

TOMPKINS COUNTY WORKFORCE DEVELOPMENT BOARD

September 10, 2019

8:30 A.M.

Tompkins Trust Company
121 E. Seneca Street, 2nd Floor

PRESENT: S. Pronti, M. Abdelrehim, A. Bishop, J. Cometti, L. Dillon, A. Iles, K. Kersey, J. Lance, J. Matteson, H. McDaniel, D. Pruitt, J. Sammons, M. Stazi, J. Tavares

EXCUSED: D. Burrows, B. Forrest, K. Franzese, K. Kephart, P. Levesque, O. Montague, K. Shanks-Booth

EX-OFFICIO: T. Carlson, A. Hendrix

GUESTS: K. Cerasaro, DOL; S. Alvord, Tompkins County Youth Services

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:50 a.m. and introductions followed. Mr. Pronti introduced two new board members: Mr. Pruitt, BorgWarner and Mr. Cometti, Teamsters Local 317

BOARD ACTION ITEMS

APPROVAL OF MINUTES – June 25, 2019

It was Moved by Mr. Bishop seconded by Mr. Sammons and unanimously adopted by voice vote of members present to approve the minutes of June 25, 2019 as written.

WORKFORCE BOARD STAFFING UPDATES

Mr. Pronti updated the board on staffing at the Workforce Development Board. The board has a half time Administrative Coordinator position that has not been filled. After considerable discussion additional county resources have been requested in the 2020 County Budget to make the position full time and reclassify it to a Deputy Director. The County Administrator, Jason Molino, has recommended the position in the 2020 budget. Ms. Mattick updated the board on the steps that follow Mr. Molino's recommendation. A budget presentation is scheduled for September 24, 2019 and then the legislature will start voting. Ms. Hendrix informed the board that the final budget vote will be in November.

Ms. Mattick informed the board that she will be retiring as of March 27, 2020 and stated that she notified both the Executive Committee and the county of this decision previously. The Executive Committee and the county will be meeting to discuss the hiring process and will provide an update to the board at the October board meeting. There has been discussion that the interview committee will consist of county representatives and board members. Mr. Bishop commented that this will be a big change and a big loss and thanked Ms. Mattick for her years of knowledge and service to the board.

TOMPKINS CORTLAND COMMUNITY COLLEGE UPDATES AND FUTURE DIRECTION

Ms. LaSonya Griggs, Tompkins Cortland Community College, Assistant Dean of Management presented a power point with information on the future plans of the college. Highlights included the expansion of the Childcare Center, the incorporation of the early childhood degree program into the center and the expansion of the nursing program. In addition, the creation of microcredentials within specific degree programs was discussed.

Mr. Kersey left at 9:43 a.m.

Ms. Dillon left at 9:52 a.m.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

Mr. Pronti reported that the committee discussed budget development and succession planning.

ONE STOP OPERATIONS COMMITTEE

Mr. Bishop reported that the One Stop Operations Committee is meeting Thursday, September 12, 2019.

YOUTH OVERSIGHT COMMITTEE

Ms. Mattick reported that the board will need to issue a Request for Proposals to operate the WIOA Youth program effective July 1, 2020. The Youth Oversight Committee will come to the board in January for approval to release the Request for Proposals.

SERVICES TO INDIVIDUALS WITH DISABILITIES COMMITTEE

Mr. Matteson reported that there have been changes in the New York State Education Department technical assistance provider for special education services and that the committee will meet after the change occurs.

GOVERNANCE AND MEMBERSHIP COMMITTEE

Ms. Mattick reported that the committee has not met due to challenges with member schedules. The board has two new members, Mr. Cometti and Mr. Pruitt.

TREASURER'S REPORT

Ms. Mattick reviewed the board year end financials. There was a balance in staff wage and fringe due to the half time Adm. Coordinator vacancy, meeting expenses are over due to the board retreat, and the unexpended DEI funds will be carried over to the 2019-2020 budget. Ms. Mattick is meeting with the Office of Employment and Training staff on a bi-weekly basis to ensure the grant is on track.

Mr. Lance left 10:01 a.m.

Ms. Mattick reported that the balance in the Office of Employment and Training staff wage and fringe is due to staff turnover. Ms. Tavares inquired if this will increase the 2019 – 2020 budget. Ms. Mattick responded that yes, the 2019-2020 budget that the board approved in June increased due to the carryover of resources and increases in funding.

WDB DIRECTOR/CAREER CENTER UPDATE

Ms. Mattick reported that there will be a public relations/marketing campaign starting shortly. We have been working with Cayuga Radio and Iron design to design bus ads, brochures, and radio ads that will run for 6 months to a year.

Ms. Carlson informed the board that the Office of Employment and Training will be hiring a project assistant to assist with the campaign.

Ms. Stazi left at 10:06 a.m.

Ms. Mattick reported that there will be an event to correspond with Manufacturing Day. It will be a hands-on event for 9th – 12th grade students. We are also holding the biennial Health Career Expo for high school students the week of Thanksgiving.

ADJOURNMENT

The meeting adjourned at 10:10 a.m.

**Tompkins County Workforce Development Board
Budget Statement
30-Jun-19**

100% of yr.

	Budget	Jun-19	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	151,950	9,204.16	125,476.76	26,473.24	83%
Fringe	72,829	4,288.22	57,602.06	15,226.94	79%
Rent/Taxes	13,500	1,128.03	13,384.44	115.56	99%
Professional Services	3,500	0.00	0.00	3,500.00	0%
Office Supplies	500	0.00	733.47	(233.47)	147%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,000	46.16	650.42	349.58	65%
Software/Hardware	3,800	0.00	3,335.86	464.14	88%
Computer Equipment	500	0.00	670.71	(170.71)	134%
Postage	50	0.00	0.00	50.00	0%
Travel Training	6,500	388.42	3,296.01	3,203.99	51%
Local Travel	250	0.00	50.59	199.41	20%
Phone	1,500	100.50	1,428.62	71.38	95%
Membership Dues	3,500	0.00	3,545.00	(45.00)	101%
Sub Contracts	1,310,878	59,758.39	1,057,559.30	253,318.70	81%
IT Services	500	0.00	532.26	(32.26)	106%
Special Events	1,000	0.00	0.00	1,000.00	0%
Advertising	200	0.00	50.00	150.00	25%
Program Expenses	0	0.00	7,000.00	(7,000.00)	0%
Printing	0	0.00	173.73	(173.73)	0%
Meeting Expenses (Food, Supplies & Meeting Space)	300	49.98	1,105.28	(805.28)	368%
Total Expenditures	1,572,257	74,963.86	1,276,594.51	295,662.49	81%

	Budget	Jun-19	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	69,416	3,786.08	62,291.58	7,124.42	90%
WIOA Adult	156,095	5,604.59	108,714.11	47,380.89	70%
WIOA Dislocated Worker	93,950	2,424.31	83,375.26	10,574.74	89%
WIOA Youth	354,973	26,042.26	288,507.04	66,465.96	81%
Disability Employment Initiative	95,065	0.00	104,192.76	(9,127.76)	110%
DEI Grant Round 8	237,904	9,231.30	89,989.91	147,914.09	38%
SYEP	412,024	0.00	402,949.00	9,075.00	98%
County	128,181	58,468.99	90,470.01	37,710.99	71%
Tourism	3,050	0.00	14,359.00	(11,309.00)	471%
TET-NDWG	0	4,340.29	22,032.06	(22,032.06)	#DIV/0!
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	21,599	1,692.00	10,543.83	11,055.17	49%
Total Revenue	1,572,257	111,589.82	1,277,424.56	294,832.44	81%

*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-Jun-19**

	Budget	YTD	Balance	*YTD % Budget
Expenditures				
Staff Wage	230,100	207,557.81	22,542.19	90%
Fringe	108,320	95,413.28	12,906.72	88%
Rent/Taxes	10,825	10,891.83	(66.83)	101%
Copier Contract	600	641.14	(41.14)	107%
Phone Maintenance	825	836.22	(11.22)	101%
Office Supplies	375	261.54	113.46	70%
Postage	200	95.98	104.02	48%
Travel Training	3,360	3,073.45	286.55	91%
Local Travel	2,100	1,517.80	582.20	72%
Phone	5,050	5,395.16	(345.16)	107%
Membership Dues	215	0.00	215.00	0%
Books, Subscriptions & Periodicals	150	159.83	(9.83)	107%
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	635.34	(85.34)	116%
Supportive Services	11,500	7,726.54	3,773.46	67%
E-Learning	1,200	0.00	1,200.00	0%
Tuition/OJT	95,750	67,290.52	28,459.48	70%
Testing	300	0.00	300.00	0%
Participant Wages	93,050	54,027.27	39,022.73	58%
Participant Fringe	9,305	5,402.71	3,902.29	58%
Total Expenditures	575,100	462,291.12	112,808.88	80%

*100% of the program year completed