

# *Tompkins County Workforce Development Board*

## Executive Committee

### **MINUTES**

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*Tuesday, August 1, 2023 | TC Workforce Development Board Conference Room*

**Present:** S. Pronti, K. Babuka, K. Franzese, J. Matteson, B. Nugent

**Excused:**

**Staff:** C. Sponn, D. Achilles

**Guest:**

**Call to Order**

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:18 a.m.

**Approval of Minutes - June 6, 2023**

It was moved by Ms. Franzese, seconded by Mr. Matteson, and unanimously adopted by voice vote of members present to approve the minutes of June 6, 2023.

**Financial Reports - April 2023**

Ms. Achilles reported the Workforce Development Board financials are on track for the end of the fiscal year. The Board wage and fringe are slightly lower due to having two positions open. The revenue is on track with the June 2023 cash order of \$98,535.07 that will be reported on July 2023 financials.

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 has 2 positions open: Transition Workforce Specialist and Workforce Development Specialist at this time. The participant funds have been spent at 99%.

Ms. Achilles reported that in reviewing the June 2023 desk review from the State, the Office of Employment and Training is 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. Mr. Sponn has attended Ithaca Youth Bureau and Office of Employment and Training SYEP orientations. At the orientations the organizations go over paperwork for deductions, time sheets, meet youth advisors, and learn where their worksite will be. Ithaca Youth Bureau has submitted their first claim and have 77 participants.

### **One Stop Operation and Oversight Committee**

Ms. Franzese reported to the Committee that the One-Stop Operations and Oversight Committee met at the Career Center to review questions on the re-certification documents and all questions were answered yes, so the Career Center is meeting State requirements. Ms. Franzese noted that NYSDOL is addressing a concern about access for wheelchairs since the new parking garage has been built. Mr. Sponn has submitted the re-certification and is waiting for a response from the State.

### **Governance and Membership Committee**

Ms. Babuka reported the Committee will be meeting Thursday, August 17, 2023.

### **Services to Individuals with Disabilities**

Mr. Matteson reported the Committee will be meeting next Tuesday, August 8, 2023.

## **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 interviews for the Director's position were yesterday, Monday, July 7, 2023.

### **County Budget Presentation**

Mr. Sponn reported that the Board/OET will be having budget discussions Thursday, August 3, 2023.

### **Upcoming NYSDOL In-Person Fiscal Audit**

Mr. Sponn reported to the Committee that the Fiscal Audit entrance interview will be on Monday, August 14, 2023.

### **One-Stop Re-Certification**

Mr. Sponn reported to the Committee that the One-Stop Recertification has been submitted to the State and is waiting for a response.

### **Career Center New Location Discussion with NYSDOL**

Mr. Sponn reported that there have been preliminary discussions with Mr. White from NYSDOL on the location of the Career Center in the future.

### **Micron Future Ready Consortium**

Mr. Sponn reported that he has attended meetings in Syracuse and has added Ms. Caci and Ms. Basilius from the Career Center to join the Consortium meetings.

### **Success Coach/Career Navigator**

Mr. Sponn reported that Ms. Tavares from the Chambers is looking for grants to support the funding of a Success Coach/Career Navigator program in Tompkins County.

### **Board Elections**

Mr. Sponn asked all current members present if they would like to 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 Election Ballots to the full Board as soon as all members have agreed to be re-appointed.

### **Additional information**

Mr. Sponn will be looking for new funding as soon as the SAMS account has been updated. Mr. Sponn reported that a lot of grants that are available for the organization have to have a match of a certain dollar amount from the WDB and at this time there are not funds to do this since money is meant for participants.

Ms. Franzese asked if there is anything that the One-Stop Committee or Board can do to support the new department in one location. Ms. Nugent responded that the new building is in talk with the Legislature, but there is no timeline.

Mr. Sponn recommended the Marriot for the Board retreat for the Tuesday, September 26, 2023 meeting.

Ms. Achilles reported that the Board elections are final and all officials will stay the same for 2023 - 2024.

The meeting was adjourned at 8:44 a.m.

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

100% of yr.

| Fiscal Year 2022 - 2023                           | Budget           | Jun-22            | Jun-23            | YTD                 | Balance           | YTD % of Budget |
|---|------------------|-------------------|-------------------|---------------------|-------------------|-----------------|
| <b>Expenditures:</b>                              |                  |                   |                   |                     |                   |                 |
| Staff Wage  | 288,229          | 14,520.22         | 17,608.50         | 197,755.44          | 90,473.56         | 69%             |
| Fringe  | 131,474          | 7,652.16          | 7,656.18          | 90,696.05           | 40,777.95         | 69%             |
| Rent/Taxes  | 32,640           | 1,636.00          | 2,720.00          | 32,640.00           | 0.00              | 100%            |
| Professional Services                             | 1,500            | 0.00              | 0.00              | 1,500.00            | 0.00              | 100%            |
| Office Supplies                                   | 2,000            | 0.00              | 91.39             | 1,768.76            | 231.24            | 88%             |
| Office Furnishings                                | 1,000            | 0.00              | 0.00              | 365.35              | 634.65            | 0%              |
| 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          | 0%              |
| Postage   | 35               | 0.00              | 0.00              | 0.00                | 35.00             | 0%              |
| Travel Training                                   | 6,000            | 0.00              | 0.00              | 4,594.71            | 1,405.29          | 77%             |
| Local Travel                                      | 1,000            | 0.00              | 0.00              | 0.00                | 1,000.00          | 0%              |
| Phone   | 5,000            | 0.00              | 295.85            | 4,262.10            | 737.90            | 85%             |
| Membership Dues                                   | 5,100            | 0.00              | 0.00              | 3,750.00            | 1,350.00          | 74%             |
| Sub Contracts                                     | 1,277,299        | 49,364.42         | 99,979.99         | 1,165,515.94        | 111,783.06        | 91%             |
| IT Services                                       | 3,100            | 0.00              | 0.00              | 2,832.00            | 268.00            | 91%             |
| Books, Subs & Periodicals                         | 700              | 0.00              | 0.00              | 189.90              | 510.10            | 27%             |
| Advertising                                       | 500              | 0.00              | 0.00              | 198.63              | 301.37            | 0%              |
| Program Expenses                                  | 5,120            | 0.00              | 0.00              | 0.00                | 0.00              | 0%              |
| Printing  | 3,000            | 0.00              | 0.00              | 148.91              | 2,851.09          | 0%              |
| Meeting Expenses (Food, Supplies & Meeting Space) | 2,480            | 0.00              | 0.00              | 1,320.00            | 1,160.00          | 0%              |
| <b>Total Expenditures</b>                         | <b>1,770,177</b> | <b>73,172.80</b>  | <b>128,351.91</b> | <b>1,508,158.53</b> | <b>256,898.47</b> | <b>85%</b>      |
| <b>Revenue</b>                                    |                  |                   |                   |                     |                   |                 |
| WIOA Admin  | 80,000           | 3,116.65          | 7,208.31          | 60,309.01           | 19,690.99         | 75%             |
| WIOA Adult  | 205,500          | 45,030.66         | 6,664.00          | 203,493.77          | 2,006.23          | 99%             |
| WIOA Dislocated Worker                            | 169,000          | 13,847.41         | 10,636.38         | 133,419.82          | 35,580.18         | 79%             |
| WIOA Youth  | 529,000          | 35,337.68         | 32,248.83         | 404,925.61          | 124,074.39        | 77%             |
| SYEP  | 355,751          | 0.00              | 0.00              | 355,751.00          | 0.00              | 100%            |
| County  | 292,378          | 23,756.67         | 9,402.39          | 172,677.32          | 119,700.68        | 59%             |
| Tourism   | 15,500           | 0.00              | 270.12            | 14,859.07           | 640.93            | 96%             |
| ER-NDWG   | 13,200           | 0.00              | 140.78            | 10,671.69           | 2,528.31          | 81%             |
| Misc - Park Foundation, Community Foundation, Ur  | 0                | 0.00              | 0.00              | 80,000.00           | 0.00              | 0%              |
| NY-SCION  | 96,848           | 9,452.99          | 7,085.26          | 90,278.79           | 6,569.21          | 93%             |
| Ticket to Work                                    | 13,000           | 0.00              | 0.00              | 0.00                | 13,000.00         | 0%              |
| <b>Total Revenue</b>                              | <b>1,770,177</b> | <b>130,542.06</b> | <b>73656.07</b>   | <b>1526386.08</b>   | <b>323,790.92</b> | <b>86%</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.

**Tompkins County Office of Employment Training  
Budget Statement  
30-Jun-23**

100% of yr.

| Fiscal Year 2022-2023              | Budget         | Jun-22           | Jun-23          | 2022 -2023<br>YTD | 2022-2023<br>Balance | YTD % of<br>Budget |
|------------------------------------|----------------|------------------|-----------------|-------------------|----------------------|--------------------|
| <b>Expenditures</b>                |                |                  |                 |                   |                      |                    |
| Staff Wage                         | 388,689        | 22099.42         | 25603.00        | 279378.55         | 109310.45            | 72%                |
| Fringe                             | 177,190        | 9793.33          | 10813.52        | 121031.31         | 56158.69             | 68%                |
| Rent/Taxes                         | 32,810         | 11724.07         | 15728.63        | 29916.22          | 2893.78              | 91%                |
| Copier Contract                    | 599            | 41.36            | 46.14           | 513.54            | 85.46                | 86%                |
| Phone Maintenance                  | 490            | 0.00             | 0.00            | 240.01            | 249.99               | 49%                |
| Office Supplies                    | 418            | 46.82            | 0.00            | 70.18             | 347.82               | 17%                |
| Office Furnishings                 | 418            | 0.00             |                 | 0.00              | 418.00               | 0%                 |
| Postage                            | 348            | 0.00             | 0.00            | 188.80            | 159.20               | 54%                |
| Travel Training                    | 6,964          | 0.00             | 0.00            | 1930.76           | 5033.24              | 28%                |
| Local Travel                       | 3,321          | 32.23            | 94.97           | 1489.33           | 1831.67              | 45%                |
| Phone **                           | 2948           | 165.32           | 171.51          | 2865.39           | 82.61                | 97%                |
| 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           | 184.97           | 38.60           | 428.35            | 847.65               | 34%                |
| Sub Contract                       | 4000           | 0.00             | 0.00            | 0.00              | 4000.00              | 0%                 |
| Supportive Services                | 16,000         | 5270.16          | 0.00            | 9212.26           | 6787.74              | 58%                |
| Tuition                            | 119058         | 28685.00         | 12211.00        | 118456.50         | 601.50               | 99%                |
| OJT                                | 40600          | 0.00             | 0.00            | 2033.03           | 38566.97             | 5%                 |
| Participant Wages                  | 129300         | 21769.72         | 10926.99        | 128140.18         | 1159.82              | 99%                |
| Participant Fringe                 | 14,871         | 2503.51          | 1285.01         | 14841.81          | 29.19                | 100%               |
| <b>Total Expenditures</b>          | <b>945,677</b> | <b>102315.91</b> | <b>76919.37</b> | <b>714703.17</b>  | <b>230973.83</b>     | <b>76%</b>         |

**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%