

# *Tompkins County Workforce Development Board*

## **DRAFT MINUTES**

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*Tuesday, September 26, 2023 | 121 E. Seneca Street, Ithaca, NY 14850*

**Present:** S. Pronti, K. Cerasaro, S. Cerquone, K. Franzese, D. Harrington, L. Holden, P. Levesque, C. Malcolm, H. McDaniel, R. Olson, S. Pennell, K. Shanks-Booth, J. Tavares, A. Tunison, D. Vreeland, S. Waight, C. Whitmore, B. Nugent, M. Caci

**Excused:** K. Babuka, T. Bruer, J. Cometti, K. Kephart, K. Kersey, J. Matteson, T. Tarshus

**Staff:** C. Sponn, D. Achilles

**Guest:** C. Harris, New York State Department of Labor; J. Monaco, NYATEP Director of LevelUp professional Development and Training

### **Call to Order**

Mr. Pronti, Board Chairperson, called the meeting to order at 8:42 a.m.

### **Board Action Items**

#### **Approval of Minutes - June 27, 2023**

It was moved by Ms. McDaniel, seconded by Ms. Shanks-Booth, and unanimously adopted by voice vote of members present to approve the minutes of June 27, 2023, as written.

#### **Ratification of Executive Committee Approval of Property Management Policy**

It was moved by Mr. Levesque, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the ratification of the Executive Committee approval of the Property Management Policy.

#### **Ratification of Executive Committee Approval of Subrecipient Oversight and Monitoring Policy**

It was moved by Mr. Malcolm, seconded by Mr. Levesque, and unanimously adopted by voice vote of members present to approve the ratification of the Executive Committee approval of the Subrecipient Oversight and Monitoring Policy.

### **Workforce Development Board Director**

It was Moved by Ms. Franzese seconded by Ms. Shanks-Booth and unanimously adopted by voice vote of members present to go into executive session at 8:48 a.m. regarding a personnel matter having to do with a particular person.

It was moved by Ms. Whitmore, seconded by Ms. McDaniel, and unanimously adopted by voice vote of members present to recommend to Lisa Holms, County Administrator, the hiring of Chris Sponn.

It was moved by Ms. Franzese, seconded by Mr. Levesque, and unanimously adopted by voice vote of members present to come out of executive session at 8:56 a.m.

### **Presentation**

Christian Harris, NYSDOL Regional Labor Market Analyst - Presentation

Joelle Monaco, NYATEP, Director of LevelUp Professional Development and Training - Presentation

The meeting adjourned at 12:00 p.m.



## **Tompkins Workforce Development Board** **Property Management Policy**

It is the policy of the Tompkins County Workforce Development Board to follow the fixed asset rules and guidelines established by Tompkins County.

The Workforce Development Board will maintain the integrity of all items in working order with a value below the fixed asset amounts established by Tompkins County and will secure all property in its possession.

Per NYSDOL Technical Advisory 17-3, prior approval from NYSDOL must be given for any facility renovation or equipment acquisition costing \$5,000 or more, regardless of the amount of WIOA dollars used in the transaction. For any facility renovation or equipment acquisition costing under \$5,000; NYSDOL prior approval is not required.

The Workforce Development Board will seek permission from the New York State Department of Labor prior to the disposal of any item with a current value of \$5,000 or above. The Workforce Development Board will follow the rules and guidelines established by Tompkins County as they relate to the security of personally identifiable information.

Local Workforce Development Board Fiscal Staff shall be responsible for the property and inventory management of WIOA equipment.

Effective: September 2023



## **Tompkins County Workforce Development Board**

### **Remote and/or On Site Subrecipient Oversight and Monitoring Fiscal and Program Compliance Monitoring Policy**

#### **BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) Section 183, Monitoring, states: “(a) In General...the Secretary is authorized to monitor all recipients of financial assistance under this title to determine whether the recipients are complying with the provisions of this title, including the regulations issued under this title.” Monitoring of any type is necessary for the purpose of ensuring compliance and to foster continuous improvement of the individual programs and one-stop system. To further these ends, monitoring activities must:

- Recognize and highlight the positive practices of the entity being reviewed
- Offer efficient technical assistance when issues of non-compliance are identified
- Offer efficient technical assistance to foster continuous improvement
- Allow sufficient time for corrective action
- Ensure implementation through follow-up

#### **I. SCOPE OF MONITORING**

##### **A. Program Monitoring**

During each program year, pursuant to the schedule outlined in the preceding section, Tompkins County Workforce Development Board conducts program management and oversight defined as reviewing, monitoring and evaluating program activities undertaken with funding provided under the Workforce Innovation and Opportunity Act and the outcomes of those activities related to the federal, state, and local program and system performance goals. This oversight results in the development of recommendations for improvement. WDB Staff conduct the monitoring. Monitoring activities ensure that contractors are in compliance with the Workforce Innovation and Opportunity Act, Federal Regulations, State policies and locally approved policies. Monitoring consists of a review of customer files and records on the case management system known as the One Stop Operating System- OSOS.

All documents associated with record retention must be maintained in such a manner that will preserve the integrity and admissibility as evidence in any audit, litigation, or other proceeding. Records must be retained for at least 7 years or longer if needed for audit, litigation, or other proceeding.

##### **Schedule**

- WIOA Title I Adult – Annually

**Board Approved: 9/26/2022**

**Executive Committee Update Approved: 9/5/2023**

- WIOA Title II Dislocated Worker – Annually
- WIOA Title I Youth – Annually
- Trade Act – Annually
- Subrecipient Contract Reviews – Quarterly
- Desk Review of Performance monitoring of LWDB subrecipient – Quarterly

## **B. Fiscal Monitoring**

The Tompkins County Workforce Development Board will conduct regular fiscal oversight and monitoring, pursuant to the schedule outlined attached in this document, to ensure that contractors comply with all Federal, State and local laws, regulations and provisions of contracts and agreements. WDB Staff will conduct the monitoring. The purpose is to determine that expenditures made against the cost categories are accurate, appropriate, in compliance, and consistent with the contract budget.

Monthly vouchers are submitted to the WDB and carefully reviewed for accuracy and appropriateness prior to authorizing reimbursement. Vouchers should be submitted in the format provided by the WDB. If there are any questionable costs, the contractor is contacted for further explanation or back-up information/documentation. Once issues are resolved, payment will be authorized. If there are any disallowed costs, the contractor is notified, and the invoice is reduced accordingly. Technical assistance will be made available.

A full and complete monitoring review will include a review of all fiscal records, the cost allocation plan, the financial management and reporting system, all accounts payable, equipment management, and purchasing and procurement policies. In addition, contractors receiving over \$750,000 in federal funds must provide the WDB with a copy of their Single Audit report for the prior year within nine months of the end of the fiscal year or within thirty days after receipt of the auditor's report, whichever is earlier. Single Audit reports will be reviewed for relevant findings. Contractor will be required to provide an update on changes made to respond to Single Audit findings. Per Technical Advisory 21-05 Form IIa.1 the most recent Financial Management/Cost Allocation for Contracted Service Providers will be utilized. It is the policy of the WDB that work papers and reports related to review will be retained by WDB staff for review by Federal and state officials.

### **Fiscal Records**

All contractors must keep records that adequately identify Tompkins County WDB grant funds. The records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The records must be maintained in accordance with Generally Accepted Accounting Principals (GAAP). Contractors may use either the cash or the accrual method of accounting; however, expenditures must be reported to the Tompkins County WDB on an accrual basis. If the records are maintained on a cash basis, the contractor must maintain a set of linking records, typically accrual spreadsheets, so that the reported costs are traceable during monitoring or auditing to the official accounting records or books of account.

All documents associated with record retention must be maintained in such a manner that will preserve the integrity and admissibility as evidence in any audit, litigation, or other proceeding. Records must be retained for at least 7 years or longer if needed for audit, litigation, or other proceeding.

### **Cost Allocation Plan**

The contractor's cost allocation plan will be reviewed to determine the types of expenses allocated and the methodology used. Actual expenditure allocation will be verified to determine if in accordance with the plan and for reasonableness. If the plan is not reasonable or there is no allocation plan, technical assistance will be provided to remedy the situation. If an indirect cost rate is used, monitor will verify that the rate has been approved by the appropriate agency and that the rate has been properly applied to the program. When an administrative overhead rate is applied to the contract, monitor will verify the costs that serve as the basis for the rate and verify that the rate is being properly applied and appropriately updated.

### **Reports**

Reports will be issued as defined in the program monitoring section. Any areas initially noted as disallowed, or potentially disallowed costs, will be immediately addressed. Upon review, the monitor may revise the findings and/or recommendations. Any documentation provided to resolve the specific deficiencies will result in the deletion of the reference to the specific deficiencies in the final report, but may not result in changes to the findings and/or recommendations. It should be noted that the Workforce Development Board will not consider other documentation submitted by the contractor, if such information was not available at the time of the monitoring activity. Also, if the contractor does not respond to the draft report, within the time frame noted above, the Workforce Development Board will assume that the contractor concurs with the findings and the final report will be issued. The final report will note that the contractor did not respond to the draft report.

### **Schedule**

- Subrecipient Monitoring – Annually
- Financial Management/Cost Allocation – Annually
- Procurement – Every two years;
- Property Management – Every two years
- Desk Reviews of Expenditure Reports – Monthly

## **II. MONITORING GUIDES**

NYSDOL Monitoring Guides, modified for local use, will be utilized to conduct Program Monitoring.

There are the areas for program review:

- Eligibility and Records Review • Delivery of Services
- Quality of Services
- Customer Satisfaction
- EEO Requirements/Grievance Procedures
- Performance Requirements

## **III. MONITORING REPORTS**

### **A. Development of Monitoring Report**

Two monitoring reports (Draft and Final) will be issued. These reports will contain at least the following:

**Board Approved: 9/26/2022**

**Executive Committee Update Approved: 9/5/2023**

- A. Introduction
- B. Positive practices that indicate a culture that fosters strong customer service, positive outcomes, and continuous improvement
- C. Prior Monitoring Findings Review (if appropriate.)
- D. Current Findings
- E. Recommendations/Corrective Action
- F. F. Specific Deficiencies (optional)

The Tompkins County Workforce Development Board staff will provide the contractor with a draft report within forty-five (45) business days of completing the review. The contractor will have fifteen (15) days after issuance/transmittal of the draft report to submit written comments. Appropriate supplemental information may be submitted if the contractor believes that it should be considered prior to issuance of the final report.

Upon review of the contractors written comments, the monitor may revise the findings and/or recommendations and shall issue the final report within ten (10) business days. Any documentation provided to resolve the specific deficiencies will result in the deletion of the reference to the specific deficiencies in the final report but may not result in changes to the findings and/ or recommendations.

If the contractor does not respond to the draft report within the time frame noted above, the Workforce Development Board will assume that the contractor concurs with the findings and the final report will be issued. The final report will note that the contractor did not respond to the draft report.

### **B. Distribution List of Reports**

All written reports will be distributed to:

- The agency being reviewed (subrecipient);
- LWDB Chair (or designated LWDB member(s) to receive the report);
- The appropriate NYSDOL Financial Oversight and Technical Assistance (FOTA) and Program representatives;
- Grant Recipient CEO (Tompkins County CEO);
- Members of the Executive Committee of LWDB; and
- Appropriate LWDB staff.

### **C. Corrective Action Plan**

A final monitoring report may require that the contractor submit a proposed corrective action plan, in response to the findings contained in the report. Upon review, the Tompkins County Workforce Development Board staff will accept the plan or request further revisions or clarification. Failure to submit the plan within the time thirty (30) business days or more (indicated in the final report and dependent on the number and severity of deficiencies noted) may result in the suspension/ termination of the subgrant agreement. If the plan is acceptable, the contractor will receive a confirmation of the resolution to the report findings.

The corrective action plan must be specific in describing the steps/procedures that will be implemented to correct the identified problems and must contain a timetable for implementation.

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**Executive Committee Update Approved: 9/5/2023**

Subsequent monitoring will include a review of the implementation of the corrective action plan by the contractor. Failure of the contractor to implement the corrective actions may result in the modification, suspension, or termination of the contract.

In the event of any significant findings resulting from the reviews, which may have a material impact on the financial and participant reporting of Tompkins County Workforce Development Board, NYSDOL will be notified immediately.

#### **D. Appeals to Monitoring Reports/Corrective Action**

The monitoring report is considered an administrative oversight tool for the Tompkins County Workforce Development Board and the contractor. Therefore, no appeal to the report itself is possible. A contractor may utilize the local area's policy for grievances for resolution and corrective action of any questioned costs.

#### **IV. INDEPENDENT AUDITORS/MONITORING REPORTS**

Typically monitoring activities are program specific and relate to activities that may not be in the field of expertise of independent auditors. Therefore, auditors may utilize these reports in their examination of compliance matters only.

#### **V. STATE/FEDERAL MONITORING**

Typically, monitoring by the State Department of Labor or United States Department of Labor is scheduled through the Tompkins County Workforce Development Board. If a contractor is notified of a pending monitoring activity by other than the Tompkins County Workforce Development Board, the Workforce Development Board must be notified immediately. Further, if as a result of such monitoring the contractor is requested to provide a corrective action plan or otherwise is provided a report, the contractor is requested to consult with the Tompkins County Workforce Development Board prior to responding.

#### **VI. TECHNICAL ASSISTANCE**

Technical assistance will be provided whenever non-isolated deficiencies are found. In addition, technical assistance may be provided solely for the purpose of fostering continuous improvement, even if no specific notable deficiencies are indicated. Technical assistance may be provided in a number of ways, dependent on the area to be addressed, cost, and availability:

- Counseling by the WDB Staff: For Program Monitoring: Deputy Director. Fiscal Monitoring: Executive Director and Deputy Director
- Counseling and training by the NYSDOL representatives and experts
- Written materials that provide clarification and offer up best practices
- Workshops and trainings available either locally, through the New York State Department of Labor, New York Association of Training and Employment Professionals, or other appropriate providers and venues



**Board Approved: 9/26/2022**  
**Executive Committee Update Approved: 9/5/2023**

**PLAN**

**2022- 2023**

**CONTRACTS TO BE MONITORED; SCHEDULE; PERSON(S) RESPONSIBLE**

**Monitors**

ED- Executive Director, Tompkins County Workforce Development Board  
 DD – Deputy Director, Tompkins County Workforce Development Board  
 WDA – Workforce Development Associate, Tompkins County Workforce Development Board

| <b>Contractor</b>   | <b>*Program Monitor</b> | <b>Schedule</b>  | <b>Fiscal Monitor</b> | <b>Schedule</b> |
|---|-------------------------|--|-----------------------|-----------------|
| Tompkins County Office of Employment and Training<br><br>(WIOA Adult, Dislocated Worker, Youth, TAA, TET-NDWG, ER-NDWG) | WDA<br>DD               | Adult:<br>Annually<br><br>D/W:<br>Annually<br><br>Youth:<br>Annually | ED<br>DD              | Annually        |
| Tompkins County Office of Employment and Training<br><br>(SYEP)   | WDA<br>DD               | September-<br>October  | ED<br>DD              | Sept-Nov        |
| Ithaca Youth Bureau<br><br>(SYEP)   | WDA<br>DD               | September-<br>October  | ED<br>DD              | Sept-Nov        |
| Tompkins County Office of Employment and Training<br><br>(One-Stop System Operator Consortium)                          | ED<br>DD                | Quarterly  | N/A                   | N/A             |

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## BRIEFING ON LABOR MARKET DEVELOPMENTS

# Southern Tier



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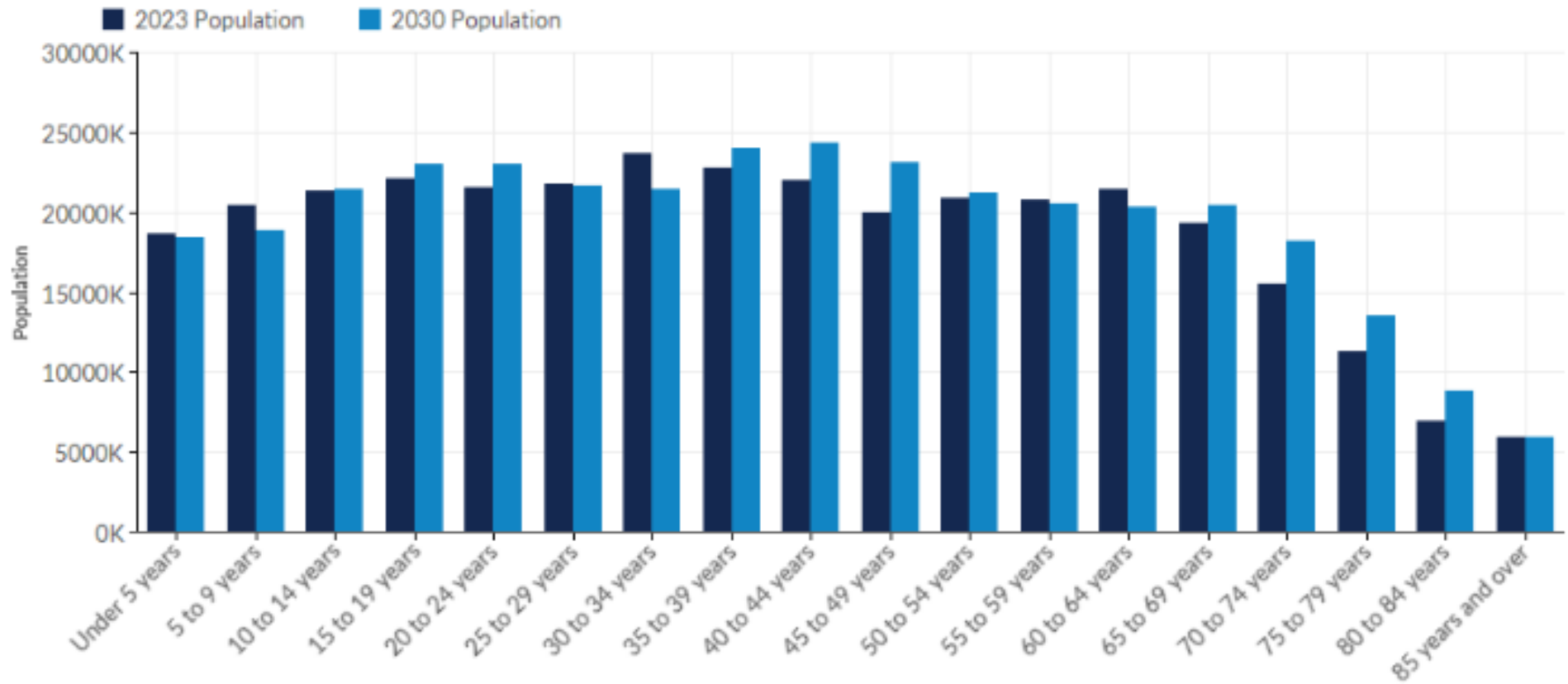
Department  
of Labor

DEMOGRAPHICS

# POPULATION BY AGE COHORT

UNITED STATES, 2023

Population by Age Cohort



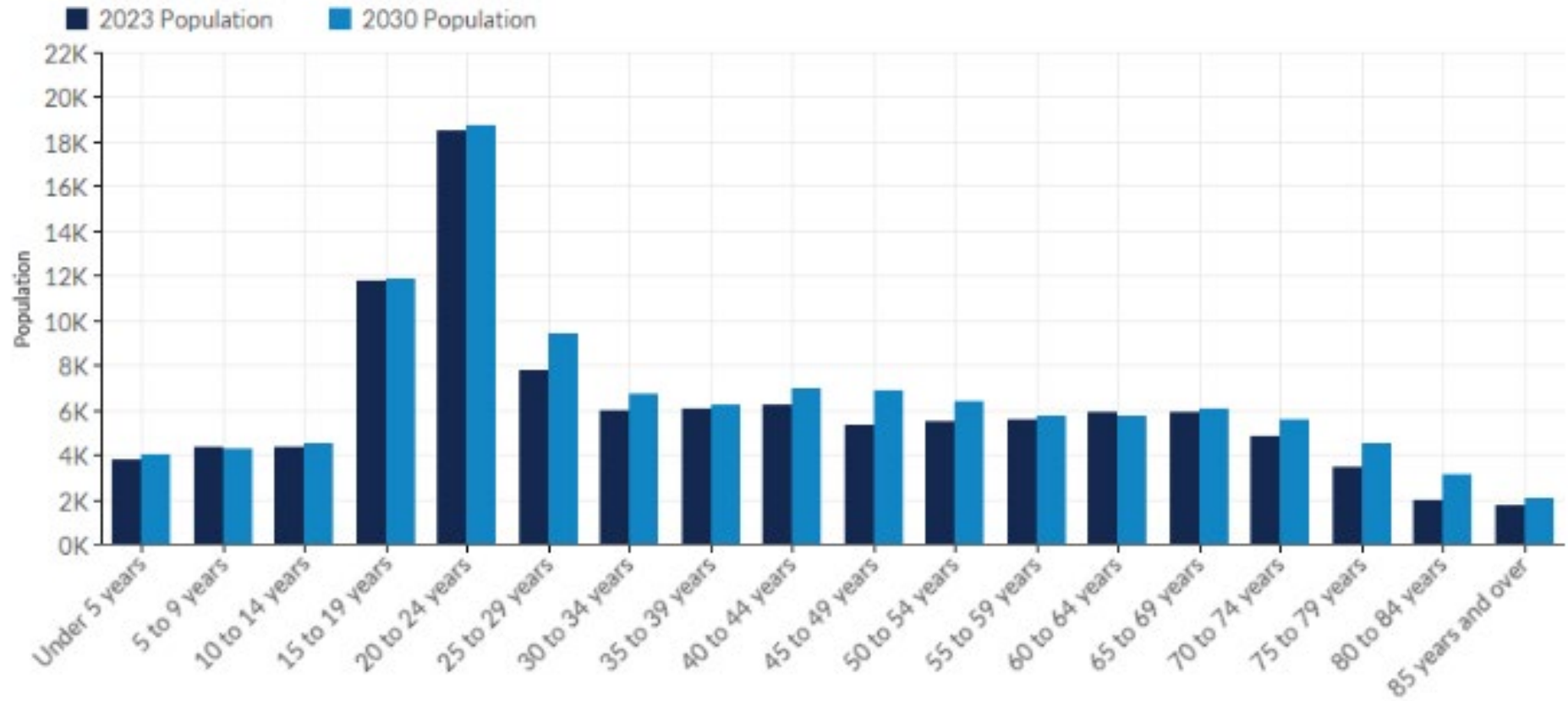
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# POPULATION BY AGE COHORT

TOMPKINS COUNTY, 2023

Population by Age Cohort



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# POPULATION BY EDUCATIONAL ATTAINMENT

TOMPKINS COUNTY, 2023

## Educational Attainment

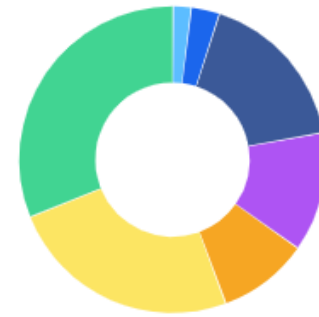
Concerning educational attainment, 20.8% of United States residents possess a Bachelor's Degree, and 8.8% hold an Associate's Degree.



|                            | % of Population | Population |
|----------------------------|-----------------|------------|
| Less Than 9th Grade        | 4.7%            | 10,919,561 |
| 9th Grade to 12th Grade    | 6.2%            | 14,341,868 |
| High School Diploma        | 26.3%           | 60,598,861 |
| Some College               | 19.8%           | 45,588,261 |
| Associate's Degree         | 8.8%            | 20,324,521 |
| Bachelor's Degree          | 20.8%           | 47,929,733 |
| Graduate Degree and Higher | 13.3%           | 30,620,664 |

## Educational Attainment

Concerning educational attainment, 24.6% of Tompkins County, NY residents possess a Bachelor's Degree (3.8% above the national average), and 9.6% hold an Associate's Degree (0.7% above the national average).



|                            | % of Population | Population |
|----------------------------|-----------------|------------|
| Less Than 9th Grade        | 1.9%            | 1,228      |
| 9th Grade to 12th Grade    | 3.0%            | 1,933      |
| High School Diploma        | 17.2%           | 11,117     |
| Some College               | 12.6%           | 8,137      |
| Associate's Degree         | 9.6%            | 6,177      |
| Bachelor's Degree          | 24.6%           | 15,881     |
| Graduate Degree and Higher | 31.2%           | 20,133     |

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# COMMUTATION DATA

## TOMPKINS COUNTY

### Commutation Patterns TOMPKINS COUNTY

| County Residents At Work                  | 2020   | % of Total | Persons Working in County               | 2020   | % of Total |
|---|--------|------------|---|--------|------------|
| Total County Residents at Work            | 49,608 | 100.0%     | Total Persons Working in the County     | 60,763 | 100.0%     |
| Worked in New York State                  | 49,120 | 99.0%      | Lived in New York State                 | 60,184 | 99.0%      |
| Worked in County                          | 45,028 | 90.8%      | Lived in County                         | 45,028 | 74.1%      |
| Worked outside County                     | 4,092  | 8.2%       | Lived Outside County                    | 15,156 | 24.9%      |
| Cortland County                           | 1,423  | 2.9%       | Tioga County                            | 3,314  | 5.5%       |
| Chemung County                            | 508    | 1.0%       | Cortland County                         | 3,309  | 5.4%       |
| Cayuga County                             | 365    | 0.7%       | Cayuga County                           | 2,189  | 3.6%       |
| Tioga County                              | 305    | 0.6%       | Schuyler County                         | 1,782  | 2.9%       |
| Steuben County                            | 238    | 0.5%       | Chemung County                          | 1,266  | 2.1%       |
| Schuyler County                           | 234    | 0.5%       | Seneca County                           | 1,238  | 2.0%       |
| Onondaga County                           | 233    | 0.5%       | Broome County                           | 611    | 1.0%       |
| Broome County                             | 198    | 0.4%       | Onondaga County                         | 484    | 0.8%       |
| Chenango County                           | 151    | 0.3%       | Steuben County                          | 189    | 0.3%       |
| Seneca County                             | 98     | 0.2%       | Ontario County                          | 117    | 0.2%       |
| Other                                     | 339    | 0.7%       | Other                                   | 657    | 1.1%       |
| Worked outside of New York State          | 488    | 1.0%       | Lived outside of New York State         | 579    | 1.0%       |
| Total outcommutation                      | 4,580  | 9.2%       | Total incommutation                     | 15,735 | 25.9%      |
| (county residents working outside county) |        |            | (county nonresidents working in county) |        |            |

**Net Incommutation: 11,155**

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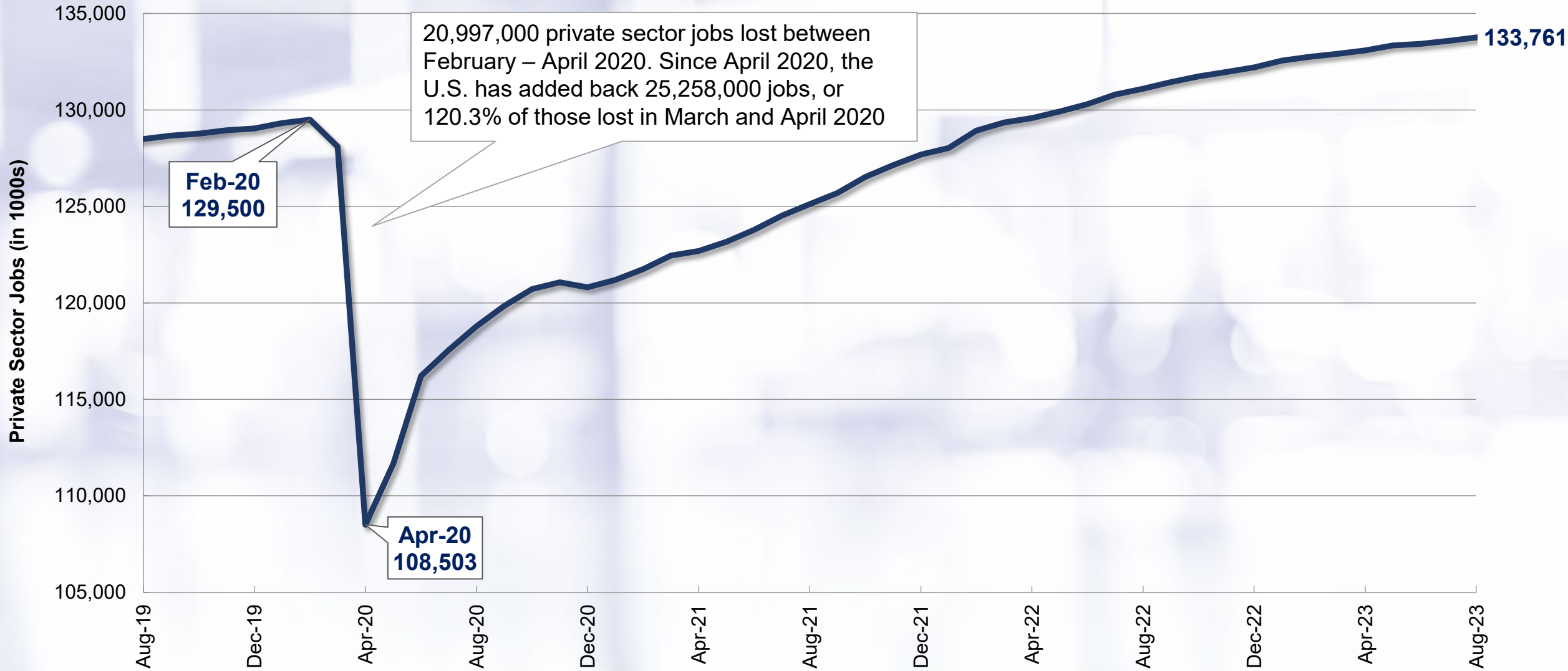
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STATE OF  
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of Labor

PRIVATE SECTOR JOB TREND

# U.S. EMPLOYMENT IS ABOVE ITS PRE-PANDEMIC LEVEL BY OVER 4 MILLION

NUMBER OF PRIVATE SECTOR JOBS, UNITED STATES, AUGUST 2019 – AUGUST 2023 (SEASONALLY ADJUSTED)

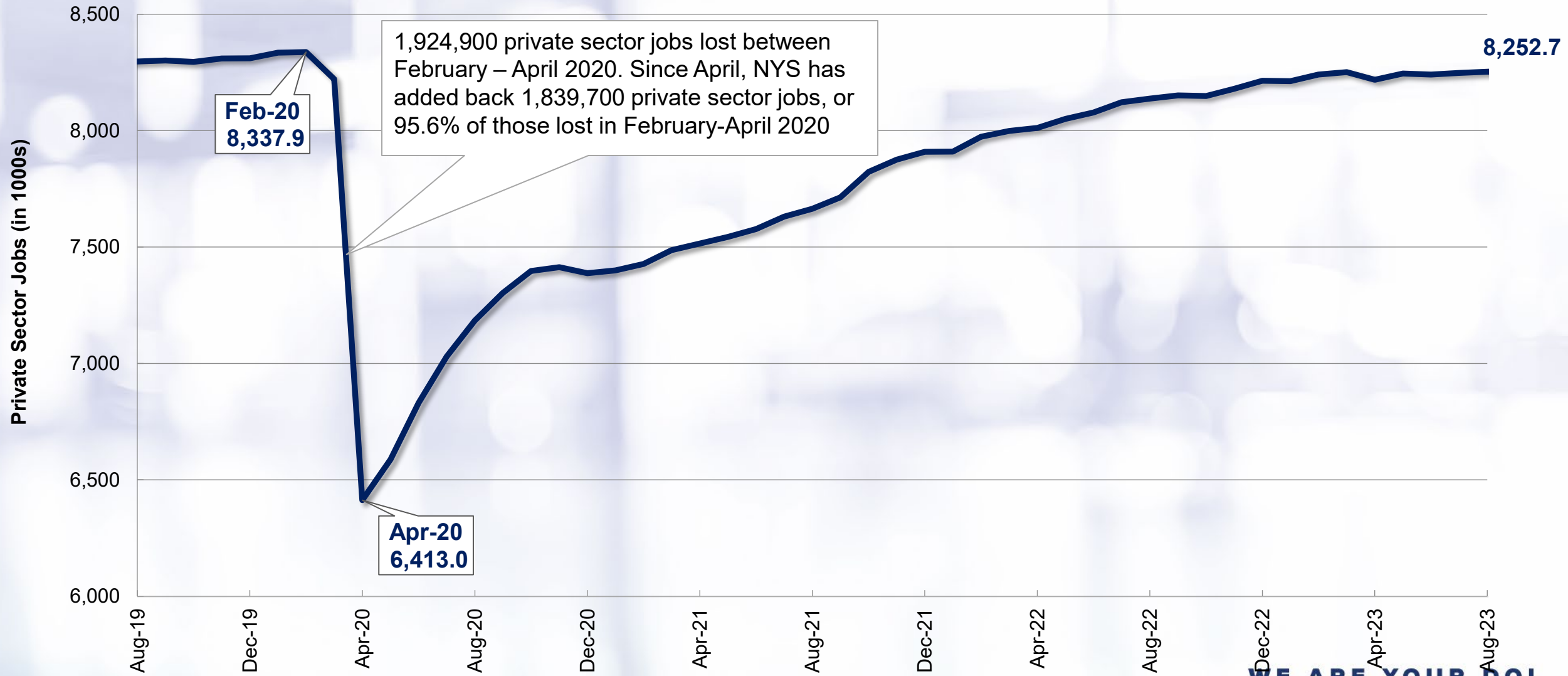


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# NEW YORK STATE RECOVERED 95.6% OF PRIVATE SECTOR JOB LOSSES

NUMBER OF PRIVATE SECTOR JOBS, NYS, AUGUST 2019 – AUGUST 2023 (SEASONALLY ADJUSTED)

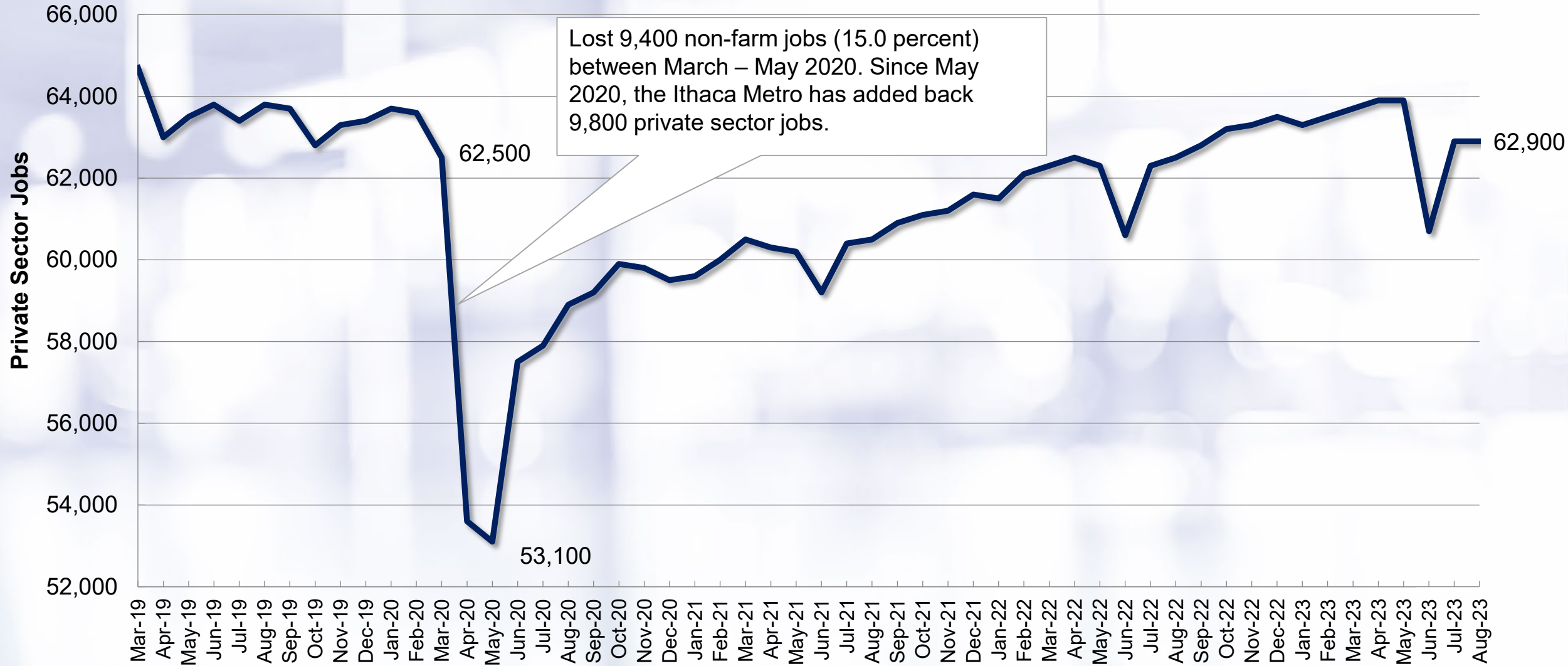


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# ITHACA METRO ADDED 9,800 PRIVATE SECTOR JOBS

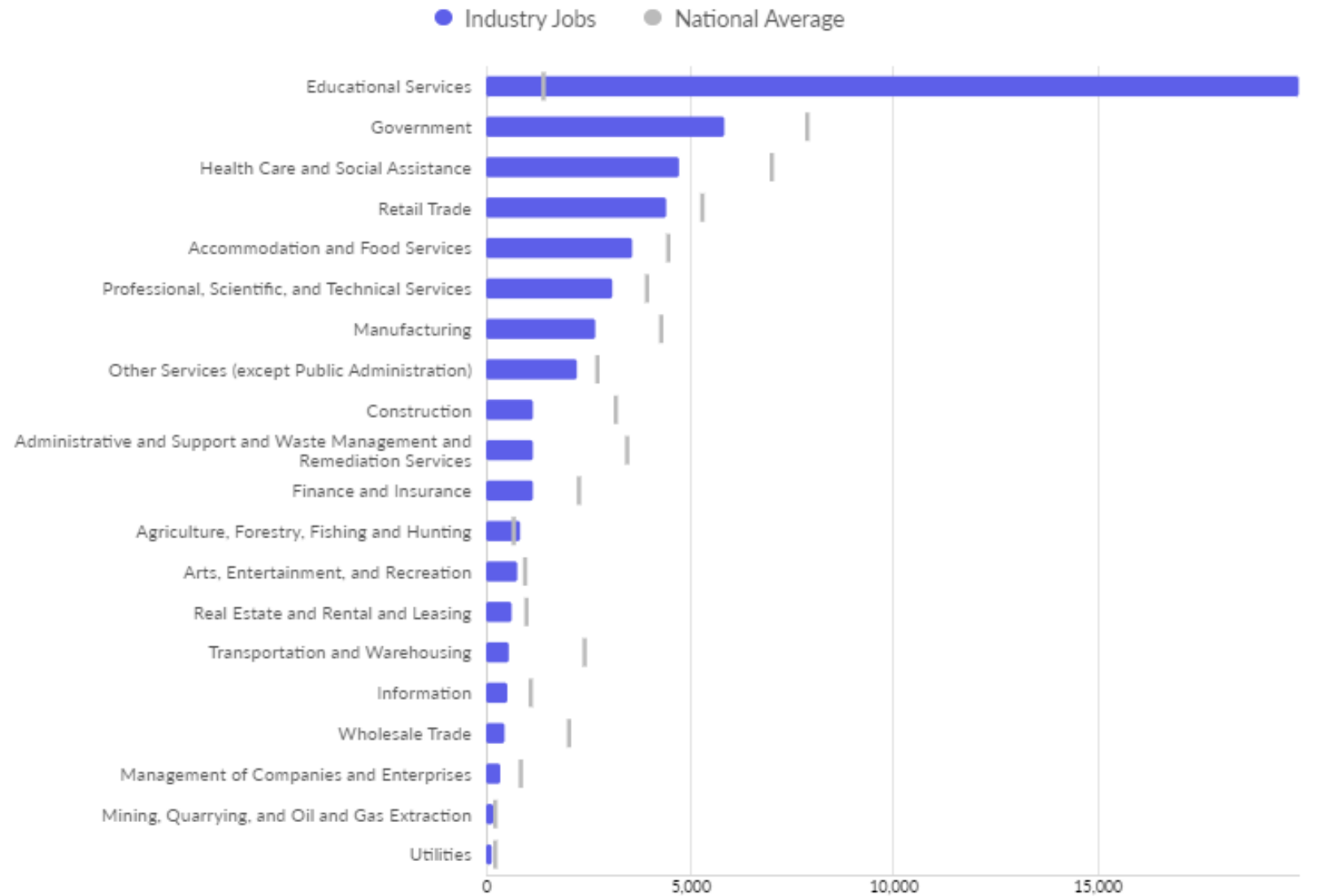
NUMBER OF NON-FARM JOBS, ITHACA METRO, MARCH 2019 – AUGUST 2023 (SEASONALLY ADJUSTED)



# EMPLOYMENT BY INDUSTRY

ITHACA METRO

## Largest Industries



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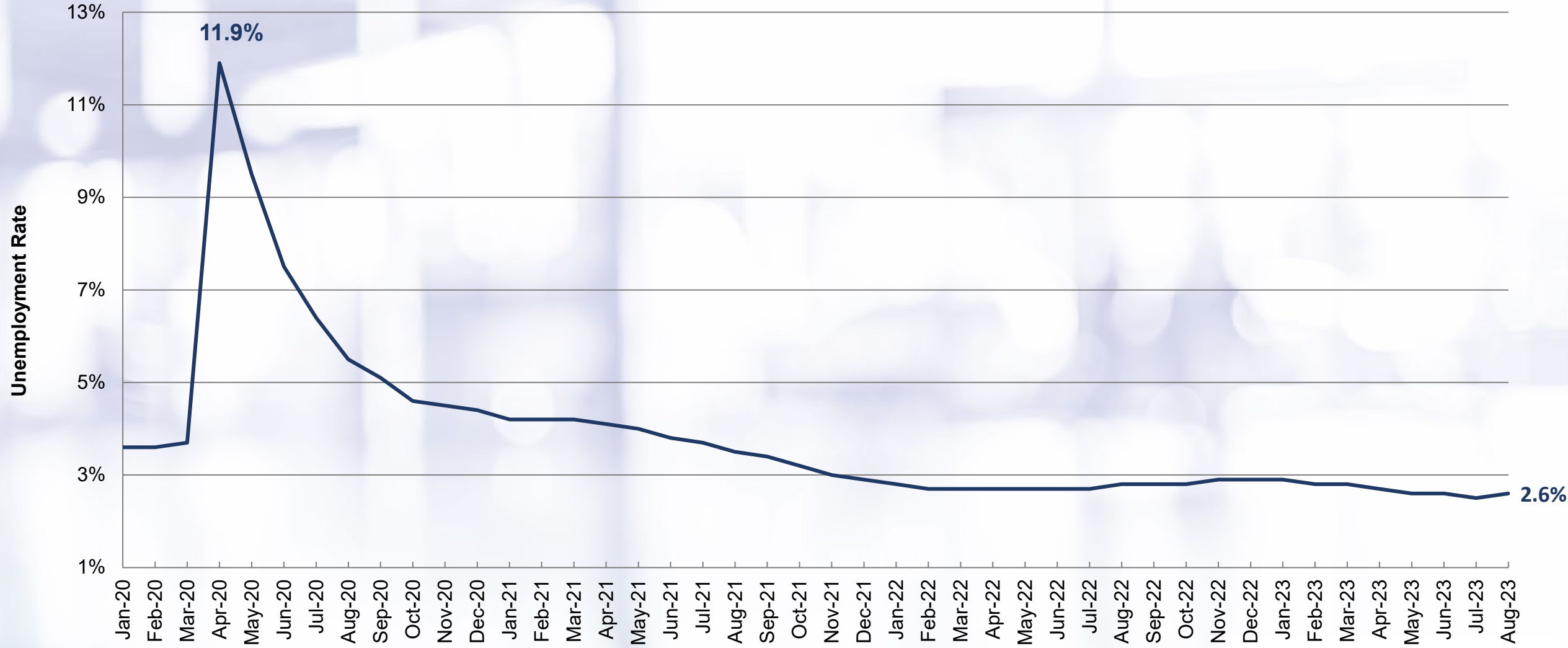
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RESIDENT EMPLOYMENT

# ITHACA METRO UNEMPLOYMENT RATE STOOD AT 2.6% IN AUGUST 2023

ITHACA METRO, JANUARY 2020 – AUGUST 2023

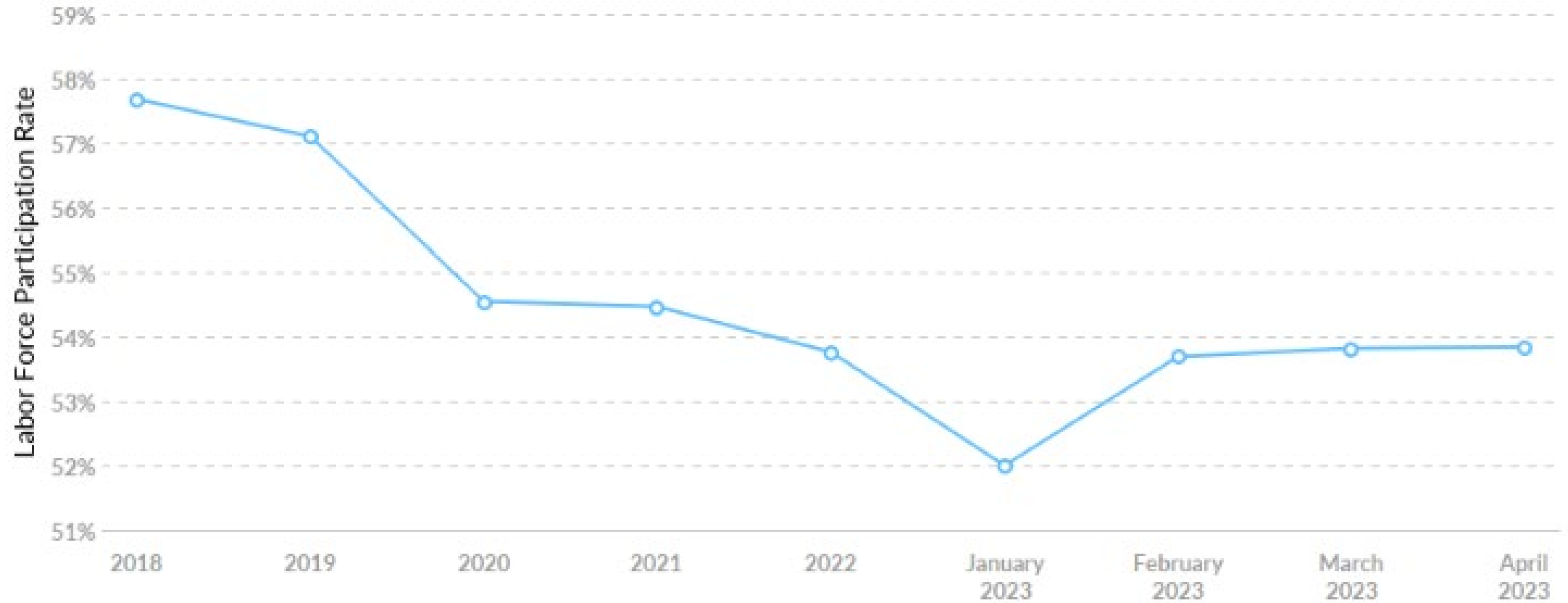


Source: Bureau of Labor Statistics

# LABOR FORCE PARTICIPATION RATE STABILIZES?

ITHACA METRO

## Labor Force Participation Rate Trends

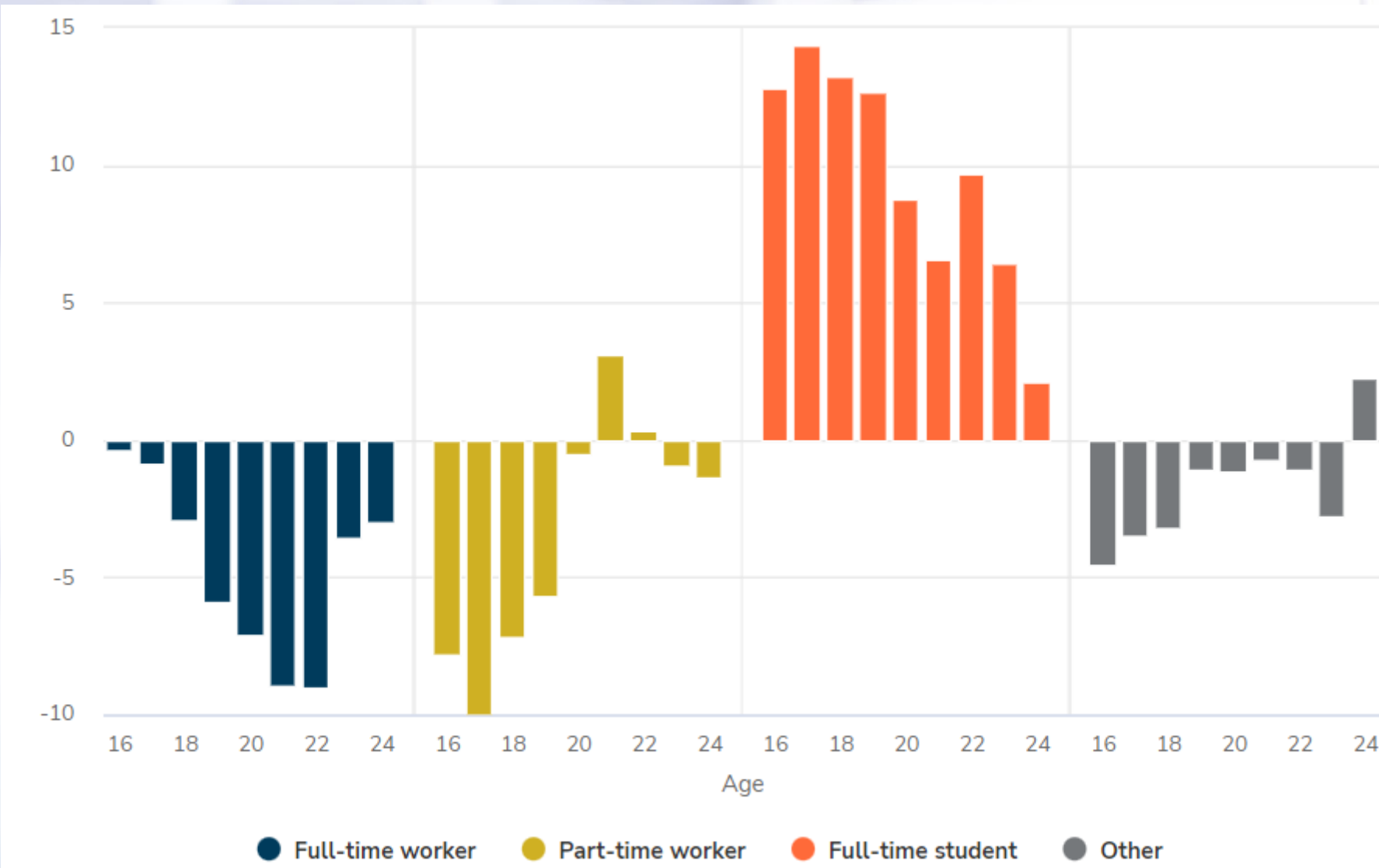


US LABOR FORCE PARTICIPATION RATE IN APRIL 2023: 62.3%



# YOUNG AMERICANS ARE MORE LIKELY TO BE FULL-TIME STUDENTS

PERCENTAGE POINT CHANGE BY AGE AMONG AMERICANS 16-24 BETWEEN MARCH 2000 AND MARCH 2022



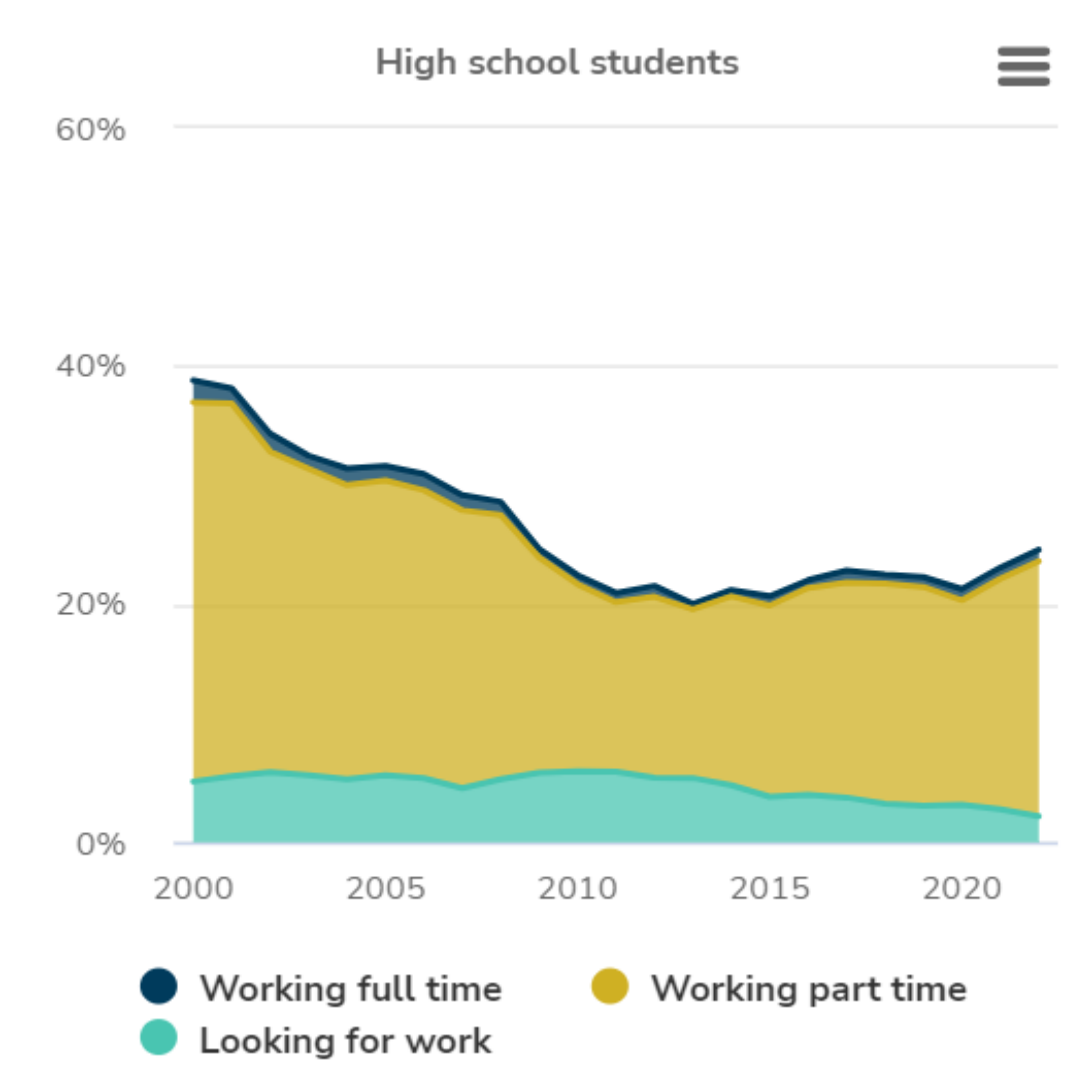
“Many [high schoolers] used to take summer jobs, but now they take summer courses ... to make sure they get into good colleges.”

- ARTEM GULISH, GEORGETOWN UNIVERSITY

Source: Minneapolis Fed calculations using data from [IPUMS-CPS](#), University of Minnesota

# FEWER STUDENTS ALSO HOLD JOBS

SHARE OF FULL-TIME STUDENTS WHO WORK PART TIME, FULL TIME OR ARE SEEKING WORK AS OF MARCH 2022

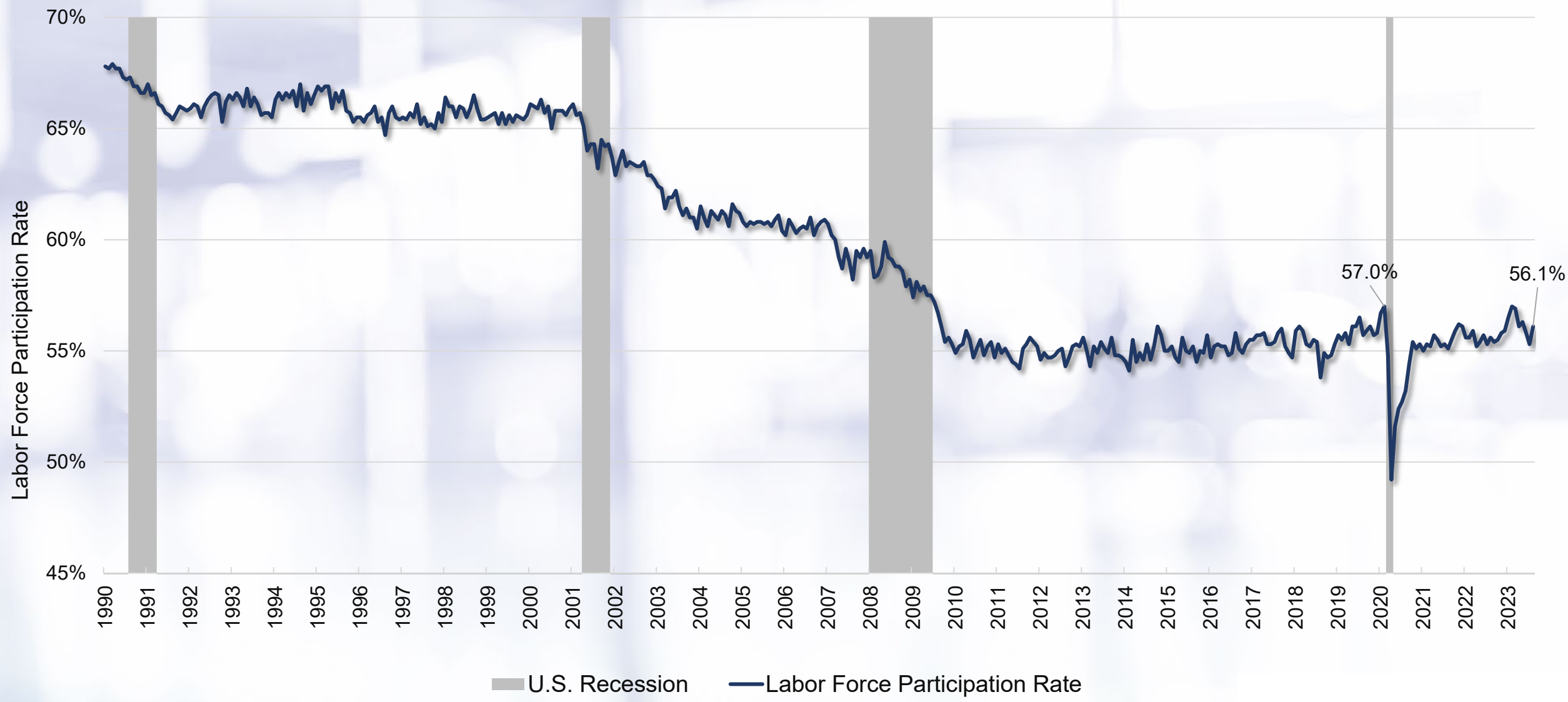


- In **2000**, 39 percent of full-time high school students had jobs (mostly part time), or were looking for one
- **Today (2022)**, that's down to 25 percent.
- The share of full-time college students who work (or are seeking work) has fallen from 52 percent to 45 percent
- Did we see an inflection point in **2013**?
- Working students less likely to graduate (American Education Research Association Study)

Source: Minneapolis Fed calculations using data from [IPUMS-CPS](#), University of Minnesota

# LABOR FORCE PARTICIPATION FOR YOUNG ADULTS

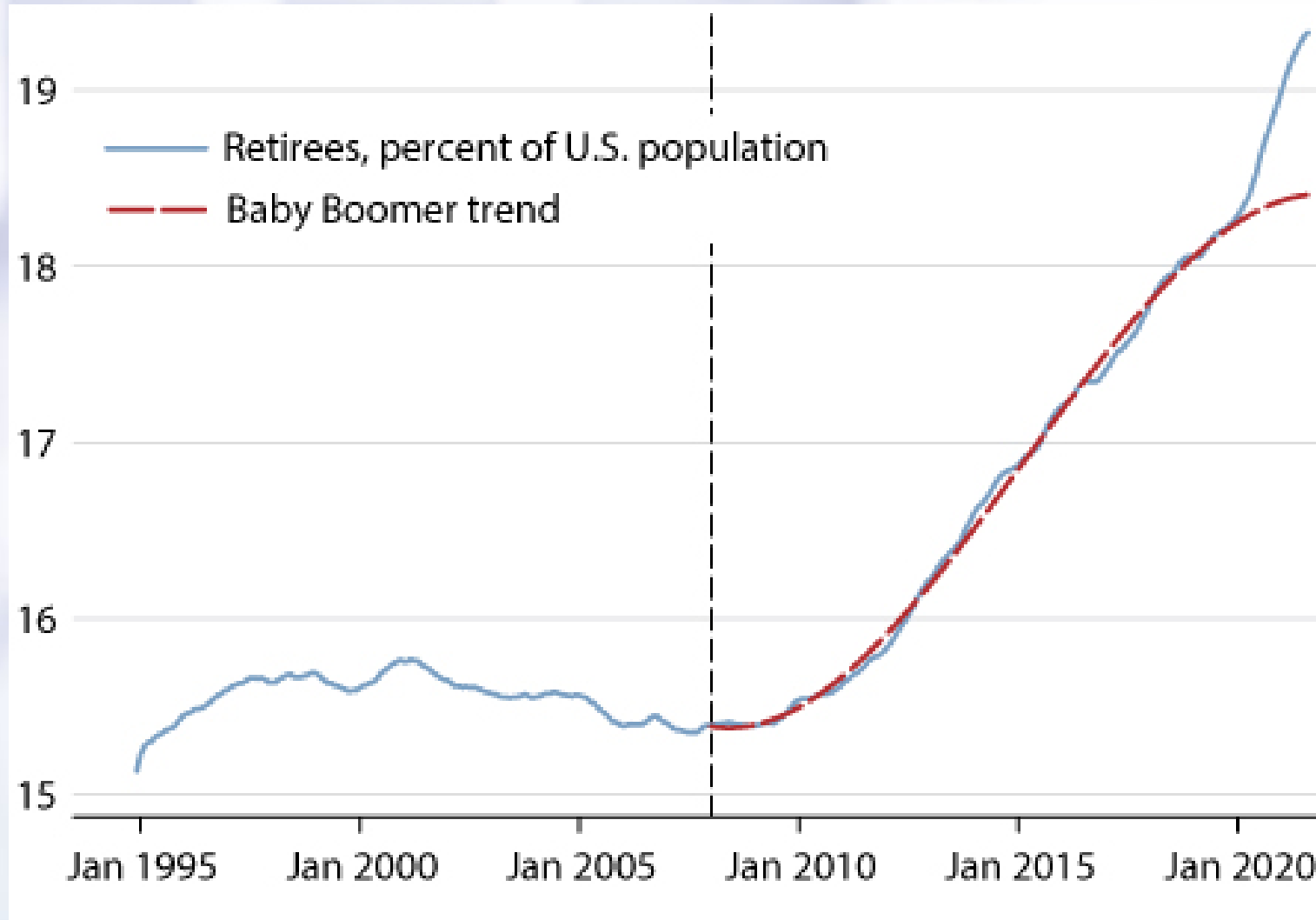
U.S. LABOR FORCE PARTICIPATION RATE, 16-24 YEAR OLDS, JANUARY 1990 – AUGUST 2023 (SEASONALLY ADJUSTED)



Source: U.S. Bureau of Labor Statistics

# ACTUAL RETIREMENTS VS. BABY BOOMER TREND

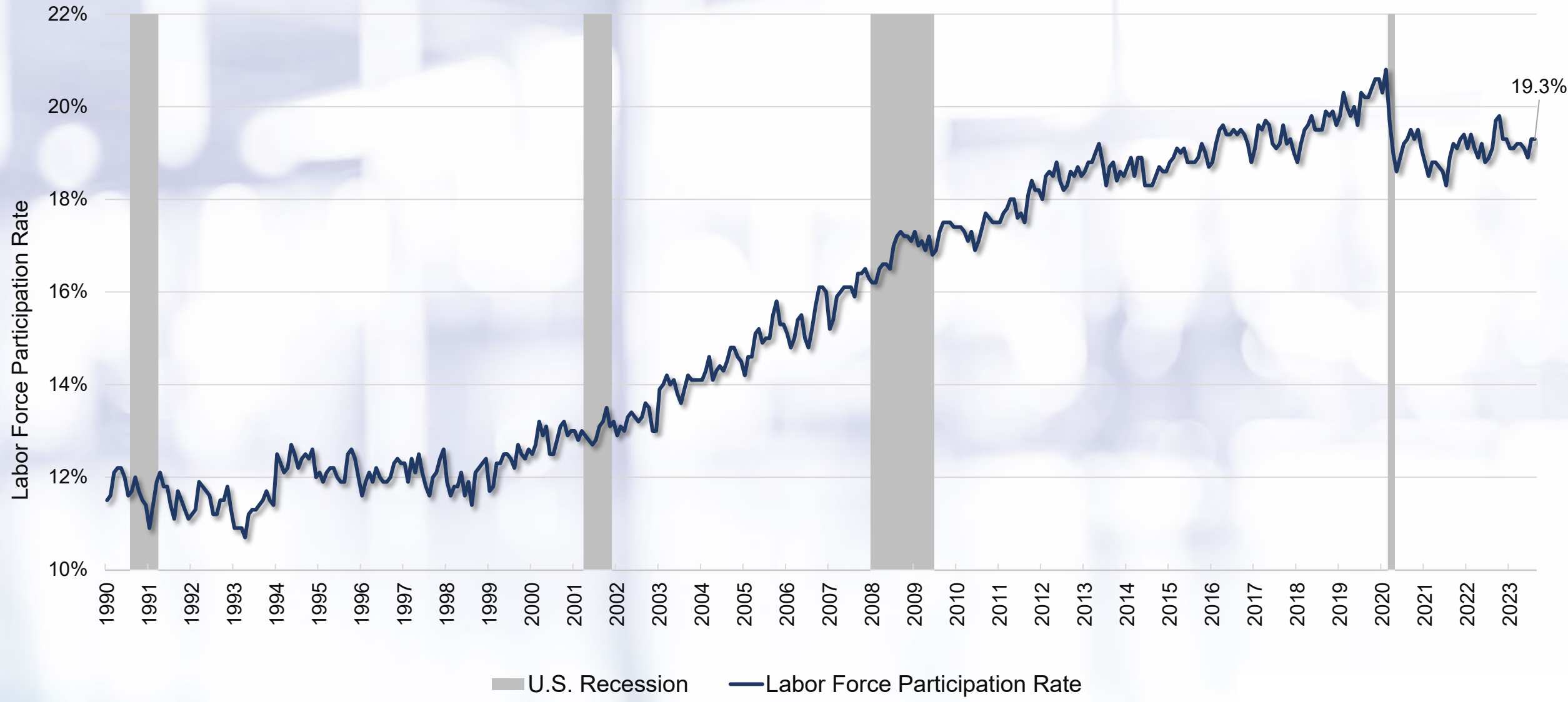
PERCENT OF U.S. POPULATION



- 2008 marks the year when oldest Baby Boomers – born in 1946 - became eligible for retirement benefits
- Share of retirees growing at a steady pace prior to the pandemic; jumped since
- There were more than 2.4 million "excess" retirements by the second half of 2021
- This number represents more than half of those who left the labor force between February 2020 and Q3 of 2021

# LABOR FORCE PARTICIPATION FOR OLDER ADULTS MOVING UPWARD

U.S. LABOR FORCE PARTICIPATION RATE, 65+ YEAR OLDS, JANUARY 1990 – APRIL 2023 (NON-SEASONALLY ADJUSTED)



■ U.S. Recession    — Labor Force Participation Rate

Source: U.S. Bureau of Labor Statistics

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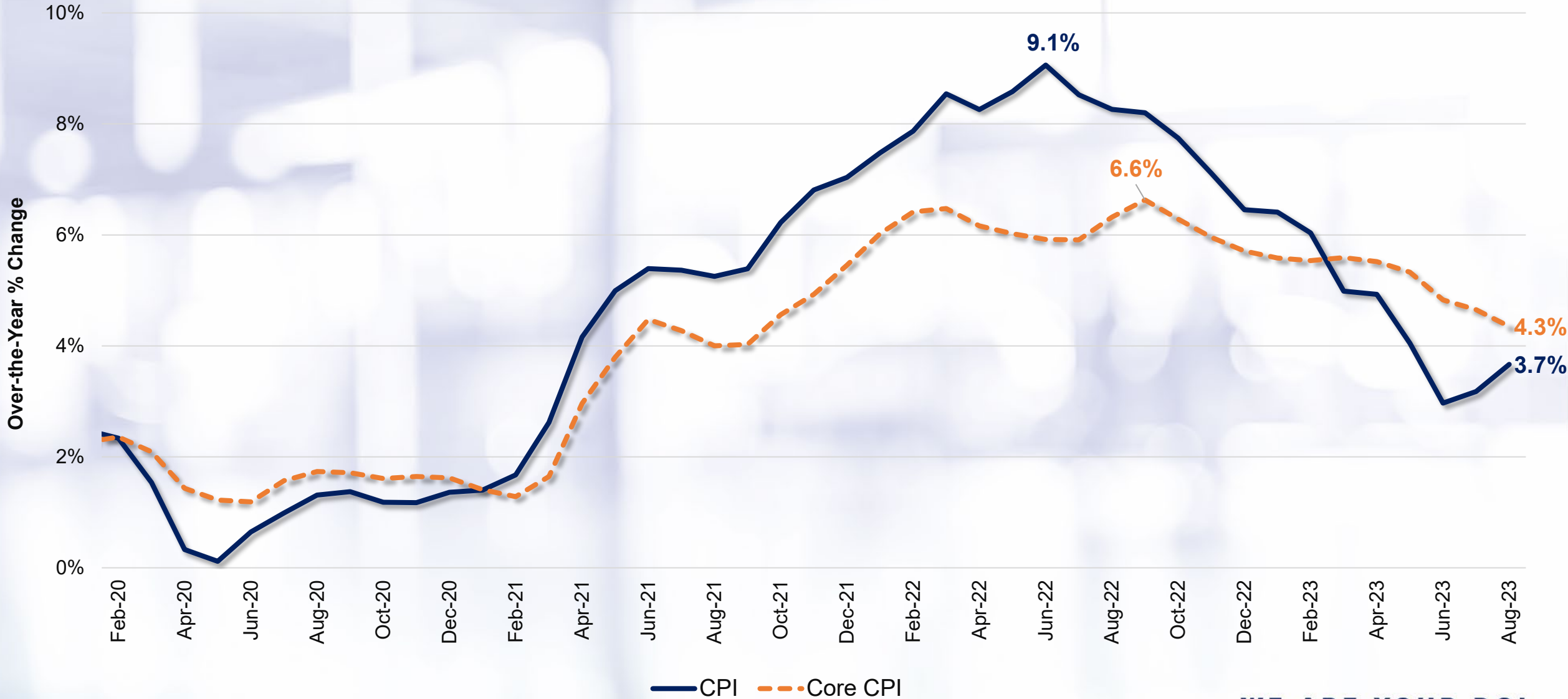
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LOOKING AHEAD

# U.S. CORE INFLATION CONTINUED TO EASE IN AUGUST 2023

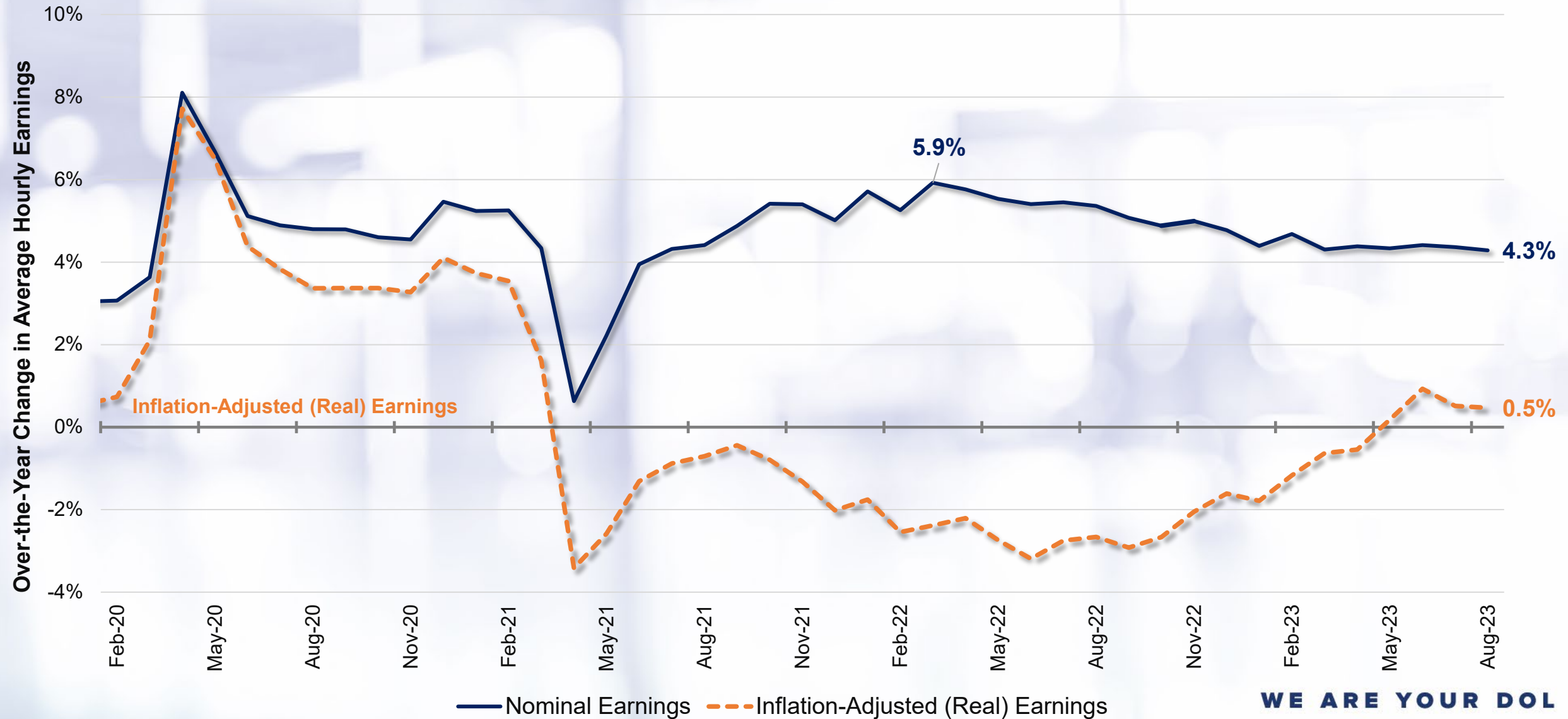
CPI, OVER-THE-YEAR CHANGE, FEBRUARY 2020 – AUGUST 2023 (NOT SEASONALLY ADJUSTED)



Note: Core CPI excludes changes in food and energy prices  
Source: U.S. Bureau of Labor Statistics

# REAL EARNINGS GROWTH CONTINUED TO SLOW IN AUGUST 2023

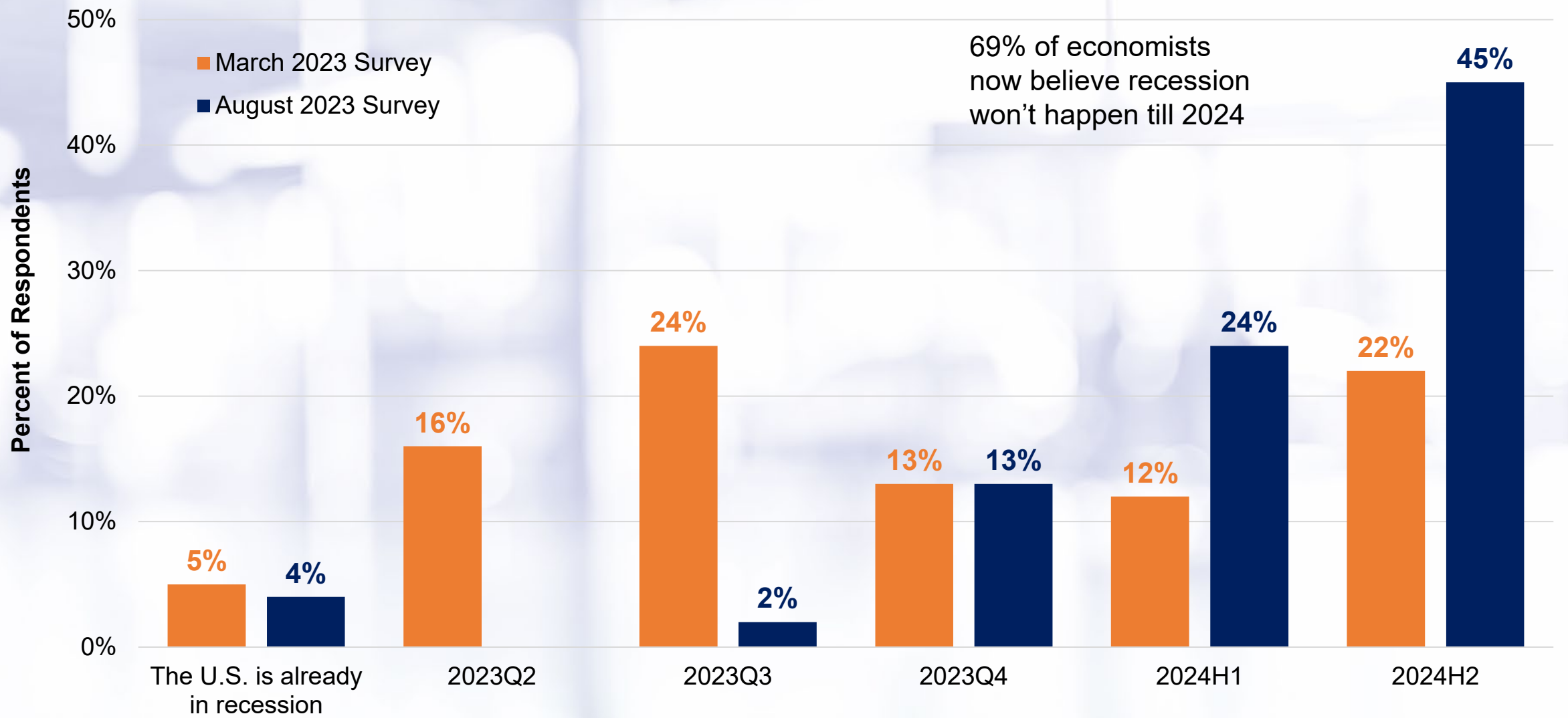
U.S. AVERAGE HOURLY EARNINGS (PRIVATE SECTOR), OVER-THE-YEAR % CHANGE, FEBRUARY 2020 – AUGUST 2023





# WHEN WILL THE NEXT RECESSION COMMENCE IN THE U.S.?

RESULTS OF SURVEY ASKING NABE ECONOMISTS ON TIMING OF NEXT RECESSION



69% of economists now believe recession won't happen till 2024

WE ARE YOUR DOL



Source: National Association for Business Economics, Economic Policy Survey, August 2023

# WE ARE YOUR DOL



NEW YORK  
STATE OF  
OPPORTUNITY..

Department  
of Labor

THANK YOU

A stylized, colorful graphic of a city skyline is positioned in the upper left corner, slanted diagonally. The buildings are rendered in various colors including blue, green, orange, and white, with some featuring grid patterns or windows. The graphic is set against a background of solid orange and blue geometric shapes.

# **Tomkins County Workforce Development Board Retreat**

September 26, 2023

# Goals for Today



- Board members will better understand the role of NYATEP
- Board members will be aware of current challenges for workforce funding
- Board members will receive a refresher on the main points of WIOA
- Board members will begin discussions around Workforce Strategy
- Board will produce actionable steps for post-retreat

# Questions & Comments



**How many of you  
have engaged  
with NYATEP?**



# Who We Are

We are New York's Workforce Association.

NYATEP provides its members the leadership, vision, and advocacy for a thriving workforce in New York State.

Our focus is to ensure that every New Yorker and employer in New York State has access to the skills they need to work in and support a robust statewide economy.

# Who We Serve

Our membership organizations services over a million people each year and spans New York's

- 33 local workforce development boards
- career centers
- State and City community college systems
- literacy providers
- community-based organizations
- local governments
- labor unions
- economic development agencies
- career and technical education providers and others



# Our Impact

## Voice

- A trusted, non-partisan voice
- Direct lobbying on Federal and State workforce issues
- Distill complex legislative or budget issues
- Members-only up to date political and budgetary communication
- National policy coordination with fellow State Associations, National Skills Coalition, and leading think tanks
- Diverse advocacy partnerships

## Knowledge

- Bi-weekly Workforce Buzz reaching thousands of subscribers
- LevelUp NY provides low-cost, high quality organizational capacity building
- Peer to peer learning groups to support staff development
- Workforce Policy and Advocacy Academy
- Member networking and learning through two annual statewide conferences



## Progress

- Cutting-edge labor market analysis and workforce intelligence via the State of the Workforce and the NYS Equity Analysis
- The Future Works Podcast
- Annual investment in pilot projects to produce an evidence base for the field
- Customized training, federal WIOA technical assistance, and consulting services





# 2022–2023 Accomplishments & Activities

## FEDERAL

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- Engaged every Congressional Members from the entire New York delegation on workforce development initiatives across New York State.
- Met with Key Decision Makers and have ongoing meetings regarding WIOA Reauthorization.
- Have engaged New York Delegation as well as Federal Leadership on National Apprenticeship Act of 2023 and the JOBS Act of 2023.
- Continuous open lines of communication to offices for Senate Majority Leader Schumer, Senator Gillibrand, Members of the Senate HELP & the Ways & Means Committee
- Attendance and Leadership for the National Skills Coalition Conference in Washington D.C.
- Attendance to the USDOL ETA Vision for 2030 Conference in Washington D.C.

## STATE

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- 2023 State of the State, 2023-2024 Executive and Final Enacted Budget Analysis
- State Budget Testimony at Human Services Budget Hearing in February
- Ongoing engagement with Governor's office, LT. Governor, Senate Majority Leader & Speaker of the Assembly on various issues regarding workforce development related issues that affect our members.
- Advocacy for Income Disregard and continual funding for the Office of Strategic Workforce Development
- Continual communication with Elected Members of the Senate and Assembly and announcing updates on projects and initiatives statewide.
- Serving as needed as a liaison between State Officials and our members as needed.
- Serves as liaison between NYSDOL and the 33 Workforce Boards across New York State
- Working & Participating in Monthly NYS DOL Calls

## KEY ADVOCACY WINS

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- Enacted 2023-2024 Budget allowed language that supported an Income Disregard of 200% poverty cap that allows individuals completing a State or Federally subsidized employment program to retain full public assistance benefits for six months for purposes of mitigating a "benefits cliff."
- Increasing public assistance recipients' access to education and training opportunities by eliminating the requirement for education to be combined with other activities after 12 months of post-secondary education
- Creating the Youth Jobs Connector program to provide robust educational support and job training to unemployed and underemployed young people ages 16 to 24 and prepare them for the job market
- Continue all consultation and influence on legislation at State and Federal level on workforce development issues and projects.

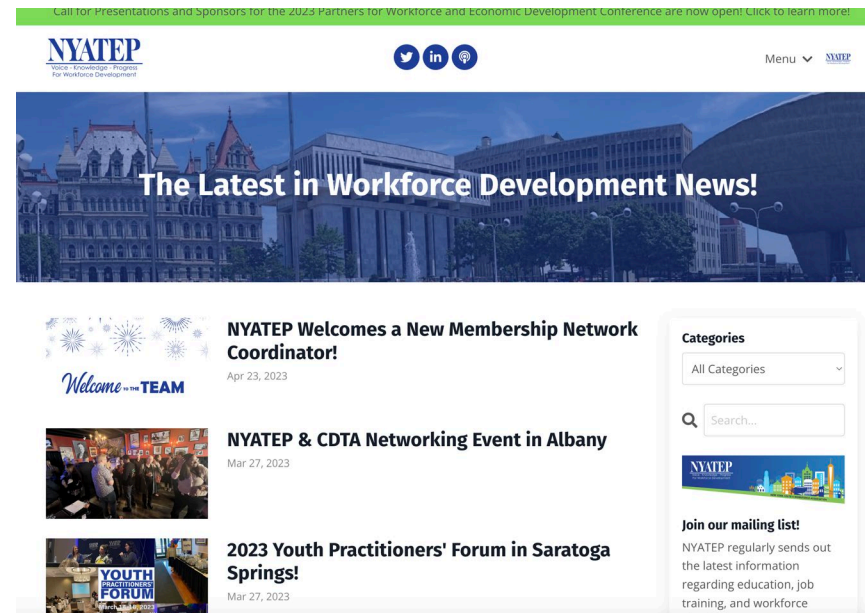


# Supporting the Field

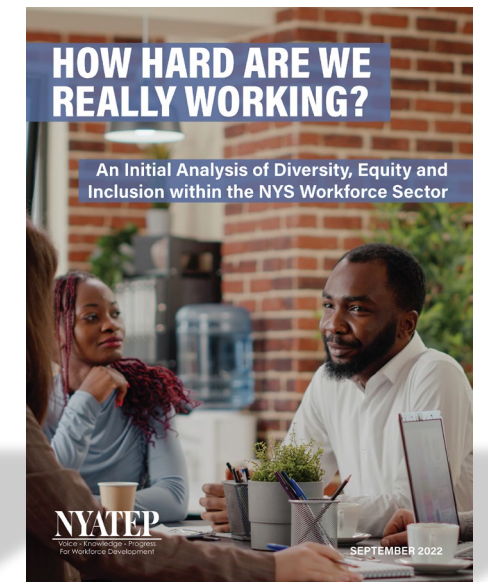
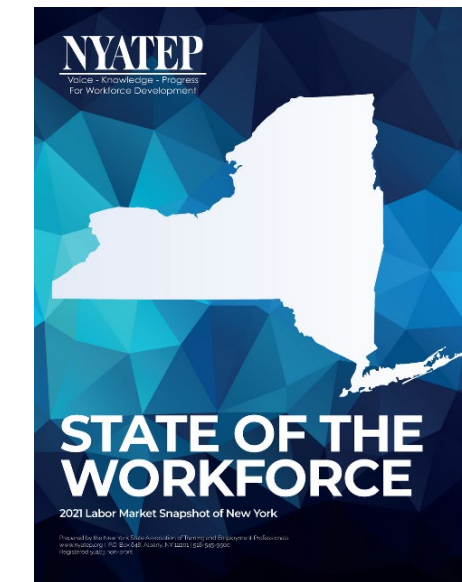
## Workforce Buzz



## Latest News



## Recent Reports



## The Future Works



## Training Opportunities



# What's Workforce Development?

Generally speaking, “workforce development” refers to the education, job training, and employment activities, including policies and programs, used by countries, states and localities to create, sustain, and retain a viable workforce.

**Simply Put:** It means ensuring a geography has trained workers for existing unfilled jobs in the labor market, but also the predicted job openings of the future.

## Workforce Development is Not:

- A \*NEW\* idea
- Just getting someone a job
- A freeride for businesses
- “Training and praying”
- A second chance system
- A program focused ONLY on jobseekers or businesses



# A Decade of Federal Trends

- Earn and learn, i.e., apprenticeship –concept of Industry Recognized Apprenticeships (I-RAPs); work-based learning
- Focus on Community Colleges as a driver for employer engagement and student success (i.e., \$2B TACCCT grants, wrap-around supports, accountability)
- Job quality and equity
- Skill-based hiring
- Focus on clean energy – electrification; broadband; infrastructure
- WIOA – and a focus on underserved populations

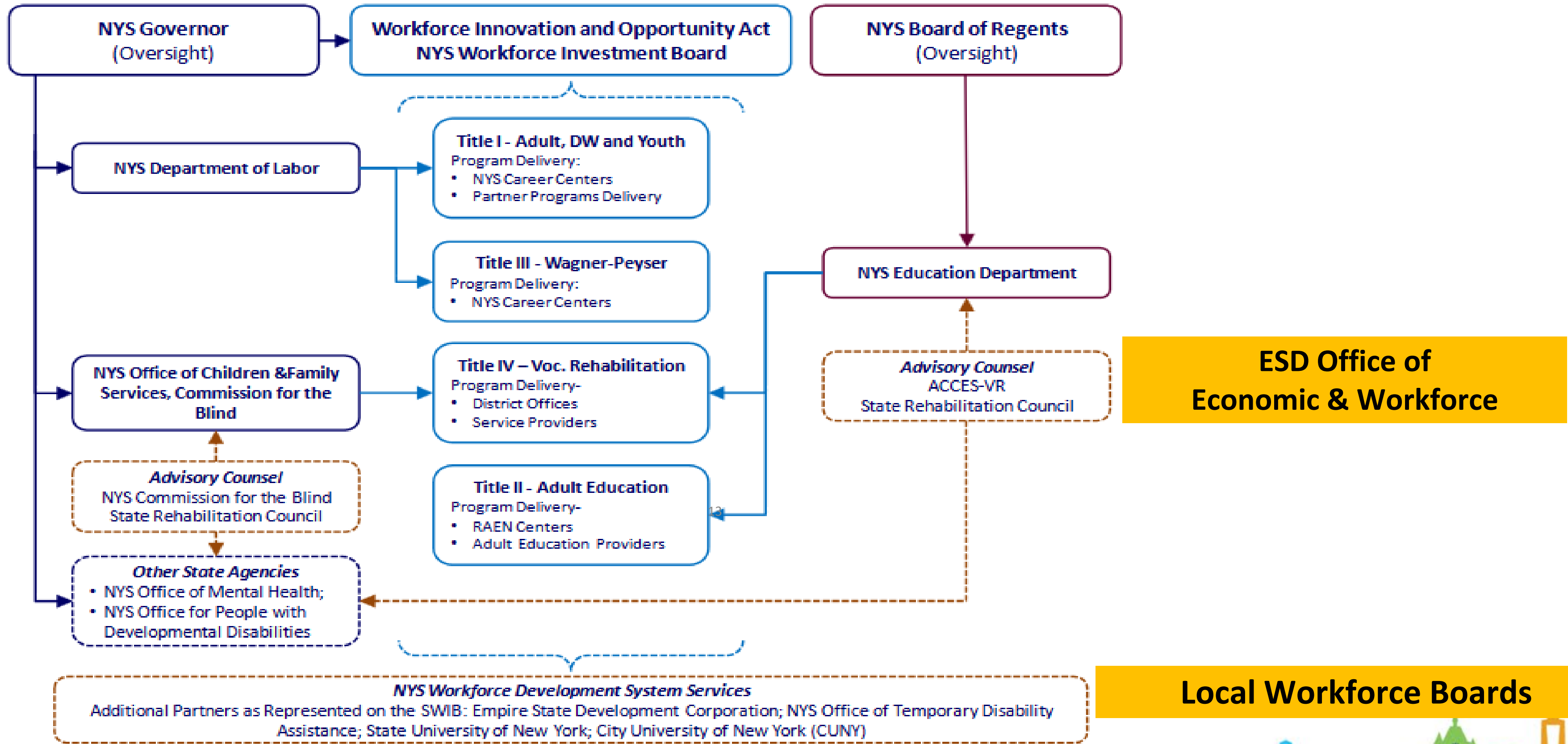
# Workforce Innovation & Opportunity Act (WIOA)

- Federal law enacted in the United States in 2014
- It replaced the previous Workforce Investment Act (WIA) and made several significant changes to the workforce development system
- WIOA is a significant piece of legislation that plays a vital role in the workforce development system in the United States
- Workforce Innovation and Opportunity Act Reauthorization

# What is the Purpose of WIOA?

- Increase access to education, training and employment; particularly for people with barriers
- Create a high-quality workforce development system by aligning education and workforce development systems
- Improve the quality of labor market relevance
- Promote improvement within the structure and delivery of services
- Increase the prosperity of workers and employers
- Reduce dependency, meet employer needs, enhance productivity and competitiveness in the nation

# APPENDIX 1: WIOA ORGANIZATIONAL CHART

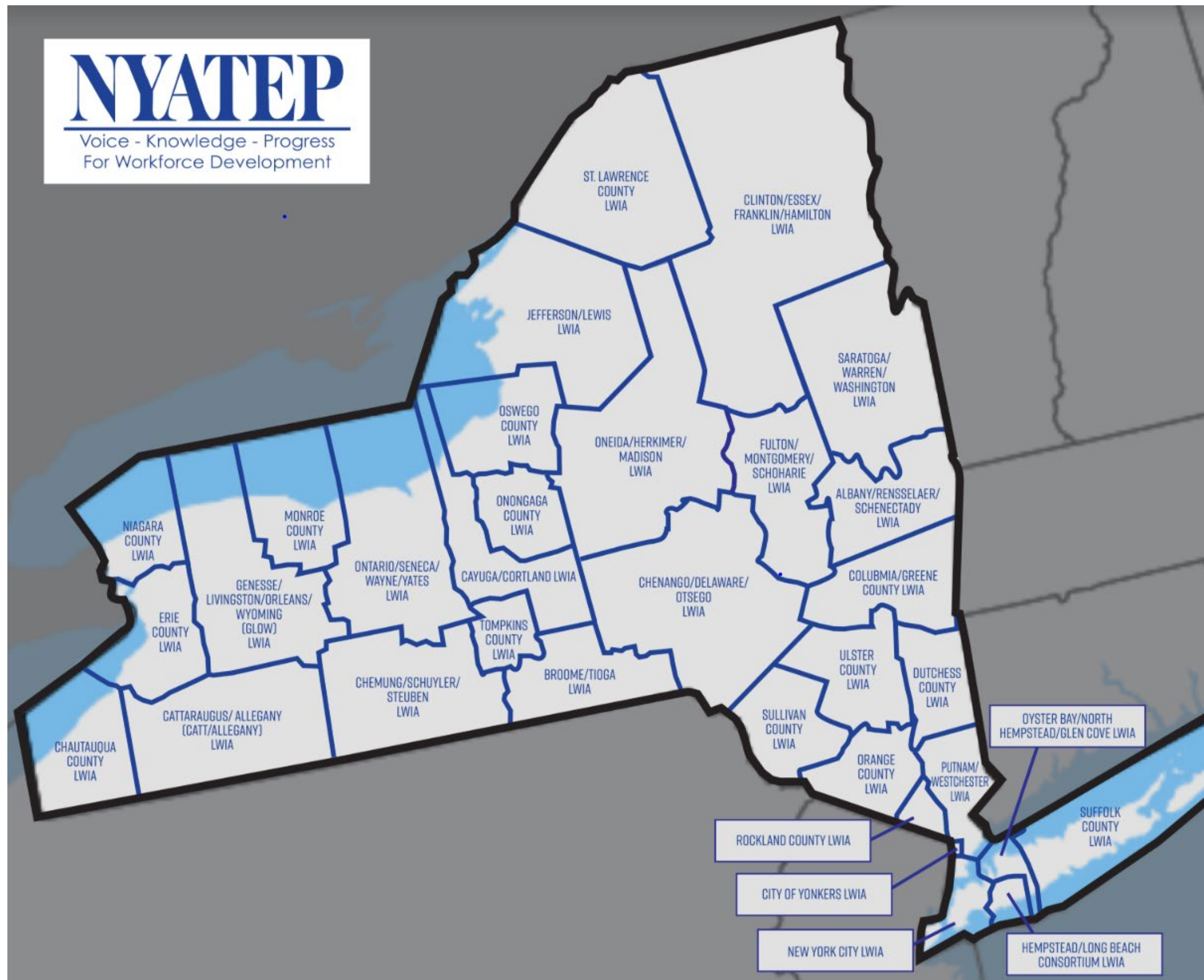


# The State Workforce Board

- The SWIB is the governance body for state workforce development programs in New York. It has not convened since 2016-ish and is being “reconstituted by the Governor”
- Appointed by the Governor, membership includes the WIOA-required partners from business, labor unions, local government, NYS Executive and Legislative branches, and other representatives with experience addressing the workforce needs of those with barriers to employment.
- In October 2014, the previous SWIB Chairman Cozzolino established five standing committees – with the goal of alignment with the Regional Economic Development Councils:
  - Communications & Improving Regional Planning
  - Education & Credentials
  - Significant Industries
  - Aligning Workforce Programs
  - Outcomes & Metrics



# 33 Local Workforce Areas in NYS



# What is the Role of a Local Workforce Board & its Members

|                                    |  |
|------------------------------------|--|
| <b>Vision</b>                      | The Board sets the vision for how the system should operate; put customers (business & job- or career-seekers) at the center; and the service delivery model |
| <b>Structure</b>                   | The Board determines the best structure for the system (i.e. virtual vs. bricks and mortar; contracting services vs. in house)                               |
| <b>Alignment &amp; Integration</b> | The Board understands the system; and works to align programs that duplicate work or can expand work that aligns with its vision                             |
| <b>Leveraging Investments</b>      | The Board works to bring in outside investment into the system or to leverage the WIOA funds   |

# Role of Local Workforce Development Boards

| Policy  | Operations   | Strategy  |
|---|--|---|
| <p>Writing/Approving Local Plan</p> <p>Program Oversight: Local Board Policies – <i>decisions need to be made in Open Meetings</i></p> <p>Must make info publically available (i.e. on websites)</p> <p>Performance Negotiations w/NYSDOL</p> | <p>Technology Improvements</p> <p>Selection of Operators and Providers (RFPs)</p> <p>Budget and Administrative Oversight</p> <p>Accessibility for Individuals with Disabilities</p> <p>Programmatic Continuous Improvement</p> | <p>Workforce Research &amp; LMI</p> <p>Convening Brokering and Leveraging</p> <p>Employer Engagement</p> <p>Career Pathways</p> <p>Promoting Promising Practices</p> <p>Coordination with Education providers</p> |

# Role of Workforce Boards in Action

## Strategy

Workforce Research  
& LMI

→ What is the role of the Board in highlighting local issues; industries in demand; ensuring economic & workforce development & education is using the same LMI info?

Convening Brokering  
and Leveraging

→ How is the board the CATALYST for new partnerships? How are local initiatives related to workforce supported by the Board?

Employer  
Engagement

→ Are Board Members hiring from the system? Using training? Serving as youth mentors? Do we need an intermediary?

Career Pathways

→ Are Board policies (i.e. training caps and in demand list) supportive of Pathways? How does the Board help create new pathways?

Promoting  
Promising Practices

→ Are the Centers are engaging in high quality customer service? Are sector strategies & coordinated business engagement occurring? Does the LWIA need a request waivers? How is technology changing service delivery strategy?

Coordination with  
Education providers

→ Is the Board engaging with local educational training providers to support pathways; business engagement; education incentives?

# Why does the WIOA funding vary annually?



## Adult

- Number of unemployed persons in areas with an unemployment rate of 6.5 percent or more
- Number of unemployed in excess of 4.5 percent of the civilian labor force
- Number of Adults/Youth whose income, or whose family income, was below poverty or below 70% of the lower living standard income level.

## Dislocated Worker

- Total number of UI beneficiaries and long term unemployed;
- Number of unemployed persons in areas with an unemployment rate of 6.5 percent or more
- Number of unemployed under the Mass Layoff Statistics program
- Change in employment in industries with job losses in past five years
- Number of farms with net losses.

**WIOA Adult Program**  
**Program Year 2021 WIOA Title 1 Allocations**  
NYS Local Workforce Development Areas

| Local Workforce Development Area | Adult Program       |                     |                     |                    |
|----------------------------------|---------------------|---------------------|---------------------|--------------------|
|                                  | PY 2021 actual      | PY 2020 actual      | \$ Change 2021-2020 | % Change 2021-2020 |
| Capital Region                   | \$1,116,223         | \$1,173,452         | -\$57,229           | -4.88%             |
| Broome/Tioga                     | \$571,162           | \$593,988           | -\$22,826           | -3.84%             |
| Allegany/Cattaraugus             | \$377,075           | \$389,192           | -\$12,117           | -3.11%             |
| Cayuga/Cortland                  | \$290,119           | \$302,094           | -\$11,975           | -3.96%             |
| Chautauqua                       | \$349,658           | \$366,301           | -\$16,644           | -4.54%             |
| Chemung/Shuyler/Steuben          | \$516,750           | \$537,866           | -\$21,115           | -3.93%             |
| Chenango/Delaware/Otsego         | \$344,249           | \$352,388           | -\$8,139            | -2.31%             |
| North Country                    | \$476,682           | \$499,322           | -\$22,641           | -4.53%             |
| Columbia/Greene                  | \$196,815           | \$201,835           | -\$5,020            | -2.49%             |
| Dutchess                         | \$510,872           | \$473,893           | \$36,978            | 7.80%              |
| Erie County                      | \$2,296,594         | \$2,333,790         | -\$37,196           | -1.59%             |
| Fulton/Mont/Schoharie            | \$360,568           | \$370,203           | -\$9,635            | -2.60%             |
| GLOW                             | \$487,592           | \$498,382           | -\$10,790           | -2.16%             |
| Hempstead/Long Beach             | \$1,507,172         | \$1,295,427         | \$211,745           | 16.35%             |
| Jefferson/Lewis                  | \$414,698           | \$430,227           | -\$15,529           | -3.61%             |
| Monroe County                    | \$1,767,334         | \$1,949,205         | -\$181,870          | -9.33%             |
| New York City                    | \$23,489,133        | \$24,557,467        | -\$1,068,334        | -4.35%             |
| Niagara County                   | \$637,708           | \$688,466           | -\$50,758           | -7.37%             |
| Herkimer/Madison/Oneida          | \$886,113           | \$927,528           | -\$41,415           | -4.47%             |
| Onondaga County                  | \$954,868           | \$942,522           | \$12,346            | 1.31%              |
| Finger Lakes                     | \$485,147           | \$499,040           | -\$13,893           | -2.78%             |
| Orange County                    | \$757,348           | \$603,436           | \$153,912           | 25.51%             |
| Oswego County                    | \$382,672           | \$400,003           | -\$17,332           | -4.33%             |
| Oyster Bay                       | \$805,882           | \$442,401           | \$363,481           | 82.16%             |
| Rockland County                  | \$557,665           | \$500,262           | \$57,403            | 11.47%             |
| Saratoga/Warren/Wash             | \$583,201           | \$544,822           | \$38,379            | 7.04%              |
| St. Lawrence County              | \$348,576           | \$366,113           | -\$17,537           | -4.79%             |
| Suffolk County                   | \$2,895,926         | \$2,247,538         | \$648,388           | 28.85%             |
| Sullivan County                  | \$174,617           | \$174,713           | -\$96               | -0.06%             |
| Tompkins                         | \$155,147           | \$164,373           | -\$9,225            | -5.61%             |
| Ulster County                    | \$369,268           | \$350,273           | \$18,995            | 5.42%              |
| Westchester/Putnam               | \$1,359,126         | \$1,208,658         | \$150,468           | 12.45%             |
| Yonkers, City of                 | \$602,624           | \$618,712           | -\$16,088           | -2.60%             |
| <b>TOTAL</b>                     | <b>\$47,028,586</b> | <b>\$47,003,895</b> | <b>\$24,691</b>     | <b>0.05%</b>       |

**WIOA Adult Program**  
**Program Year 2022 WIOA Title 1 Actual Allocations**  
NYS Local Workforce Development Areas

| Local Workforce Development Area | Adult Program       |                     |                     |                    |
|----------------------------------|---------------------|---------------------|---------------------|--------------------|
|                                  | PY 2022 actual      | PY 2021 actual      | \$ Change 2022-2021 | % Change 2022-2021 |
| Capital Region                   | \$1,242,857         | \$1,116,223         | \$126,634           | 11.34%             |
| Broome/Tioga                     | \$632,459           | \$571,162           | \$61,297            | 10.73%             |
| Allegany/Cattaraugus             | \$415,930           | \$377,075           | \$38,855            | 10.30%             |
| Cayuga/Cortland                  | \$321,447           | \$290,119           | \$31,328            | 10.80%             |
| Chautauqua                       | \$388,652           | \$349,658           | \$38,994            | 11.15%             |
| Chemung/Shuyler/Steuben          | \$572,457           | \$516,750           | \$55,707            | 10.78%             |
| Chenango/Delaware/Otsego         | \$378,160           | \$344,249           | \$33,911            | 9.85%              |
| North Country                    | \$529,809           | \$476,682           | \$53,127            | 11.15%             |
| Columbia/Greene                  | \$216,416           | \$196,815           | \$19,601            | 9.96%              |
| Dutchess                         | \$534,517           | \$510,872           | \$23,645            | 4.63%              |
| Erie County                      | \$2,513,390         | \$2,296,594         | \$216,796           | 9.44%              |
| Fulton/Mont/Schoharie            | \$396,648           | \$360,568           | \$36,080            | 10.01%             |
| GLOW                             | \$535,197           | \$487,592           | \$47,605            | 9.76%              |
| Hempstead/Long Beach             | \$1,521,259         | \$1,507,172         | \$14,087            | 0.93%              |
| Jefferson/Lewis                  | \$458,635           | \$414,698           | \$43,937            | 10.59%             |
| Monroe County                    | \$2,017,381         | \$1,767,334         | \$250,047           | 14.15%             |
| New York City                    | \$31,727,365        | \$23,489,133        | \$8,238,232         | 35.07%             |
| Niagara County                   | \$719,853           | \$637,708           | \$82,145            | 12.88%             |
| Herkimer/Madison/Oneida          | \$984,475           | \$886,113           | \$98,362            | 11.10%             |
| Onondaga County                  | \$1,029,901         | \$954,868           | \$75,033            | 7.86%              |
| Finger Lakes                     | \$534,233           | \$485,147           | \$49,086            | 10.12%             |
| Orange County                    | \$738,625           | \$757,348           | -\$18,723           | -2.47%             |
| Oswego County                    | \$424,834           | \$382,672           | \$42,162            | 11.02%             |
| Oyster Bay                       | \$701,535           | \$805,882           | -\$104,347          | -12.95%            |
| Rockland County                  | \$574,215           | \$557,665           | \$16,550            | 2.97%              |
| Saratoga/Warren/Wash             | \$612,270           | \$583,201           | \$29,069            | 4.98%              |
| St. Lawrence County              | \$387,914           | \$348,576           | \$39,338            | 11.29%             |
| Suffolk County                   | \$2,791,792         | \$2,895,926         | -\$104,134          | -3.60%             |
| Sullivan County                  | \$189,647           | \$174,617           | \$15,030            | 8.61%              |
| Tompkins                         | \$173,427           | \$155,147           | \$18,280            | 11.78%             |
| Ulster County                    | \$390,580           | \$369,268           | \$21,312            | 5.77%              |
| Westchester/Putnam               | \$1,393,770         | \$1,359,126         | \$34,644            | 2.55%              |
| Yonkers, City of                 | \$662,971           | \$602,624           | \$60,347            | 10.01%             |
| <b>TOTAL</b>                     | <b>\$56,712,621</b> | <b>\$47,028,586</b> | <b>\$9,684,035</b>  | <b>20.59%</b>      |

# Potential Disrupters



**Politics:** New Governor/Redistricting/Election Year

**Economy:** Inflation and continued supply chain disruptions; some sectors are still lagging in recovery/Automation/AI

**Health:** COVID-19 lingers, and mental health is at the forefront

**Labor Market:** Wages are trending upwards, so it's a worker's market – employers are having to do more to attract talent

# What can we do right now?



## **Engage**

Engage young adults early and often; work experience

## **Invest**

Invest in incumbent worker training and those with high school diplomas or less - - especially as the technology changes the landscape of work

## **Adapt**

Recognize the changing 'requirements' of the workforce – (and retaining workers adds to the bottom-line). The quality of the jobs you create matters.

## **It's MORE than Training**

Economic and workforce entities need to ensure adequate housing, affordable broadband and childcare, healthcare, transportation exist in the region to support workforce expansion.



# Discussion Questions



## **Labor Market Presentation:**

- What surprised you about what was presented?
- How does what was shared align with what is happening in your business?
- What do you see as the biggest challenges to recruitment, retention, and training of the workforce in the region?



# Table Discussion Questions

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Understanding the role of the Board, what should the Tompkins WDB prioritize for the year, i.e., a specific sector, population, or project?

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Who else should the Board staff be engaging to help you achieve this goal?

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What can/should individual Board Members be committing to? (i.e., Committee? Fundraising? etc.)

# Next Steps & Wrap Up



- Tompkins County Workforce Development Strategy
- Interim Director Updates
- Closing

# Questions & Comments



# Contact NYATEP



**Melinda Mack**

Executive Director

518.545.9500  
mmack@nyatep.org



**Therese Daly**

Deputy Director for  
Advocacy & Equity Initiatives

518.728.9057  
tdaly@nyatep.org



**Megan Farry**

Senior Director of Strategic  
Partnerships and  
Communications

518.728.7751  
mfarry@nyatep.org



**Molly Tocin**

Chief of Staff &  
Corporate Development

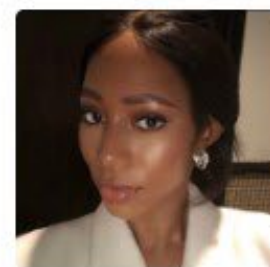
518.728.4940  
mtocin@nyatep.org



**Joelle Monaco**

Director of LevelUp

518.817.7604  
jmonaco@nyatep.org



**Gina Onyiuke**

Membership  
Network Coordinator

518.729.8426  
gonyiuke@nyatep.org



**Adrienne Ceneviva**

Events and Training  
Coordinator

518.728.1147  
aceneviva@nyatep.org