

Tompkins County Workforce Development

Executive Committee

MINUTES

Tuesday, March 4, 2024 | TC Workforce Development Board Conference Room

Present: S. Pronti, K. Babuka, K. Franzese, B. Nugent

Excused: P. Levesque

Staff: C. Sponn, D. Achilles

Guest:

Call to Order

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:16 a.m.

Approval of Minutes - February 6, 2024

It was moved by Ms. Babuka, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the minutes of February 6, 2024.

Financial Reports - January 2024

Ms. Achilles reported the Workforce Development Board financials are on track. The Board wage and fringe are slightly lower due to having thirteen positions with four vacancies, and two staff on disability. Workforce Development is working on a staff of 7 currently. This trends for wage and fringe to be lower until positions are filled. Ms. Achilles reported that the revenue is only 44% due to the January cash order of \$55,407.99 not being received until February. Reporting is always a month behind.

Ms. Achilles reported the Workforce Development Service Provider financials have a slightly lower percentage. The OET staff wages and fringe are lower than expected due to not being fully staffed and having staff out on disability leave for positions budgeted for. Ms. Achilles reported that rent is lower due to working with New York State Department of Labor on the ancillary agreement for January 1, 2024 to December 31, 2024. The ancillary agreement received had increased substantially from last year's due to the Career Center hiring a security guard. NYSDOL is in the process of reviewing the agreement received, and we have not heard back. The tuition is lower due to a refund from a partner for \$20,900.05 due to lack of a teacher. The partner has hired a teacher, and the Career Center staff are in the process of getting our customer back into training.

Ms. Achilles reported that we received the January desk review from FOTA, and we are in good standing at this time. Program Year 2023 funding for out of school youth is at 77.05% and youth work experience is at 35.88%. Ms. Achilles reported that the work experience percentage will need to be watched due to noticing a flip of having more in-school participants than out of school.

Current Staffing Update and Discussion Vacant Positions Update and Interviews for Jobs Closed

Mr. Sponn and the Executive Committee members discussed current staffing updates, vacant positions and interviews for positions that have closed after the Committee meeting was adjourned.

March Board Meeting Presentation Discussion

Mr. Sponn discussed the plan for the March Board meeting. Mr. Sponn reported that the meeting will be centered around the Career Center services.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee will be reviewing 2024 SYEP RFP bids at their next meeting, Wednesday March 13, 2024. There were two bidders, Ithaca Youth Bureau, and Youthful Saving out of New York City. Mr. Pronti inquired about the Career Center having to put in an RFP. Mr. Sponn reported now that we are one department the Career Center does not have to bid. Mr. Sponn reported that youth policies will be discussed to get them up to date. Ms. Basilius has been great at reviewing the current policies and updating them. Ms. Basilius has been running the Career Center operations.

One Stop Operation and Oversight Committee

Ms. Franzese reported the January 2024 meeting was canceled and the next One Stop meeting is next Tuesday, March 12, 2024. Ms. Franzese reported that Ms. Whitmore has joined the One Stop Committee.

Governance and Membership Committee

Ms. Babuka reported the Governance Committee discussed re-appointment for expiring terms in June. Ms. Babuka will be reaching out to Board members that will need to be re-appointed. Ms. Babuka reported that the Governance Committee is reviewing the Board by-laws to match County language.

Mr. Sponn inquired if it is possible to move Ms. Babuka into the vacant secretary role on the Board. Ms. Babuka accepted the secretary's position.

Services to Individuals with Disabilities

Mr. Sponn reported the Committee is in discussions around changing the name of the Committee and duties. Mr. Sponn reported that he will ask Mr. Malcolm from Wegmans to speak at the next meeting about working with individuals with disabilities in his workplace. Mr. Sponn reported that he would like to have a Disability Summit for employers to ask questions on being ADA compliant and ways to help businesses.

Director's Report

MOU Update

Mr. Sponn reported there is no current update. Currently contracts are being reviewed by the legal team in Albany.

WIOA Legislation Updates

Mr. Sponn reported NYATEP has been giving WDBs guidance on the renewal of WIOA. Currently NYATEP is advocating on behalf of the Boards in Congress.

Application for NDWG for the Opioid Crisis

Mr. Sponn reported the Tompkins WDB applied for a NDWG opportunity with NYSDOL. The grant would provide funding for those impacted by the Opioid crisis and even those who know individuals impacted. Funding can go towards training funding and work experience opportunities.

Sullivan County Workforce Summit

Mr. Sponn reported Sullivan County is holding a workforce summit for those with disabilities. Mr. Sponn hopes to replicate this in Tompkins County.

CNY Build Collaborative Meeting

Mr. Sponn reported that Dani Szabo of IAED and himself are in a regional collaborative looking to build construction trades programs in their respective areas.

GO ITHACA Meeting

Mr. Sponn reported he met with GO ITHACA leadership to discuss potential opportunities to collaborate. Mr. Sponn reported GO ITHACA will drop off resources and have services for those from low-income communities.

Tompkins County Strategic Tourism Planning Board (STPB) Budget

Mr. Sponn reported that a new budget cycle will begin in a few months and currently is being planned.

Career Center Updates

Mr. Sponn reported that operations and services are being fulfilled at the Career Center. Mr. Sponn reported he is continuing to have conversations with staff about procedures and policies for better efficiencies. Mr. Sponn reported more events are being planned and is open to having more in-person events if partners are interested.

Additional information

The meeting was adjourned at 9:16 a.m.



Tompkins Workforce Development

Fiscal Year - July 1, 2023 to June 30, 2024
January 31, 2024 Budget Report

58.33% Through Fiscal Year
or 7 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for January 2023	Expenses for January 2024	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	797,858	10,536.12	49,666.17	342,632.04	455,225.96	43%
Staff Fringe	361,781	7,104.51	21,347.18	145,441.06	216,339.94	40%
Rent	80,242	2,720.00	2,720.00	42,591.09	37,650.91	53%
Professional Services	1,500	0.00	0.00	493.00	1,007.00	33%
Office Supplies	2,500	14.15	0.00	2,178.88	321.12	87%
Office Furnishings	2,000	0.00	0.00	0.00	2,000.00	0%
Software/Hardware	890	0.00	0.00	0.00	890.00	0%
Computer Equipment	15,000	0.00	0.00	3,743.61	11,256.39	25%
Postage	650	0.00	0.00	66.00	584.00	10%
Travel & Training	16,000	0.00	2,196.00	4,254.00	11,746.00	27%
Local Travel	6,000	0.00	195.00	1,718.81	4,281.19	29%
Phone	14,500	295.84	1,025.28	4,849.26	9,650.74	33%
Contracts - Phone Maintenance	1,347	0.00	0.00	0.00	1,347.00	0%
Membership Dues	5,800	0.00	0.00	0.00	5,800.00	0%
Sub- Contracts	225,017	51,221.05	0.00	214,801.05	10,215.95	95%
IT Services	8,935	0.00	0.00	0.00	8,935.00	0%
Subscriptions, Periodicals	4,960	0.00	0.00	4,940.85	19.15	100%
Advertising	600	65.24	0.00	0.00	600.00	0%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	1,462.67	1,037.33	59%
Program Expenses	10,200	0.00	2,826.75	9,789.93	410.07	96%
Printing	3,100	0.00	34.30	382.30	2,717.70	12%
Equipment Rental - Ricoh Copier	920	0.00	149.36	597.44	322.56	65%
Program Supplies	1,500	0.00	0.00	1,215.63	284.37	81%
Participant - Wages	210,000	0.00	11,413.38	158,673.60	51,326.40	76%
Participant - Fringe	24,696	0.00	1,345.40	18,663.20	6,032.80	76%
Incentives	4,000	0.00	0.00	3,450.00	550.00	86%
Supportive Services	17,900	0.00	1,043.78	6,726.68	11,173.32	38%
Tuition - (ITA)	94,000	0.00	3,409.50	30,000.73	63,999.27	32%
On the Job Training - (OJT)	10,000	0.00	0.00	0.00	10,000.00	0%
Total Expenditures:	1,924,396	71,956.91	97,372.10	998,671.83	925,724.17	52%
	Budget approved by Board	Revenue for January 2023	Revenue for January 2024	Year to Date 2023 - 2024 Revenue	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Revenue:						
WIOA - Adult	162,515	29,076.85	26,876.26	30,405.14	132,109.86	19%
WIOA - Youth	501,791	40,531.37	53,193.74	276,709.69	225,081.31	55%
WIOA - Dislocated Worker	149,949	15,182.33	9,344.28	51,043.13	98,905.87	34%
WIOA - DW transferred to Adult	25,000	0.00	0.00	21,762.13	3,237.87	87%
WIOA - Administration	97,537	5,598.41	4,660.21	35,623.38	61,913.62	37%
NY-SCION/TTW	105,684	11,171.60	7,431.03	59,199.32	46,484.68	56%
Tourism	39,000	1,007.31	1,254.63	8,758.08	30,241.92	22%
County	470,669	8,641.32	36,469.15	179,969.51	290,699.49	38%
SYEP - Summer Program	359,486	0.00	0.00	179,743.00	179,743.00	50%
Miscellaneous	12,765	116.46	0.00	11,936.12	828.88	6%
Total Revenue:	1,924,396	111,325.65	139,229.30	855,149.50	1,069,246.50	44%

* 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 Workforce Development - WIOA Service Provider Budget
Fiscal Year - July 1, 2023 to June 30, 2024
January 31, 2024 Budget Report

58.33% Through Fiscal Year
or 7 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for January 2023	Expenses for January 2024	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	309,707	23,348.88	17,883.63	127,636.45	182,070.55	41%
Fringe	137,847	10,474.04	7,395.99	54,175.78	83,671.22	39%
Rent/Taxes	29,359	0.00	0.00	12,097.05	17,261.95	41%
Copier Contract	573	50.65	96.43	286.02	286.98	50%
Phone Maintenance	839	0.00	0.00	0.00	839.00	0%
Office Supplies	312	0.00	0.00	88.25	223.75	28%
Postage	312	0.00	0.00	66.00	246.00	21%
Travel Training	3,739	0.00	1,169.07	2,258.85	1,480.15	60%
Local Travel	3,116	42.81	195.00	1,100.33	2,015.67	35%
Phone & Internet	6,419	300.38	219.04	1,407.01	5,011.99	22%
Membership Dues	187	0.00	0.00	0.00	187.00	0%
Books, Subscription & Periodicals	1,245	0.00	0.00	435.07	809.93	35%
Computer Software/Hardware	150	0.00	0.00	0.00	150.00	0%
IT Services	3,490	0.00	0.00	0.00	3,490.00	0%
Printing	997	21.00	23.83	208.07	788.93	21%
Program Expenses	2,493	0.00	0.00	0.00	2,493.00	0%
Supportive Services	14,000	0.00	690.08	4,828.63	9,171.37	34%
Tuition	94,000	5,934.50	0.00	13,155.20	80,844.80	14%
OJT	10,000	0.00	0.00	0.00	10,000.00	0%
Participant Wages	150,000	4,789.79	11,413.38	94,767.36	55,232.64	63%
Participant Fringe	17,640	560.45	1,345.40	11,147.83	6,492.17	63%
Total Expenditures:	786,425	45,522.50	40,431.85	323,657.90	462,767.10	41%

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