

Tompkins County Workforce Development Board

Tuesday, June 27, 2023 | 121 E. Seneca Street, Ithaca, NY 14850

Present: S. Pronti, T. Bruer, K. Cerasaro, S. Cerquone, J. Cometti, K. Franzese, D. Harrington, K. Kersey, P. Levesque, C. Malcolm, R. Olson, S. Pennell, K. Shanks-Booth, T. Tarshus, J. Tavares, D. Vreeland, S. Waight, C. Whitmore, B. Nugent, M. Caci

Excused: K. Babuka, K. Kephart, J. Matteson, H. McDaniel, A. Tunison

Staff: C. Sponn, D. Achilles

Guest: S. Paczkowski, New York State Department of Labor; S. Brown, Deputy Director, OAR; B. Rubenstein, CIU Educational Programming Facilitator, OAR

Call to Order

Mr. Pronti, Board Chairperson called the meeting to order at 8:31 a.m.

Board Action Items

Approval of Minutes - May 23, 2023

It was moved by Ms. Tarshus, seconded by Ms. Whitmore, and unanimously adopted by voice vote of members present to approve the minutes of May 25, 2023, as written.

Approval of Adult Priority of Service Policy

It was moved by Ms. Tarshus, seconded by Ms. Vreeland, and unanimously adopted by voice vote of members present to approve the Adult Priority of Service Policy as written.

Approval of Local Plan Modifications

It was moved by Mr. Bruer, seconded by Mr. Levesque, and unanimously adopted by voice vote of members present to approve the Local Plan Modifications as written.

Approval of 2023 In-Demand Jobs List

It was moved by Ms. Tavares, seconded by Ms. Whitmore, and unanimously adopted by voice vote of members present to approve the 2023 In-Demand Jobs List, as written.

Ratification of Executive Committee's Approval Authorizing Director to Transfer up to \$40,000 in PY23 Funding between Adult and Dislocated Worker Program

It was moved by Ms. Shanks-Booth, seconded by Mr. Kersey, and unanimously adopted by voice vote of members present to approve to Authorize the Director to Transfer up to \$40,000 in PY23 Funding between Adult and Dislocated Worker Programs.

Ratification of Executive Committee's Approval of the WDB Fiscal Budget for Program Year 2023-2024

Ms. Achilles reported that the Workforce Development Board and Office of Employment and Training merging into one department will be a transitional year. When looking at the 2023-2024 Fiscal Budget, lines will not match up line for line.

Ms. Achilles reported that the Workforce Development Board includes all expenditures for both sides of the firewall. This will make the lines look different due to previously only reporting Board expenditures and Service Provider side of firewall WIOA expenditures.

Ms. Achilles reported that the individual columns have been added for WDB and WIOA Service Provider 2023-2024 draft budget so that the Board can see the breakdown of total budget.

It was moved by Mr. Levesque, seconded by Ms. Shanks-Booth, and unanimously adopted by voice vote of members present to approve the Workforce Development Board Fiscal Budget for Program Year 2023-2024.

Ratification of Executive Committee's Approval of the WIOA Service Provider Fiscal Budget for Program Year 2023-2024

Ms. Achilles reported WIOA Service Provider 2023-2024 Fiscal Budget includes WIOA Expenditures (Adm., Adult, DW, and Youth).

Ms. Achilles reported that the wage and fringe lines have decreased due to not filling the Adult Workforce Development Coordinator position and the Communications Specialist will be funded under the Board side of the firewall.

It was moved by Mr. Levesque, seconded by Mr. Kersey, and unanimously adopted by voice vote of members present to approve the WIOA Service Provider Fiscal Budget for Program Year 2023-2024.

Presentation

Mr. Sponn presented on Future-Ready Workforce Innovation Consortium. Presentation attached.

WDB Director Update

WDB Director's Interviews

Mr. Sponn reported the Workforce Development Board Director posting closed June 25, 2023 and interviews will be held Wednesday, July 12th and Thursday, July 13th.

Columbia-Greene Disability Employment Workforce and Disability Resource Coordinator (DRC) Summit

Mr. Sponn reported that he attended the Disability Summit outside of Albany. This summit was hosted by the Columbia Greene Workforce New York office in collaboration with Columbia-Greene Community College and the New York State Department of Labor (NYSDOL) Special Populations Disability Unit (SPDU) as part of the NY Systems Change and Inclusive Opportunities Network (NY SCION) initiative.

WORC Grant

Mr. Sponn reported that Ithaca Area Economic Development applied to the WORC Grant and the WDB is written in for \$100,000 for strategic development and support. The WDB was going to apply for the WORC grant but the SAM account information with the Board's new address could not be fixed due to documentation only being in the County's name and not Tompkins County WDB. A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds. Tompkins County Administration and Finance is exploring actions to fix this issue.

September Board Retreat

Mr. Sponn reported that Coltivare is currently closed and other options are being explored as a backup. He will reach out again and find out what the status of the reopening is.

Tompkins County and Asylum Seekers

Mr. Sponn reported most surrounding Counties will not take asylum seekers into their County. Others are open unless NYC pays for them to be there. Tompkins County will welcome asylum seekers and make a plan to best service their individual needs.

Mr. Sponn Thanked the Board members for coming and being able to have quorum to approve all the policies and budgets. Mr. Sponn wanted the Board to know how much they are appreciated.

Career Center Update

Ms. Caci reported that the Career Center has been working on the Summer Youth Employment Program.

Mr. Cerasaro reported that Mr. Sponn and himself are working on the re-certification of the One-Stop information.

Mr. Cerasaro reported that the NYSDOL staff are working on a steady flow of unemployment issues.

Mr. Cerasaro reported that the NYSDOL staff are down 2 positions - Disability Veterans Specialist and Labor Service Representative.

Committee Reports

Executive Committee

Mr. Pronti reported the Executive Committee has been having discussions about the 2023-2024 Fiscal Budgets and the changes due to the restructure of WDB/OET.

Mr. Pronti reported that the Committee is discussing the Treasurer position on the Board and the Executive Committee will service as the Treasurer for now.

One Stop Operations and Oversight Committee

Ms. Franzese reported the One Stop Committee will be reviewing the One-Stop re-certification at their next meeting Tuesday, July 11, 2023.

Youth Oversight Committee

Ms. Shanks-Booth reported the Committee is in discussion about 2023 SYEP contract amounts with Ithaca Youth Bureau and the Office of Employment and Training.

Governance and Membership Committee

Ms. Sponn reported the Governance and Membership Committee is discussing the 2023 Board Retreat that was planned to be in September at Coltivare.

Ms. Sponn reported the Committee is in discussions about a replacement for the Treasurer position.

Ms. Achilles reported that all expiring terms for June 30, 2023, have been reappointed by the Legislature at the June 20, 2023 meeting.

Services to Individuals with Disabilities

Mr. Sponn reported the Committee is having discussions around the Committee name and duties and will be updating the language and move to the Executive Committee for approval.

Closing

Ms. Pennell reported that any Board member can take a tour of BorgWarner and please reach out to her.

Ms. Tavares will reach out to OAR and help to support individuals for recovery with funding through the WORC grant. The Chambers has approximately \$60,000.

Ms. Brown and Ms. Rubenstein thanked the Board for welcoming them and shared information about their work and opened an invitation to talk.

The meeting adjourned at 09:47 a.m.

Tompkins County Workforce Development Board Priority of Service Requirements under WIOA Title I Adult Program Policy

Purpose

The United States Department of Labor Employment and Training Administration (USDOL ETA) envisions at least 75% of Adult participants in each State who receive individualized career and training services are from at least one of three priority populations, and expects this rate will be no lower than 50.1%. Therefore, the New York State Department of Labor (NYSDOL) will hold LWDBs to the 50.1% requirement. Two significant changes made from the reauthorization of the Workforce Investment Act (WIA) to WIOA include:

- (1) The addition of basic skills deficient as a priority population; and
- (2) That all three priority of service populations receive priority regardless of available funding levels.

The statutory priority **only applies to Adult Program funds** and **only applies to providing individualized career and training services**. There are no restrictions to providing basic career services; they may be provided to any eligible Adult.

To comply with WIOA and **USDOL ETA requirements**, NYSDOL requires at least 50.1% of WIOA Title I Adults receiving individualized career or training services (Defined in Attachment A: Key Terms and Definitions) in each Local Workforce Development Area (LWDA) to fall into at least one of the following three priority populations:

- i. Recipients of public assistance;
- ii. Other low-income individuals; and
- iii. Individuals who are basic skills deficient, which includes English Language Learners.

This policy also provides guidance regarding:

- (1) the requirement to serve priority populations under the WIOA Title I Adult Program;
- (2) priority of service requirements under the WIOA Title I Adult Program; and
- (3) data entry and data element validation (DEV) requirements.

I. Priority of Service Requirements Under the WIOA Title I Adult Program

In addition to the three required populations identified, veterans and their eligible spouses must also continue to receive priority of service in all NYSDOL-funded training programs, including WIOA programs.

NYSDOL also considers the following individuals with barriers to employment (Defined in Attachment A) as priority populations for individualized career and training services, if they do not already fall under one of the WIOA-required populations:

- i. Individuals with disabilities;
- ii. Justice-involved individuals; and
- iii. Single parents.

II. Data Entry and DEV Requirements

One-Stop Career Center staff must follow procedures outlined in the following One-Stop Operating System (OSOS) Guides to ensure Adult priority of service demographic data is recorded consistently and accurately:

- i. Creating a Basic Customer Record; and
- ii. Comprehensive Assessment and Supplemental Data.

Staff must follow both OSOS Guides to ensure customers are being identified as a member of one or more Adult priority populations at the time of enrollment.

Note: All demographic data must be entered into OSOS prior to recording a staff assisted service/activity.

In addition, all staff completing data entry must comply with WDS TA #17-07: Use of One-Stop Operating System and Re-Employment Operating System (June 28, 2017).

LWDBs must follow NYSDOL TA #23-03 for guidance regarding DEV. See attachments B and C.

Additional information on programmatic criteria for individualized career and/or training services can be found in TEGL No. 10-16 Change 2, Attachment VII, and TEGL No. 19-16, Attachment II. Career Center staff must reference the OSOS Guides listed in the References section for instructions on how to add individualized career and/or training services into OSOS.

Adult Priority of Service Performance Requirement

One-Stop Career Center staff must record accurate customer demographic data and all barrier-related information into their appropriate case management system to ensure customers are being identified as one (1) or more of the priority Adult populations.

Accurate data reporting will ensure:

- Appropriate enrollments;
- Positive performance outcomes;
- OSOS data integrity; and
- Identification of potential fiscal and programmatic system vulnerabilities.

Action

When developing, reviewing and/or revising the local policy, LWDBs must establish criteria by which the One-Stop Career Center will apply the Adult priority of service requirement. Such criteria may include:

- Availability of other funds for providing employment and training-related services in the local area;
- Needs of the specific groups within the local area; and
- Other appropriate factors, such as location.

One-Stop Career Center staff must always prioritize services to the priority populations, regardless of the amount of funds available to provide services in the local area.

III. Applying Priority of Service Requirements

Recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and veterans and their eligible spouses must receive priority of service in all NYSDOL-funded training programs, including WIOA programs. When programs are statutorily required to provide priority for a particular group of individuals, such as the WIOA priority for Adult funds, priority must be provided in the following order:

- i. First, to veterans and eligible spouses who are included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first priority for individualized and career services with WIOA Adult formula funds;
- ii. Second, to non-covered persons (individuals who are not veterans or eligible spouses) who are included in the three (3) populations given priority for WIOA Adult formula funds;
- iii. Third, to veterans and eligible spouses who are not included in WIOA's three (3) priority Adult groups;
- iv. Fourth, to additional priority populations established by NYSDOL and/or the LWDBs; and
- v. Last, to non-covered persons outside the populations given priority under WIOA (including the three (3) additional priority populations identified by NYSDOL and underemployed individuals).

Resources

Attachment A Key Terms and Definitions: Attached

Attachment B, Technical Advisory #23-03:

<https://dol.ny.gov/system/files/documents/2023/04/ta-23-03-data-element-validation-04-28-2023.pdf>

Attachment C, NYSDOL Types of Source Documentation:

<https://dol.ny.gov/system/files/documents/2023/04/attachment-a-dev-chart-final-04-28-2023.pdf>

KEY TERMS AND DEFINITIONS

1. Low-Income Individual (Workforce Innovation and Opportunity Act (WIOA) Sec. 3(36)(A))

(A) IN GENERAL.—The term “low-income individual” means an individual who—

(i) receives, or in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance;

***Note:** Local income-based public assistance programs may be used to determine whether someone is low-income. Local Workforce Development Boards (LWDBs) must include these local income-based public assistance programs in their local Adult Priority of Service policy.

(ii) is in a family with total family income that does not exceed the higher of—

(I) the poverty line; or

(II) 70 percent of the lower living standard income level;

(iii) is a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));

(iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.);

(v) is a foster child on behalf of whom State or local government payments are made; or

(vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.

***Note:** Under WIOA, there is no exclusion of payments for unemployment compensation, child support payments, and old-age survivors insurance benefits from the income calculations for determining if an individual is low-income. These exclusions that were previously provided under [Workforce Investment Act] WIA sec. 101(25) no longer apply.

2. Basic Skills Deficient (WIOA Sec. 3(5))

(5) BASIC SKILLS DEFICIENT.—The term “basic skills deficient” means, with respect to an individual—

(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or

(B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.

***Note:** Individuals who are English language learners meet the criteria for basic skills deficient and must be included in the priority populations for the Title I Adult Program.

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3. Individuals with Barriers to Employment (WIOA Sec. 3(24) and TEGL No. 19-16)

The populations included in the “individuals with barriers to employment” in WIOA sec. 3(24) include:

- (a) Displaced homemakers (as defined in WIOA sec. 3(16));
- (b) Low-income individuals (as defined in WIOA sec. 3(36));
- (c) Indians, Alaska Natives, and Native Hawaiians (as defined in WIOA sec. 166(b));
- (d) Individuals with disabilities, including youth who are individuals with disabilities (as defined in WIOA sec. 3(25) (includes individuals who are in receipt of Social Security Disability Insurance);
- (e) Older individuals (age 55 and older) (as defined in WIOA sec. 3(39));
- (f) Ex-offenders (“offender” as defined in WIOA sec. 3(38));
- (g) Homeless individuals or homeless children and youths;
- (h) Youth who are in or have aged out of the foster care system;
- (i) Individuals who are:
 - (1) English language learners (WIOA sec. 203(7)),
 - (2) Individuals who have low levels of literacy (an individual is unable to compute or solve programs, or read, write, or speak English at a level necessary to function on the job, or in the individual’s family, or in society); and
 - (3) Individuals facing substantial cultural barriers;
- (j) Eligible migrant and seasonal farmworkers (as defined in WIOA sec. 167(i)(1-3));
- (k) Individuals within two years of exhausting lifetime TANF eligibility;
- (l) Single parents (including single pregnant women);
- (m) Long-term unemployed individuals (unemployed for 27 or more consecutive weeks); and
- (n) Such other groups as the Governor involved determines to have barriers to employment.

4. Individualized Career Service (§678.430)

Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

- (1) Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
 - (i) Diagnostic testing and use of other assessment tools; and
 - (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- (2) Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers (as described in § 680.180 of this chapter);
- (3) Group counseling;

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- (4) Individual counseling;
- (5) Career planning;
- (6) Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- (7) Internships and work experiences that are linked to careers (as described in § 680.170 of this chapter);
- (8) Workforce preparation activities;
- (9) Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and § 681.500 of this chapter;
- (10) Out-of-area job search assistance and relocation assistance; and
- (11) English language acquisition and integrated education and training programs.

5. Training Services (§680.200)

Types of training services are listed in WIOA sec. 134(c)(3)(D) and in paragraphs (a) through (k) of this section. This list is not all-inclusive and additional training services may be provided.

- (a) Occupational skills training, including training for nontraditional employment;
- (b) On-the-job training (OJT) (see §§ 680.700, 680.710, 680.720, and 680.730);
- (c) Incumbent worker training, in accordance with WIOA sec. 134(d)(4) and §§ 680.780, 680.790, 680.800, 680.810, and 680.820;
- (d) Programs that combine workplace training with related instruction, which may include cooperative education programs;
- (e) Training programs operated by the private sector;
- (f) Skills upgrading and retraining;
- (g) Entrepreneurial training;
- (h) Transitional jobs in accordance with WIOA sec 134(d)(5) and §§ 680.190 and 680.195;
- (i) Job readiness training provided in combination with services listed in paragraphs (a) through (h) of this section;
- (j) Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with training services listed in paragraphs (a) through (g) of this section; and
- (k) Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training (see §§ 680.760 and 680.770).

6. Recipients of Public Assistance

Examples of public assistance include:

- Temporary Assistance for Needy Families (TANF);
- Food stamps/ Supplemental Nutrition Assistance Program (SNAP);

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- General Assistance (GA) State/Local;
- Refugee Cash Assistance (RCA);
- Supplemental Security Income (SSI);
- Social Security Disability Insurance (SSDI); and
- Exhausting TANF within two years.

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NYSDOL WIOA TWO-YEAR LOCAL PLAN MODIFICATION

Tompkins County Workforce Development Board

Local Planning Criteria

1. Describe any changes in labor market and economic conditions in the LWDA, including changes to the employment needs of businesses, and changes to existing and emerging in-demand industry sectors or occupations.

There is a need for workers at all levels of the Tompkins County workforce. Employers are struggling to find qualified and skilled workers for demand occupations. Employers need a pipeline of workers who can be trained and begin work immediately. Businesses have reported when an individual is hired they end up lacking the basic soft and technical skills needed to remain a productive member of the team. For higher skilled jobs, employers struggle to find those with the educational requirements.

It has been a challenge coming out of the pandemic and learning the realities of the new workforce world. Entering the new world of workforce, employers also face the challenge of new worker demands which can include more flexible hours and hybrid models of work. There are different demands from workers of how a work experience should look. Some sectors are able to adopt well to this but others either have not been receptive or cannot offer the option of hybrid work or remote work. With early retirements, the loss of institutional knowledge and skills will be disappearing.

Employers have had to pivot to training and upskilling current workers and businesses have actively explored ways to attract new talent. It is a top priority for the local area to have a pipeline of talent to sustain key sectors such as manufacturing, hospitality, and trades/construction.

Businesses report workers need soft skills, technical skills, educational credentials, work history, basic literacy, and numeracy skills.

2. Describe any changes in the financing available to support WIOA Title I services and partner-provided WIOA services that have affected implementation of the Local Plan. For example, if operating costs have been affected by reductions in federal funding, include this in the response below. Also describe any other factors affecting the execution of the Plan.

NA

3. Describe any changes to the structure of the LWDB.

The Tompkins County Workforce Development Board Department will be restructured with the Tompkins County Office of Employment and Training. NYSDOL has approved the restructure along with Tompkins County. Appropriate firewalls are in place to ensure Board to the Staff, Fiscal Staff, and Service Provider Staff fulfill their duties according to the law and can also operate as one department.

4. Describe any changes made to the strategies used to meet local performance goals.

Past results were reviewed by the LWDB and discussions were held with the program team from NYSDOL. The WDB began providing OSOS data entry information guidance in newer policies and reviewed policies to ensure they were still relevant. The Office of Employment and Training reviewed systems in place and established a framework to ensure there were no data entry errors, current/new staff were updated on these changes, and information is consistently in compliance. Training is still provided by OET leadership to ensure performance indicators are understood and all the work is being captured.

Tompkins County WDB Proposed In-Demand Occupation List (June 2023)

SOC Code	Occupation	SUGGESTED ADDITIONS	NO NYSDOL EMP PROJ DATA
11-9111	Medical and Health Services Managers	2023 ADDITION	
15-1121	Computer System Analyst	2023 ADDITION	
19-1042	Medical Scientists, Except Epidemiologists	2023 ADDITION	
25-1071	Health Specialties Teachers, Postsecondary	2023 ADDITION	X
31-9092	Medical Assistants	2023 ADDITION	
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	2023 ADDITION	
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	2023 ADDITION	
43-5081	Stock Clerks and Order Fillers	2023 ADDITION	
47-2121	Glaziers	2023 ADDITION	
47-2141	Painters, Construction and Maintenance	2023 ADDITION	
47-2221	Structural Iron and Steel Workers	2023 ADDITION	X
51-9162	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	2023 ADDITION	X
51-4121	Welders, Cutters, Solderers, and Brazers	2023 ADDITION	
11-1021	General and Operations Managers		
11-2021	Marketing Managers		
11-2022	Sales Managers		
11-9033	Education Administrators, Postsecondary		
11-9041	Architectural and Engineering Managers		
11-9051	Food Service Managers		
13-1071	Human Resources Specialists		
13-1111	Management Analysts		
13-1151	Training and Development Specialists		
13-1161	Market Research Analysts and Marketing Specialists		
13-2011	Accountants and Auditors		
13-2021	Appraisers and Assessors of Real Estate		
13-2082	Tax Preparers		

15-1134	Web Developers		
15-1151	Computer User Support Specialists		
15-1199	Computer Occupations, All Other		
17-2141	Mechanical Engineers		
17-3023	Electrical and Electronic Engineering Technologists and Technicians		
19-4021	Biological Technicians		
19-4031	Chemical Technicians		
21-1012	Educational, Guidance, and Career Counselors and Advisors		
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors		
21-1093	Social and Human Service Assistants		
25-1011	Business Teachers, Postsecondary		
25-1021	Computer Science Teachers, Postsecondary		
25-2011	Preschool Teachers, Except Special Education		
25-2021	Elementary School Teachers, Except Special Education		
25-2031	Secondary School Teachers, Except Special and Career/Technical Education		
25-3097	Tutors and Teachers and Instructors, All Other		
25-9031	Instructional Coordinators		
25-9041	Teaching Assistants		
27-1024	Graphic Designers		
27-1026	Merchandise Displayers and Window Trimmers		
27-2012	Producers and Directors		
27-2022	Coaches and Scouts		
27-3041	Editors		
27-4011	Audio and Video Technicians		
29-1123	Physical Therapists		
29-1141	Registered Nurses		
29-2010	Clinical Laboratory Technologists and Technicians		
29-2031	Cardiovascular Technologists and Technicians		
29-2056	Veterinary Technologists and Technicians		
29-2061	Licensed Practical and Licensed Vocational Nurses		
31-1011	Home Health Aides		
31-1014	Nursing Assistants		
31-9011	Massage Therapists		
31-9091	Dental Assistants		

31-9096	Veterinary Assistants and Laboratory Animal Caretakers		
31-9097	Phlebotomists		
33-9032	Security Guards		
35-1011	Chefs and Head Cooks		
35-1012	First-Line Supervisors of Food Preparation and Serving Workers		
35-2012	Cooks, Institution and Cafeteria		
35-2014	Cooks, Restaurant		
35-2021	Food Preparation Workers		
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food		
35-3022	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop		
35-3031	Waiters and Waitresses		
35-3041	Food Servers, Nonrestaurant		
35-9011	Dining Room and Cafeteria Attendants and Bartender Helpers		X
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop		
35-9099	Food Preparation and Serving Related Workers, All Other		X
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers		
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners		
37-2012	Maids and Housekeeping Cleaners		
37-3011	Landscaping and Groundskeeping Workers		
39-5012	Hairdressers, Hairstylists, and Cosmetologists		
39-9011	Childcare Workers		
39-9021	Personal Care Aides		
39-9032	Recreation Workers		
41-1011	First-Line Supervisors of Retail Sales Workers		
41-2011	Cashiers		
41-2031	Retail Salespersons		
41-3031	Securities, Commodities, and Financial Services Sales Agents		
41-9022	Real Estate Sales Agents		
41-9099	Sales and Related Workers, All Other		X
43-1011	First-Line Supervisors of Office and Administrative Support Workers		
43-3031	Bookkeeping, Accounting, and Auditing Clerks		
43-4051	Customer Service Representatives		
43-4081	Hotel, Motel, and Resort Desk Clerks		
43-4171	Receptionists and Information Clerks		

43-6013	Medical Secretaries and Administrative Assistants		
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive		
43-9061	Office Clerks, General		
47-1011	First-Line Supervisors of Construction Trades and Extraction Workers		
47-2031	Carpenters		
47-2061	Construction Laborers		
47-2073	Operating Engineers and Other Construction Equipment Operators		
47-2111	Electricians		
47-2152	Plumbers, Pipefitters, and Steamfitters		
49-1011	First-Line Supervisors of Mechanics, Installers, and Repairers		
49-2022	Telecommunications Equipment Installers and Repairers, Except Line Installers		
49-3023	Automotive Service Technicians and Mechanics		
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and		
49-9071	Maintenance and Repair Workers, General		
51-1011	First-Line Supervisors of Production and Operating Workers		
51-2028	Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers		
51-3011	Bakers		
51-4041	Machinists		
51-9061	Inspectors, Testers, Sorters, Samplers, and Weighers		
51-9199	Production Workers, All Other		
53-3022	Bus Drivers, School or Special Client		
53-3031	Driver/Sales Workers		
53-3032	Heavy and Tractor-Trailer Truck Drivers		
53-3033	Light Truck Drivers		
53-3041	Taxi Drivers and Chauffeurs		
53-7061	Cleaners of Vehicles and Equipment		
53-7062	Laborers and Freight, Stock, and Material Movers, Hand		

Tompkins County Workforce Development Board

2023 -2024 Fiscal Budget

Expenditures:	2022-2023 Board Approved Budget	2022-2023 Projected Carry Over	2023-2024 WDB Budget	2023-2024 Service Provider Budget	2023-2024 Draft Budget
Staff Wage	288,229	134,496	300,875	496,983	797,858
Fringe	131,474	59,789	139,124	222,657	361,781
Rent/Taxes	32,640	350	33,130	47,112	80,242
Professional Services	1,500	0	1,500	0	1,500
Office Supplies	2,000	672	2,000	500	2,500
Office Furniture	1,000	1,018	1,000	1,000	2,000
Software/Hardware	1,000	991	650	240	890
Computer Equipment	3,400	2,600	10,000	5,000	15,000
Postage	35	210	150	500	650
Travel Training	6,000	6,400	10,000	6,000	16,000
Local Travel	1,000	2,515	1,000	5,000	6,000
Phone	4,200	700	4,200	10,300	14,500
Contracts - Phone Maintenance	0	250	0	1,347	1,347
Membership Dues	5,100	1,509	5,500	300	5,800
Sub Contracts	1,277,299	138,000	225,017	0	225,017
IT Services	2,100	200	3,335	5,600	8,935
Books, Subs & Periodicals	700	2,010	160	2,000	2,160
Advertising	500	301	600	0	600
Meeting Expenses - Board Retreat	2,480	1,160	2,500	0	2,500
Program Expenses	6,520	250	8,500	4,000	12,500
Printing	3,000	3,450	1,500	1,600	3,100
Equipment Rental - Ricoh Copier	0	61	0	920	920
Program Supplies	0	0	0	2,000	2,000
Participant - Wages	0	1,350	0	210,000	210,000
Participant - Fringe	0	160	0	24,696	24,696
Incentives	0	0	0	4,000	4,000
Supportive Services	0	13,750	0	17,900	17,900
Tuition - (ITA)	0	0	0	94,000	94,000
On the Job Training - (OJT)	0	48,000	0	10,000	10,000
Board - Expenditure Total:	1,770,177	420,192	750,741	1,173,655	1,924,396

Revenue:					
WIOA Admin	80,000	21,400			97,537
WIOA Adult	205,500	10,767			162,515
WIOA Dislocated Worker	169,000	13,746			174,949
WIOA Youth	529,000	123,950			501,791
NY-SCION - DRC/TTW	96,848	0			105,684
SYEP	355,751	0			359,486
Tourism	13,500	0			39,000
County	292,378	0			470,669
Misc	0	12,765			12,765
Total Revenue:	1,741,977				1,924,396

WIOA Budget - Service Providers
2023-2024 Fiscal Budget

Expenditures:	2022-2023 Board Approved Budget	2023-2024 WIOA Draft Budget
Staff Wage	388,689	309,707
Fringe	177,190	137,847
Rent/Taxes	32,810	29,359
Copier Contract	599	573
Phone Maintenance	490	839
Office Supplies	418	312
Office Furnishings	418	0
Postage	348	312
Travel Training	6,964	3,739
Local Travel	3,621	3,116
Phone & Internet	2,948	6,419
Membership Dues	209	187
Books, Subscription & Periodicals	2,960	1,245
Computer Software/Hardware	696	150
Computer Equipment	0	0
IT Services	2,512	3,490
Printing	1,276	997
Program Expenses	0	2,493
Supportive Services	26,000	14,000
Tuition	68,058	94,000
OJT	85,900	10,000
Participant Wages	125,000	150,000
Participant Fringe	14,571	17,640
Total WIOA Expenditures:	941,677	786,425

WIOA Expenditures Include: Adult, DW, Youth, Adm.