

## **EXECUTIVE COMMITTEE**

December 1, 2020

8:15 A.M.

Zoom Platform

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

**EXCUSED:**

**STAFF:** N. Branosky, D. Achilles

**GUEST:** J. Molino

### **CALL TO ORDER**

Chairman Pronti called the meeting to order at 8:18 a.m.

### **APPROVAL OF MINUTES – November 9, 2020**

It was moved by Ms. Iles, seconded by Mr. Bishop, and unanimously adopted by voice vote of members present to approve the minutes of November 9, 2020.

### **UPDATE ON COVID-19/WORKFORCE**

Ms. Branosky reported that the unemployment rate for Tompkins County has decreased from a high in April of 10.1% to October of 4.6%, according to the Ithaca Metropolitan Statistical Area. The COVID relief for unemployment insurance is ending December 31<sup>st</sup>.

### **COMMITTEE UPDATES**

#### **YOUTH OVERSIGHT**

Ms. Branosky informed the Executive Committee that the Summer Youth Employment Program is now closed, and all reports have been submitted to the State. The Career Center served just shy of 100 participants. Ms. Branosky reported that the Career Center is being recognized by NYSDOL for the work accomplished with the WIOA Youth. Ms. Branosky and Ms. Mouillesseaux did a presentation to NYSDOL on Thursday, November 12<sup>th</sup> and NYSDOL shared that they would like to visit the Tompkins County Career Center.

## **ONE STOP OPERATIONS AND OVERSIGHT**

Mr. Bishop informed the Executive Committee that the One Stop Operations and Oversight Committee will be focusing on the Career Center re-certification that is pending in January 2021. We are waiting on guidance from the State on how we will be moving forward during the pandemic. Ms. Mouillesseaux report to the Committee that the local NYSDOL supervisor is now physically in the office full time with the staff on a rotating schedule.

## **GOVERNANCE AND MEMBERSHIP**

Mr. Burrows reported the Governance and Membership Committee will be meeting on Friday, December 4<sup>th</sup> at 8:30 a.m. The Board has two openings to fill; NYSDOL and Labor Organization/Apprenticeship. Mr. Pruitt has resigned from the Board upon his reassignment at Borg Warner.

## **DIRECTOR'S REPORT**

### **ILR RESEARCH: PANDEMIC LM ANALYSIS & SKILLS MAPPING**

Ms. Branosky reported the Cornell ILR school will release a report on their research to the Board at a special Board meeting Tuesday, January 26, 2021. Ms. Achilles will be sending meeting invites for ILR interns to interview Board members.

### **NEXT INDUSTRY BRIEFING/END-OF-YEAR BOARD MEETING: Green/Climate Jobs**

Ms. Branosky reported that the Board has had industry briefings from Higher Ed., Health Care, and Downtown Ithaca Alliance (Hospitality). The next industry briefing will be presented by Ms. Culotta from Cornell University, on Green Climate Jobs at the December 15<sup>th</sup> Board meeting at 8:00 a.m.

## **EXECUTIVE SESSION**

The Committee went into Executive session at 8:58 a.m. to discuss a personnel matter.

The meeting adjourned at 9:38 a.m.

**Tompkins County Workforce Development Board  
Budget Statement  
30-Sep-20**

25% of yr.

	Budget	Sep-20	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
Staff Wage	230,927	4,688.36	39,958.10	190,968.90	17%
Fringe	112,739	2,243.85	19,123.95	93,615.05	17%
Rent/Taxes	19,632	486.99	3,662.99	15,969.01	19%
Professional Services	107	0.00	0.00	107.00	0%
Office Supplies	550	0.00	94.53	455.47	17%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,200	35.30	159.48	1,040.52	13%
Software/Hardware	770	0.00	0.00	770.00	0%
Computer Equipment	1,624	0.00	0.00	1,624.00	0%
Postage	35	0.00	0.00	35.00	0%
Travel Training	2,000	46.00	46.00	1,954.00	2%
Local Travel	100	0.00	0.00	100.00	0%
Phone	1,700	0.00	202.10	1,497.90	12%
Membership Dues	4,000	0.00	0.00	4,000.00	0%
Sub Contracts	1,342,383	40,575.70	297,653.82	1,044,729.18	22%
IT Services	824	0.00	0.00	824.00	0%
Special Events	0	0.00	0.00	0.00	0%
Advertising	326	0.00	313.22	12.78	96%
Program Expenses	5,715	0.00	0.00	5,715.00	0%
Printing	200	0.00	0.00	200.00	0%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0%
<b>Total Expenditures</b>	<b>1,724,832</b>	<b>48,076.21</b>	<b>361,214.20</b>	<b>1,363,617.80</b>	<b>21%</b>

	Budget	Sep-20	YTD	Balance	YTD % of Budget
<b>Revenue</b>					
WIOA Admin	79,633	4,963.79	9,874.74	69,758.26	12%
WIOA Adult	209,700	11,874.23	17,380.16	192,319.84	8%
WIOA Dislocated Worker	88,080	10,617.81	17,727.09	70,352.91	20%
WIOA Youth	401,000	8,418.82	14,951.18	386,048.82	4%
Disability Employment Initiative (RFMH)	50,064	1,919.26	7,454.58	42,609.42	15%
DEI Grant Round 8	262,571	18,022.50	25,771.36	236,799.64	10%
SYEP	411,775	0.00	329,420.00	82,355.00	80%
County	161,000	0.00	0.00	161,000.00	0%
Tourism	4,825	0.00	0.00	4,825.00	0%
TET-NDWG	30,000	1,086.35	4,803.34	25,196.66	16%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	26,184	0.00	1,036.80	25,147.20	4%
<b>Total Revenue</b>	<b>1,724,832</b>	<b>56,902.76</b>	<b>428,419.25</b>	<b>1,296,412.75</b>	<b>25%</b>

\*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-20**

	Budget	20-Sep	YTD	Balance	25% of yr. YTD % of Budget
<b>Expenditures</b>					
Staff Wage	284,758	10530.72	41142.12	243615.88	14%
Fringe	138,907	5040.01	19690.62	119216.38	14%
Rent/Taxes	12,990	0.00	592.50	12397.50	5%
Copier Contract	672	27.96	104.52	567.48	16%
Phone Maintenance	1120	0.00	0.00	1120.00	0%
Office Supplies	244	0.00	0.00	244.00	0%
Postage	229	0.00	0.00	229.00	0%
Travel Training	3,798	0.00	0.00	3798.00	0%
Local Travel	950	0.00	0.00	950.00	0%
Phone	5543	0.00	623.91	4919.09	11%
Membership Dues	137	0.00	0.00	137.00	0%
Books, Subscriptions & Periodicals	163	6.89	25.84	137.16	16%
Computer Software/Hardware	482	0.00	0.00	482.00	0%
IT Services	2,243	0.00	0.00	2243.00	0%
Printing	586	22.13	68.82	517.18	12%
Supportive Services	26,000	0.00	189.00	25811.00	1%
Tuition	59458	397.00	6679.91	52778.09	11%
Participant Wages	105000	2088.60	4720.00	100280.00	4%
Participant Fringe	10,500	208.86	472.00	10028.00	4%
<b>Total Expenditures</b>	<b>653,780</b>	18322.17	74309.24	579470.76	11%

**Tompkins County Workforce Development Board  
Budget Statement  
31-Oct-20**

33.3% of yr.

	Budget	Oct-20	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
Staff Wage	230,927	7,603.49	47,561.59	183,365.41	21%
Fringe	112,739	3,639.03	22,762.98	89,976.02	20%
Rent/Taxes	19,632	973.96	4,636.95	14,995.05	24%
Professional Services	107	0.00	0.00	107.00	0%
Office Supplies	550	15.90	110.43	439.57	20%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,200	0.00	159.48	1,040.52	13%
Software/Hardware	770	0.00	0.00	770.00	0%
Computer Equipment	1,624	0.00	0.00	1,624.00	0%
Postage	35	0.00	0.00	35.00	0%
Travel Training	2,000	0.00	46.00	1,954.00	2%
Local Travel	100	0.00	0.00	100.00	0%
Phone	1,700	63.75	265.85	1,434.15	16%
Membership Dues	4,000	0.00	0.00	4,000.00	0%
Sub Contracts	1,342,383	101,083.36	398,737.18	943,645.82	30%
IT Services	824	0.00	0.00	824.00	0%
Special Events	0	0.00	0.00	0.00	0%
Advertising	326	0.00	313.22	12.78	96%
Program Expenses	5,715	0.00	0.00	5,715.00	0%
Printing	200	0.00	0.00	200.00	0%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0%
<b>Total Expenditures</b>	<b>1,724,832</b>	<b>113,379.49</b>	<b>474,593.69</b>	<b>1,250,238.31</b>	<b>28%</b>
<b>Revenue</b>					
WIOA Admin	79,633	7,790.28	17,665.02	61,967.98	22%
WIOA Adult	209,700	11,567.82	28,947.98	180,752.02	14%
WIOA Dislocated Worker	88,080	12,713.28	30,440.37	57,639.63	35%
WIOA Youth	401,000	13,921.83	28,873.01	372,126.99	7%
Disability Employment Initiative (RFMH)	50,064	0.00	7,454.58	42,609.42	15%
DEI Grant Round 8	262,571	37,988.95	63,760.31	198,810.69	24%
SYEP	411,775	0.00	329,420.00	82,355.00	80%
County	161,000	0.00	0.00	161,000.00	0%
Tourism	4,825	0.00	0.00	4,825.00	0%
TET-NDWG	30,000	8,093.39	12,896.73	17,103.27	43%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	26,184	0.00	1,036.80	25,147.20	4%
<b>Total Revenue</b>	<b>1,724,832</b>	<b>92,075.55</b>	<b>520,494.80</b>	<b>1,204,337.20</b>	<b>30%</b>

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**Tompkins County Office of Employment Training  
Budget Statement  
31-Oct-20**

				33.3% of yr.	
	Budget	20-Oct	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
<b>Staff Wage</b>	<b>284,758</b>	14422.16	55564.28	229193.72	20%
<b>Fringe</b>	<b>138,907</b>	5924.14	25614.76	113292.24	18%
<b>Rent/Taxes</b>	<b>12,990</b>	0.00	592.50	12397.50	5%
<b>Copier Contract</b>	<b>672</b>	25.30	129.82	542.18	19%
<b>Phone Maintenance</b>	<b>1120</b>	0.00	0.00	1120.00	0%
<b>Office Supplies</b>	<b>244</b>	0.00	0.00	244.00	0%
<b>Postage</b>	<b>229</b>	0.00	0.00	229.00	0%
<b>Travel Training</b>	<b>3,798</b>	0.00	0.00	3798.00	0%
<b>Local Travel</b>	<b>950</b>	0.00	0.00	950.00	0%
<b>Phone</b>	<b>5543</b>	429.42	1053.33	4489.67	19%
<b>Membership Dues</b>	<b>137</b>	0.00	0.00	137.00	0%
<b>Books, Subscriptions &amp; Periodicals</b>	<b>163</b>	6.27	32.11	130.89	20%
<b>Computer Software/Hardware</b>	<b>482</b>	0.00	0.00	482.00	0%
<b>IT Services</b>	<b>2,243</b>	0.00	0.00	2243.00	0%
<b>Printing</b>	<b>586</b>	0.00	68.82	517.18	12%
<b>Supportive Services</b>	<b>26,000</b>	519.50	708.50	25291.50	3%
<b>Tuition</b>	<b>59458</b>	2766.88	9446.79	50011.21	16%
<b>Participant Wages</b>	<b>105000</b>	2829.05	7549.05	97450.95	7%
<b>Participant Fringe</b>	<b>10,500</b>	282.91	754.91	9745.09	7%
<b>Total Expenditures</b>	<b>653,780</b>	27205.63	101514.87	552265.13	16%