

# *Tompkins County Workforce Development*

## Executive Committee

### **MINUTES**

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*Tuesday, October 1, 2024 | TC Workforce Development Board Conference Room*

**Present:** S. Pronti, K. Franzese, P. Levesque B. Nugent

**Excused:** K. Babuka

**Staff:** C. Sponn

**Guest:**

#### **Call to Order**

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:25 a.m.

#### **Approval of Minutes - September 3, 2024**

It was moved by Ms. Franzese, seconded by Mr. Levesque, and unanimously adopted by voice vote of members present to approve the minutes of September 3, 2024.

#### **Work Updates**

##### **Board Retreat Debrief**

Mr. Sponn reported he is processing the information from the Board retreat and using the Board Member feedback from the Retreat Discussion for a further talk at the next Board meeting. Mr. Sponn wants to start initial talks on a strategy, goals, and planning for the new year. Mr. Sponn also said he will answer some questions that came from the discussion, which mainly had to do with WIOA programming and funding.

##### **Workforce Strategy**

Mr. Sponn reported that once he goes over the information mentioned in the Board Retreat Debrief discussion and Ms. Basilius, Tompkins County Workforce Development Deputy Director- Career Center, presents at the January Board meeting then they can be fully prepared for discussions on a strategy and goals.

##### **NY SCION Program Implementation Progress**

Mr. Sponn reported that every year the NY SCION program lets Boards update their implementation plan. With Ms. Basilius fully transitioned in her new role, this year Mr. Sponn was able to better collaborate with Career Center leadership on the plan and

produce a more productive document that was reflective of the work that needs to be done.

### **County Budget OTR Requests**

Mr. Sponn reported that the 5% cut to the County budget is being reviewed by the Legislature and that the Transition Workforce Specialist is also being considered. Mr. Sponn said he has been working hard with legislators and communicating the work being done and the need for the money.

### **Committee Updates**

#### **Youth Oversight Committee**

Mr. Sponn reported the summer has been a success. Right now we are in program reporting time. Mr. Sponn hopes to have a presentation on SYEP at a Board meeting next year.

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

Ms. Franzese reported One-Stop Operations and Oversight Committee Update from the 9/10/24 meeting:

- Diane shared that we had received an additional \$30K in OMH grant funding and they were trying to determine if there were limitations as to where the funding could be spent.
- Tai reported that they are streamlining processes in the career center and increasing the number of in-person workshops. Tai will also be presenting utilization numbers at our next meeting and quarterly thereafter.
- Kip reported that they have posted the front desk/office assistant position for the career center. Kip also reported that his team and Tai's team are now having joint staff meetings, increasing the effectiveness of the work they all do to support the career center.
- Kyla Garrett Wagner with Alla Breve Consulting was hired to develop a rubric and best practices to help with the education to workforce pipeline in New York state. Specific questions focused on what has been successful and what are the external barriers to providing publicly accessible resources.
- Chris's update included:
  - New NYATEP Executive Director beginning 9/16/24 and that he will be in attendance at the board retreat.
  - MADE event to be held 10/10/24 from 9-2 at TC3. They are still looking for donations.
  - The requested a new position to support the Youth team as part of the county budget OTR process.
  - YERT meeting at TST BOCES scheduled for 9/19/24 from 1-3.

#### **Governance and Membership Committee**

Mr. Sponn reported the Governance Committee did not meet.

## **Disabilities Workforce Committee**

Mr. Sponn reported the Disabilities Workforce Committee did not meet.

## **Director's Report**

### **MOU Update**

Mr. Sponn reported that Ms. Achilles finished the final edits for the 2020-2023 MOU and sent it back to the State for final review. Ms. Achilles reported that the next step is for the MOU to be sent out to partners for signatures. The State will accept PDF e-signatures.

### **County Expanded Budget Presentation - 9/5**

Mr. Sponn reported that Ms. Achilles and himself presented to the County Legislature on the County budget and advocated for the 5% cut to not be placed on Workforce Development and for the Transition Workforce Specialist position.

### **Southern Tier Regional Business Services Team Presentation - 9/10**

Mr. Sponn reported that he presented on Micron Consortium at the Southern Tier Regional Business Service Team meeting. A representative from Job Corps reached out to connect with Workforce Development and collaborate.

### **YERT at TST BOCES - 9/19**

Mr. Sponn reported YERT was held at TST BOCES. The group received a tour of several classrooms and programs and got to interact with students. Legislator Mx. Pillar was present for the meeting and met group members.

### **IAED/Camoin Economic Development Strategy Focus Group - 9/25**

Mr. Sponn reported IAED has hired Camoin, a consulting group, to lead the Tompkins County Economic Development strategy. Mr. Sponn was invited to a focus group for workforce development. The strategy should be done next Spring.

### **MADE Manufacturing Expo on 10/10**

Mr. Sponn reported MADE is on 10/10 at TC3 and for fundraising we will our goal.

### **County Administrator Hiring Updates**

Mr. Sponn reported that there are finalists for the position. The current County Administrator will remain through the end of the year.

## **Career Center Updates**

Mr. Sponn reported progress from leadership. With leadership all in place several procedures have been implemented. Mr. Sponn reported about the NY SCION program also and the work being done with Ms. Basilius and Ms. Stanley, the Disability Resource Coordinator.

### **Adjournment:**

The meeting was adjourned at 9:22 a.m.



**Tompkins Workforce Development**  
**Fiscal Year - July 1, 2024 to June 30, 2025**  
**August 31, 2024 Budget Report**

16.66% Through Fiscal Year  
or 2 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for August 2023	Expenses for August 2024	Year to Date 2024 - 2025 Expenses	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	701,371	42,436.38	43,268.59	86,537.21	614,833.79	12%
Staff Fringe	325,366	17,945.53	19,808.38	39,616.73	285,749.27	12%
Rent	87,458	2,720.00	2,801.60	5,603.20	81,854.80	6%
Professional Services	1,500	0.00	0.00	0.00	1,500.00	0%
Office Supplies	5,000	50.08	566.68	631.56	4,368.44	13%
Office Furnishings	3,000	0.00	0.00	0.00	3,000.00	0%
Software/Hardware	2,300	0.00	0.00	0.00	2,300.00	0%
Computer Equipment	10,000	0.00	0.00	0.00	10,000.00	0%
Postage	650	0.00	0.00	0.00	650.00	0%
Travel & Training	17,000	475.00	0.00	382.52	16,617.48	2%
Local Travel	7,000	335.50	298.15	781.82	6,218.18	11%
Phone	14,400	1,949.25	964.29	2,044.43	12,355.57	14%
Contracts - Phone Maintenance	1,500	0.00	0.00	0.00	1,500.00	0%
Membership Dues	4,640	0.00	0.00	200.00	4,440.00	4%
Sub- Contracts	238,000	118,939.92	0.00	0.00	238,000.00	0%
IT Services	7,300	0.00	0.00	0.00	7,300.00	0%
Subscriptions, Periodicals	1,093	3,414.08	0.00	0.00	1,093.00	0%
Advertising	600	0.00	0.00	0.00	600.00	0%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	0.00	2,500.00	0%
Program Expenses	8,500	0.00	3,554.05	3,554.05	4,945.95	42%
Printing	4,500	59.90	77.48	520.19	3,979.81	12%
Equipment Rental - Ricoh Copier	1,100	74.68	74.68	149.36	950.64	14%
Program Supplies	2,600	0.00	0.00	0.00	2,600.00	0%
Participant - Wages	233,000	47,572.06	51,492.03	87,535.82	145,464.18	38%
Participant - Fringe	27,737	5,594.47	6,112.11	10,390.51	17,346.49	37%
Incentives	5,141	0.00	0.00	0.00	5,141.00	0%
Supportive Services	25,800	1,021.06	400.00	1,486.53	24,313.47	6%
Tuition - (ITA)	115,000	2,931.25	7,078.00	11,128.00	103,872.00	10%
On the Job Training - (OJT)	20,000	0.00	0.00	0.00	20,000.00	0%
<b>Total Expenditures:</b>	<b>1,874,056</b>	245,519.16	136,496.04	250,561.93	1,623,494.07	13%

Budget Line Items	Budget approved by Board	Revenue for August 2023	Cash Order for August 2024	Year to Date 2024 - 2025 Revenue	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
<b>Revenue:</b>						
WIOA - Adult	200,364	0.00	12,673.25	26,848.56	173,515.44	13%
WIOA - Youth	361,046	27,570.11	24,506.24	52,467.91	308,578.09	15%
WIOA - Dislocated Worker	224,621	2,989.20	6,036.25	11,325.75	213,295.25	5%
WIOA - DW transferred to Adult	0	2,982.88	0.00	0.00	0.00	0%
WIOA - Administration	77,815	3,773.53	4,950.80	9,973.23	67,841.77	13%
NY-SCION/TTW	99,900	6,375.01	7,020.41	13,694.44	86,205.56	14%
Tourism	20,000	918.57	2,594.78	4,695.37	15,304.63	23%
County	458,888	15,459.02	38,975.27	55,456.38	403,431.62	12%
SYEP - Summer Program	392,178	125,820.00	137,262.00	333,351.00	58,827.00	85%
WORC Grant	34,244	0.00	0.00	0.00	34,244.00	0%
Miscellaneous - Donations MADE	5,000	1,311.47	1,100.00	1,350.00	3,650.00	27%
<b>Total Revenue:</b>	<b>1,874,056</b>	187,199.79	235,119.00	509,162.64	1,364,893.36	27%

\* 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.

\*\* August 2024 WIOA Cash Order \$55,186.95 included in Cash Order column



**Tompkins Workforce Development - WIOA Service Provider Budget**  
**Fiscal Year - July 1, 2024 to June 30, 2025**  
**August 31, 2024 Budget Report**

16.66% Through Fiscal Year  
or 2 of 12 months

Budget Line Items	Budget approved by Board 6.25.24	Expenses for August 2023	Expenses for August 2024	Year to Date 2024 - 2025 Expenses	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	233,146	10,108.98	14,351.34	29,055.11	204,090.89	12%
Fringe	108,157	4,268.94	6,570.06	13,301.44	94,855.56	12%
Rent/Taxes	31,118	0.00	0.00	0.00	31,118.00	0%
Copier Contract	642	36.41	40.79	81.13	560.87	13%
Phone Maintenance	875	0.00	0.00	0.00	875.00	0%
Office Supplies	1167	0.00	110.71	110.71	1,056.29	9%
Postage	292	0.00	0.00	0.00	292.00	0%
Travel Training	4,084	0.00	0.00	74.32	4,009.68	2%
Local Travel	2,334	210.63	123.28	216.48	2,117.52	9%
Phone & Internet	5,835	293.93	149.55	405.84	5,429.16	7%
Books, Subscription & Periodicals	408	0.00	0.00	0.00	408.00	0%
Computer Software/Hardware	175	0.00	0.00	0.00	175.00	0%
IT Services	2,392	0.00	0.00	0.00	2,392.00	0%
Printing	875	30.41	41.84	252.65	622.35	29%
Program Expenses	2,334	0.00	0.00	0.00	2,334.00	0%
Supportive Services	20,000	1,021.06	400.00	1,486.53	18,513.47	7%
Tuition	115,000	2,931.25	5,467.00	9,517.00	105,483.00	8%
OJT	20,000	0.00	0.00	0.00	20,000.00	0%
Participant Wages	160,000	13,830.12	12,604.53	29,494.83	130,505.17	18%
Participant Fringe	19,072	1,626.42	1,496.16	3,501.04	15,570.96	18%
<b>Total Expenditures:</b>	<b>727,906</b>	<b>34,358.15</b>	<b>41,355.26</b>	<b>87,497.08</b>	<b>640,408.92</b>	<b>12%</b>

WIOA Expenditures Include: Adm., Adult, DW, and Youth