

EXECUTIVE COMMITTEE

May 5, 2020

10:00 A.M.

Zoom Platform

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

EXCUSED:

STAFF: N. Branosky, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 10:10 a.m.

APPROVAL OF MINUTES – April 7, 2020

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

UPDATE ON COVID-19/WORKFORCE

Ms. Branosky reported on COVID-19 and the effects on the public sector (Tompkins County, City of Ithaca, and Higher Education), which are starting to furlough employees. All Career Center staff have been repurposed to present on Zoom to train employees how to apply for unemployment benefits. The Workforce NY website has launched Workforce ReDirect with information about employment opportunities available in the County due to the COVID-19.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Branosky informed the Executive Committee that the Youth Oversight Committee has received two proposals for the 2020 Summer Youth Employment Program from Office of Employment and Training and Ithaca Youth Bureau. The current COVID-19 layoffs have affected staff at Ithaca Youth Bureau, and they have withdrawn their proposal. The SYEP program is moving forward and OET will be the contractor for this grant.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop informed the Committee that the One Stop Operations and Oversight meeting scheduled for March 17, 2020 was cancelled. Mr. Bishop reported Cornell and the One Stop Center are supporting both department heads and students with training sessions to help navigate the unemployment process.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee will meet Monday, May 11th. The Committee will review terms expiring and new membership for vacant seats.

3rd QUARTER 2019-2020 FINANCIAL REPORTS

Ms. Iles reported that 3rd quarter financial are on track for the Workforce Development Board and the Office of Employment and Training for 75% of Budget.

DIRECTOR'S REPORT

TCAD/WDB LEASE UPDATE

Ms. Branosky reported that the sublease with Tompkins County Area Development has been approved by the Housing and Economic Committee and will be on the Legislature's May 19th agenda for approval.

J. MATTICK TERMINAL PAY

Ms. Branosky reported that Ms. Mattick's terminal pay will be an expense that will need to be paid through County contingency funding.

RE-OPENING OF BUSINESS

Ms. Branosky reported Business Services staff, Ms. Sloan from the Career Center and herself are working on a reopening plan. Ms. Hendrix reported at the County Legislature meeting Tuesday, May 5th at 5:30 p.m. County Administrator Mr. Molino will be discussing the County decisions on reopening and there are a lot of unknown factors at this time.

The meeting adjourned at 11:02 a.m.

**Tompkins County Workforce Development Board
Budget Statement
31-Mar-20**

75% of yr.

	Budget	Mar-20	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	154,000	16,218.40	102,467.86	51,532.14	67%
Fringe	73,775	7,762.13	48,193.07	25,581.93	65%
Rent/Taxes	13,650	1,128.03	10,152.27	3,497.73	74%
Professional Services	3,500	0.00	0.00	3,500.00	0%
Office Supplies	600	74.15	263.74	336.26	44%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	800	0.00	306.46	493.54	38%
Software/Hardware	3,500	112.98	645.98	2,854.02	0%
Computer Equipment	1,750	0.00	2,767.03	(1,017.03)	0%
Postage	50	0.00	0.00	50.00	0%
Travel Training	6,500	1,614.80	4,268.05	2,231.95	66%
Local Travel	250	0.00	176.85	73.15	71%
Phone	1,600	0.00	891.87	708.13	56%
Membership Dues	4,750	0.00	0.00	4,750.00	0%
Sub Contracts	1,648,429	62,508.42	1,063,676.89	584,752.11	65%
IT Services	600	0.00	0.00	600.00	0%
Special Events	2,000	0.00	0.00	2,000.00	0%
Advertising	400	99.32	99.32	300.68	25%
Program Expenses	7,000	3,000.00	5,845.95	1,154.05	84%
Printing	200	0.00	53.81	146.19	0%
Meeting Expenses (Food, Supplies & Meeting Space)	1,000	44.93	352.17	647.83	35%
Total Expenditures	1,924,354	92,563.16	1,240,161.32	684,192.68	64%

	Budget	Mar-20	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	74,233	8,150.50	38,138.48	36,094.52	51%
WIOA Adult	239,558	10,486.52	98,060.41	141,497.59	41%
WIOA Dislocated Worker	101,985	4,962.83	40,104.49	61,880.51	39%
WIOA Youth	399,674	55,212.07	270,457.45	129,216.55	68%
Disability Employment Initiative (RFMH)	50,064	0.00	32,228.40	17,835.60	64%
DEI Grant Round 8	395,000	24,325.19	110,843.32	284,156.68	28%
SYEP	414,184	0.00	410,571.00	3,613.00	99%
County	128,181	0.00	42,525.90	85,655.10	33%
Tourism	3,475	0.00	7,630.00	0.00	220%
TET-NDWG	98,000	12,209.70	49,995.13	48,004.87	0%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	20,000	0.00	10,976.55	9,023.45	55%
Total Revenue	1,924,354	115,346.81	1,111,531.13	816,977.87	58%

*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
31-Mar-20**

	Budget	YTD	Balance	*YTD % Budget
Expenditures				
Staff Wage	262,185	163912.60	98,272.40	63%
Fringe	117,568	75384.10	42,183.90	64%
Rent/Taxes	11,000	8114.18	2,885.82	74%
Copier Contract	600	632.18	(32.18)	105%
Phone Maintenance	825	77.68	747.32	9%
Office Supplies	375	258.25	116.75	69%
Postage	300	99.68	200.32	33%
Travel Training	3,900	589.27	3,310.73	15%
Local Travel	2,100	1494.83	605.17	71%
Phone	5,400	2972.60	2,427.40	55%
Membership Dues	225	0.00	225.00	0%
Books, Subscriptions & Periodicals	150	90.85	59.15	61%
Advertising		0.00	0.00	0%
Computer Software/Hardware	1,500	54.84	1,445.16	4%
IT Services	1,250	0.00	1,250.00	0%
Printing	550	208.29	341.71	38%
Supportive Services	22,000	10599.78	11,400.22	48%
Youth Incentives	5,000	0.00	5,000.00	0%
E-Learning	0	0.00	0.00	0%
Tuition	116,760	52888.28	63,871.72	45%
OJT	25,000	0.00	25,000.00	0%
Participant Wages	108,050	106029.07	2,020.93	98%
Participant Fringe	10,805	11133.60	(328.60)	103%
Total Expenditures	695,543	434,540.08	261,002.92	62%

75.00% of the program year completed