

## **EXECUTIVE COMMITTEE**

January 5, 2021

8:15 A.M.

Zoom Platform

**PRESENT:** S. Pronti, A. Bishop, D. Burrows, J. Matteson, A. Iles, A. Hendrix

**EXCUSED:**

**STAFF:** N. Branosky, D. Achilles

**GUEST:**

**CALL TO ORDER**

Chairman Pronti called the meeting to order at 8:17 a.m.

**APPROVAL OF MINUTES – December 15, 2021**

It was moved by Mr. Matteson, seconded by Ms. Iles, and unanimously adopted by voice vote of members present to approve the minutes of December 15, 2021.

**UPDATE ON COVID-19/WORKFORCE**

Ms. Branosky reported that the stimulus package that was in front of Congress has passed. Ms. Branosky and Ms. Mouillesseaux are working to determine what the unemployment extension means for Tompkins County. The unemployment rate in Tompkins County is at 4.5%, which has not changed much from October according to the Ithaca Metropolitan Statistical Area. Ms. Branosky reported that the Board is working on having our partner groups sign the Memorandum of Understanding (MOU) that is due to the State by February 26<sup>th</sup>.

**FINANCIAL REPORTS – NOVEMBER 2020**

Ms. Branosky reported to the committee that the financials are short on the revenue due to the delay in receiving cash orders and the expenditures are under spent due to the pandemic. The Office of Employment and Training is under staffed and are closed to the public.

## **COMMITTEE UPDATES**

### **YOUTH OVERSIGHT**

Ms. Branosky informed the Executive Committee that the Youth Oversight committee is working on finishing up policies that needed to be modified. Ms. Shanks-Booth will be staying on as Chair of the committee.

### **ONE STOP OPERATIONS AND OVERSIGHT**

Mr. Bishop informed the Executive Committee that the One Stop Operations and Oversight Committee will be meeting on Tuesday, January 12<sup>th</sup> and will be focusing on the Career Center re-certification that is pending in January 2021. We are waiting on guidance from the State on how we will be moving forward during the pandemic.

### **GOVERNANCE AND MEMBERSHIP**

Mr. Burrows reported the Governance and Membership Committee has filled two seats on the Board and are waiting to have them appointed by the Legislature in January. The committee will be scheduling a meeting in February.

## **DIRECTOR'S REPORT**

### **ILR RESEARCH: PANDEMIC LM ANALYSIS & SKILLS MAPPING**

Ms. Branosky reported the Cornell ILR school will release a report on their research to the Board at a special Board meeting Tuesday, January 26, 2021.

### **NEXT INDUSTRY BRIEFING**

Mr. Pronti would like to have the ILR research presented and then with the information we will decide on the next industry briefing that will be presented to the Board.

The meeting adjourned at 8:45 a.m.

**Tompkins County Workforce Development Board**  
**Budget Statement**  
**30-Nov-20**

41.6% of yr.

	Budget	Nov-20	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
Staff Wage	230,927	14,134.92	77,839.67	153,087.33	34%
Fringe	112,739	6,764.96	37,254.06	75,484.94	33%
Rent/Taxes	19,632	1,588.00	7,940.00	11,692.00	40%
Professional Services	107	0.00	0.00	107.00	0%
Office Supplies	1,350	136.21	877.80	472.20	65%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,200	0.00	249.54	950.46	21%
Software/Hardware	3,770	0.00	2,931.33	838.67	78%
Computer Equipment	5,624	0.00	5,614.16	9.84	100%
Postage	35	0.00	0.00	35.00	0%
Travel Training	2,000	0.00	245.00	1,755.00	12%
Local Travel	100	0.00	0.00	100.00	0%
Phone	1,700	0.00	405.37	1,294.63	24%
Membership Dues	4,000	0.00	0.00	4,000.00	0%
Sub Contracts	1,334,583	41,718.69	525,057.42	809,525.58	39%
IT Services	824	0.00	0.00	824.00	0%
Special Events	0	0.00	0.00	0.00	0%
Advertising	326	0.00	313.22	12.78	96%
Program Expenses	5,715	0.00	0.00	5,715.00	0%
Printing	200	68.28	68.28	131.72	0%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0%
<b>Total Expenditures</b>	<b>1,724,832</b>	<b>64,411.06</b>	<b>658,795.86</b>	<b>1,066,036.14</b>	<b>38%</b>
<b>Revenue</b>					
WIOA Admin	79,633	0.00	17,665.02	61,967.98	22%
WIOA Adult	209,700	0.00	28,947.98	180,752.02	14%
WIOA Dislocated Worker	88,080	0.00	30,440.37	57,639.63	35%
WIOA Youth	401,000	0.00	28,873.01	372,126.99	7%
Disability Employment Initiative (RFMH)	50,064	6,828.70	14,283.28	35,780.72	29%
DEI Grant Round 8	262,571	0.00	63,760.31	198,810.69	24%
SYEP	411,775	0.00	329,420.00	82,355.00	80%
County	161,000	0.00	0.00	161,000.00	0%
Tourism	4,825	0.00	0.00	4,825.00	0%
TET-NDWG	30,000	0.00	12,896.73	17,103.27	43%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	26,184	0.00	1,036.80	25,147.20	4%
<b>Total Revenue</b>	<b>1,724,832</b>	<b>6,828.70</b>	<b>527,323.50</b>	<b>1,197,508.50</b>	<b>31%</b>

\*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 Training  
Budget Statement  
30-Nov-20**

	41.6% of yr.				
	YTD % of				
	Budget				
	Budget	20-Nov	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
<b>Staff Wage</b>	<b>284,758</b>	16481.44	72045.72	212712.28	25%
<b>Fringe</b>	<b>138,907</b>	7888.02	33502.78	105404.22	24%
<b>Rent/Taxes</b>	<b>12,990</b>	0.00	592.50	12397.50	5%
<b>Copier Contract</b>	<b>672</b>	25.13	154.95	517.05	23%
<b>Phone Maintenance</b>	<b>1120</b>	0.00	0.00	1120.00	0%
<b>Office Supplies</b>	<b>244</b>	0.00	0.00	244.00	0%
<b>Postage</b>	<b>229</b>	0.00	0.00	229.00	0%
<b>Travel Training</b>	<b>3,798</b>	650.00	650.00	3148.00	17%
<b>Local Travel</b>	<b>950</b>	0.00	0.00	950.00	0%
<b>Phone</b>	<b>5543</b>	0.00	1053.33	4489.67	19%
<b>Membership Dues</b>	<b>137</b>	0.00	0.00	137.00	0%
<b>Books, Subscriptions &amp; Periodicals</b>	<b>163</b>	0.00	32.11	130.89	20%
<b>Computer Software/Hardware</b>	<b>482</b>	0.00	0.00	482.00	0%
<b>IT Services</b>	<b>2,243</b>	0.00	0.00	2243.00	0%
<b>Printing</b>	<b>586</b>	2.22	71.04	514.96	12%
<b>Supportive Services</b>	<b>26,000</b>	45.00	753.50	25246.50	3%
<b>Tuition</b>	<b>59458</b>	0.00	9446.79	50011.21	16%
<b>Participant Wages</b>	<b>105000</b>	2846.75	10395.80	94604.20	10%
<b>Participant Fringe</b>	<b>10,500</b>	284.68	1039.59	9460.41	10%
<b>Total Expenditures</b>	<b>653,780</b>	28223.24	129738.10	524041.90	20%