

EXECUTIVE COMMITTEE

January 7, 2020

8:15 A.M.

Tompkins Trust Company

PRESENT: S. Pronti, A. Iles, D. Burrows, A. Hendrix (ex-Officio)

EXCUSED: J. Matteson, A. Bishop

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Chair Mr. Pronti called the meeting to order at 8:20 a.m.

APPROVAL OF MINUTES – November 5, 2019

It was Moved by Ms. Iles, seconded by Mr. Burrows and unanimously adopted by voice vote of members present to approve the minutes of December 3, 2019.

WORKFORCE DIRECTOR SEARCH UPDATE

Ms. Mattick updated the committee on the recently scheduled January 22, 2020 Workforce Development Board meeting. It will be held at the South Hill Business Campus and the only item on the agenda will be a vote to recommend a candidate for the WDB Executive Director position. Ms. Mattick reminded the committee that there will be a meet and greet of the candidates for board members on Thursday, January 9, 2020. Mr. Pronti responded that this meet and greet is the full board's opportunity to meet and provide feedback on the candidates.

UPDATE TO CHIEF ELECED OFFICAL AGREEMENT

Ms. Mattick informed the committee each time there is a change to our chief elected official our agreement needs to be updated. It will be necessary to update it once the Tompkins County Legislature elects a new chair for 2020.

LOCAL AND REGIONAL PLAN UPDATES

Ms. Mattick informed the committee that the Tompkins WDB Local plan is a 4-year plan for the period of July 1 2017 – June 30, 2021 and is required to be updated after 2 years. The plan update is due January 31, 2020 and the regional plan is due February 28, 2020.

OCTOBER 2019 FINANCIAL REPORTS

Ms. Mattick reviewed the October 2019 financial reports for Workforce Development Board and the Office of Employment and Training. WDB financials are on track and there is enough funding available to cover expenses for the overlap in director's and the hiring of a deputy, due to the half time administrative coordinator position that was not filled. the sub-contract line. Office of Employment and Training financial reports are in line. Ms. Mattick explained that participants wage and fringe has increased, but we may need to transfer funds.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Mattick informed the Executive Committee that the 2020 WIOA Youth RFP has been released and the Youth Oversight Committee is now focused on the release of the 2020 SYEP RFP.

ONE STOP OPERATIONS AND OVERSIGHT

No Report

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported that the Governance and Membership committee will be meeting quarterly. The committee is concentrating on outreach to possible candidates for the board and other vacancies.

DIRECTOR'S REPORT

TCAD/WDB LEASE UPDATE

Ms. Mattick reported that with additional staff for Workforce Development Board and TCAD, we have looked to obtain additional space in the suite of offices next to our current location. An architect has created plans for renovation. Ms. McDaniel is negotiating a new lease with the landlord. It is expected that there will be an increase in rent.

Mr. Burrows left 9:16 a.m.

The meeting adjourned at 9:22 a.m.

**Tompkins County Workforce Development Board
Budget Statement
31-Oct-19**

	Budget	Oct-19	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	154,000	8,190.33	42,079.88	111,920.12	27%
Fringe	73,775	3,815.86	19,605.00	54,170.00	27%
Rent/Taxes	13,650	1,128.03	4,512.12	9,137.88	33%
Professional Services	3,500	0.00	0.00	3,500.00	0%
Office Supplies	600	0.00	0.00	600.00	0%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	800	45.86	212.54	587.46	27%
Software/Hardware	3,500	0.00	0.00	3,500.00	0%
Computer Equipment	1,750	0.00	0.00	1,750.00	0%
Postage	50	0.00	0.00	50.00	0%
Travel Training	6,500	755.58	1,093.08	5,406.92	17%
Local Travel	250	176.85	176.85	73.15	71%
Phone	1,600	100.50	489.87	1,110.13	31%
Membership Dues	4,750	0.00	0.00	4,750.00	0%
Sub Contracts	1,648,429	93,117.39	664,934.12	983,494.88	40%
IT Services	600	0.00	0.00	600.00	0%
Special Events	2,000	0.00	0.00	2,000.00	0%
Advertising	400	0.00	0.00	400.00	0%
Program Expenses	7,000	0.00	0.00	7,000.00	0%
Printing	200	0.00	53.81	146.19	0%
Meeting Expenses (Food, Supplies & Meeting Space)	1,000	46.13	104.74	895.26	10%
Total Expenditures	1,924,354	107,376.53	733,262.01	1,191,091.99	38%

	Budget	Oct-19	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	74,233	3,877.00	13,281.56	60,951.44	18%
WIOA Adult	239,558	13,299.65	65,348.81	174,209.19	27%
WIOA Dislocated Worker	101,985	5,577.41	22,862.48	79,122.52	22%
WIOA Youth	399,674	24,270.00	106,785.33	292,888.67	27%
Disability Employment Initiative (RFMH)	50,064	7,437.39	27,270.14	22,793.86	54%
DEI Grant Round 8	395,000	14,894.79	44,586.66	350,413.34	11%
SYEP	414,184	0.00	355,599.00	58,585.00	86%
County	128,181	0.00	0.00	128,181.00	0%
Tourism	3,475	0.00	0.00	3,475.00	0%
TET-NDWG	98,000	7,184.47	23,772.57	74,227.43	24%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	20,000	9,961.35	10,976.55	9,023.45	55%
Total Revenue	1,924,354	86,502.06	670,483.10	1,253,870.90	35%

*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-Oct-19**

	Budget	YTD	Balance	*YTD % Budget
Expenditures				
Staff Wage	262,185	72661.58	189,523.42	28%
Fringe	117,568	33414.92	84,153.08	28%
Rent/Taxes	11,000	3427.02	7,572.98	31%
Copier Contract	600	227.74	372.26	38%
Phone Maintenance	825	77.68	747.32	9%
Office Supplies	375	181.93	193.07	49%
Postage	300	80.11	219.89	27%
Travel Training	3,900	577.13	3,322.87	15%
Local Travel	2,100	409.06	1,690.94	19%
Phone	5,400	1395.09	4,004.91	26%
Membership Dues	225	0.00	225.00	0%
Books, Subscriptions & Periodicals	150	43.24	106.76	29%
Advertising		0.00	0.00	0%
Computer Software/Hardware	1,500	0.00	1,500.00	0%
IT Services	1,250	0.00	1,250.00	0%
Printing	550	167.40	382.60	30%
Supportive Services	22,000	3680.15	18,319.85	17%
Youth Incentives	5,000	0.00	5,000.00	0%
E-Learning	30,000	0.00	30,000.00	0%
Tuition	116,760	35452.56	81,307.44	30%
OJT	25,000	0.00	25,000.00	0%
Participant Wages	108,050	38459.75	69,590.25	36%
Participant Fringe	10,805	4376.66	6,428.34	41%
Total Expenditures	725,543	194,632.02	530,910.98	27%

33% of the program year completed