

## EXECUTIVE COMMITTEE

June 9, 2020

8:15 A.M.

Zoom Platform

**PRESENT:** S. Pronti, D. Burrows, A. Bishop, J. Matteson, A. Iles

**EXCUSED:** A. Hendrix

**STAFF:** N. Branosky, D. Achilles

### CALL TO ORDER

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

### APPROVAL OF MINUTES – May 5, 2020

It was moved by Mr. Matteson, seconded by Ms. Iles and unanimously adopted by voice vote of members present to approve the minutes of May 5, 2020.

### UPDATE ON COVID-19/WORKFORCE

Ms. Branosky reported that Tompkins County unemployment has increased to over 8,000 claims. We are watching to see how these numbers are affected as the county reopens. Employers are calling with questions concerning employees returning to work with changes in job descriptions. Employers making sure that employees are returning with health and safety as a priority for everyone.

### COMMITTEE UPDATES

#### YOUTH OVERSIGHT

Ms. Branosky informed the Executive Committee that the Youth Oversight Committee has been in discussion with Ms. Mouillesseaux and how the Career Center staff will move forward with the Summer Youth Employment Program. The Career Center staff is looking for youth to have employment possibilities in outdoor setting that the youth can keep with the requirements of social distancing. All employers will have to be in compliance with the County requirements.

#### ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop informed the Executive Committee that the One Stop Operations and Oversight committee will meet Thursday, July 9<sup>th</sup>. Ms. Mouillesseaux will update board on Career Center reopening at the Board meeting Tuesday, June 23<sup>rd</sup>.

## **GOVERNANCE AND MEMBERSHIP**

Mr. Burrows reported the Governance and Membership Committee has confirmed two new members to the Board. Ms. Branosky will be following up with the candidates and will go to the legislature for approval at the July 7<sup>th</sup> meeting.

## **DIRECTOR'S REPORT**

### **LETTER to CONGRESS**

Ms. Branosky reported that the Board, Legislature, and County Administrators have all signed a letter to be sent to Congress in support of the Workforce Development Funding. Ms. Branosky will send out letter Wednesday, June 10<sup>th</sup>.

### **TCAD/WDB LEASE UPDATE**

Ms. Branosky reported that the sublease between Tompkins County Workforce Development Board and Tompkins County Area Development has been approved by Housing and Economic Committee and Legislature.

### **RE-OPENING OF BUSINESS**

Ms. Branosky reported that as the County re-opens, we are watching the unemployment numbers and they are affecting the unemployment rate.

### **GRANTS**

Ms. Branosky reported that at this time the Workforce Development Board is looking at all grants that are available and will be applying to receive grants to help with Career Center Services to support the community.

### **STATEMENT ON BEHALF OF PROTESTS**

Ms. Branosky reported that the Career Center will be making a statement on behalf of protests. The Workforce Development Board and Career Center staff will be participating in training to provide awareness to all activity happening with COVID-19.

### **APRIL 2020 FINANCIAL REPORTS**

Ms. Branosky reported Workforce Development Board and the Office of Employment and Training have put in place a spending freeze.

The meeting adjourned at 9:25 a.m.

**Tompkins County Office of Employment and Training  
Budget Statement  
30-Apr-20**

	Budget	YTD	Balance	*YTD % Budget
<b>Expenditures</b>				
<b>Staff Wage</b>	<b>262,185</b>	180744.29	81,440.71	69%
<b>Fringe</b>	<b>117,568</b>	83098.00	34,470.00	71%
<b>Rent/Taxes</b>	<b>11,000</b>	8114.18	2,885.82	74%
<b>Copier Contract</b>	<b>600</b>	782.50	(182.50)	130%
<b>Phone Maintenance</b>	<b>825</b>	77.68	747.32	9%
<b>Office Supplies</b>	<b>375</b>	258.25	116.75	69%
<b>Postage</b>	<b>300</b>	101.05	198.95	34%
<b>Travel Training</b>	<b>3,900</b>	589.27	3,310.73	15%
<b>Local Travel</b>	<b>2,100</b>	1518.98	581.02	72%
<b>Phone</b>	<b>5,400</b>	3733.13	1,666.87	69%
<b>Membership Dues</b>	<b>225</b>	0.00	225.00	0%
<b>Books, Subscriptions &amp; Periodicals</b>	<b>150</b>	113.01	36.99	75%
<b>Advertising</b>	<b></b>	0.00	0.00	0%
<b>Computer Software/Hardware</b>	<b>1,500</b>	54.84	1,445.16	4%
<b>IT Services</b>	<b>1,250</b>	0.00	1,250.00	0%
<b>Printing</b>	<b>550</b>	208.29	341.71	38%
<b>Supportive Services</b>	<b>22,000</b>	10969.78	11,030.22	50%
<b>Youth Incentives</b>	<b>5,000</b>	0.00	5,000.00	0%
<b>E-Learning</b>	<b>0</b>	0.00	0.00	0%
<b>Tuition</b>	<b>116,760</b>	57185.28	59,574.72	49%
<b>OJT</b>	<b>25,000</b>	0.00	25,000.00	0%
<b>Participant Wages</b>	<b>108,050</b>	106182.47	1,867.53	98%
<b>Participant Fringe</b>	<b>10,805</b>	11148.94	(343.94)	103%
<b>Total Expenditures</b>	<b>695,543</b>	464,879.94	230,663.06	67%

**83.00% of the program year completed**

**Tompkins County Workforce Development Board  
Budget Statement  
30-Apr-20**

83.3% of yr.

	Budget	Apr-20	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
Staff Wage	154,000	35,098.22	137,566.08	16,433.92	89%
Fringe	73,775	16,798.01	64,991.08	8,783.92	88%
Rent/Taxes	13,650	1,128.03	11,280.30	2,369.70	83%
Professional Services	3,500	1,608.44	1,608.44	1,891.56	46%
Office Supplies	600	0.00	263.74	336.26	44%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	800	91.25	397.71	402.29	50%
Software/Hardware	3,500	149.90	795.88	2,704.12	23%
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	(206.08)	4,061.97	2,438.03	62%
Local Travel	250	0.00	176.85	73.15	71%
Phone	1,600	247.79	1,139.66	460.34	71%
Membership Dues	4,750	3,000.00	3,000.00	1,750.00	63%
Sub Contracts	1,648,429	59,774.82	1,123,451.71	524,977.29	68%
IT Services	600	0.00	0.00	600.00	0%
Special Events	2,000	0.00	0.00	2,000.00	0%
Advertising	400	89.88	189.20	210.80	47%
Program Expenses	7,000	0.00	5,845.95	1,154.05	0%
Printing	200	0.00	53.81	146.19	0%
Meeting Expenses (Food, Supplies & Meeting Space)	1,000	91.45	443.62	556.38	44%
<b>Total Expenditures</b>	<b>1,924,354</b>	<b>117,871.71</b>	<b>1,358,033.03</b>	<b>566,320.97</b>	<b>71%</b>
<b>Revenue</b>					
WIOA Admin	74,233	12,683.96	50,822.44	23,410.56	68%
WIOA Adult	239,558	20,066.58	118,126.99	121,431.01	49%
WIOA Dislocated Worker	101,985	9,367.22	49,471.71	52,513.29	49%
WIOA Youth	399,674	62,210.63	332,668.08	67,005.92	83%
Disability Employment Initiative (RFMH)	50,064	15,842.31	48,070.71	1,993.29	96%
DEI Grant Round 8	395,000	34,062.54	144,905.86	250,094.14	37%
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	11,765.24	61,760.37	36,239.63	0%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	20,000	0.00	10,976.55	9,023.45	55%
<b>Total Revenue</b>	<b>1,924,354</b>	<b>165,998.48</b>	<b>1,277,529.61</b>	<b>650,979.39</b>	<b>66%</b>

\*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.



## Workforce Development Board of Tompkins County

401 E. State/MLK Jr. St.  
Suite 402B  
Ithaca, NY 14850

Natalie Branosky  
Executive Director  
607 274 7526  
nbranosky@tompkins-co.org



Tompkins County  
125 E. Court St.  
Old Jail Bldg. 3FL  
Ithaca, NY 14850

June 5, 2020

Majority Leader Mitch McConnell  
U.S. Senate  
Office of the Majority Leader  
The Capitol, S-230  
Washington, DC 20510

Nancy Pelosi  
U.S. House of Representatives  
Office of the Speaker  
The Capitol, H-232  
Washington, DC 20515

Minority Leader Chuck Schumer  
U.S. Senate  
Office of the Minority Leader  
The Capitol, S-221  
Washington, DC 20510

Minority Leader Kevin McCarthy  
U.S. House of Representatives  
Office of the Minority Leader  
The Capitol, H-204  
Washington, DC 20515

The Honorable Kirsten Gillibrand (NY)  
U.S. Senate  
478 Russell  
Washington, DC 20510

The Honorable Tom Reed (NY 23rd)  
U.S. House of Representatives  
2263 Rayburn HOB  
Washington, DC 20515

Dear Leader McConnell, Minority Leader Schumer, Senator Gillibrand,  
Speaker Pelosi, Minority Leader McCarthy, and Congressman Reed:

On behalf of the Tompkins County Workforce Development Board, the Tompkins County Legislature, and Tompkins County Administration, we write in strong support of increased funding for the U.S. workforce development system, and specifically for the formula-based programs outlined in the Workforce Innovation and Opportunity Act.

The economic stimulus bill released by the House includes essential funding needed for workforce development programs that benefit businesses, employees and students. As you move forward with developing the final package, we urge your support for the original \$2.04 billion appropriated for workforce programs, to ensure that employees throughout our County can return to work with the skills needed for the post-COVID-19 economy.

As home to Cornell University and a vibrant community rooted in partnership and innovation, our economy is central to New York's Southern Tier and the Finger Lakes Region. Our key industries of higher education, hospitality and tourism, health care, manufacturing and technology-based companies have suffered a significant loss of business income, and indeed skill sets.

Our County has a population of 104,000 residents. We are also the university-based home of over 30,000 students, most of whom have departed the County due to the move to on-line learning of Cornell University and Ithaca College.



As the phases of NYForward roll out and our County re-opens for businesses, we are assessing:

- The impact COVID-19 has had on our County budget process
- The number of people who may not return to work due to permanent job loss
- The number of businesses which have or may close in the absence of a full return to income
- The skills desired by employers in this new economy, but which many not be available in our talent pool
- How our sector strategies, career pathways, and workforce programs should adapt as job titles, tasks and workplace realities change

Our funds will run out quickly and prevent us from serving the public. According to data prepared by the Speaker's Office and drawn from the U.S. Census, the Congressional Research Service (CRS), and the U.S. Department of Housing and Urban Development (HUD), estimated award allocations for New York represent \$34.93bn. Tompkins County's estimated overall allocation for the bill passed by the U.S. House of Representatives is:

	<b>Year 1</b>	<b>Year 2</b>
<b>Tompkins County</b>	\$38,309,035	\$19,154,517

We understand the Senate's spending priorities may differ from those of the House, however we ask that the **funding proposed for workforce development programs remain unchanged**. Of the national support outlined, we plan to maximize our application to the New York allocation that results from:

- **\$485 million** for grants to States for Adult Employment and Training Activities including:
  - Incumbent Worker Training
  - Transitional Jobs
  - On the Job Training
  - Individualized Career Services
  - Supportive Services
  - Needs-related Payments
  - Facilitating remote access to training services providing through the one-stop system using technology
- **\$518 million** for grants to States for Youth Activities including:
  - Supportive Services
  - Summer Employment for Youth
  - Facilitating remote access to training services providing through the one-stop system using technology
- **\$597 million** for grants to States for Dislocated Worker Employment and Training Activities Including:
  - Incumbent Worker Training
  - Transitional Jobs
  - On the Job Training
  - Individualized Career Services
  - Supportive Services
  - Needs-related Payments
  - Facilitating remote access to training services providing through the One-Stop system using technology

We also support language that gives priority of services in local One-Stop Career Centers to those directly impacted by COVID-19 economically, including those seeking employment, dislocated workers, individuals with barriers to employment, and individuals who are unemployed or underemployed.

Thank you for your leadership on The Hill and for ensuring these necessary funds are made available to reach the businesses, communities and individuals impacted by the crisis. Please contact Natalie Branosky, Executive Director of the Tompkins County Workforce Development Board with any questions you may have.

Sincerely,

**The Tompkins County Workforce Development Board**



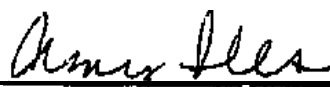
Scott Pronti, Chair  
Tompkins County Workforce Development Board  
Vice President of Human Resources,  
Tompkins Trust Company



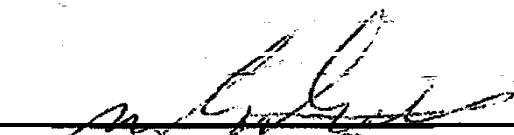
Derek Burrows, Vice Chair  
Tompkins County Workforce Development Board  
General Counsel,  
GammaTech



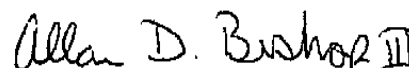
Jeff Matteson, Secretary  
Tompkins County Workforce Development Board  
District Superintendent,  
TST - BOCES



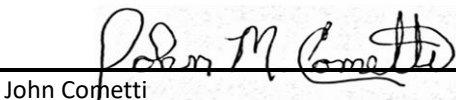
Amy Iles, Treasurer  
Tompkins County Workforce Development Board  
CPA,  
Scrarabba Walker & Co. LLP



Mohamed Abdelrehim  
Tompkins County Workforce Development Board  
General Manager,  
Homewood Suites



Allan Bishop  
Tompkins County Workforce Development Board  
Human Resources,  
Cornell University



John Cornetti  
Tompkins County Workforce Development Board  
Business Agent,  
Teamsters 317



Lee Dillon  
Tompkins County Workforce Development Board  
Executive Director,  
Tompkins Community Action



Brian Forrest  
Tompkins County Workforce Development Board  
Vice President of Human Resources,  
Cayuga Medical Center



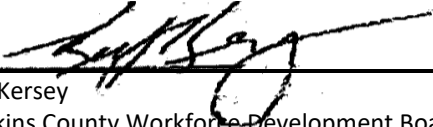
Kirra Franzese  
Tompkins County Workforce Development Board  
Human Resources,  
Ithaca College





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Kit Kephart  
Tompkins County Workforce Development Board  
DSS Commissioner,  
Tompkins County



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Kevin Kersey  
Tompkins County Workforce Development Board  
Director of Human Resources,  
Rheonix, Inc.



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Jack Lance  
Tompkins County Workforce Development Board  
Regional Coordinator,  
Access-VR



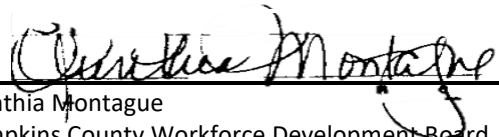
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Paul Leveque  
Tompkins County Workforce Development Board  
Architect,  
Holt Architect



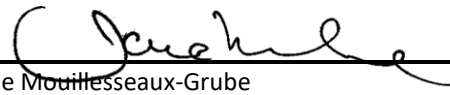
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Heather McDaniel  
Tompkins County Workforce Development Board  
President,  
Tompkins County Area Development



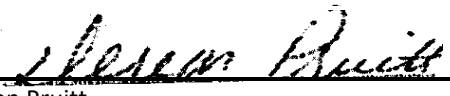
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Orinthia Montague  
Tompkins County Workforce Development Board  
President,  
Tompkins Cortland Community College



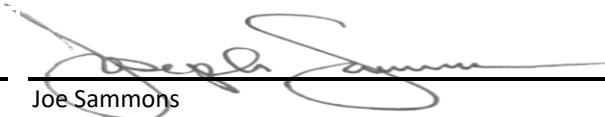
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Jackie Mouillesseaux-Grube  
Tompkins County Workforce Development Board  
Interim Director,  
Office of Employment and Training, Tompkins County




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Dereon Pruitt  
Tompkins County Workforce Development Board  
Director of Human Resources,  
BorgWarner



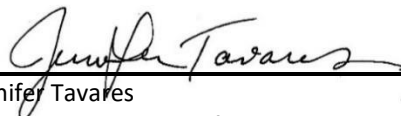
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Joe Sammons  
Tompkins County Workforce Development Board  
Executive Director,  
Challenge Workforce Solutions



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Kate Shanks-Booth  
Tompkins County Workforce Development Board  
Director,  
Tompkins County Youth Services



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Jennifer Tavares  
Tompkins County Workforce Development Board  
President/CEO,  
Tompkins County Chamber of Commerce



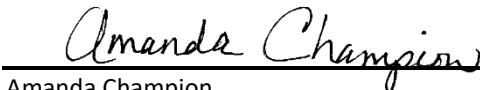
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Natalie Branosky  
Executive Director, Tompkins County Workforce Development Board

The Tompkins County Legislature

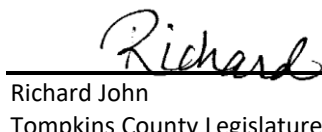
  
Leslyn McBean-Clairborne, Chair  
Tompkins County Legislature


  
Shawna Black, Vice Chair  
Tompkins County Legislature

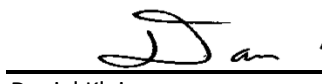
  
Amanda Champion  
Tompkins County Legislature

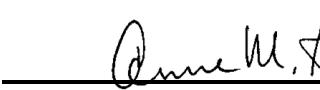
  
Deborah Dawson  
Tompkins County Legislature

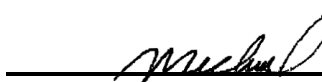
  
Henry Granison  
Tompkins County Legislature

  
Richard John  
Tompkins County Legislature

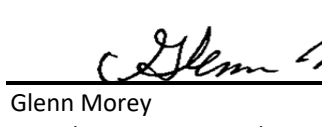
  
Anna Kelles  
Tompkins County Legislature

  
Daniel Klein  
Tompkins County Legislature

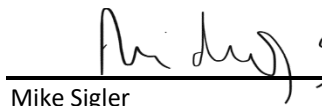
  
Anne Koreman  
Tompkins County Legislature

  
Michael Lane  
Tompkins County Legislature

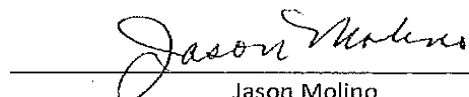
  
David McKenna  
Tompkins County Legislature


  
Glenn Morey  
Tompkins County Legislature

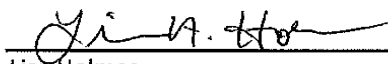
  
Martha Robertson  
Tompkins County Legislature

  
Mike Sigler  
Tompkins County Legislature

Tompkins County Administration

  
Jason Molino  
Administrator, Tompkins County

  
Amie Hendrix  
Deputy Administrator, Tompkins County

  
Lisa Holmes  
Deputy Administrator, Tompkins County