

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, November 1, 2022 | TC Workforce Development Board Conference Room

Present: S. Pronti, J. Matteson

Excused: K. Babuka, K. Franzese

Staff: R. Avila, D. Achilles

Guest:

Call to Order

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

Approval of Minutes - September 6, 2022

Due to lack of quorum Approval of September 6, 2022 minutes will be deferred to Tuesday, December 6, 2022 Executive Committee meeting.

Financial Reports - September 2022

Ms. Achilles reported the Workforce Development Board financials are on track.

Ms. Achilles reported the staff wage and fringe line are slightly down due to the Board being down one staff member - Workforce Development Associate. Office furnishings budget line is above normal due to Workforce Development Board sign purchased for front of new office space.

Ms. Achilles reported the sub-contract line has increased due to SYEP being fully expended.

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

Ms. Achilles reported that staff wage and fringe are lower than expected due to 2 staff resigning and one Workforce Development Specialist positions being open. Ms. Caci has hired Ms. Basilius as a Transitional Workforce Specialist that started October 17, 2022 and Mr. Creighton that started October 31, 2022.

Ms. Achilles reported that Participant wages and fringe has increase due to Youth staff working on outreach in rural areas.

Ms. Achilles reported on the last desk review WIOA OS was at 72.12% that should be at 80%. The State has now reduced the WIOA OS percentage to 50% but will require Office of Employment and Training to hold between 55% to 60% to make sure that we stay above State requirements. Ms. Avila and Ms. Achilles have met with Ms. Caci and reviewed expectations, and she agrees.

Ms. Avila reported that the ER-NDWG grant has been extended and will request an additional \$14,000.00 in funding.

Committee Updates

Youth Oversight Committee

Ms. Avila reported the Youth Oversight Committee is working on the WIOA Youth RFP and SYEP 2023 RFP that will be released this year.

Ms. Avila reported the WIOA RFP will be released in November and SYEP 2023 RFP will be released mid to end of December.

Ms. Avila reported the Youth Oversight Committee meeting day and time has changed to 2nd Wednesday of the month at 8:30 to 10:00 a.m.

One Stop Operation and Oversight Committee

Ms. Avila reported the Committee will be meeting Tuesday, November 8, 2022.

Governance and Membership Committee

Ms. Avila reported the Governance and Membership Committee will meet Thursday, November 17, 2022, at 3:30 to 5:00 pm.

Ms. Avila reported she has reached out to Ms. Iles to inquire if there is someone at Sciarabba-Walker that would like to join the Board and be the Treasurer.

Services to Individuals with Disabilities

Mr. Matteson reported the Committee last met Tuesday, October 11, 2022

Mr. Matteson requested to move the Committee's meeting on Wednesday, December 14, 2022 to the previous week, due to conflicts.

Discussion - Living Wage

Ms. Avila deferred the discussion of living wage to next Executive Committee meeting Tuesday, December 6, 2022, when full Committee members are present.

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 - Industry Briefing

Ms. Avila asked the Committee their thoughts on have an Industry Briefing on Cannabis. Ms. Avila and Mr. Cerasaro are having conversations with the State on having a presentation for staff.

Budget Presentation, September 14th

Ms. Avila presented the Board County Budget to the Legislature on September 14, 2022.

Business Visits

Ms. Avila reported she has visited Odyssey Semiconductors, Inc., Therm, Borg-Warner, Downtown City Alliance, Incodema, TC Action and will be visiting more.

NYS DOL Fiscal Monitoring

Ms. Avila reported Ms. Achilles is working on a few last items that the State is requiring.

Ms. Avila reported Ms. Achilles and she will be meeting this afternoon to have an exit interview and talk about any findings that will be reported.

Summer Youth Employment Program - SYEP 2022

Ms. Avila reported the SYEP has concluded on September 30, 2022 and served 144 participants.

Ms. Avila reported that Mr. Sponn is taking lead on making sure all material is correct.

Board Retreat Debrief - Next Executive Committee

Ms. Avila reported Mr. Sponn and she has met, talked about the Board Retreat, and will report to Full Board members.

T.C. Cannabis Information Session

Ms. Avila reported she will reach out and set up a presentation for the Full Board.

WDB Associate Position

Ms. Avila reported the WDB Associate position has been posted and have not received any applications yet.

Manufacturing and Development Expo. - MADE Event

Ms. Avila reported the MADE event was held October 7, 2022 and was very successful. The event had 143 students from various schools.

Ms. Avila reported the Board supported efforts for the WIOA youth out of school waiver to change to 50% instead of 75%.

Ms. Avila reported the A2D flyer is ready to be sent out next week.

Ms. Avila reported she has reached out to the County Attorney about the Open Meetings Law. The County attorney recommends that the Board being an advisory board it should be in person.

The meeting adjourned at 9:04 a.m.

**Tompkins County Workforce Development Board
Budget Statement
30-Sep-22**

25% of yr.

Fiscal Year 2022 - 2023	Budget	Sep-21	Sep-22	2021 - 2022 YTD	2021 - 2022 Balance	YTD % of Budget
Expenditures						
Staff Wage	288,229	15,884.91	21,468.01	61,404.78	226,824.22	21%
Fringe	131,474	8,371.34	10,089.96	28,860.24	102,613.76	22%
Rent/Taxes	32,640	1,636.00	0.00	8,160.00	24,480.00	25%
Professional Services	1,500	0.00	0.00	0.00	1,500.00	0%
Office Supplies	2,000	0.00	85.82	530.66	1,469.34	27%
Office Furnishings	1,000	0.00	365.35	365.35	634.65	37%
Heat/Electric	0	121.23	0.00	0.00	0.00	0%
Software/Hardware	1,000	0.00	190.06	190.06	809.94	19%
Computer Equipment	3,400	0.00	0.00	0.00	3,400.00	0%
Postage	35	26.35	0.00	0.00	35.00	0%
Travel Training	6,000	295.00	0.00	718.75	5,281.25	12%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	4,200	0.00	510.40	1,598.01	2,601.99	38%
Membership Dues	5,100	0.00	0.00	0.00	5,100.00	0%
Sub Contracts	1,277,299	169,630.76	196,701.35	504,537.44	772,761.56	40%
IT Services	2,100	0.00	0.00	0.00	2,100.00	0%
Books, Subs & Periodicals	700	0.00	0.00	40.00	660.00	6%
Advertising	500	0.00	0.00	0.00	500.00	0%
Program Expenses	6,520	0.00	0.00	0.00	6,520.00	0%
Printing	3,000	0.00	148.91	148.91	2,851.09	5%
Meeting Expenses (Food, Supplies & Meeting Space)	2,480	0.00	0.00	0.00	2,480.00	0%
Total Expenditures	1,770,177	195,965.59	229,559.86	606,554.20	1,163,622.80	34%
Revenue						
WIOA Admin	80,000	2,086.13	2,311.55	6,673.32	73,326.68	8%
WIOA Adult	205,500	8,091.39	17,118.35	61,989.22	143,510.78	30%
WIOA Dislocated Worker	169,000	2,685.32	9,411.77	40,118.17	128,881.83	24%
WIOA Youth	529,000	11,250.24	37,210.25	109,861.12	419,138.88	21%
SYEP	355,751	0.00	124,513.00	302,389.00	53,362.00	85%
County	292,378	13,038.41	14,561.13	35,407.57	256,970.43	12%
Tourism	13,500	0.00	3,181.71	6,885.95	6,614.05	51%
ER-NDWG	13,200	0.00	882.85	7,047.85	6,152.15	53%
Misc - Park Foundation, Community Foundation, U	0	0.00	81,000.00	161,000.00	0.00	0%
NY-SCION	96,848	0.00	6,355.79	23,524.69	73,323.31	24%
Ticket to Work	15,000	0.00	0.00	0.00	15,000.00	0%
Total Revenue	1,770,177	37,151.49	296,546.40	754,896.89	1,176,280.11	43%

*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-Sep-22**

25% of yr.

Fiscal Year 2022-2023	Budget	Sep-21	Sep-22	2022 - 2023 YTD	2022 - 2023 Balance	YTD % of Budget
Expenditures						
Staff Wage	388,689	19267.76	19028.60	63093.88	325595.12	16%
Fringe	177,190	10154.09	8537.89	28475.35	148714.65	16%
Rent/Taxes	32,810	2500.35	6276.69	6276.69	26533.31	19%
Copier Contract	599	32.47	41.56	123.55	475.45	21%
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	60.00	125.80	222.20	36%
Travel Training	6,964	0.00	0.00	0.00	6964.00	0%
Local Travel	3,621	7.73	148.26	426.95	3194.05	12%
Phone	2948	0.00	161.74	-10846.52	13794.52	-368%
Membership Dues	209	0.00	0.00	0.00	209.00	0%
Books, Subscriptions & Periodicals	2960	55.56	731.97	731.97	2228.03	25%
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	20.34	114.07	193.57	1082.43	15%
Sub Contract	4000	0.00	0.00	0.00	4000.00	0%
Supportive Services	26,000	695.45	624.30	6459.27	19540.73	25%
Tuition	68058	9380.00	12990.00	30083.00	37975.00	44%
OJT	85900	0.00	2033.03	2033.03	83866.97	2%
Participant Wages	125000	2387.52	12640.53	51247.85	73752.15	41%
Participant Fringe	14,571	303.21	1453.66	5893.51	8677.49	40%
Total Expenditures	945,677	44804.48	64842.30	184317.90	761359.10	19%

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