

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, June 6, 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 8:33 a.m.

Approval of Minutes - May 2, 2023

It was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve the minutes of May 2, 2023.

Approval of WDB - 2023-2024 Fiscal Budget

It was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve the WDB 2023-2024 Fiscal Budget.

Approval of WDB - WIOA Service Provider - 2023-2024 Fiscal Budget

It was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve the WDB WIOA Service Provider 2023-2024 Fiscal Budget.

Approval to Authorize the Director to Transfer up to \$40,000 in PY23 fund between Adult and Dislocated Worker Program during the July 1, 2023 - June 30, 2024 Budget Years.

It was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve to Authorize the Director to Transfer up to \$40,000 in PY23 fund between Adult and Dislocated Worker Program during the July 1, 2023 to June 30, 2024 Budget year.

Financial Reports - April 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. The Office of Employment and Training have 2 positions open: Transition Workforce Specialist and Workforce Development Specialist at the time. Ms. Caci has promoted Ms. Basilus to 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. On the June reports the rent will be paid January 2023 to June 2023.

Ms. Achilles reported that in reviewing the April 2023 desk review from the State Office of Employment and Training are meeting the WIOA requirements of 75% Youth out-school expenditures and 20% Youth work experience.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee has been discussing the Summer Youth Employment Program allocation of \$359,486.00 and amounts will be awarded to Ithaca Youth Bureau and the Office of Employment and Training.

One Stop Operation and Oversight Committee

Ms. Franzese reported to the Committee that the One-Stop Operations and Oversight Committee toured the Career Center at the last meeting Tuesday, May 2, 2023 and there are many updates to the space that need attention.

Ms. Franzese reported that the computer lab has many unused computers that need to be removed and updated. Ms. Achilles reported that ITS has 5 computers ready to replace computers in the computer lab as soon as she hears back from the Office of Employment and Training on the purchase of monitors through another grant.

Governance and Membership Committee

Ms. Babuka reported the Committee met Thursday, May 18, 2023.

Ms. Babuka reported that the Committee discussed re-appointments to the Board, the Treasurer replacement, and the number of meetings the full Board will have per year. The Committee decided that the Executive Committee will act as the Treasurer until there is a replacement.

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.

Director's Report

MOU Update

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

Director Posting

Mr. Sponn reported that the Director's position has been posted. The interview panel will have Executive Committee members, other Board members, and County officials. Ms. Nugent reported that the Directors job posting will close June 25th and interviews will be on July 12th and 13th.

Board Retreat Location

Mr. Sponn reported to the Committee that he has reached out to Coltivare with no response and is looking for backups just in case Coltivare does not reopen. Mr. Sponn has spoken to Ms. Hart at Ithaca Marriott.

One-Stop Re-Certification

Mr. Sponn reported to the Committee that the One-Stop Recertification is due August 1, 2023, but has asked for an extension to September 2023 due to the One-Stop Committee not meeting until Tuesday, July 11, 2023 to have time to review documents.

Success Coach/Career Navigator

Mr. Sponn and Ms. Tavares have received a new proposal from the Employee Resource Network (ERN) and will be reviewing it in the next week.

Tourism Budget

Mr. Sponn reported that the Board will receive an additional \$5,000.00 in 2024 for the Hospitality and Tourism program.

Board Elections

Mr. Sponn asked all current members present if they would be re-appointed to their current role on the Board. All the members present said yes. Mr. Sponn will reach out to Mr. Matteson and inquire about his re-appointment. Ms. Achilles will send out Elections Ballots to the full Board as soon as all members have agreed to be re-appointed.

Sexual Harassment

Ms. Achilles reported that it is time for Sexual Harassment Training for the full Board. Ms. Achilles will review links for the new Sexual Harassment Training and send out to the Board.

The meeting was adjourned at 9:49 a.m.

Tompkins County Workforce Development Board

2023 -2024 Fiscal Budget

Expenditures:	2022-2023 Board Approved Budget	2022-2023 Projected Carry Over	2023-2024 WDB Budget	2023-2024 Service Provider Budget	2023-2024 Draft Budget
Staff Wage	288,229	94,496	300,875	496,983	797,858
Fringe	131,474	42,397	139,124	222,657	361,781
Rent/Taxes	32,640	0	33,130	47,112	80,242
Professional Services	1,500	0	1,500	0	1,500
Office Supplies	2,000	322	2,000	500	2,500
Office Furniture	1,000	600	1,000	1,000	2,000
Software/Hardware	1,000	700	650	240	890
Computer Equipment	3,400	2,600	10,000	5,000	15,000
Postage	35	35	150	500	650
Travel Training	6,000	1,400	10,000	6,000	16,000
Local Travel	1,000	850	1,000	5,000	6,000
Phone	4,200	700	4,200	10,300	14,500
Contracts - Phone Maintenance	0	0	0	1,347	1,347
Membership Dues	5,100	1,300	5,500	300	5,800
Sub Contracts	1,277,299	138,000	225,017	0	225,017
IT Services	2,100	200	3,335	5,600	8,935
Books, Subs & Periodicals	700	510	160	2,000	2,160
Advertising	500	301	600	0	600
Meeting Expenses - Board Retreat	2,480	1,160	2,500	0	2,500
Program Expenses	6,520	250	8,500	4,000	12,500
Printing	3,000	2,850	1,500	1,600	3,100
Equipment Rental - Ricoh Copier	0	0	0	920	920
Program Supplies	0	0	0	2,000	2,000
Participant - Wages	0	0	0	210,000	210,000
Participant - Fringe	0	0	0	24,696	24,696
Incentives	0	0	0	4,000	4,000
Supportive Services	0	0	0	17,900	17,900
Tuition - (ITA)	0	0	0	94,000	94,000
On the Job Training (OJT)	0	0	0	10,000	10,000
Board - Expenditure Total:	1,770,177	288,671	750,741	1,173,655	1,924,396

Revenue:				
WIOA Admin	80,000	21,400		97,537
WIOA Adult	205,500	10,767		162,515
WIOA Dislocated Worker	169,000	13,746		174,949
WIOA Youth	529,000	123,950		501,791
NY-SCION - DRC/TTW	96,848	0		105,684
SYEP	355,751	0		359,486
Tourism	13,500	0		39,000
County	292,378	0		470,669
Misc	0	12,765		12,765
Total Revenue:				1,924,396

WIOA Budget - Service Providers
2023-2024 Fiscal Budget

Expenditures:	2022-2023 Board Approved Budget	2022 - 2023 Projected Carry Over	2023-2024 WIOA Draft Budget
Staff Wage	388,689	40,000	309,707
Fringe	177,190	17,392	137,847
Rent/Taxes	32,810	350	29,359
Copier Contract	599	61	573
Phone Maintenance	490	250	839
Office Supplies	418	350	312
Office Furnishings	418	418	0
Postage	348	175	312
Travel Training	6,964	5000	3,739
Local Travel	3,621	1,665	3,116
Phone & Internet	2,948	0	6,419
Membership Dues	209	209	187
Books, Subscription & Periodicals	2,960	1500	1,245
Computer Software/Hardware	696	291	150
Computer Equipment	0	0	0
IT Services	2,512	0	3,490
Printing	1,276	600	997
Program Expenses	0	0	2,493
Supportive Services	26,000	13,750	14,000
Tuition	68,058	0	94,000
OJT	85,900	48000	10,000
Participant Wages	125,000	1,350	150,000
Participant Fringe	14,571	160	17,640
Total WIOA Expenditures:	941,677	131,521	786,425

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

**Tompkins County Workforce Development Board
Budget Statement
30-Apr-23**

83.3% of yr.

Fiscal Year 2022 - 2023	Budget	Apr-22	Apr-23	YTD	Balance	YTD % of Budget
Expenditures:						
Staff Wage	288,229	15,361.71	10,659.32	168,732.47	119,496.53	59%
Fringe	131,474	7,220.05	4,634.66	78,076.87	53,397.13	59%
Rent/Taxes	32,640	1,685.00	2,720.00	27,200.00	5,440.00	83%
Professional Services	1,500	0.00	0.00	1,500.00	0.00	100%
Office Supplies	2,000	153.22	130.66	1,677.37	322.63	84%
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	1,088.00	0.00	351.49	2,648.51	12%
Postage	35	0.00	0.00	0.00	35.00	0%
Travel Training	6,000	772.52	1,611.95	4,594.71	1,405.29	77%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	5,000	103.32	296.27	3,670.40	1,329.60	73%
Membership Dues	5,100	3,750.00	0.00	3,750.00	1,350.00	74%
Sub Contracts	1,277,299	72,146.34	62,216.44	1,013,637.68	263,661.32	79%
IT Services	3,100	0.00	0.00	2,832.00	268.00	91%
Books, Subs & Periodicals	700	189.90	149.90	189.90	510.10	27%
Advertising	500	0.00	0.00	198.63	301.37	40%
Program Expenses	5,120	0.00	0.00	4,869.67	250.33	95%
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	102,470.06	82,419.20	1,313,384.70	456,792.30	74%
Revenue						
WIOA Admin	80,000	2,465.38	9,925.61	45,149.94	34,850.06	56%
WIOA Adult	205,500	17,724.89	11,888.37	182,851.24	22,648.76	89%
WIOA Dislocated Worker	169,000	11,670.55	9,088.33	110,310.33	58,689.67	65%
WIOA Youth	529,000	34,740.62	32,395.70	339,339.36	189,660.64	64%
SYEP	355,751	0.00	0.00	355,751.00	0.00	100%
County	292,378	16,959.24	7,310.67	156,147.24	136,230.76	53%
Tourism	13,500	0.00	188.43	14,408.61	0.00	107%
ER-NDWG	13,200	0.00	269.16	10,327.41	2,872.59	78%
Misc - Park Foundation, Community Foundation, Ur	0	0.00	0.00	162,200.00	0.00	0%
NY-SCION	96,848	16,741.79	7,436.73	76,216.75	20,631.25	79%
Ticket to Work	15,000	0.00	0.00	0.00	15,000.00	0%
Total Revenue	1,770,177	100,302.47	78,503.00	1,452,701.88	480,583.73	82%

*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
30-Apr-23**

83.3% of yr.

Fiscal Year 2022-2023	Budget	Apr-22	Apr-23	2022 -2023 YTD	2022-2023 Balance	YTD % of Budget
Expenditures						
Staff Wage	388,689	29451.75	19365.99	233362.40	155326.60	60%
Fringe	177,190	13842.32	8202.84	101549.51	75640.49	57%
Rent/Taxes	32,810	0.00	0.00	14187.59	18622.41	43%
Copier Contract	599	69.78	57.00	422.35	176.65	71%
Phone Maintenance	490	39.13	0.00	240.01	249.99	49%
Office Supplies	418	0.00	70.18	70.18	347.82	17%
Office Furnishings	418	0.00	0.00	0.00	418.00	0%
Postage	348	0.00	0.00	125.80	222.20	36%
Travel Training	6,964	3337.50	731.24	1913.60	5050.40	27%
Local Travel	3,621	71.14	415.07	1256.81	2364.19	35%
Phone **	2948	232.36	283.76	2418.79	529.21	82%
Membership Dues	209	0.00	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	0.00	2916.97	0.03	100%
Printing	1276	0.00	25.06	351.98	924.02	28%
Sub Contract	4000	0.00	0.00	0.00	4000.00	0%
Supportive Services	16,000	5055.02	334.21	9212.26	6787.74	58%
Tuition	103058	995.00	19415.00	99581.50	3476.50	97%
OJT	60900	0.00	0.00	2033.03	58866.97	3%
Participant Wages	125000	11716.74	6495.69	108649.30	16350.70	87%
Participant Fringe	14,571	1347.43	763.89	12549.69	2021.31	86%
Total Expenditures	945,677	66158.17	56159.93	591891.75	353785.25	63%