

EXECUTIVE COMMITTEE

September 7, 2021

8:15 A.M.

Zoom Platform

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

EXCUSED:

STAFF: R. Avila, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:17 a.m.

APPROVAL OF MINUTES – August 3, 2021

It was moved by Mr. Matteson, seconded by Ms. Iles, and unanimously adopted by voice vote of members present to approve the minutes of August 3, 2021.

FINANCIAL REPORTS – July 2021

Ms. Iles reported that she met with Ms. Avila and Ms. Achilles and reviewed July 2021 financial reports. Ms. Avila reported to the Workforce Development Board that in reviewing the financial reports the Board is overspent due to there being three pay periods in July. The Board staff will continue to meet with Ms. Iles on a quarterly basis to review the financials. Ms. Achilles reported to the Board that next month the expenditures will be back inline being down staff. The revenue is reported at a higher percentage due to receiving the \$85,000 from the Park foundation. Ms. Achilles reported to the Board that the Office of Employment and Training is underspent at this time and will be on track with hiring two new Workforce Development Specialist that will be starting.

COUNTY BUDGET FOLLOW UP

Ms. Avila reported that the Board 2022 County Budget was submitted August 12th and now the Board is waiting on slides to submit a presentation that will be presented along with Ms. Mouillesseaux from the Office of Employment and Training to the Legislature on Monday, September 20, 2021.

Ms. Avila reported that Ms. Alvord has taken a position with the Tompkins County Health Department that will be starting on September 20th and will work with the Board through the end

of October. Ms. Avila is working on changing the job description to entail other duties and will be in the process of hiring. Ms. Avila would like to hire and Ms. Alvord will have time to overlap for training.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Avila reported the Youth Oversight Committee has two new members: Workforce Development Board member, C. Malcolm, from Wegmans and J. Clemons, from Unbroken Promises.

Ms. Avila reported that the Summer Youth Employment Program is serving 125 participants and will run to September 30th, 2021. The SYEP funding is on track and the program was able to serve additional participants due to the extra funding that has been received from the Park Foundation, Community Foundation – Lane Family, and the United Way.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop informed the Executive Committee that the One Stop Operations and Oversight Committee's next meeting will be on Tuesday, September 14, 2021.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee's meeting will be on Wednesday, September 15, 2021. Ms. Achilles reported that the Committee will need to fill Ms. Dillon's position on the Board due to her no longer being employed with Tompkins Community Action.

DIRECTOR'S REPORT

Ms. Avila reported to the Executive Committee that the Board has contracted with Ms. Mattick to help with training.

Ms. Avila updated the Executive Committee that the Local and Regional Plan's both have been finalized and submitted to the State. The MOU is in the final stages of being reviewed by the State financial department. Performance Measurement has been updated and submitted to the County.

Ms. Avila reported that the Board is in the process of looking for new grant for funding to replace the two grants that are ending September 30, 2021. The ER-TET-NDWG grant is not available at this time. The DR-NDWG grant is available and Ms. Avila is waiting for the State to respond with the process to move forward with applying for the funding.

Ms. Avila reported that the Board and Office of Employment and Training are starting the new process for virtual Fiscal and Program Monitoring with the State. The fiscal monitoring will be starting September 20th with the meeting with the State FOTA representatives that will be worked on by Ms. Avila and Ms. Achilles. The program monitoring will be starting and will be worked on by Ms. Avila, Ms. Mouillesseaux, and Ms. Callahan.

Ms. Avila reported that she now has access to the ETPL State site to approve training courses for partners.

Ms. Avila reported at the next Workforce Development Board meeting Tuesday, September 28, 2021 the industry briefing will be presented by M. Aguirre-Torres, City of Ithaca, Green New Deal.

The meeting adjourned at 8:43 a.m.

**Tompkins County Office of Employment Training
Budget Statement
31-Jul-21**

				8.3% of yr.	
	Budget	21-Jul	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	360,539	20960.61	20960.61	339578.39	6%
Fringe	188,148	11046.24	11046.24	177101.76	6%
Rent/Taxes	14,981	0.00	0.00	14981.00	0%
Copier Contract	647	36.52	36.52	610.48	6%
Phone Maintenance	1285	0.00	0.00	1285.00	0%
Office Supplies	452	0.00	0.00	452.00	0%
Postage	376	0.00	0.00	376.00	0%
Travel Training	5,259	0.00	0.00	5259.00	0%
Local Travel	3,903	17.75	17.75	3885.25	0%
Phone	6404	714.16	714.16	5689.84	11%
Membership Dues	226	0.00	0.00	226.00	0%
Books, Subscriptions & Periodicals	2523	0.00	0.00	2523.00	0%
Computer Software/Hardware	753	0.00	0.00	753.00	0%
IT Services	2,714	0.00	0.00	2714.00	0%
Printing	1379	33.03	33.03	1345.97	2%
Supportive Services	26,000	1249.44	1249.44	24750.56	5%
Tuition	59458	2697.50	2697.50	56760.50	5%
Participant Wages	105000	2737.53	2737.53	102262.47	3%
Participant Fringe	13,350	347.67	347.67	13002.33	3%
Total Expenditures	793,397	39840.45	39840.45	753556.55	5%