

EXECUTIVE COMMITTEE

February 1, 2022

8:15 A.M.

Zoom Platform

PRESENT: S. Pronti, A. Hendrix, A. Iles

EXCUSED: J. Matteson

STAFF: R. Avila, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:19 a.m.

APPROVAL OF MINUTES – January 4, 2022

It was moved by Ms. Iles, seconded by Mr. Pronti, and unanimously adopted by voice vote of members present to approve the minutes of January 4, 2022.

APPROVAL OF ONE-STOP SYSTEM OPERATOR PROCUREMENT RFQ

It was moved by Mr. Pronti, seconded by Ms. Iles, and unanimously adopted by voice vote of members present to approve the One-Stop Operator Procurement RFQ.

APPROVAL OF REVISED 2021-2022 WDB FISCAL BUDGET

It was moved by Mr. Pronti, seconded by Ms. Iles, and unanimously adopted by voice vote of members present to approve the revised 2021-2022 WDB Fiscal Budget.

APPROVAL OF WIOA YOUTH WORK EXPERIENCE POLICY

It was moved by Mr. Pronti, seconded by Ms. Iles, and unanimously adopted by voice vote of members present to approve the WIOA Youth Work Experience Policy.

FINANCIAL REPORTS – December 2021

Ms. Iles reported that herself, Ms. Avila, and Ms. Achilles are meeting on a quarterly basis to review the financial reports and where expenditures are for the Workforce Development Board and Office of Employment and Training.

Ms. Iles reported that the financial are turning around now that Ms. Avila meets with Ms. Mouillesseaux monthly and Ms. Mouillesseaux is understanding the use of funds in a better way and numbers are moving in the right direction.

Ms. Iles reported that the Office of Employment and Training wage and fringe lines will increase due to being fully staffed.

Ms. Iles has no areas of concern on December 2021 financials for the Workforce Development Board or Office of Employment and Training.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Avila reported the 2022 Summer Youth Employment RFP has been released on January 19, 2022 and submissions are due March 3, 2022.

Ms. Avila reported that Office of Employment and Training will be presenting to the Committee every other month to report information to the Committee on the WIOA Youth program.

ONE STOP OPERATIONS AND OVERSIGHT

Ms. Avila reported that the Committee has approved the In-demand Occupation list and will move to the full Board on Tuesday, February 22, 2022 for approval.

Ms. Avila reported that Ms. Harrington, TC Action, Interim Director will join the Committee after the Legislature meeting February 1, 2022 appointing Ms. Harrington to the Board.

GOVERNANCE AND MEMBERSHIP

Ms. Avila reported the Governance and Membership Committee is discussing the new chair for the One Stop Operation and Oversight Committee and Governance and Membership Committee Chair.

Ms. Avila is working on a full Board orientation to be presented at the March or April 2022 meeting.

DIRECTOR'S REPORT

Ms. Avila reported that the DRC NY Scion documents have been submitted to the State Friday, January 21, 2022.

Ms. Avila reported to the Committee that the Board will be relocating to a new space in the future, either the 1st floor of the current building or the Trust Company building on Seneca Street.

Ms. Avila reported that the Board needs two Board members attestation forms for Sexual Harassment Training, and the Board will be in compliance with State mandated training.

Ms. Avila reported that the next full Board meeting industry briefing will be a discussion from Business members, Public and Private Organizations to discuss addressing hybrid workforce, recruiting and retention of employees.

Ms. Avila reported that the Workforce Development Associate position has been filled, Ms. Lovelace will be joining the Board staff Monday, February 7, 2022.

Ms. Avila reported Office of Employment and Training has the exit interview for the Program Monitoring with State auditors. Ms. Mouillesseaux and Ms. Callahan did a great job of submitting all documents and are in good standing with program monitoring.

Ms. Avila reported that the Board is negotiating with NYSDOL on the Office of Employment and Training rent at Center Ithaca

Ms. Avila reported that the “New Possible” 9 recommendations will review the coaching model and ways to have coaches for entry level job seekers.

Ms. Hendrix asked to go into Executive Session.

The meeting adjourned at 9:15 a.m.

TOMPKINS COUNTY
GENERAL INSTRUCTIONS and CONDITIONS

Responses submitted to any Request for Bids, Request for Proposals, or Request for Qualifications become the property of Tompkins County and are subject to Public Information Policy. Any confidential information, such as a company's financial status, if required by the specifications, shall be submitted in a separate sealed envelope with the word "CONFIDENTIAL" on the outside.

MWBE entities are encouraged to submit bids.

Note: The following terms are used interchangeably: Consultant, Contractor, Respondent, Responder, and Bidder. Additionally, the following terms may be used interchangeably: Contract and Agreement.

PROJECT IDENTIFICATION:

1. Title: Tompkins Workforce Development System One-Stop Coordinator/Operator
2. Requesting Department: Tompkins County Workforce Development Board
3. Due Date/Time: Friday, March 25, 2022 @ 1:00pm

SPECIFICATIONS:

The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of proposals.

SUBMISSION of PROPOSALS:

1. Required documents shall be submitted online at the following location: www.tompkinscountyny.gov/purchase (see instructions for online submission below). Respondents who do not have or cannot obtain internet access must contact the Purchasing Division, (607) 274-5500 for further submission instructions. Please add contracts@tompkinscountyny.gov to your email address book to ensure timely notifications regarding the project(s) you have requested.
2. Responses must be uploaded and responded to no later than the date and time indicated in the Project Identification section above.
3. Tompkins County reserves the right to reject any or all proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

ONLINE SUBMISSION INSTRUCTIONS:

Responses to the Request for Qualifications shall be submitted online at the Tompkins County Purchasing website: www.tompkinscountyny.gov/purchase. To submit a response, vendors should take the following steps:

- Bids and any other required documents shall be submitted online through the Tompkins County website at: www.tompkinscountyny.gov/purchase and selecting 'Open Solicitations'. This will take you to BidNetDirect where the RFQ information is posted for the public. Bidders who do not have, or cannot obtain, internet access must contact the Purchasing Division via email (preferred), purchase@tompkins-co.org or by telephone, (607) 274-5500 for further instructions

***NOTE: If you experience difficulty submitting a response, please contact the Purchasing Division via email (preferred), purchase@tompkins-co.org or by telephone, (607) 274-5500 immediately for assistance or further instructions. If you do not receive a response from the above provided telephone number, you may contact (607) 274-5544.**

TERM of CONTRACT:

The term of this Contract shall be from July 1, 2022, to June 30, 2026.

PROJECT MANAGEMENT:

The Tompkins County Workforce Development Board will be the administrative agency for the resulting agreement.

**Tompkins Workforce Development System One-Stop Coordinator/Operator
Request for Qualifications (RFQ)**

The Tompkins County Workforce Development Board (TCWDB) is issuing this RFQ to gather information on organizations that may be interested in becoming the Workforce Development System One-Stop Coordinator/Operator for the Tompkins County Workforce Development System for the period of July 1, 2022 - June 30, 2026. The TCWDB reserves the right to modify or cancel the terms of the RFQ at any time.

Abbreviation and terminology

1. WIOA – Federal Workforce Innovation and Opportunity Act
2. TCWDB – Tompkins County Workforce Development Board
3. TWFNYCC – Tompkins Workforce New York Career Center
4. OSCC – One Stop Career Center

Introduction and purpose of the RFO

The TCWDB is responsible for development, oversight, implementation, and leadership of the publicly-funded workforce system, which provides workforce services for the county of Tompkins including the City of Ithaca, NY. Services are provided through the TWFNYCC which is the OSCC for the TCWDB region. The TWFNYCC is located at 171 East State/MLK, Jr. Street, Suite 241. TWFNYCC is currently a partnership of workforce organizations with resources and expertise in serving companies and job seekers across the region. The TWFNYCC has been successfully providing these services, meeting all federal and state-set goals and benchmarks, since 2000.

The purpose of this RFQ is to gauge the level of interest on the part of agencies to become the Tompkins Workforce Development System One-Stop Coordinator/Operator for the period of July 1, 2022- June 30, 2026.

The Tompkins Workforce Development System includes a network of workforce partners and the workforce-related services they provide both within the TWFNYCC and across the Workforce System.

The role of the Tompkins Workforce Development System One-Stop Coordinator/Operator includes:

- Developing and maintaining a directory of workforce partners and the services they provide;
- Convening quarterly meetings of the workforce partners in the Tompkins County Workforce Development System;
- Facilitating these quarterly discussions, including issues related to providing workforce services across the system;
- Meeting bi-monthly, or more often if needed, with the TCWDB Executive Director and the TCWDB Operations and Oversight Committee ;

Eligible applicants for this designation include

- a. An Institution of Higher Education;
- b. An Employment Service State Agency established under WagnerPeysers;
- c. A Community Based Organization, non-profit organization, or workforce intermediary;
- d. A private-for-profit entity;
- e. A government agency;
- f. Chambers of Commerce; business organizations and labor organizations;
- g. Area career and technical education providers such as Boards of Cooperative Educational Services (BOCES)

BUDGET

A maximum of \$2000 is being made available for the role of Tompkins Workforce Development System One-Stop Coordinator/Operator. This amount will cover any expenses related to salaries, administrative costs, travel or other expenses.

PROPOSAL SPECIFICATIONS/DEADLINE

Organizations wishing to receive the program specifications are asked to visit the Tompkins County website at: www.tompkinscountyny.gov/purchase

Proposals in response to this Request For Qualifications MUST BE RECEIVED NO LATER THAN 1:00 pm. ON FRIDAY, MARCH 25, 2022.

Submission of Proposals

1. Bids and any other required documents shall be submitted online through the Tompkins County website at: www.tompkinscountyny.gov/purchase and selecting 'Open Solicitations'. This will take you to BidNetDirect where the RFQ information is posted for the public. Bidders who do not have, or cannot obtain, internet access must contact the Purchasing Division via email (preferred), purchase@tompkins-co.org or by telephone, (607) 274-5500 for further instructions.

2. Responses must be uploaded and responded to no later than the date and time indicated in the RFQ procedure section above.

3. Tompkins County reserves the right to reject any or all bids/proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional bids/proposals.

QUESTIONS

Questions regarding this Request for Qualifications may be submitted via BidNetDirect until 5:00 p.m. on Wednesday, March 16, 2022. Answers will be posted on the BidNetDirect website as questions are received.

THIS IS A REQUEST FOR QUALIFICATIONS ONLY (RFQ). This RFQ is issued solely for information and planning purposes - it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. Not responding to this RFQ does not preclude participation in any future RFP, if any is issued.

Tompkins County Workforce Development Board

Request for Qualifications

RFQ Response Document

Name of Organization:

Address:

Primary Contact:

Phone Number:

Email Address:

- A. What are the Mission and goals of your organization?**

- B. Who are the primary customers you serve?**

- C. What are the primary services you currently offer?**

- D. What motivates your organization to consider applying to be the Tompkins Workforce Development System One-Stop Coordinator/Operator?**

- E. Please provide any additional pertinent information that you think might be of interest to the TCWDB at this time.**

Tompkins County Workforce Development Board 2021-2022 Budget

		2020-2021 Budget	2020-2021 Projected Year End	2021-2022 Draft Budget
Expenditures				
	Staff Wage	230927	42,879	275289
	Fringe	112739	18,635	143660
	Rent/Taxes	19632	400	19926
	Professional Services	107	0	3500
	Office Supplies	1350	133	1000
	Office Furniture	0	0	1000
	Heat/Electric	1200	300	1275
	Software/Hardware	3770	549	1000
	Computer Equipment	5624	9	500
	Postage	35	35	35
	Travel Training	2000	1,500	6000
	Local Travel	100	100	1000
	Phone	1700	80	2000
	Membership Dues	4000	1,000	5000
	Sub Contracts	1334583	375,000	1521823
	IT Services	824	0	1100
	Books, Subs & Periodicals	0	0	630
	Advertising	426	45	360
	Meeting Expenses (Food, Supplies and Meeting Space)	0	0	0
	Program Expenses	5615	4,500	6400
	Printing	200	30	3000
Total		1,724,832	445,195	1,994,498
Revenue				
	WIOA Admin	79,633	13,000	71,000
	WIOA Adult	209,700	115,000	253,164
	WIOA Dislocated Worker	88,080	30,000	152,102
	WIOA Youth	401,000	140,000	446,000
	Disability Employment Initiative	50,064	12,000	70,064
	ER-NDWG	0	0	8,139
	TET-NDWG	30,000	0	73,500
	DEI Round 8	262,571	45,000	74,000
	SYEP	411,775	0	351,969
	Park Foundation	0	0	85,000
	Disability Resource Coordinator	0	0	100,000
	County	161,000	103,075	280,960
	Tourism	4,825	0	3,600
	Misc	0	0	0
	Ticket to Work	26,184	5,000	25,000
Total		1,724,832	463,075	1,994,498

Revised 1.25.2022

Tompkins County Workforce Development Board WIOA YOUTH Work Experience Policy

Purpose

The purpose of this policy is to define eligibility, assignment, documentation, duration, and salary for Work Experiences assigned to youth enrolled in the WIOA Youth Program. Work Experiences can be paid or unpaid and are assigned to help job-ready youth learn soft skills such as attendance, teamwork, initiative, etc., as well as job related skills they can use to progress towards their career goals.

Background

At least 20% of the program year's Youth Fund (net of Admin portion) must be spent in Youth Work Experience as set by WIOA Section 129 (c)(4). Allowable Work Experience expenses include the following (per TEGL 8-15):

- Wages and Stipends paid for participation in a work experience;
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify and develop a work experience opportunity;
- Staff time working with employers to ensure a successful work experience, including staff time spent managing the work experience;
- Staff time spent evaluating the work experience;
- Participant work experience orientation sessions;
- Employer work experience orientation sessions;
- Classroom training or the required academic education component directly related to the work experience;
- Incentive payments directly tied to the completion of the work experience; and
- Employability skills/job readiness training to prepare youth for a work experience.

All other expenses not defined as above will not be allowable work experience expenses. Supportive services are a separate program element and cannot be counted toward the work experience expenditure requirement even if the supportive services assist the youth in participating in the work experience (per TEGL 21-16).

Policy

Eligibility:

All youth assessed as eligible youth under WIOA Section 129(a)(1) and enrolled in the WIOA Youth program will be eligible for Youth Work Experience. Youth are required to develop a **career pathway** before beginning a **Work Experience**. If a youth is unsure of their career goal(s), they should complete further career exploration through Career Zone, O*Net Interest Profiler, use of Labor Market Information, etc. and/or through **Job Shadow** experience(s) before beginning a **Work Experience**.

*Note: Job Shadows can be completed in a couple of hours to a couple of days to expose youth to different careers they are interested in but are not sure that they want to pursue. Job Shadows are **unpaid**, and youth can complete as many as necessary to determine their career pathway.*

A youth's career pathway should be clearly defined in their **Individual Service Strategy (ISS)** before beginning a **Work Experience**.

Definition of the Work Experience:

According to the Federal Register Vol 81, no. 161-681.600, Work Experiences:

- are a planned, structured learning experience that takes place in a workplace for a limited period of time.
- may be payed or unpaid, as appropriate.
- may take place in the private for-profit sector, the non-profit sector, or the public sector.
- provide the youth participant with opportunities for career exploration and skill development.
- must include academic and occupational education. The educational component may occur concurrently or sequentially with the work experience. Further academic and occupational education may occur inside or outside the workplace.

Labor Standards:

Labor Standards apply in any Work Experience where an employee/employer relationship, as defined by the Fair Labor Standards Act or applicable State law, exists. Funds provided for work experiences may not be used to directly or indirectly aid in the filling of a job opening that is vacant because the former occupant is on strike or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage.

Types of Work Experience:

Work experiences are meant to be short-term, planned, structured job-related learning experiences. The types of Work Experience for eligible youth include the following categories:

- 1.) Summer Employment opportunities and other employment opportunities available throughout the school year;
- 2.) Pre-apprenticeship programs;
- 3.) Internships and job shadowing; and
- 4.) On-the-job training (OJT) opportunities as defined in WIOA sec. 3(44) and in §680.700 of the same chapter.

Reasons for Work Experience:

- 1.) Assessment (determine youth's readiness, skills needed, interests, etc.) *Note: Work Experience(s) for assessment purposes should be brief (i.e. job shadow, career exploration) and may occur as often as needed. It is recommended that a single Work Experience for assessment purposes last no longer than 4 weeks maximum.*
- 2.) Skill Gain (i.e. soft or hard skills needed for the youth's identified career pathway)
- 3.) Reference Gain (i.e. development of work history)
- 4.) Potential for **unsubsidized** employment/hire upon completion of the Work Experience

Duration of the Work Experience:

As Work Experience are meant to be short-term, planned, structured job-related learning experiences, there will be a maximum hour limit set for a youth's lifetime. This should be clearly communicated with the youth and with the worksites before a work experience begins. The TCWDB has set local limit that each youth is allotted **up to a total of 480 hours (i.e. 12 weeks of full time work) of paid Work Experience** during their enrollment in the WIOA youth program **provided funding is available**. *Note: Any unpaid work experiences such as job shadowing does not detract from the 480 hours.*

Administrative Override: There may be instances where a youth will need more than 480 hours of **paid** work experience support (i.e. youth with disabilities requiring extensive job coaching). Staff must submit thorough documentation of support for why additional hours are needed for this youth, with a timeline for how many additional hours are needed, not to be extended “indefinitely”. The purpose of the work experience is to transition to unsubsidized work; therefore, a detailed plan of transition must be in place for any youth determined to need an extension of hours. The use of an Administrative Override is pending on funding availability, to be determined on a case-by-case basis.

Education/Training Component:

At least one **education/training component** must be incorporated into the Work Experience as defined in TEGL 21-16: “workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway”. Therefore, the **education/training** component(s) should:

- directly relate to the Work Experience and assist the youth with their career goals;
- be clearly defined in the youth’s ISS **before** the youth starts a Work Experience;
- occur inside or outside the workplace; and
- occur either concurrently or sequentially with the Work Experience.

In keeping with best practice regarding youth development and learning theory, it is recommended that the education/training component **occur concurrently** with the Work Experience and **occur inside the workplace**.

Note: HSE Classes and general Work Readiness Workshops can not count as the education/training component unless it specifically relates the work experience/needs of the youth to obtain their career goal(s) and is documented as such in the youth’s ISS and in OSOS Comments.

Fiscal Management:

Youth will earn the Tompkins County Living Wage. Youth counselors are responsible for collecting youth’s timesheets, submitting to their fiscal departments, and putting a copy of the timesheet in the youth’s paper file. Each youth counselor’s fiscal department will control payroll and produce checks, and the youth counselor is responsible for delivering checks to youth.

WIOA Youth priority on Work Experience: WIOA places a priority on providing valuable work experiences to youth and has set a **20% minimum budget expenditure** to go towards the Work Experience. Youth counselors should communicate with their fiscal department and/or direct Supervisor to track if they are spending **at least 20% of their budget on Work Experience**, and to make sure they know how much money is left to spend on Work Experience throughout the fiscal year. TEGL 23-14 states that this **20% minimum** is calculated based on *overall* non-administrative local area youth funds and is **not applied separately** for In School Youth (ISY) and Out of School Youth (OSY).

Procedure

1.) **Assess eligibility** of youth under WIOA Section 129(a)(1). Once eligibility in the WIOA Youth program is established, all youth must complete:

- an Objective Assessment (following TCWDB Objective Assessment Policy guidelines); and
- an ISS which clearly outlines a youths’ career pathway (if career pathway is unknown, refer to Eligibility section above for career exploration options).

2.) Staff must **document** the assignment of a Work Experience in OSOS as a Service provided (use Achievement Objective tab in the Customer Module, Services Window, Services Tab), and further document in OSOS Comments the Work Experience location, **start date**, job duties, education/training component, correlation with career pathway, progress and **end date**. Any updates to the youth's ISS should be updated in OSOS as well. *For further directive, staff should please refer to the "411 on WIOA Title I Youth Program Services" (Nov. 2019 updated) document.*

3.) A Work Experience assignment should correlate with the youth's career pathway, take any disabilities/limitations into consideration, and be age appropriate (comply with labor laws).

4.) Employers providing Work Experiences should complete a **Worksite Agreement** and copies should be kept in the youth's paper file for access during monitoring procedures. Each worksite should have at least one designated **Worksite Supervisor** who the youth report to, signs timesheets, and provides updates/evaluation feedback to the youth counselor.

5.) **Worksite Supervisors** and **Youth** must both sign a completed **Job Training Outline** which specifies the youth's work experience goals, academic and occupational education components that will be incorporated, and a detailed work description (hourly wage rate, number of hours to be worked per week, start and end date, general work duties, etc.).

4.) Copies of timesheets should be kept in the youth's paper file along with copies of any payroll documents.

5.) Youth counselors are to maintain **routine communication** with Worksite Supervisors to:

- determine what new skills the youth has learned;
- obtain feedback from the worksite supervisor;
- ensure the youth is complying with their assigned work schedule;
- determine if the worksite is a good fit for the youth; and
- determine how long the youth is expected to remain at the worksite.

If it is determined that the youth is not a good fit for the worksite, or if the youth redefines their career pathway, the youth may be reassigned to a **new** Work Experience. Youth counselors and/or Worksite Supervisors have the right to end a youth's Work Experience early due to any misconduct on the youth's part.

6.) **Evaluation** forms should be given to all Worksite Supervisors to complete on a routine basis (attaching the evaluation form to the youth's timesheet is an effective method to encourage evaluation completion). Questions/Comments sections can be general or tailored specifically to address specific concerns/barriers with the youth's progress.

7.) **Site Visits** should be conducted on a routine basis and can be **scheduled** in advance to ensure the Worksite Supervisor and youth will be available or can be **unannounced** as the Youth counselor sees fit.

8.) It is the responsibility of the Youth counselor to meet the needs of the Business (worksite) and maintain a successful working relationship while tracking youth's progress and providing WIOA-based **Supportive Services** and activities to the youth as needed for their success.

9.) **Education/Training Component:** see section above re: incorporation of concurrent or sequential education/training component; documentation in ISS and OSOS Comments must clearly outline the connection of the education/training component to the youth's identified career pathway.

10.) The Worksite Supervisor and the youth should be notified **at least 1 week prior to the youth's final day of work**. Youth should be encouraged to speak with their Supervisor about continuing employment or obtaining a professional job reference to aid in their job search. The **end date** of the youth's Work

Experience should be noted in both the youth's ISS and in the OSOS Services Tab and Comments section.

11.) Updated record should be kept ensuring youth does not surpass their maximum lifetime allotment of **480 hours of paid work experience** (exceptions to maximum hours apply in the event of an Administrative Override occurring; however, detailed records must still be maintained).

**Tompkins County Workforce Development Board
Budget Statement
31-Dec-21**

50% of yr.

	Budget	Dec-20	Dec-21	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	272,789	22,583.58	14,969.10	92,784.44	180,004.56	34%
Fringe	143,660	10,808.50	7,888.70	48,897.36	94,762.64	34%
Rent/Taxes	19,926	1,588.00	1,636.00	9,816.00	10,110.00	49%
Professional Services	6,000	0.00	4,500.00	4,500.00	1,500.00	75%
Office Supplies	1,000	172.67	61.33	575.13	424.87	58%
Office Furniture	1,000	0.00	939.96	939.96	60.04	0%
Heat/Electric	1,275	250.00	194.69	393.43	881.57	31%
Software/Hardware	1,000	0.00	0.00	401.58	598.42	40%
Computer Equipment	500	0.00	476.00	476.00	24.00	95%
Postage	35	0.00	0.00	29.40	5.60	84%
Travel Training	6,000	0.00	1,548.62	2,238.62	3,761.38	37%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	2,000	202.73	206.77	720.58	1,279.42	36%
Membership Dues	5,000	0.00	0.00	0.00	5,000.00	0%
Sub Contracts	1,364,823	113,856.12	85,696.03	732,526.93	632,296.07	54%
IT Services	1,100	0.00	0.00	0.00	1,100.00	0%
Books, Subs & Periodicals	630	0.00	40.00	280.00	350.00	0%
Advertising	360	0.00	0.00	83.50	276.50	23%
Program Expenses	6,400	33.55	1,513.97	4,533.24	1,866.76	71%
Printing	3,000	0.00	0.00	69.03	2,930.97	0%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0.00	0%
Total Expenditures	1,837,498	149,495.15	119,671.17	899,265.20	938,232.80	49%
Revenue						
WIOA Admin	71,000	10,935.04	5,680.60	33,467.69	37,532.31	47%
WIOA Adult	253,164	12,901.59	11,886.00	77,178.70	175,985.30	30%
WIOA Dislocated Worker	152,102	7,206.13	14,836.98	41,986.24	110,115.76	28%
WIOA Youth	389,000	40,002.87	29,238.46	113,639.69	275,360.31	29%
Disability Employment Initiative (RFMH)	70,064	5,535.69	11,607.75	24,217.66	45,846.34	35%
DEI Grant Round 8	74,000	85,751.18	0.00	65,495.04	8,504.96	89%
SYEP	351,969	0.00	0.00	351,969.00	0.00	100%
County	280,960	113,750.33	19,732.97	87,130.94	193,829.06	31%
Tourism	3,600	0.00	0.00	0.00	3,600.00	0%
TET-NDWG	73,500	4,732.54	0.00	22,365.08	51,134.92	30%
ER-NDWG	8,139	0.00	0.00	0.00	8,139.00	0%
Misc - Park Foundation, Community Foundation, Ur	85,000	0.00	0.00	85,000.00	0.00	100%
Ticket to Work	25,000	0.00	0.00	16,928.80	8,071.20	68%
Total Revenue	1,837,498	280,815.37	92,982.76	919,378.84	918,119.16	50%

*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
31-Dec-21**

50% of yr.

	Budget	Dec-20	Dec-21	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	360,539	26619.17	41941.98	149928.63	210610.37	42%
Fringe	188,148	12739.93	22103.43	79012.37	109135.63	42%
Rent/Taxes	14,981	3896.28	1315.35	6396.63	8584.37	43%
Copier Contract	647	0.00	0.00	194.71	452.29	30%
Phone Maintenance	1285	0.00	0.00	0.00	1285.00	0%
Office Supplies	452	0.00	0.00	30.43	421.57	7%
Postage	376	0.00	0.00	0.00	376.00	0%
Travel Training	5,259	0.00	122.15	1892.15	3366.85	36%
Local Travel	3,903	0.00	41.10	223.72	3679.28	6%
Phone	6404	487.67	998.14	2782.65	3621.35	43%
Membership Dues	226	0.00	0.00	0.00	226.00	0%
Books, Subscriptions & Periodicals	2523	16.52	0.00	231.54	2291.46	9%
Computer Software/Hardware	753	0.00	0.00	274.91	478.09	37%
IT Services	2,714	0.00	0.00	0.00	2714.00	0%
Printing	1379	6.59	52.66	286.86	1092.14	21%
Supportive Services	26,000	0.00	1299.08	6829.87	19170.13	26%
Tuition	59458	2889.00	0.00	25578.00	33880.00	43%
Participant Wages	105000	1787.71	5081.26	17858.22	87141.78	17%
Participant Fringe	13,350	178.77	645.32	2267.98	11082.02	17%
Total Expenditures	793,397	48621.64	73600.47	293788.67	499608.33	37%

	State St		Trust Co	
	Current Space	1st floor move	2nd Floor	
Sq footage	3,316	3,319	5,000	
\$ per sq ft for rent	\$22.11	\$20.30	\$17.00	
Rent	\$73,309	\$67,380	\$85,000	
Utilities	\$3,000	\$3,000	\$0	
IAED portion of property taxes		\$4,622	\$0	
Total	\$76,309	\$75,002	\$ 85,000	
annual increase	CPI (3% cap)	CPI (3% cap)		

IAED Portion	\$56,469	\$42,001	\$	51,000
WDB sublease	\$19,840	\$33,001	\$	34,000
	26% of master lease	offices = 9		Offices = 10
	(roughly 2 of 7 offices)	WDB offices = 4		WDB office = 4
		WDB share = 44%		WDB share = 40%

current space

There should have been a cpi rent increase in 2021 but it was never implemented

Taxes

3.34 % of taxes (likely will increase 5x over ten years as PILOT decreases)
 PILOT declines in 10% increments over 10 years

Other costs - take out wall for larger conference room at TTC; Frost has budgeted \$200,000 on his dime that he will sponse on new space

State St. Estimated taxes current	
total value Current	\$ 5,150,000
taxes @ .346/\$1,000	\$ 178,190
total leasable sq ft	54885
\$ per sq ft/yr	\$ 93.83
IAED portion	3.34%
IAED tax estimate current	\$ 5,951.55

State St. Est. taxes under PILOT	
total value under PILOT yr. 1	\$ 4,000,000
taxes @ .346/\$1,000	\$ 138,400
total leasable sq ft	54885
\$ per sq ft/yr	\$ 72.88
IAED portion	3.34%
IAED tax estimate yr.1	\$ 4,622.56

State St. est. taxes no PILOT	
total value no PILOT	\$ 18,000,000
taxes @ .346/\$1,000	\$ 622,800
total leasable sq ft	54885
\$ per sq ft/yr	\$ 327.96
IAED portion	3.34%
IAED tax estimate yr.1	\$ 20,801.52

New Space

Colocation with IAED

Proposed Lease Terms

- Tompkins Trust Company, 119 West Seneca Street (Seneca West Building)
- 2nd floor
- Approximately 4,800 square feet
- 11 Offices
 - WDB: 4 offices
- Base rent: \$6,800 per month for a term of 5 years
 - \$17 per square foot
 - Base rent fixed for 2 years, then increase in year 3 by 3% each remaining year of initial term and extension
- Includes:
 - ✓ heat, air conditioning, electricity, water, sewer, and taxes
 - ✓ 24/7 access to the Premises via assigned FOB's
 - ✓ All furniture and fixtures currently occupying the space; specific pieces can be removed by TTC
- ADA Compliant restroom- 3rd Floor
- Additional costs for WDB: phone, internet, cleaning service fee, trash, recycling
- Paint and existing carpet replacement
- Accommodation of lighting fixtures, replacement of light bulbs with LEDS
- Approval for improvements
- If available, rent parking space(s) at \$125 per month per space (subject to market rate increase)
- Lease will include (1) 5-year extension
- Looking to move Spring 2022