

EXECUTIVE COMMITTEE

November 2, 2021

8:15 A.M.

Zoom Platform

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

EXCUSED: J. Matteson

STAFF: R. Avila, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:19 a.m.

APPROVAL OF MINUTES – October 5, 2021

It was moved by Mr. Bishop, seconded by Mr. Burrows, and unanimously adopted by voice vote of members present to approve the minutes of October 5, 2021.

FINANCIAL REPORTS – September 2021

Ms. Iles reported that the Workforce Development Board September 2021 financials are at 32% spending at this time. The sub-contract line is at 36% due to the Summer Youth Employment Program being fully expended this year. Ms. Iles reported that WIOA revenue portion is lower these numbers are expected to increase with Office of Employment and Training Director, Ms. Mouillesseaux setting goals for staff to reach for customers. Currently the Board is using PY20 funds and need to spend down by June 30, 2022.

Ms. Iles reported that the Office of Employment and Training expects to have wage and fringe lines increase due to being fully staffed and the 2 new staff members start dates will report wage and fringe in October 2021 financial reports.

Ms. Iles reported that the Board is working on fiscal monitoring with the State. This will be ending and will have a report in 45 days.

Ms. Avila reported that she has reached out to Ms. Mouillesseaux about spending PY20 funds and making sure we are meeting goals for the Community.

Ms. Avila reported that today, November 2, 2021, the Board is having the exiting interview with the State auditors. At the end of 45 days the auditors will have a report on the findings and what corrective action needs to be made.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Avila reported that the Summer Youth Employment Program has spent all funds that were available from the State in the amount of \$351,969. Ms. Alvord has submitted all claims and reports to the State. The Committee will be working on 2022 Summer Youth Employment RFP in February 2022.

Ms. Avila reported that the Health Career Expo will be held at Ithaca College, Monday, November 22, 2021. The Expo will have lots of volunteers from the community. The Committee for the Expo are looking for sponsorship to provide all student's lunch.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop reported that the One Stop Committee will be having a meeting Tuesday, November 9, 2021.

Ms. Avila reported that the Committee will be looking at One Stop procurement that has expired on June 30, 2021.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee will be planning the quarterly meeting and will reach out Ms. Avila and Ms. Achilles to schedule.

Ms. Avila reported that the Legislature has made the appointment to fill the two vacancies on the Board. The two seats on the Board have been Ms. Harrington, TC Action and Ms. Burke, Challenge Workforce Solution/Mosaic. Ms. Harrington and Ms. Burke will be joining the next Board meeting Tuesday, December 14, 2021.

Ms. Avila will be reaching out to conduct and orientation for new Board members.

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 and have an exit interview today, November 2, 2021. Ms. Avila has received an email that the Program Monitoring will start mid-December.

Ms. Avila reported she has reached out two local Real-Estate brokers for the next Workforce Development Board industry briefing.

Ms. Avila reported that the LWDB Recertification is due December 15th. This is a recertification that is due every two years.

Ms. Avila reported that the “New Possible” 9 recommendations will take a course of action to work on one at a time. During one-to-one interviews with Board members Ms. Avila would like to move forward with recommendation for Career Coaching to help employer with retention, employment, and childcare.

The Board has extended Ms. Mattick’s contract from November 1, 2021, to December 31, 2021. The extension is for length of time not number of hours agreed upon has been approved by the County.

Ms. Avila reported that the Board is in the process of hiring a Youth Service Associate and has received applications and will be moving forward with interviews.

Ms. Avila reported that the Disability Employment Initiative has ended September 30th and will be replaced with the DRC piolet program. Ms. Avila had a conversation Ms. Mouillesseaux and will be working with one of her staff to become certified as the DRC for this grant.

DIRECTOR SEARCH UPDATE

Ms. Hendrix asked the Executive Committee to review that Director job description and have any edits to her by Friday, November 5, 2021. Ms. Hendrix reviewed the timeline for hiring a director; post position to the County website and other associate websites, close applications – form a committee to review redacted applications and set up interviews. The County is looking to hire and have a start date of February 2022.

The meeting adjourned at 9:01 a.m.

**Tompkins County Workforce Development Board
Budget Statement
30-Sep-21**

25% of yr.

	Budget	Sep-20	Sep-21	2021 - 2022 YTD	2021 - 2022 Balance	YTD % of Budget
Expenditures						
Staff Wage	275,289	14,429.99	15,884.91	57,288.42	218,000.58	21%
Fringe	143,660	6,906.20	8,371.34	30,190.98	113,469.02	21%
Rent/Taxes	19,926	1,588.00	1,636.00	4,908.00	15,018.00	25%
Professional Services	3,500	0.00	0.00	0.00	3,500.00	0%
Office Supplies	1,000	466.57	0.00	319.22	680.78	32%
Office Furniture	1,000	0.00	0.00	0.00	1,000.00	0%
Heat/Electric	1,275	125.36	121.23	198.74	1,076.26	16%
Software/Hardware	1,000	0.00	0.00	199.95	800.05	20%
Computer Equipment	500	5,614.16	0.00	0.00	500.00	0%
Postage	35	0.00	26.35	26.35	8.65	75%
Travel Training	6,000	(50.00)	295.00	295.00	5,705.00	5%
Local Travel	1,000	0.00	0.00	0.00	1,000.00	0%
Phone	2,000	0.00	0.00	304.89	1,695.11	15%
Membership Dues	5,000	0.00	0.00	0.00	5,000.00	0%
Sub Contracts	1,364,823	110,557.52	169,630.76	486,603.25	878,219.75	36%
IT Services	1,100	0.00	0.00	0.00	1,100.00	0%
Books, Subs & Periodicals	630	0.00	0.00	120.00	510.00	19%
Advertising	360	0.00	0.00	0.00	360.00	0%
Program Expenses	6,400	0.00	0.00	0.00	6,400.00	0%
Printing	3,000	0.00	0.00	69.03	2,930.97	2%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0.00	0%
Total Expenditures	1,837,498	139,637.80	195,965.59	580,523.83	1,256,974.17	32%
	Budget	Sep-20	Sep-21	YTD	Balance	YTD % of Budget
Revenue						
WIOA Admin	71,000	4,963.79	2,086.13	19,571.44	51,428.56	28%
WIOA Adult	253,164	11,874.23	8,091.39	32,964.80	220,199.20	13%
WIOA Dislocated Worker	152,102	10,617.81	2,685.32	11,850.25	140,251.75	8%
WIOA Youth	389,000	8,418.82	11,250.24	37,736.53	351,263.47	10%
Disability Employment Initiative (RFMH)	70,064	1,919.26	0.00	23,075.31	46,988.69	33%
DEI Grant Round 8	74,000	18,022.50	9,509.25	33,180.56	40,819.44	45%
SYEP	351,969	0.00	0.00	299,173.00	52,796.00	85%
County	280,960	0.00	13,038.41	50,708.73	230,251.27	18%
Tourism	3,600	0.00	0.00	0.00	3,600.00	0%
TET-NDWG	73,500	1,086.35	4,975.86	10,090.02	63,409.98	14%
ER-NDWG	8,139	0.00	0.00	0.00	8,139.00	0%
Misc - Park Foundation, Community Foundation, U	85,000	0.00	0.00	83,000.00	2,000.00	98%
Ticket to Work	25,000	0.00	0.00	0.00	25,000.00	0%
Total Revenue	1,837,498	51,938.97	51,636.60	601,350.64	1,236,147.36	33%

*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-21**

25% of yr.

	Budget	Sep-20	Sep-21	2021 - 2022 YTD	2021 - 2022 Balance	YTD % of Budget
Expenditures						
Staff Wage	360,539	10530.72	19267.76	53895.80	306643.20	15%
Fringe	188,148	5040.01	10154.10	28403.06	159744.94	15%
Rent/Taxes	14,981	0.00	2500.35	2500.35	12480.65	17%
Copier Contract	647	27.96	32.47	102.60	544.40	16%
Phone Maintenance	1285	0.00	0.00	0.00	1285.00	0%
Office Supplies	452	0.00	0.00	8.57	443.43	2%
Postage	376	0.00	0.00	0.00	376.00	0%
Travel Training	5,259	0.00	0.00	0.00	5259.00	0%
Local Travel	3,903	0.00	7.73	81.76	3821.24	2%
Phone	6404	0.00	0.00	1037.41	5366.59	16%
Membership Dues	226	0.00	0.00	0.00	226.00	0%
Books, Subscriptions & Periodicals	2523	6.89	55.56	55.56	2467.44	2%
Computer Software/Hardware	753	0.00	0.00	0.00	753.00	0%
IT Services	2,714	0.00	0.00	0.00	2714.00	0%
Printing	1379	22.13	20.34	192.11	1186.89	14%
Supportive Services	26,000	0.00	695.45	3453.19	22546.81	13%
Tuition	59458	397.00	9380.00	12077.50	47380.50	20%
Participant Wages	105000	2088.60	2387.52	7571.95	97428.05	7%
Participant Fringe	13,350	208.86	303.21	961.64	12388.36	7%
Total Expenditures	793,397	18322.17	44804.49	110341.50	683055.50	14%

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

WORKFORCE DEVELOPMENT DIRECTOR

TOMPKINS COUNTY

Department Workforce Development

Classification Non-competitive

Labor Grade P(87)

Approved Bd. Action 12/81; NC per NYS CSC 06/09/12

Revised 2/90; 6/91; 10/98; 01/23/01 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:

- (A) 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**
- (B) 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**
- (C) Any combination of training and experience equal to or greater than that described in (a) and(b) above.

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;

TYPICAL WORK ACTIVITIES: Continued

- 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 considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role.

W23.DOC

Created 12/81