

## EXECUTIVE COMMITTEE

February 4, 2020

8:15 A.M.

Tompkins Trust Company

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

**EXCUSED:**

**STAFF:** J. Mattick, D. Achilles

### CALL TO ORDER

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

### APPROVAL OF MINUTES – January 7, 2020

It was moved by Ms. Iles, seconded by Mr. Burrows and unanimously adopted by voice vote of members present to approve the minutes of January 7, 2020.

### PERMISSION TO RELEASE 2020 SUMMER YOUTH EMPLOYMENT PROGRAM RFP

Mr. Bishop arrived 8:20 a.m.

Ms. Mattick informed the Committee that the Youth Oversight Committee has reviewed and approved the 2020 Summer Youth Employment Program RFP. We are seeking Executive Committee approval to release the RFP on behalf of the Workforce Development Board until the Board can ratify at the March 24, 2020 meeting.

It was moved by Ms. Iles, seconded by Mr. Bishop and unanimously adopted by voice vote of members present to approve the release of the 2020 Summer Youth Employment Program RFP on behalf of the Board.

### WORKFORCE DIRECTOR ONBOARDING

Ms. Mattick informed the Committee that Ms. Branosky will be appointed Board Director, Workforce Development Board Director by the Legislature at its February 4<sup>th</sup> meeting. Ms. Branosky's start date will be February 24, 2020. There will be a five-week overlap with Ms. Mattick.

### NOVEMBER 2019 FINANCIAL REPORTS

Ms. Mattick reviewed the November 2019 financial reports for the Workforce Development Board and the Office of Employment and Training. WDB spending is as expected and there is enough funding available to cover expenses for the overlap in Directors and the hiring of a Deputy. Office of Employment and Training financial reports are as expected as well. Ms. Mattick reported that participant wage and fringe is overspent. They will need to transfer funds in order to cover the over-expenditure.

## **COMMITTEE UPDATES**

### **YOUTH OVERSIGHT**

Ms. Mattick informed the Executive Committee that the Youth Oversight Committee has released the 2020 WIOA Youth Program RFP and proposals are due on Friday, February 7, 2020. They will be selecting a provider and seeking approval to contract for the 2020 WIOA Youth Program at the February 25, 2020 meeting.

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

Mr. Bishop informed the Committee that the One Stop Operations and Oversight Committee has reviewed customer satisfaction data. The Career Center will be re-certified next year. The Committee is focused on the One Stop Operator's continuous improvement.

### **GOVERNANCE AND MEMBERSHIP**

Mr. Burrows reported the Governance and Membership Committee had to re-schedule their February 3rd meeting. The Committee is currently reviewing Workforce Development Board membership and expiring terms.

Mr. Burrows left 9:18a.m.

## **DIRECTOR'S REPORT**

### **TCAD/WDB LEASE UPDATE**

Ms. Mattick reported that with additional staff at the Workforce Development Board and TCAD, we have inquired about additional space in the suite of offices next to our current location. Ms. McDaniel is negotiating a new lease with the landlord.

### **LOCAL PLAN UPDATE**

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 local plan update has been submitted.

### **NYSDOL MONITORING**

Ms. Mattick reviewed the three NYSDOL monitoring reports.

The meeting adjourned at 9:38 a.m.

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

	Budget	Nov-19	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
Staff Wage	154,000	9,427.61	51,507.49	102,492.51	33%
Fringe	73,775	4,392.32	23,997.31	49,777.69	33%
Rent/Taxes	13,650	1,128.03	5,640.15	8,009.85	41%
Professional Services	3,500	0.00	0.00	3,500.00	0%
Office Supplies	600	107.16	107.16	492.84	18%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	800	0.00	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	44.00	1,137.08	5,362.92	17%
Local Travel	250	0.00	176.85	73.15	71%
Phone	1,600	100.50	590.37	1,009.63	37%
Membership Dues	4,750	0.00	0.00	4,750.00	0%
Sub Contracts	1,648,429	66,424.24	731,358.36	917,070.64	44%
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	2,845.95	2,845.95	4,154.05	41%
Printing	200	0.00	53.81	146.19	0%
Meeting Expenses (Food, Supplies & Meeting Space)	1,000	42.18	146.92	853.08	15%
<b>Total Expenditures</b>	<b>1,924,354</b>	<b>84,511.99</b>	<b>817,773.99</b>	<b>1,106,580.01</b>	<b>42%</b>
<b>Revenue</b>					
WIOA Admin	74,233	6,287.49	19,569.05	54,663.95	26%
WIOA Adult	239,558	7,556.30	72,905.11	166,652.89	30%
WIOA Dislocated Worker	101,985	4,984.70	27,847.18	74,137.82	27%
WIOA Youth	399,674	32,611.73	139,397.06	260,276.94	35%
Disability Employment Initiative (RFMH)	50,064	4,958.26	32,228.40	17,835.60	64%
DEI Grant Round 8	395,000	17,335.91	61,922.57	333,077.43	16%
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	5,551.48	29,324.05	68,675.95	30%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	20,000	0.00	10,976.55	9,023.45	55%
<b>Total Revenue</b>	<b>1,924,354</b>	<b>79,285.87</b>	<b>749,768.97</b>	<b>1,174,585.03</b>	<b>39%</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.

42% of the program year completed

**Tompkins County Office of Employment and Training  
Budget Statement  
30-Nov-19**

	Budget	YTD	Balance	*YTD % Budget
<b>Expenditures</b>				
<b>Staff Wage</b>	<b>262,185</b>	87802.27	174,382.73	33%
<b>Fringe</b>	<b>117,568</b>	40323.79	77,244.21	34%
<b>Rent/Taxes</b>	<b>11,000</b>	4367.91	6,632.09	40%
<b>Copier Contract</b>	<b>600</b>	312.75	287.25	52%
<b>Phone Maintenance</b>	<b>825</b>	77.68	747.32	9%
<b>Office Supplies</b>	<b>375</b>	181.93	193.07	49%
<b>Postage</b>	<b>300</b>	87.71	212.29	29%
<b>Travel Training</b>	<b>3,900</b>	577.13	3,322.87	15%
<b>Local Travel</b>	<b>2,100</b>	641.69	1,458.31	31%
<b>Phone</b>	<b>5,400</b>	1753.23	3,646.77	32%
<b>Membership Dues</b>	<b>225</b>	0.00	225.00	0%
<b>Books, Subscriptions &amp; Periodicals</b>	<b>150</b>	56.46	93.54	38%
<b>Advertising</b>	<b></b>	0.00	0.00	0%
<b>Computer Software/Hardware</b>	<b>1,500</b>	0.00	1,500.00	0%
<b>IT Services</b>	<b>1,250</b>	0.00	1,250.00	0%
<b>Printing</b>	<b>550</b>	167.40	382.60	30%
<b>Supportive Services</b>	<b>22,000</b>	4387.15	17,612.85	20%
<b>Youth Incentives</b>	<b>5,000</b>	0.00	5,000.00	0%
<b>E-Learning</b>	<b>30,000</b>	0.00	30,000.00	0%
<b>Tuition</b>	<b>116,760</b>	36852.51	79,907.49	32%
<b>OJT</b>	<b>25,000</b>	0.00	25,000.00	0%
<b>Participant Wages</b>	<b>108,050</b>	55666.44	52,383.56	52%
<b>Participant Fringe</b>	<b>10,805</b>	6097.33	4,707.67	56%
<b>Total Expenditures</b>	<b>725,543</b>	239,353.38	486,189.62	33%

**42% of the program year completed**