

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

May 21, 2019

8:30 A.M.

BorgWarner Room
Tompkins County Public Library

PRESENT: S. Pronti, M. Abdelrehim, D. Burrows, B. Forrest, T. Geisenhof, A. Iles, P. Levesque, H. McDaniel, B. Nugent, J. Sammons, K. Franzese, K. Shanks-Booth, K. Kephart

EXCUSED: A. Bishop, L. Dillon, K. Kersey, O. Montague, M. Stazi

EX-OFFICIO: T. Carlson, A. Hendrix

GUESTS: C. Harris, NYSDOL; D. Mohlenoff, Tompkins Cortland Community College; K. Cerasaro, DOL

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:46 a.m. and introductions followed.

BOARD ACTION ITEMS

APPROVAL OF MINUTES – March 19, 2019

It was Moved by Ms. McDaniel, seconded by Mr. Sammons and unanimously adopted by voice vote of members present to approve the minutes of March 19, 2019 as written.

RETREAT NEXT STEPS

Mr. Pronti thanked board members that participated in the retreat and reported that 75% of Board members attended the retreat. There was conversation at the retreat regarding the need to further clarify the role of the board. Ms. Mattick handed out the retreat feedback survey results and discussed concerns that were identified in the survey. Ms. Mattick will send out Ms. Mack's notes and feedback from the retreat.

K. Kephart arrived at 9:00 a.m.

A. Hendrix left at 9:15 a.m.

From the retreat four roles were identified that the Board needs to focus on: business engagement, advocacy, oversight and worker readiness.

H. McDaniel left at 9:47 a.m.

K. Kephart left at 9:50 a.m.

Board members discussed the four roles and identifying ways to get businesses, workers, and resources to connect and meet the right needs. Ways to connect to the right individuals within businesses to inform them of the resources that are available within the Career Center.

S. Pronti and D. Burrows left meeting at 9:53 a.m.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

Ms. Mattick reported that the Executive Committee is working on budget development.

ONE STOP OPERATIONS COMMITTEE

Ms. Mattick reported that the One Stop Operations Committee is also working on budget development.

YOUTH OVERSIGHT COMMITTEE

Ms. Nugent reported that the next meeting is Wednesday, May 22, 2019 and will have input on the budget development. The committee has received funding and working on how to allocate the funds.

SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE

No Report

GOVERNANCE AND MEMBERSHIP COMMITTEE

Ms. Mattick reported that the ballots for 2019-2020 Workforce Development Board Officer Elections will be emailed out to all board members.

TREASURER'S REPORT

Ms. Iles reviewed the March 2019 Financial Statements.

WDB DIRECTOR/CAREER CENTER UPDATE

Ms. Mattick reported that several of the SkillUp Tompkins's partners are utilizing the program and see the potential the program has to reach many customers. Ms. Mattick is working with Metrix to reach out to the partners that were interested in a one on one presentation. Ms. Mattick is working on a press release for SkillUp Tompkins. Ms. Mattick also reported that the A2D (Arrival to Departure) Program is busy, right now there is one live class a month and they are meeting capacity.

Ms. Carlson reported that the Career Center has multiple workshops and is busy with the Summer Youth Employment Program.

UNFINISHED BUSINESS

No Report.

ADJOURNMENT

The meeting adjourned at 10:05 a.m.

Minutes prepared by Diane Achilles.

Tompkins County Workforce Development Board 2019-2020 Budget DRAFT

	2018-2019 Budget	2018-2019 Projected Year End	2019-2020 Draft Budget
Expenditures			
Staff Wage	151,950	115,477	154,000
Fringe	72,829	53,800	73,775
Rent/Taxes	13,500	13,385	13,650
Professional Services	3,500	0	3,500
Office Supplies	500	725	600
Office Furniture	0	0	0
Heat/Electric	1,000	680	800
Software/Hardware	3,800	3,336	3,500
Computer Equipment	500	671	1,750
Postage	50	0	50
Travel Training	6,500	3,500	6,500
Local Travel	250	150	250
Phone	1,500	1,550	1,600
Membership Dues	3,500	3,565	4,750
Sub Contracts	1,310,878	1,030,000	1,648,429
IT Services	500	534	600
Special Events	1,000	0	2,000
Advertising	200	0	400
Meeting Expenses (Food, Supplies and Meeting Space)	300	1,000	1,000
Program Expenses	0	7,000	7,000
Printing	0	200	200
Total	1,572,257	1,235,573	1,924,354
Revenue			
WIA Admin	69,416	62,416	74,233
WIA Adult	156,095	124,000	239,558
WIA Dislocated Worker	93,950	82,000	101,985
WIA Youth	354,973	285,000	399,674
Disability Employment Initiative	95,065	107,850	50,064
TET-NDWG	0	25,000	98,000
DEI Round 8	237,904	89,400	395,000
SYEP	412,024	403,000	414,184
County	128,181	95,000	128,181
Tourism	3,050	14,359	3,475
Misc	0	0	0
Ticket to Work	21,599	8,800	20,000
Total	1,572,257	1,296,825	1924354

Office Of Employment and Training 2019-2020 Draft Budget

	2018-2019	Projected	2019-2020
	Budget	2018-2019	Draft Budget
		Year-End	
Expenditures			
Staff Wage	230,100	210,000	262,185
Fringe	108,320	96,000	117,568
Rent/Taxes	10,825	11,000	11,000
Copier Contract	600	600	600
Phone Maintenance	825	810	825
Office Supplies	375	250	375
Postage	200	100	300
Travel Training	3,360	3,025	3,900
Local Travel	2,100	1,350	2,100
Phone & Internet	5,050	5,400	5,400
Membership Dues	215	0	225
Books, Subscription & Periodicals	150	150	150
Computer Software/Hardware	500	328	1,500
IT Services	825	1,036	1,250
Printing	550	515	550
Supportive Services	11,500	8,365	22,000
Youth Incentives	0	0	5,000
E-Learning	1,200	0	0
Tuition/OJT	95,750	75,000	116,760
OJT	0	0	25,000
Testing	300	0	0
Participant Wages	93,050	55,000	108,050
Participant Fringe	9,305	5,500	10,805
Total Expenditures	575,100	474,429	695,543