

## TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

June 25, 2019

8:30 A.M.

Tompkins Trust Company  
121 E. Seneca Street, 2<sup>nd</sup> Floor

**PRESENT:** S. Pronti, M. Abdelrehim, A. Bishop, D. Burrows, L. Dillon, B. Forrest, A. Iles, K. Kersey, J. Lance, H. McDaniel, J. Sammons, M. Stazi, J. Tavares, K. Shanks-Booth

**EXCUSED:** K. Kephart, P. Levesque, K. Franzese

**EX-OFFICIO:** T. Carlson, A. Hendrix

**GUESTS:** C. Harris, NYSDOL; D. Mohlenoff, Tompkins Cortland Community College; K. Cerasaro, DOL; Cindy Walters, TST BOCES

**STAFF:** J. Mattick, D. Achilles

### CALL TO ORDER

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

### ANNOUNCEMENTS

Ms. Mattick reported that the ballots have been received and the following individuals have been re-elected as officers for 2019-2020:

Chairman – Scott Pronti  
Vice-Chairman – Mary Stazi  
Secretary – Jeff Matteson  
Treasurer – Amy Iles

### BOARD ACTION ITEMS

#### APPROVAL OF MINUTES – March 19, 2019

It was Moved by Ms. Stazi seconded by Ms. McDaniel and unanimously adopted by voice vote of members present to approve the minutes of May 21, 2019 as written.

#### APPROVAL OF WDB BUDGET FOR PROGRAM YEAR 2019-2020

Ms. Mattick reviewed the budget for the Workforce Development Board. WIOA funding in the board budget has increased by approximately \$100,000. The subcontract line is significantly higher due to both the increase in funds and carry over from last year. The carry over dollars for WIOA funding can be expended over a two-year period.

Mr. Kersey inquired about Disability Employment Initiative revenue line. Ms. Mattick stated that this is was grant funding that we no longer receive.

It was Moved by Mr. Sammons, seconded by Ms. Iles and adopted by voice vote to approve the 2019-2020 Board budget as submitted.

#### APPROVAL OF OET WIOA BUDGET FOR PROGRAM YEAR 2019-2020

Ms. Mattick stated the OET budget only includes funding the Board has purview over. The Office of Employment and Training has seen an increase in resources staff wage and fringe, Individual Training Accounts, On-The-Job Training and Career Center work experience. In addition, the Supportive Services budgeted amount has increased from \$11,500 to \$22,000 to increase the support provided to customers.

It was Moved by Ms. Stazi, seconded by Ms. McDaniel and adopted by voice vote to approve the 2019-2020 budget for the Office of Employment and Training as submitted.

**AUTHORIZING THE EXECUTIVE DIRECTOR TO TRANSFER UP TO \$30,000 IN PY19 FUNDING BETWEEN ADULT AND DISLOCATED WORKER PROGRAMS DURING THE JULY 1, 2019-JUNE 30, 2020 BUDGET YEAR**

Mr. Pronti explained that approving the authorization provides the Executive Director the flexibility to transfer up to \$30,000 in PY19 funds between Adult and Dislocated Worker programs without needing to bring the request to the Workforce Development Board.

It was Moved by Ms. Iles, seconded by Mr. Bishop and adopted by voice vote to approve the authorization, Executive Director transferring up to \$30,000 in PY19 funding between Adult and Dislocated Worker Programs during the July 1, 2019-June 30, 2020 budget year.

**EMPLOYER ENGAGEMENT CONVERSATION WRAP-UP**

Mr. Pronti discussed employer engagement and the role of the Board. The four areas the Board needs to focus on are business engagement, advocacy, oversight and worker readiness.

Mr. Pronti informed the Board he facilitated an Advanced Manufacturing Listening Session with good conversations between manufacturers and service providers. This session helped service providers to understand the needs of manufacturers and what skills are needed to hire new employees. There will be a follow up meeting at Tompkins Cortland Community College for advanced manufacturers to provide input into classes offered and curriculum for the Applied Science and Technology Degree Program. They will also provide input on a grant application for resources for the program.

Mr. Pronti would like to have other sessions to bring specific groups of people with similar interests together to gain knowledge of what employers are looking for. Ms. Mattick has set up a session with other employers in health care for later this fall. Other sectors of focus will be Hospitality & Tourism and Information Technology to get direct input from an industry to better prepare and train individuals.

**COMMITTEE REPORTS**

**EXECUTIVE COMMITTEE**

Ms. Mattick reported that Ms. Stazi chaired the last Executive Committee. The committee discussed budget development, last meeting agenda review and carry over money in OET.

Mr. Sammons left at 9:49 a.m.

**ONE STOP OPERATIONS COMMITTEE**

Mr. Bishop reported that the One Stop Operations Committee is also working on areas of focus for the budget. The committee is looking at training and outcome information for the Career Center.

**YOUTH OVERSIGHT COMMITTEE**

Ms. Shanks-Booth reported that the Youth Oversight Committee is discussing budget development, contract expenditures, and outreach to increase number of participants.

**SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE**

No Report

## **GOVERNANCE AND MEMBERSHIP COMMITTEE**

Mr. Burrows reported that the Governance and Membership Committee will meet within the next couple of weeks. The discussion will be on filling the vacancies of the Board.

## **WDB DIRECTOR/CAREER CENTER UPDATE**

Ms. Mattick reported that the WDB is working with Advanced Manufacturers and Tompkins Cortland Community College to plan a follow-up meeting.

Mr. Burrows left at 9:53

Ms. Carlson reported that youth participants are increasing, 7 new youth participants this month. The 2019 goal for the A2D Tourism Training Program was to credential 100 people and within 5 months the program has 70 A2D Champions. The next 2 sessions have 38 participants enrolled and 7 more sessions are scheduled for this year. Ms. Carlson reported that Cindy Sloan has been hired to provide Business Services and we are excited to have her on board.

## **UNFINISHED BUSINESS**

No Report.

## **ADJOURNMENT**

The meeting adjourned at 10:01 a.m.

Minutes prepared by Diane Achilles.

## Tompkins County Workforce Development Board 2019-2020 Budget DRAFT

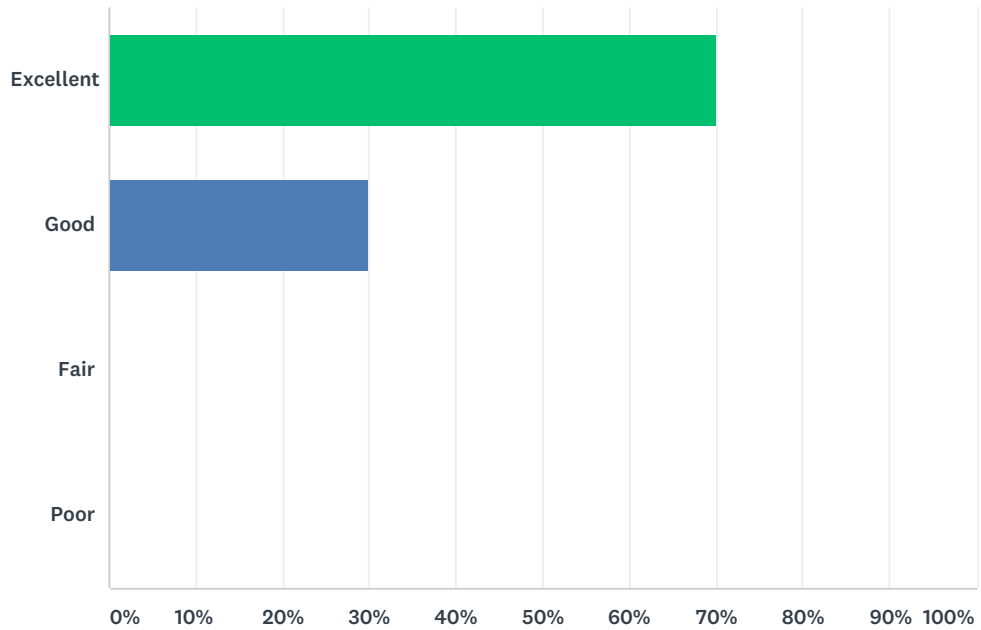
	2018-2019 Budget	2018-2019 Projected Year End	2019-2020 Draft Budget
<b>Expenditures</b>			
Staff Wage	151,950	115,477	154,000
Fringe	72,829	53,800	73,775
Rent/Taxes	13,500	13,385	13,650
Professional Services	3,500	0	3,500
Office Supplies	500	725	600
Office Furniture	0	0	0
Heat/Electric	1,000	680	800
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
<b>Total</b>	<b>1,572,257</b>	<b>1,235,573</b>	<b>1,924,354</b>
<b>Revenue</b>			
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
<b>Total</b>	<b>1,572,257</b>	<b>1,296,825</b>	<b>1924354</b>

## Office Of Employment and Training 2019-2020 Draft Budget

	2018-2019	Projected	2019-2020
	Budget	2018-2019	Draft Budget
Expenditures		Year-End	
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
<b>Total Expenditures</b>	<b>575,100</b>	<b>474,429</b>	<b>695,543</b>

## Q1 Overall, how would you rate the retreat?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	70.00%	7
Good	30.00%	3
Fair	0.00%	0
Poor	0.00%	0
Total Respondents: 10		

## Q2 In thinking about the retreat, what was most valuable, and why?

Answered: 10 Skipped: 0

#	RESPONSES	DATE
1	Brainstorming so many vital issues	5/2/2019 1:47 PM
2	Taking a time out to think about what the role of the board members are.	5/1/2019 12:07 PM
3	Collaborating with other board members to answer questions; common responses and ideas across topic areas.	4/30/2019 7:43 PM
4	The efforts to try to get us on the same page - get to an elevator pitch that we each can understand and repeat. If we aren't on the same page we aren't going to make progress.	4/29/2019 3:50 PM
5	Melinda and the way she informed and guided us through the process.	4/24/2019 3:10 PM
6	I really enjoyed that everyone had their voices heard, and it was brought full circle. It helps with the mental next steps.	4/24/2019 1:59 PM
7	Opportunity to interact about the work of the WDB	4/24/2019 10:38 AM
8	The opportunity to formulate a vision for the Board, in addition to concrete actions the board can take to address common challenges and barriers in the realm of workforce development and gainful employment.	4/24/2019 8:45 AM
9	very different backgrounds in the room - much like herding cats when it comes to priorities and opinions. this makes it difficult to focus on a few key items and everyone coalescing around them.	4/23/2019 5:59 PM
10	getting to know my fellow Board members a bit more - great facilitation - made us dig a bit	4/23/2019 5:52 PM

### Q3 In thinking about the retreat, what was least valuable, and why?

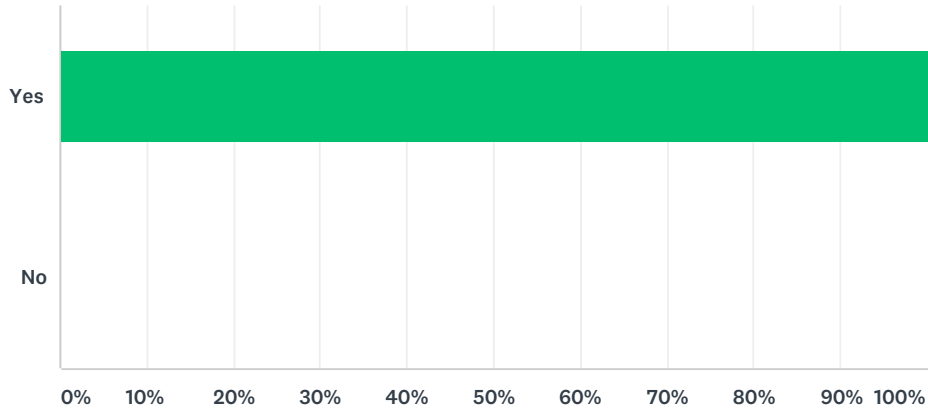
Answered: 10 Skipped: 0

#	RESPONSES	DATE
1	It was all good	5/2/2019 1:47 PM
2	N/A	5/1/2019 12:07 PM
3	I think that having a better understanding of where we've coming from (plan wise) is a good way to lay the groundwork; a recent review of the existing plans/tools/resources may have been useful (but also might have clouded our vision/answers)	4/30/2019 7:43 PM
4	lack of full participation. Still concerned that when we get together to review the outcomes other voices will chime in taking us in different directions. Which may be appropriate but may also challenge the intention of getting a common direction.	4/29/2019 3:50 PM
5	I feel the people that did not attend, really needed the retreat the most.	4/24/2019 3:10 PM
6	Eating during lunch.	4/24/2019 1:59 PM
7	Not enough Board members attended	4/24/2019 10:38 AM
8	Wish there had been much more attendance from WDB members, key sectors were not in attendance and their input would've been very valuable.	4/24/2019 8:45 AM
9	all the discussion on solutions are transportation, housing, childcare - this is really mostly out of the realm of what the WDB can/should focus on.	4/23/2019 5:59 PM
10	the turkey chowder	4/23/2019 5:52 PM



## Q4 Did the retreat meet your expectations?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	10
No	0.00%	0
TOTAL		10

#	WHY OR WHY NOT?	DATE
1	Melinda is a great presenter & makes some very dry material seem extremely pertinent.	5/2/2019 1:47 PM
2	focused discussion	4/29/2019 3:50 PM
3	It actually was far better than I anticipated, due to Melinda's knowledge	4/24/2019 3:10 PM
4	Melinda Mack is a fantastic presenter and facilitator, I always learn from her and appreciated the opportunity to really strategize.	4/24/2019 8:45 AM
5	however, it would have been great if we walked out with a clear mission and vision around what the WDB can do	4/23/2019 5:59 PM
6	fast paced, interesting topic, great facilitator, engaged Board members	4/23/2019 5:52 PM