

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, September 6, 2022 | TC Workforce Development Board Conference Room

Present: S. Pronti, K. Franzese, K. Babuka

Excused: A. Iles, J. Matteson,

Staff: R. Avila, D. Achilles

Guest:

Call to Order

Chairman Pronti called the meeting to order at 8:22 a.m.

Approval of Minutes - August 2, 2022

It was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve the minutes of August 2, 2022.

Approval of Conflict of Interest Disclosure Statement

It was moved by Ms. Babuka, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the Conflict of Interest Disclosure Statement.

Approval of Transparency and Integrity Policy

It was moved by Ms. Babuka, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the Transparency and Integrity Policy.

Approval of Transparency and Integrity Acknowledgement Form

It was moved by Ms. Babuka, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the Transparency and Integrity Acknowledgement Form.

Financial Reports - July 2022

Ms. Achilles reported that the July financials are for the first month of the fiscal years reporting.

Ms. Achilles reported the Workforce Development Board financials are on track. The Office Supply line was increased due to purchasing supplies for the Deputy Director position.

Ms. Achilles reported the revenue section is high due to receiving 1st and 2nd Summer Youth Employment Program Advances. The 3rd Advance was received last week.

Ms. Achilles reported the Office of Employment and Training percentage are on track.

Ms. Achilles reported that the Phone line is at a negative percent due to making correction for the NYSDOL reimbursing OET for shared expends.

Ms. Achilles reported that Participant Wages are at 14% due to serving 43 SYEP participants and seeing an increase in the number of In-School participants for WIOA work experience.

Committee Updates

Youth Oversight Committee

Ms. Avila reported the Youth Oversight Committee is working on the WIOA Youth RFP that will be released this year.

Ms. Avila reported that SYEP is coming to a close and looking at number of participants served and where spending is at.

Ms. Avila reported Ms. Lovelace and Mr. Sponn have completed jobsite visits and are now starting file monitoring with OET, IYB, and CCC, LLC.

One Stop Operation and Oversight Committee

Ms. Franzese reported the Committee will be meeting Tuesday, September 13, 2022.

Ms. Avila reported that Ms. Mouillesseaux has resigned and was to be done as of August 12th but extended to September 2nd working 2 to 3 days a week.

Ms. Avila reported today, Tuesday, September 6, 2022, is Ms. Caci official first day as Interim Director. Ms. Caci has previous management and training.

Governance and Membership Committee

Ms. Babuka reported the Workforce Development Board has a full membership.

Ms. Babuka reported that the Committee discussed the next Vice-Chair to appoint.

Ms. Avila reported the retreat will be held at Coltivare from 8:00 am to 12:00 pm with Ms. Mack from NYATEP as the facilitator on Tuesday, September 27, 2022.

Services to Individuals with Disabilities

Ms. Avila reported the Committee met Tuesday, August 9, 2022 and discussed National data on current statistics on the rate of labor participation and employment for people with disabilities.

Ms. Avila reported the Committee had a presentation from Ms. Stanley the Disability Resource Coordinator and shared information about her position. Ms. Stanley reported the services she provides to participants, benefit advisement.

Ms. Avila reported the Committee had 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 and the Board has not received any updates.

Workforce Board Meeting Retreat, Location & NYATEP

Ms. Avila reported to the Committee that Mr. Sponn has reserved Coltivare for the Board Retreat on Tuesday, September 27, 2022, from 8:00 a.m. to 12:00 p.m.

Child Care Event with Child Development Council, TC3 and CCWDB

Ms. Avila has attended two sessions virtually with partners and employers on what the process is to apply and what resources are available in the community to help with child care. First session had 10 participants and the second session had approximately 15 participants to receive information on child care.

Industry Brief - October Board Meeting

Ms. Avila reported that the next industry briefing will be from Transfr VR that is partnering with NYSDOL. Transfr VR will bring in 3D equipment to do a presentation to the Board.

OET Director

Ms. Avila reported that the Office of Employment and Training new Interim Director is Ms. Caci.

Open Meeting Law

Ms. Avila reported that the Board will follow County Open Meetings Law. Ms. Avila spoke with the County attorney and will go by local law that was effective June 9th that Board and Committee have to meet quorum with in-person members and then members attending remotely can have voting rights. The virtual members will have to disclose location and address that they are attending from.

Mr. Pronti would like to have a discussion with the Full Board about in-person meetings and Board expectations.

A2D Flyer - Marketing

Ms. Avila reported that Mr. Sponn created a flyer for A2D and is waiting for approval by Tourism.

Ms. Avila reported that Mr. Sponn and herself have attended the virtual portion of A2D and will be attending the in person portion shortly.

The meeting adjourned at 9:14 a.m.



Workforce Development Board

Conflict of Interest Disclosure Statement

I understand that it is the policy of Tompkins County Workforce Development Board (TCWDB) that Officers, Board Members, Committee Members, and other key personnel will annually disclose all potential and actual conflicts of interest even if they are questionable. I hereby state that I, or members of my immediate family*, have the following affiliations or interests and have taken part in the following transactions, that, when considered in conjunction with my position with or relation to TCWDB might possibly constitute a conflict of interest. **(Check "None" where applicable)**

1. Outside Interests: Identify all entities, including corporations, partnerships, companies, and unincorporated business enterprises, with which you or an immediate member of your family hold directly or indirectly, a position as an owner, employee, officer, director or trustee in any outside concern from which the individual has reason to believe TCWDB secures goods or services; or which compete directly or indirectly with TCWDB in the purchase or sale of property or property rights, interests or services.

None

Name of Entity	Position	Percentage of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If a vendor of TCWDB, include disclosure of amount billed to TCWDB over the last two fiscal years.

None

2. Investments: List and describe with respect to yourself or your immediate family, all investments that might be within the category of material financial interest, described as such financial interest which represents in excess of 5% of the total outstanding equity securities of an outside concern.

None

3. Outside Activities: Identify any outside activities of yourself, or your immediate family, which render directive, managerial, or consultative services to any outside concern that does business with, or competes with services of TCWDB.

None

*For purpose of definition: Immediate family means any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.

4. Consultant Services: Identify any relationship (financial or otherwise) with any company or organization which furnishes consulting or professional services to TCWDB.

None

5. Inside Information: By signature below, I certify that neither I nor any member of my immediate family have disclosed or used information relating to TCWDB business for the personal profit or advantage of myself or any member of my immediate family.

6. Gifts and Gratuities: I certify that neither I nor any member of my immediate family has accepted gifts, gratuities, or entertainment that might influence my judgment or actions concerning business of TCWDB, except as listed below. (This does not include the acceptance of items of nominal or minor value that are clearly tokens of respect or friendship and not related to any particular transaction or activity.)

None

I hereby agree to report to the Chairperson of the Board any change in the responses to each of the foregoing statements which may result from changes in circumstances before completion of my next disclosure statement.

_____	_____	_____
Date	Name (Printed)	Signature

Renewal:

_____	_____	_____
Date	Name (Printed)	Signature

_____	_____	_____
Date	Name (Printed)	Signature

*For purpose of definition: Immediate family means any person related within the first degree of affinity (marriage) or consanguinity (blood) to the person involved.



Workforce Development Board Transparency and Integrity Policy

The purpose of the policy is to prevent the personal interest of board and committee members from interfering with their duties, or result in personal financial, professional, or political gain on the part of such persons at the expense of other stakeholders. It is also in place to prevent board and committee members from using confidential information to their (or an affiliated party's or relative's) advantage. Workforce boards must also provide a level of stewardship and oversight with respect to the use of federal workforce system funds in a manner that preserves public trust.

CONFIDENTIALITY

In order to protect confidential information to be disclosed during a meeting, board and committee members agree to:

1. Hold the confidential information received in strict confidence and to exercise a reasonable degree of care to prevent disclosure to others.
2. Not disclose either directly or indirectly the confidential information to others.

CONFLICT OF INTEREST

Board and committee members also should not take any official action if the following applies:

- Their own financial interests, or the financial interests of immediate family members, business partners, private employers, or organizations for which they serve as an officer, director, partner, or trustee conflicts.
- Any other circumstance, or in appearance, make it difficult to exercise independent, objective judgment, or perform effectively.
- Their organization stands to benefit from a contract, transaction, or situation.
- The subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
- In a position to make decisions about spending resources– who also stands to benefit from that decision – has a duty to disclose

If one of these matters comes up for consideration at a committee meeting, the member should leave the room during the discussion, and make sure the minutes of the meeting reflect their recusal.

TEGL No. 35-10, TRANSPARENCY AND INTEGRITY IN WORKFORCE INVESTMENT BOARD DECISIONS

The intent of TEGl No. 35-10 was to communicate ETA's expectation that state and local workforce boards and officials will make decisions with transparency and integrity and in a manner consistent with all conflict of interest requirements. Members are required to abide by following Federal laws and regulations:

- *"Sunshine provision" regulations* (20 CFR 661.307) require local boards to conduct business in an open manner and, upon request, to make board activities available to the public, including the development of specific policies and minutes of formal board meetings.
- *Uniform Administration Requirements* for procurement (29 CFR 97.36 and 29 CFR 95.42) set the standards, including those for conflict of interest that all Federal grantees (both government and non-government) must follow. These requirements, codified in the Code of Federal Regulations, describe specific instances that constitute a conflict of interest, characteristics to be considered when making awards to contractors, and the procedural requirements for procurement protests.
- *Conflict of interest regulations* for those entities receiving WIA Title I funds [20 CFR 667.200(a)(4)] specifically mandate that a LWIB member or Youth Council member must neither cast a vote, nor participate in decision-making, on the provision of services by that member or any organization which that member directly represents. The LWIB member or Youth Council member also must not cast a vote, nor participate in decision-making, on any matter that would provide direct financial benefit to that member or a member of his/her immediate family.
- *The Hatch Act and its regulations* (5 CFR 151) restricts political activity of individuals principally employed by state and local executive agencies and who work in connection with programs financed in whole or in part by Federal grants or loans. Among other things, covered state and local employees may not use their official authority or influence to interfere with or affect the results of an election or nomination; or directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.

The full text of TEGl No. 35-10 can be found here:

http://wdr.doleta.gov/directives/attach/TEGL/TEGL_35-10-Acc.pdf

Additionally, local workforce boards are also governed in their decision-making by relevant state and local statutes, regulations and policies that include, but are not limited to:

- New York State General Construction Law (GCL) §41
- Open meetings Law (Public Officers Law (POL), Article 7)

Alleged Violations to the Hatch Act will be recorded by Tompkins County Workforce Investment Board Staff and reported to the Tompkins County Compliance Officer. The Tompkins County Compliance Officer will contact the U.S. Office of Special Counsel to request an Advisory Opinion.

Allegations of violations to the Conflict of Interest regulations will be recorded and referred to the Tompkins County Ethics Advisory Board to investigate and report on the alleged violation. Penalties may include removal from the Board, loss, or disqualification from contracts.



Workforce
Development
Board

Revised: July 29, 2022
Executive Committee Approval:

Transparency and Integrity Policy Acknowledgement Form

I acknowledge that I have received a copy of the Tompkins County Workforce Development Board's Transparency and Integrity in Workforce Development Board Decisions Policy, which describes confidentiality, conflict of interest, and TEGL No. 35-10. I understand that I should consult the Workforce Development Board if I have questions.

I understand and agree that I will read and comply with the policies contained in this policy and any revisions.

Name (Printed)

Signature

Date

Tompkins County Workforce Development Board
Budget Statement
31-Jul-22

8.3% of yr.

Fiscal Year 2022 - 2023	Budget	Jul-21	Jul-22	YTD	Balance	YTD % of Budget
Expenditures						
Staff Wage	288,229	24,233.93	18,580.77	18,580.77	269,648.23	6%
Fringe	131,474	12,771.29	8,732.97	8,732.97	122,741.03	7%
Rent/Taxes	32,640	1,636.00	2,720.00	2,720.00	29,920.00	8%
Professional Services	1,500	0.00	0.00	0.00	1,500.00	0%
Office Supplies	2,000	0.00	301.25	301.25	1,698.75	15%
Office Furniture	1,000	0.00	0.00	0.00	1,000.00	0%
Heat/Electric	0	77.51	0.00	0.00	0.00	0%
Software/Hardware	1,000	0.00	0.00	0.00	1,000.00	0%
Computer Equipment	3,400	0.00	0.00	0.00	3,400.00	0%
Postage	35	0.00	0.00	0.00	35.00	0%
Travel Training	6,000	0.00	0.00	0.00	6,000.00	0%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	4,200	201.97	101.19	101.19	4,098.81	2%
Membership Dues	5,100	0.00	0.00	0.00	5,100.00	0%
Sub Contracts	1,277,299	141,305.81	114,263.49	114,263.49	1,163,035.51	9%
IT Services	2,100	0.00	0.00	0.00	2,100.00	0%
Books, Subs & Periodicals	700	80.00	40.00	40.00	660.00	6%
Advertising	500	0.00	0.00	0.00	500.00	0%
Program Expenses	6,520	798.76	0.00	0.00	6,520.00	0%
Printing	3,000	0.00	0.00	0.00	3,000.00	0%
Meeting Expenses (Food, Supplies & Meeting Space)	2,480	0.00	0.00	0.00	2,480.00	0%
Total Expenditures	1,770,177	181,105.27	144,739.67	144,739.67	1,625,437.33	8%
Revenue						
WIOA Admin	80,000	6,544.83	2,626.75	2,626.75	77,373.25	3%
WIOA Adult	205,500	10,816.10	28,016.36	28,016.36	177,483.64	14%
WIOA Dislocated Worker	169,000	2,291.20	21,829.54	21,829.54	147,170.46	13%
WIOA Youth	529,000	12,114.90	46,627.52	46,627.52	482,372.48	9%
SYEP	355,751	175,984.00	177,876.00	177,876.00	177,875.00	50%
County	292,378	18,851.67	20,846.44	20,846.44	271,531.56	7%
Tourism	13,500	0.00	0.00	0.00	13,500.00	0%
ER-NDWG	13,200	0.00	6,165.00	0.00	13,200.00	0%
Misc - Park Foundation, Community Foundation, Ur	0	75,000.00	0.00	0.00	0.00	0%
NY-SCION	96,848	0.00	11,009.12	11,009.12	85,838.88	11%
Ticket to Work	15,000	0.00	0.00	0.00	15,000.00	0%
Total Revenue	1,770,177	301,602.70	314,996.73	308,831.73	1,461,345.27	17%

*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-Jul-22**

8.3% of yr.

Fiscal Year 2022-2023	Budget	Jul-21	Jul-22	2022 - 2023 YTD	2022 - 2023 Balance	YTD % of Budget
Expenditures						
Staff Wage	388,689	20960.61	21680.45	21680.45	367008.55	6%
Fringe	177,190	11046.24	9846.27	9846.27	167343.73	6%
Rent/Taxes	32,810	0.00	0.00	0.00	32810.00	0%
Copier Contract	599	36.52	41.36	41.36	557.64	7%
Phone Maintenance	490	0.00	0.00	0.00	490.00	0%
Office Supplies	418	0.00	0.00	0.00	418.00	0%
Office Furnishings	418	0.00	0.00	0.00	418.00	0%
Postage	348	0.00	65.80	65.80	282.20	19%
Travel Training	6,964	0.00	0.00	0.00	6964.00	0%
Local Travel	3,621	17.75	132.85	132.85	3488.15	4%
Phone	2948	714.16	-11167.28	-11167.28	14115.28	-379%
Membership Dues	209	0.00	0.00	0.00	209.00	0%
Books, Subscriptions & Periodicals	2960	0.00	0.00	0.00	2960.00	0%
Computer Software/Hardware	696	0.00	0.00	0.00	696.00	0%
IT Services	2,512	0.00	0.00	0.00	2512.00	0%
Printing	1276	33.03	79.50	79.50	1196.50	6%
Sub Contract	4000	0.00	0.00	0.00	4000.00	0%
Supportive Services	26,000	1249.44	3530.02	3530.02	22469.98	14%
Tuition	68058	2697.50	13094.00	13094.00	54964.00	19%
OJT	85900	0.00	0.00	0.00	85900.00	0%
Participant Wages	125000	2737.53	17526.98	17526.98	107473.02	14%
Participant Fringe	14,571	347.67	2015.61	2015.61	12555.39	14%
Total Expenditures	945,677	39840.45	56845.56	56845.56	888831.44	6%

Adm, Adult, IS/OS Youth, DW, ER-NDWG Expenses only in summary