

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, May 2, 2023 | TC Workforce Development Board Conference Room

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

Excused: J. Matteson

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 - April 4, 2023

It was moved by Ms. Babuka, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the minutes of April 4, 2023.

Financial Reports - March 2023

Ms. Achilles reported the Workforce Development Board financials are on track. The Board wage and fringe are slightly lower due to having two positions open. The Travel and Training line is low due to Mr. Sponn being the only staff that is attending conferences and Local Travel will increase due to Mr. Sponn submitting mileage.

Ms. Achilles reported the Office of Employment Training financials have a slightly lower percentage. The OET staff wages and fringe are lower than expected due to not being fully staffed. Ms. Caci has hired a Transitional Workforce Specialist (Youth Staff) that started Monday, May 1, 2023 and is in the process of hiring a Youth Workforce Development Coordinator.

Ms. Achilles reported that the Ancillary agreement with NYSDOL and the County has been approved by the County Legislature and is signed. Mr. Sponn has forwarded the agreement to NYSDOL for final execution. When the agreement is fully executed the Rent line will increase with paying January 2023 - May 2023.

Ms. Achilles reviewed the preliminary flo-sheets for Workforce Development Board and Office of Employment and Training 2023 - 2024 Fiscal budgets.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee has been working on WIOA Youth RFP and SYEP 2023 RFP to move to contract.

Mr. Sponn reported the Committee will be discussing the SYEP allocation and how much of the funding will be go to the 2 bidders. (Ithaca Youth Bureau and Office of Employment and Training)

One Stop Operation and Oversight Committee

Ms. Franzese reported to the Committee that the One-Stop will meet Tuesday, May 9, 2023.

Ms. Franzese asked if the Committee can help with questions on the budget.

Governance and Membership Committee

Ms. Babuka reported the Committee will be meeting Thursday, May 19, 2023.

Ms. Babuka reported that she is in the process of reaching out to Board members who have expiring term June 30, 2023 for re-appointment.

Services to Individuals with Disabilities

Mr. Sponn reported the Committee is in the process of updating language for the Services to Individuals with Disabilities description.

Mr. Sponn reported that Mr. Seekins, Director of Challenge Workforce Solutions presented on the organization and what services they provide to the community.

Director's Report

MOU Update

Mr. Sponn reported to the Committee that the Status of the MOU is the same it is currently with the Council's Office at the State.

Workforce Board and Office of Employment & Training Restructure

Mr. Sponn reported to the Committee the restructure is moving forward.

Ms. Nugent reported that the Charter has been approved through 2 Committees and will be presented to the Government Operations Committee on Friday, April 7, 2023. The Charter will go to public forum and final approval with the Legislature Tuesday, May 2, 2023. The plan is to post for the Director position once that is finalized.

The Executive Committee discussed who should be on the interview panel.

Vacant Board Member - Treasurer

Mr. Sponn reported to the Committee that he spoke with Ms. Tavares, and she has given some ideas for candidates for the Treasurer position.

New Tompkins WDB Workforce Strategy

Mr. Sponn reported that the Committee and Full Board have a discussion around new and old strategies.

Success Coach/Career Navigator

Mr. Sponn would like to put this on the agenda for the next Executive Committee meeting, Tuesday, June 6, 2023.

Mr. Sponn reported that Ms. Achilles and himself presented to the Hospitality and Tourism Department for 2024 budget. Mr. Sponn reported that the WDB increased the recommended amount to \$44,000 due to online program costs and having Mr. Bennett, Communications Specialist to help with social media awareness to the community.

Mr. Sponn reported that NY-SCION grant has been extended for 2 additional years. Mr. Sponn would like Ms. Stanley to speak to the committee about the grant and what is required for working with individuals with disabilities.

The meeting was adjourned at 9:32 a.m.

**Tompkins County Workforce Development Board
Budget Statement
31-Mar-23**

75% of yr.

Fiscal Year 2022 - 2023	Budget	Mar-22	Mar-23	YTD	Balance	YTD % of Budget
Expenditures:						
Staff Wage	288,229	15,236.59	10,591.44	158,073.15	130,155.85	55%
Fringe	131,474	6,119.25	4,605.17	73,442.21	58,031.79	56%
Rent/Taxes	32,640	1,685.00	2,720.00	24,480.00	8,160.00	75%
Professional Services	1,500	0.00	0.00	1,500.00	0.00	100%
Office Supplies	2,000	100.57	112.59	1,546.71	453.29	77%
Office Furnishings	1,000	0.00	0.00	365.35	634.65	37%
Software/Hardware	1,000	0.00	0.00	269.25	730.75	27%
Computer Equipment	3,000	0.00	0.00	351.49	2,648.51	12%
Postage	35	0.00	0.00	0.00	35.00	0%
Travel Training	6,000	337.50	0.00	2,982.76	3,017.24	50%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	5,000	102.47	296.07	3,374.13	1,625.87	67%
Membership Dues	5,100	0.00	3,750.00	3,750.00	1,350.00	74%
Sub Contracts	1,277,299	73,759.67	56,510.84	951,421.24	325,877.76	74%
IT Services	2,100	0.00	2,832.00	2,832.00	-732.00	135%
Books, Subs & Periodicals	700	40.00	0.00	40.00	660.00	6%
Advertising	500	73.04	67.19	198.63	301.37	40%
Program Expenses	6,120	0.00	0.00	4,869.67	1,250.33	80%
Printing	3,000	0.00	0.00	148.91	2,851.09	5%
Meeting Expenses (Food, Supplies & Meeting Space)	2,480	0.00	0.00	1,320.00	1,160.00	0%
Total Expenditures	1,770,177	97,454.09	81,485.30	1,230,965.50	539,211.50	70%
Revenue						
WIOA Admin	80,000	3,479.87	7,098.09	35,224.33	44,775.67	44%
WIOA Adult	205,500	26,527.56	17,237.05	170,962.87	34,537.13	83%
WIOA Dislocated Worker	169,000	13,740.18	8,892.52	101,222.00	67,778.00	60%
WIOA Youth	529,000	35,259.61	43,753.12	306,943.66	222,056.34	58%
SYEP	355,751	0.00	0.00	355,751.00	0.00	100%
County	292,378	13,401.93	10,092.76	148,836.57	143,541.43	51%
Tourism	13,500	0.00	388.63	14,220.18	0.00	105%
ER-NDWG	13,200	0.00	321.22	10,058.25	3,141.75	76%
Misc - Park Foundation, Community Foundation, U	0	0.00	0.00	162,200.00	0.00	0%
NY-SCION	96,848	0.00	6,698.12	68,780.02	28,067.98	71%
Ticket to Work	15,000	0.00	0.00	0.00	15,000.00	0%
Total Revenue	1,770,177	92,409.15	94,481.51	1,374,198.88	558,898.30	78%

*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-Mar-23**

75% of yr.

Fiscal Year 2022-2023	Budget	Mar-22	Mar-23	2022 -2023 YTD	2022-2023 Balance	YTD % of Budget
Expenditures						
Staff Wage	388,689	30549.29	24584.11	213996.41	174692.59	55%
Fringe	177,190	11893.18	10259.26	93346.67	83843.33	53%
Rent/Taxes	32,810	0.00	0.00	14187.59	18622.41	43%
Copier Contract	599	58.26	51.83	365.35	233.65	61%
Phone Maintenance	490	454.50	385.15	385.15	104.85	79%
Office Supplies	418	0.00	0.00	0.00	418.00	0%
Office Furnishings	418	0.00	0.00	0.00	418.00	0%
Postage	348	58.00	0.00	125.80	222.20	36%
Travel Training	6,964	0.00	0.00	1182.36	5781.64	17%
Local Travel	3,621	17.78	96.16	841.74	2779.26	23%
Phone **	2948	-432.41	305.15	2135.03	812.97	72%
Membership Dues	209	32.90	0.00	0.00	209.00	0%
Books, Subscriptions & Periodicals	2960	0.00	0.00	1049.98	1910.02	35%
Computer Software/Hardware	291	0.00	0.00	0.00	291.00	0%
IT Services	2,917	0.00	2916.97	2916.97	0.03	100%
Printing	1276	0.00	21.05	326.92	949.08	26%
Sub Contract	4000	0.00	0.00	0.00	4000.00	0%
Supportive Services	16,000	6109.04	0.00	8878.05	7121.95	55%
Tuition	98058	119.00	5000.00	80166.50	17891.50	82%
OJT	65900	0.00	0.00	2033.03	63866.97	3%
Participant Wages	125000	7870.67	5641.59	102153.61	22846.39	82%
Participant Fringe	14,571	821.57	663.45	11785.80	2785.20	81%
Total Expenditures	945,677	57551.78	49924.72	535876.96	409800.04	57%

Expenses for WIOA Allocation:

Adm, Adult, IS/OS Youth, DW, ER-NDWG Expenses only in summary
 ** Phone for July 2022 WIOA funds were adjusted for reimbursement of shared expenses (phone & Matrix phone maintenance contract) with NYSOL 58.99%