

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, June 7, 2022 | Tompkins Community Bank

Present: S. Pronti, K. Franzese, A. Iles, J. Matteson, K. Babuka, A. Hendrix

Excused:

Staff: R. Avila, D. Achilles

Guest:

Call to Order

Chairman Pronti called the meeting to order at 8:25 a.m.

Approval of Minutes - May 3, 2022

It was moved by Ms. Franzese, seconded by Mr. Matteson, and unanimously adopted by voice vote of members present to approve the minutes of May 3, 2022.

Approval of Workforce Development Board Logo

It was moved by Mr. Matteson, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the Workforce Development Board logo.

Committee Updates

Youth Oversight Committee

Ms. Avila reported the 2022 Summer Youth Employment Program will be contracting with 3 organizations: Office of Employment and Training, Ithaca Youth Bureau, and Conscious Connection Consulting LLC.

Ms. Avila reported that she has attended Office of Employment and Training and will be attending Ithaca Youth Bureau's Summer Youth Employment Program orientation. The new operator Conscious Connection Consulting LLC has not responded to set a time to attend their orientation.

One Stop Operation and Oversight Committee

Ms. Franzese reported the Committee last met on May 10th and the next meeting is Tuesday, July 12, 2022.

Ms. Franzese reported the One-Stop System Operators contract will go into effect July 1, 2022.

Ms. Franzese reported the Career Center had a soft open last Thursday, June 2, 2022.

Governance and Membership Committee

Ms. Babuka has no report

Ms. Avila reported that Mr. Abdelrehim no longer works for Homewood Suites and his Board seat will be taken by Mr. Heckman who is now the General Manager at Homewood Suites.

Ms. Avila reported the Board will be having an orientation retreat on September 27, 2022 and Ms. Mack from NYATEP has agreed to present.

Services to Individuals with Disabilities

Mr. Matteson reported the Committee will meet next Tuesday, June 14, 2022.

Ms. Avila reported the Committee will have a presentation from Stablework on how to train adults of varying abilities in routine horse care and related far-work skills and help to find work.

Director's Report

MOU Update

Ms. Avila reported to the Committee that the MOU is currently with the finance department at the State.

Deputy Workforce Development Board Update

Ms. Avila reported that Board member panel interviewed two candidates for the Deputy Director position. Ms. Avila will be reaching out to the candidates for follow-up questions.

Workforce Board Meeting, Next Industry Briefing

Ms. Avila reported that the next Board meeting industry briefing will be on the fiscal budget reported by Ms. Achilles and demographic data reported by Ms. Lovelace.

The Executive Committee had a discussion around quorum at the Full Board meetings to move forward with action items and how best to have good attendance at the meetings. Mr. Pronti would like to have a discussion with the Full Board on new dates/times that would accommodate the majority of Board members.

BorgWarner Visit

Ms. Avila reported that Ms. Whitmore and herself met with Humans Resources staff at BorgWarner and discussed challenges, needs, transportation, and childcare. BorgWarner will bid next year to be part of the Summer Youth Employment Program.

Southern Tier 8 Pre-Application Grant

Ms. Lovelace worked with Ms. Whitmore at Tompkins Cortland Community College to submit the application to bring funding to our community to create jobs and skills in Hospitality and Tourism.

Ms. Avila reported that the Board is set to meet with Ms. Holmes and Ms. Jaynes on July 11, 2022 to review the 2023 County budget.

Ms. Avila reported that Ms. Achilles has been promoted from Administrative Coordinator to Fiscal Coordinator.

Ms. Avila reported the Board will be moving as of Friday, June 10, 2022 to our new location at 119 E. Seneca St. Suite #200, Ithaca, NY 14850

Financial Reports - April 2022

Ms. Achilles reported that Office of Employment and Training have increased staff wage and fringe due to being full staffed. Ms. Mouillesseaux has reported to the Board that she will be hiring a Workforce Development Specialist in the near future to replace a staff that has resigned.

Ms. Achilles reported that participant wage and fringe are at a low percentage. Ms. Avila and Ms. Achilles are having conversations with Ms. Mouillesseaux on getting participation to increase.

Ms. Achilles reported that the Board staff wage and fringe will increase when the Deputy Director is hired. The rest of the financials are on track.

Fiscal Budget Review

Ms. Achilles reported the fiscal budgets for the Board and Office of Employment and Training are ready to go to Full Board for approval at the next meeting Tuesday, June 21, 2022. The Executive Committee had discussions around where numbers have changed and why the changes have been made. Sub-contract line has decrease due to the ending of the DEI and TET-NDWG grants September 30, 2021.

The meeting adjourned at 9:42 a.m.



*Workforce
Development
Board*

Tompkins County Workforce Development Board
Budget Statement
30-Apr-22

83.3% of yr.

	Budget	Apr-21	Apr-22	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	272,789	14,520.26	15,361.71	148,565.10	124,223.90	54%
Fringe	143,660	7,652.17	7,220.05	75,277.96	68,382.04	52%
Rent/Taxes	19,926	1,636.00	1,685.00	16,507.00	3,419.00	83%
Professional Services	6,000	0.00	0.00	4,500.00	1,500.00	75%
Office Supplies	1,000	0.00	153.22	883.35	116.65	88%
Office Furniture	1,000	0.00	0.00	939.96	60.04	94%
Heat/Electric	1,275	0.00	0.00	393.43	881.57	31%
Software/Hardware	1,500	0.00	0.00	1,234.58	265.42	82%
Computer Equipment	1,500	0.00	1,088.00	1,422.51	77.49	95%
Postage	35	0.00	0.00	29.40	5.60	84%
Travel Training	4,500	0.00	772.52	3,348.64	1,151.36	74%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	2,000	101.33	103.32	1,133.17	866.83	57%
Membership Dues	5,000	0.00	3,750.00	4,650.00	350.00	93%
Sub Contracts	1,521,823	44,909.49	72,146.34	1,021,659.11	500,163.89	67%
IT Services	1,100	0.00	0.00	240.00	860.00	22%
Books, Subs & Periodicals	630	0.00	189.90	589.90	40.10	94%
Advertising	360	0.00	0.00	220.79	139.21	61%
Program Expenses	6,400	189.90	0.00	4,533.24	1,866.76	71%
Printing	3,000	0.00	0.00	69.03	2,930.97	2%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0.00	0%
Total Expenditures	1,994,498	69,009.15	102,470.06	1,286,197.17	708,300.83	64%
Revenue						
WIOA Admin	71,000	6,433.08	2,465.38	49,982.64	21,017.36	70%
WIOA Adult	253,164	9,888.88	17,724.89	164,472.75	88,691.25	65%
WIOA Dislocated Worker	152,102	5,475.00	11,670.55	99,029.64	53,072.36	65%
WIOA Youth	446,000	33,591.30	34,740.62	254,530.24	191,469.76	57%
Disability Employment Initiative (RFMH)	70,064	7,696.28	0.00	30,930.40	39,133.60	44%
DEI Grant Round 8	74,000	18,561.66	0.00	65,495.04	8,504.96	89%
SYEP	351,969	0.00	0.00	351,969.00	0.00	100%
County	280,960	0.00	16,959.24	142,244.28	138,715.72	51%
Tourism	3,600	0.00	0.00	1,130.75	2,469.25	31%
TET-NDWG	73,500	2,687.63	0.00	22,365.08	51,134.92	30%
ER-NDWG	8,139	0.00	0.00	0.00	8,139.00	0%
Misc - Park Foundation, Community Foundation, Ur	85,000	0.00	0.00	85,000.00	0.00	100%
NY-SCION	100,000	0.00	16,741.79	16,741.79	83,258.21	17%
Ticket to Work	25,000	5,715.19	0.00	16,928.80	8,071.20	68%
Total Revenue	1,994,498	90,049.02	100,302.47	1,300,820.41	693,677.59	65%

*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-22**

83.3% of yr.

	Budget	Apr-21	Apr-22	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	360,539	18598.07	29451.75	269995.46	90543.54	75%
Fringe	188,148	9801.18	13842.32	135858.88	52289.12	72%
Rent/Taxes	14,981	0.00	0.00	6396.63	8584.37	43%
Copier Contract	647	104.46	69.78	438.53	208.47	68%
Phone Maintenance	1285	0.00	39.13	493.63	791.37	38%
Office Supplies	452	0.00	0.00	30.43	421.57	7%
Postage	376	67.00	0.00	139.20	236.80	37%
Travel Training	7,359	0.00	3337.50	7284.65	74.35	99%
Local Travel	3,903	11.42	71.14	346.19	3556.81	9%
Phone	5404	503.00	232.36	3711.21	1692.79	69%
Membership Dues	226	0.00	0.00	32.90	193.10	15%
Books, Subscriptions & Periodicals	1423	0.00	0.00	711.54	711.46	50%
Computer Software/Hardware	1,753	0.00	0.00	1741.52	11.48	99%
IT Services	1,714	0.00	0.00	1460.93	253.07	85%
Printing	1379	3.01	0.00	308.74	1070.26	22%
Supportive Services	26,000	535.00	5055.02	20024.96	5975.04	77%
Tuition	59458	0.00	995.00	49602.00	9856.00	83%
Participant Wages	105000	4191.55	11716.74	43984.67	61015.33	42%
Participant Fringe	13,350	669.95	1347.43	5275.61	8074.39	40%
Total Expenditures	793,397	34484.64	66158.17	547837.68	245559.32	69%