.00	32,001.02	96,179.98	25%
Tourism	3,050	0.00	14,359.00	(11,309.00)	471%
TET-NDWG	0	0.00	1,275.66	(1,275.66)	0%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	21,599	0.00	8,851.83	12,747.17	41%
Total Revenue	1,572,257	69,076.69	928,945.27	643,311.73	59%

*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
31-Mar-19**

		Budget	YTD	Balance	*YTD % Budget
Expenditures					
	Staff Wage	230,100	151,176.44	78,923.56	66%
	Fringe	108,320	69,145.20	39,174.80	64%
	Rent/Taxes	10,825	7,953.89	2,871.11	73%
	Copier Contract	600	434.42	165.58	72%
	Phone Maintenance	825	809.55	15.45	98%
	Office Supplies	375	164.67	210.33	44%
	Postage	200	87.31	112.69	44%
	Travel Training	3,360	2,343.60	1,016.40	70%
	Local Travel	2,100	911.52	1,188.48	43%
	Phone	5,050	4,117.20	932.80	82%
	Membership Dues	215	0.00	215.00	0%
	Books, Subscriptions & Periodicals	150	120.41	29.59	80%
	Advertising	0	0.00	0.00	0%
	Computer Software/Hardware	500	327.86	172.14	66%
	IT Services	825	1,036.84	(211.84)	126%
	Printing	550	409.91	140.09	75%
	Supportive Services	11,500	5,679.56	5,820.44	49%
	E-Learning	1,200	0.00	1,200.00	0%
	Tuition/OJT	95,750	51,091.52	44,658.48	53%
	Testing	300	0.00	300.00	0%
	Participant Wages	93,050	40,247.16	52,802.84	43%
	Participant Fringe	9,305	4,024.70	5,280.30	43%
Total Expenditures		575,100	340,081.76	235,018.24	59%

*75% of the program year completed