

EXECUTIVE COMMITTEE

October 5, 2021

8:15 A.M.

Zoom Platform

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

EXCUSED: S. Pronti

STAFF: R. Avila, D. Achilles

GUEST:

CALL TO ORDER

Vice-Chairman Burrows called the meeting to order at 8:20 a.m.

APPROVAL OF MINUTES – September 7, 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 September 7, 2021.

Ms. Hendrix reported to the Executive Committee Ms. Avila is acting Interim Director and the County will be posting the job search for the next Director October 25th. All Committee members please review the job description and if there should be any updates to information please let Ms. Hendrix know. The timeline for the Director search will be: post week of October 25th for 4 to 6 weeks, will get together a panel of 2 to 3 Board members to interview in 2 to 4 weeks, mid-November early-December offer position to a candidate and start January.

FINANCIAL REPORTS – August 2021

Ms. Avila reported that the Workforce Development Board has contract with Ms. Mattick to review financials and policies for 100 hours through November 1st but can be extended.

Ms. Achilles reported to the Executive Committee that the Board August financials have a 28% revenue due to receiving funds from Park Foundation, Community Foundation – Lane Family, United way, and a State grant Emergency Response National Dislocated Workers Grant. The Board on the expenditure section is at 21% due to spending at a higher rate to spend down all funds for two grants that will be ending September 30, 2021 the Disability Employment Initiative and Trade and Economic Transition National Dislocated Workers Grant.

Ms. Achilles reported to the Executive Committee that Office of Employment and Training spending is down due to Ms. Mouillesseaux being short staffed. Ms. Mouillesseaux has hired two

Workforce Development Specialist Ms. Mulberry started September 20th and Ms. Caci starts October 4th. Ms. Mouillesseaux has the Communication Specialist that is still vacant and will be posting position next month. Ms. Achilles reported that the Office of Employment and Training will have expenditures for rent next month due to only receiving invoices quarterly. Participant wage and fringe expenditures are low due to participants are paid with Summer Youth Employment Program money and will conclude September 30th. Participants wage and fringe will increase once participants are funded with WIOA youth money.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Avila reported the Youth Oversight Committee long time members Ms. Kittel and Mr. Watts has stepped down from their positions on the Committee due to other commitment at work. Mr. Harriett will be joining from William George agency.

Ms. Avila reported that the Summer Youth Employment Program has spent all funds that were available from the State and now are using funds from the Park Foundation, Community Foundation – Lane Family, and United way to serve youth.

ONE STOP OPERATIONS AND OVERSIGHT

No Report

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee has two seats on the Board that will be filled. Ms. Harrington, TC Action and Ms. Burke, Challenge Workforce Solution/Mosaic have been asked to join and application will be sent to Legislature to be appointed at the Tuesday, October 19th meeting.

DIRECTOR'S REPORT

Ms. Avila updated the Executive Committee that the MOU is being reviewed with the finance department at the State and waiting to finalize with signatures.

The Board is in the process of Fiscal Monitoring with the State as of September 20th and has a timeline set. Ms. Avila reported that the Local Plan has been resubmitted with updates and we are waiting for final approval from the State

Ms. Avila reported that the Board at this time there are no new grants that are available at this time. Ms. Avila will reach out to NYSDOL and inquire when new grants will be available mid-October.

Ms. Avila reported at the next Workforce Development Board meeting Tuesday, October 19, 2021 the industry briefing will be presented by Ms. Mouillesseaux, Office of Employment and Training and Mr. Cerasaro, NYSDOL.

Ms. Avila reported that the Board is in the process of hiring a Youth Service Associate that will work with youth, adult and dislocated customers. Ms. Alvord is now working with Tompkins County Health Department.

The meeting adjourned at 9:19 a.m.

EXECUTIVE COMMITTEE

October 4, 2021

8:15 A.M.

Zoom Platform

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

EXCUSED: S. Pronti

STAFF: R. Avila, D. Achilles

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Tompkins County Workforce Development Board
Budget Statement
31-Aug-21

16.7% of yr.

	Budget	Aug-21	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	275,289	17,169.58	41,403.51	233,885.49	15%
Fringe	143,660	9,048.35	21,819.64	121,840.36	15%
Rent/Taxes	19,926	1,636.00	3,272.00	16,654.00	16%
Professional Services	3,500	0.00	0.00	3,500.00	0%
Office Supplies	1,000	319.22	319.22	680.78	32%
Office Furniture	1,000	0.00	0.00	1,000.00	0%
Heat/Electric	1,275	0.00	77.51	1,197.49	6%
Software/Hardware	1,000	199.95	199.95	800.05	20%
Computer Equipment	500	0.00	0.00	500.00	0%
Postage	35	0.00	0.00	35.00	0%
Travel Training	6,000	0.00	0.00	6,000.00	0%
Local Travel	1,000	0.00	0.00	1,000.00	0%
Phone	2,000	102.92	304.89	1,695.11	15%
Membership Dues	5,000	0.00	0.00	5,000.00	0%
Sub Contracts	1,364,823	175,666.68	316,972.49	1,047,850.51	23%
IT Services	1,100	0.00	0.00	1,100.00	0%
Books, Subs & Periodicals	630	40.00	120.00	510.00	0%
Advertising	360	0.00	0.00	360.00	0%
Program Expenses	6,400	(798.76)	0.00	6,400.00	0%
Printing	3,000	69.03	69.03	2,930.97	0%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0%
Total Expenditures	1,837,498	203,452.97	384,558.24	1,452,939.76	21%

	Budget	Aug-21	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	71,000	10,940.48	17,485.31	53,514.69	25%
WIOA Adult	253,164	14,057.31	24,873.41	228,290.59	10%
WIOA Dislocated Worker	152,102	6,873.73	9,164.93	142,937.07	6%
WIOA Youth	389,000	14,371.39	26,486.29	362,513.71	7%
Disability Employment Initiative (RFMH)	70,064	20,767.54	23,075.31	46,988.69	33%
DEI Grant Round 8	74,000	14,616.54	23,671.31	50,328.69	32%
SYEP	351,969	123,189.00	299,173.00	52,796.00	85%
County	280,960	0.00	0.00	280,960.00	0%
Tourism	3,600	0.00	0.00	3,600.00	0%
TET-NDWG	73,500	5,114.16	5,114.16	68,385.84	7%
ER-NDWG	8,139	0.00	0.00	8,139.00	0%
Misc - Park Foundation, Community Foundation, Ur	85,000	8,000.00	83,000.00	2,000.00	0%
Ticket to Work	25,000	0.00	0.00	25,000.00	0%
Total Revenue	1,837,498	217,930.15	512,043.72	1,325,454.28	28%

*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
31-Aug-21

				16.7% of yr.
	Budget	21-Aug	YTD	YTD % of Budget
Expenditures				
Staff Wage	360,539	13667.43	34628.04	10%
Fringe	188,148	7202.73	18248.97	10%
Rent/Taxes	14,981	0.00	0.00	0%
Copier Contract	647	33.61	70.13	11%
Phone Maintenance	1285	0.00	0.00	0%
Office Supplies	452	8.57	8.57	2%
Postage	376	0.00	0.00	0%
Travel Training	5,259	0.00	0.00	0%
Local Travel	3,903	56.28	74.03	2%
Phone	6404	323.25	1037.41	16%
Membership Dues	226	0.00	0.00	0%
Books, Subscriptions & Periodicals	2523	0.00	0.00	0%
Computer Software/Hardware	753	0.00	0.00	0%
IT Services	2,714	0.00	0.00	0%
Printing	1379	138.74	171.77	12%
Supportive Services	26,000	1508.30	2757.74	11%
Tuition	59458	0.00	2697.50	5%
Participant Wages	105000	2446.90	5184.43	5%
Participant Fringe	13,350	310.76	658.43	5%
Total Expenditures	793,397	25696.57	65537.02	8%

Workforce Development Director Tompkins County

Department: Workforce Development

Classification: Non-competitive per the NYS CSC 06/09/2012

Labor Grade: Management Grade P(87)

Approved: Board Action 02/90 E&T Dir.; Title changed from E&T Dir. 01/23/01

Revised: 6/91; 10/98; 01/01 Title changed from E&T Director II; 06/10; 08/12; 10/16; 10/19

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

1. Graduation from a regionally accredited or New York State registered college or university with a master's degree in public or business administration, industrial or labor relations, economics, social science, human resources or a related field, AND three years full time paid satisfactory experience in employment program planning, development and analysis, human resources counseling or placement, public or business administration; economics, labor relations or a related field; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in public or business administration, industrial or labor relations, economics, political science, social science, human resources or a related field, **AND** five years of full-time paid experience in employment program planning, development and analysis, human resources or placement, public or business administration, economics, labor relations or a related field, three years of which must have been in a supervisory capacity; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and(b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for directing the planning, coordination, implementation, oversight and monitoring of resources designed to develop the workforce, serving as Director of the Tompkins County Workforce Development Board ("WDB"), carrying out the functions of a Workforce Development Board in accordance with the Workforce Innovation and Opportunity Act. An employee in this class must relate applicable fiscal, economic and technical information to various government programs to upgrade and improve job skills of the unemployed, and underemployed, and improve total employment opportunities in the area served, as well as meet the skills needs of local businesses. The position involves a high level of autonomy and independent judgement while working in compliance with the law, regulations, policies and procedures established by the Tompkins County Workforce Development Board, County Administrator and New York State Department of Labor. Wide leeway is permitted for the exercise of independent judgement in carrying out the responsibilities of the position. The employee is required to exercise a high level of interpersonal skill and understanding in order to persuade, motivate or collaborate with others to fulfill the mission of the WDB. Supervision is exercised over the work of all agency employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Engage employers to build partnerships with a diverse range of public, non-profit and private sector leaders to gather information about current and projected hiring needs to ensure that workforce investment activities meet those needs and support future economic growth;
- Collects employer feedback about existing workforce services for continuous improvement, and brokers the development of new initiatives to fill skill gaps;
- Convenes representatives of secondary, postsecondary education programs and employers, to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;
- Provides assistance and guidance to the Board Chair regarding leadership of local workforce development efforts and board activities;
- Provides training to new Board members;
- Organizes board development and strategic planning efforts;
- Schedules Board meetings, develops agendas, disseminates meeting materials, informing membership of relevant issues, and maintains Board membership in accordance with legislation and bylaws;

- Staffs appropriate Board committee(s), works closely with committee chair to schedule meetings, plan agendas and ensures compliance with New York State Open Meeting Laws, assignments and expectations are carried out;
- Coordinates other Board committee work with department staff to ensure staffing and implementation of Board and committee policies and recommendations;
- Leads efforts in the county to identify and promote local, state and national proven and promising strategies and practices;
- Oversees the development of annual budgets and the creation and analysis of financial reports for the WDB and its committees;
- Oversees the functions associated with the accounting of all WDB funds;
- Directs the preparation and execution of contracts and agreements with representatives of training or educational institutions, local agencies, private industry, and Federal, State and local governments in order to provide program services for clients;
- Collaborates with the Workforce Development Board, to develop policies and procedures for reviewing, analyzing, and evaluating various component segments of the workforce development system;
- Oversees and directs assessment of the impact of technological change in industry, specific occupational skills, and/or job requirements to determine the potential impact on the employment needs of the community, and to facilitate the implementation of changes or additions to local training Programs;
- Directs the development of methods and procedures necessary for monitoring, analyzing, and evaluating program effectiveness and success;
- Oversees the planning and preparation of special studies and reports on employment and training trends, and the local labor market;
- Carries out a public information and public relations program for the workforce development board and system;
- Collaborates with other organizations to develop a marketing and communications strategy to convey data around growing sectors, occupations, wages, etc. to young people, their parents, people not currently active in the labor force, adults looking to change careers, and students attending post-high school education at institutions serving residents of Tompkins County and the surrounding area;
- Develops and administers an appropriate staff training program;
- Appoints all department staff and supervises staff activities to maximize departmental cooperation, cooperation with other County departments and community agencies, and overall department effectiveness;
- Speaks to various groups in the community about the goals and objectives of the workforce development system;
- Reviews the results of economic or demographic studies and analyses of the labor force to determine occupations which would provide maximum employment opportunities for workforce development system customers;
- Analyzes existing and proposed legislation, regulations and directives for impact on the board and program operations, and educates the board, county officials, and others regarding the impacts;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of labor and poverty economics, including social science and educational concepts related to poverty, employment, underemployment and unemployment;
- Strong commitment to improving employment and economic opportunities for all members of the community;
- Comprehensive knowledge of Federal and State laws, rules and regulations pertaining to workforce development;
- Thorough knowledge of the financial practices and procedures involved in Federal Office of Management and Budget Compliance;
- Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision;
- Thorough knowledge of local occupational conditions and trends;
- Ability to establish and maintain strong working relationships with businesses, educational institutions, private and governmental agencies, and labor groups;
- Ability to work and management effectively in dynamic and rapidly changing environment;
- Ability to multi-task in a complex organizational setting;
- Skill in analyzing and interpreting data and information related to workforce development;
- Ability to convey complex concepts accurately and succinctly to a wide array of audiences;
- Ability to build consensus among workforce system stakeholders;
- Strong oral and written communication skills; including the ability to speak before varied audiences and engage in open dialogue;
- Ability to research, write and coordinate grant writing activities;

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations.

The employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to understand and carry out detailed instructions.

The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations.

In respect to the physical demands of this position, there may be considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role.

W23.DOC

Created 12/81