

Tompkins County Workforce Development Board

Executive Committee

MINUTES

Tuesday, September 5, 2023 | TC Workforce Development Board Conference Room

Present: S. Pronti, K. Babuka, J. Matteson, B. Nugent

Excused: K. Franzese

Staff: C. Sponn, D. Achilles

Guest:

Call to Order

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:24 a.m.

Approval of Minutes - August 1, 2023

It was moved by Ms. Babuka, seconded by Mr. Matteson, and unanimously adopted by voice vote of members present to approve the minutes of August 1, 2023.

Approval of Policies

Workforce Development Property Management Policy

Mr. Sponn reported that due to the Fiscal Audit, updates needed to be made to the Workforce Development Property Management Policy NYSDOL Technical Advisory 17-3 and the person responsible for property management was added.

It was moved by Mr. Matteson, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve the Workforce Development Property Management Policy.

Workforce Development Subrecipient Policy

Mr. Sponn reported that due to the Fiscal Audit, updates needed to be made to the Workforce Development Subrecipient Policy adding record retention information and the individuals responsible technical assistance. This policy will need further updates when the department is officially considered merged.

It was moved by Ms. Babuka, seconded by Mr. Matteson, and unanimously adopted by voice vote of members present to approve the Workforce Development Subrecipient Policy.

Workforce Development Director Search Update

Mr. Pronti Congratulated Mr. Sponn on being offered the Workforce Development Director position. Mr. Pronti reviewed the next steps for approval. First, the Full Board will need to approve Mr. Sponn at the Tuesday, September 26, 2023 Board meeting and then it will need to be approved by the Legislature on Tuesday, October 3, 2023 meeting.

Financial Reports - July 2023

Ms. Achilles reported the Workforce Development Board financials are on track. The Board wage and fringe are slightly lower due to having two positions open and will continue to be lower through the fiscal budget period. Participant wage and fringe are slightly higher due to Summer Youth Employment participants working 40 or more hours per payroll.

Ms. Achilles reported the Office of Employment and Training financials have a slightly lower percentage. The OET staff wages and fringe are lower than expected due to not being fully staffed. This should improve with being fully staffed with hiring Ms. Baldwin as a Transitional Workforce Specialist. Travel and Training is higher due to 2 staff attending a NYATEP Conference in spring 2023 that was not paid for until July 2023.

Ms. Achilles reported that the 2024 County Budget conversation with Ms. Holmes was on August 3, 2023 and there were no concerns. As of last week, there have been changes to the staff at the Workforce Development Board. Mr. Sponn reported that Ms. Holmes contacted him last week to have a conversation about vacant positions within the department. At this time Mr. Sponn will hold off on hiring the Communications Specialist.

Ms. Achilles reported that the Fiscal Audit was virtual and in-person. The auditor was on-site last Thursday and Friday, with a preliminary exit interview on Friday at 1:00 pm. There are 4 potential findings: updating information on standing desk from 2017, transitional job participant needed OSOS comments updated and funding needed to be corrected, NYATEP conference allocation needed to be consistent on how it is allocated, and Subrecipient Monitoring policy that was just voted and approved needed to be updated.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported the Youth Oversight Committee has been discussing the Summer Youth Employment Program (SYEP). With the SYEP program there has not been much to discuss related to the program. The committee is aware of how spending for the program is going and it is currently on pace. Next meeting will allow further discussion about the summer program and how spending has gone.

One Stop Operation and Oversight Committee

Ms. Sponn reported the submitted re-certification documents were approved by the State. There were just minor tweaks to language in the goals that had to be made.

Another topic of discussion is a new location of the Career Center. If the County is able to build a new facility for County departments, the Tompkins Workforce Development department would move there. Currently NYSDOL is satisfied with the current space and is willing to collaborate if changes need to be made.

Governance and Membership Committee

Ms. Babuka reported the Committee met a couple weeks ago and said membership is in great shape. There is a balance of business and non-profits on the Board. The Treasurer position is still being looked at. The committee also discussed the Board retreat coming up.

Mr. Sponn reported he reached out to a Board member about the vacant Treasurer position and is waiting to hear back as they were out of office. Mr. Holden of INHS is the newest member and will be at the next Board meeting. Mr. Holden is a strong partner and is very supportive of workforce programs the Board works on.

Mr. Sponn is talking with NYATEP about the Board retreat. Mr. Harris of NYSDOL will provide labor market information and the rest of the retreat will be similar to last year where there are small group discussions and creation of goals. Mr. Sponn is emphasizing with NYATEP the need for action steps going forward and a roadmap for the Board so everything is captured.

Services to Individuals with Disabilities

Mr. Matteson reported the Committee will be meeting next month and he was not in attendance for the last meeting. Mr. Sponn added legislator Annie Koreman spoke at the meeting to talk about the grant funded Disability Resource Coordinator position. Mr. Sponn wants to continue to have discussions with her and other legislators to show the need to sustain the position.

Director's Report

MOU Update

Mr. Sponn reported to the Committee that the status of the MOU is the same as it is currently with the Council's Office at the State.

NYSDOL Fiscal Audit

Mr. Sponn added going into the Fiscal Audit the Tompkins Workforce Development Board is considered a low-risk entity by the NYSDOL and thanked Ms. Achilles for her work on this.

Summer Youth Employment Program (SYEP)

Mr. Sponn reported he has visited several host sites such as Cass Park, Ithaca ReUse, Finger Lakes Residential Center, and Ithaca Children's Garden. Mr. Sponn plans on visiting a few more. Mr. Sponn talked with site supervisors and youth to ensure program goals were met and the experience is going well for all involved. Tompkins County Workforce staff and Ithaca Youth Bureau staff all received positive comments for their work, and they look forward to next summer. Mr. Sponn wants to have more sites next summer that have to do with priority industries in Tompkins County.

Manufacturing and Healthcare Expos Fundraising

Mr. Sponn reported the Board has raised \$3,500 for the Manufacturing expo and \$1,250 for the Healthcare expo in November. These funds go towards lunches and bags for the youth. The expos are a collective effort and organizations donate space, people, transportation, etc. Besides being on the committees, the Board's main responsibility is ensuring there is funding.

Micron Future Ready Consortium

Mr. Sponn reported there have been subcommittee meetings, but it has been hard for individuals to attend all of them as they have been frequent. Mr. Sponn said he is interested in hearing about the plan going forward with these meetings.

Tompkins Workforce Development Deputy Positions

Mr. Sponn reported he is talking with Tompkins County Human Resources to fix the Deputy Director of the Board job description to allow more applicants and not shut out individuals if they do not have a certain degree. Currently it is harder to become the Deputy Director than the Director of Workforce Development. Mr. Sponn is also in discussions about the Deputy Director of the Career Center position.

Direct to Work (DTW)

Mr. Sponn reported the Board is a strategic partner in this program. DTW graduated their summer cohort and a few already received jobs. If IAED receives the WORC grant, the Board is written in for \$100,000 for strategic partnership. Mr. Sponn reported that he went on a field trip to Therm with the cohort and Ms. Achilles. One of the DTW participants was hired at Therm last week, so Board staff was excited to see that.

Mr. Sponn reported that construction and trades will be another area that will be explored. Mr. Sponn commented that TST BOCES has a construction program that is coming back, and Mr. Matteson provided a summary of the program and how popular the program is.

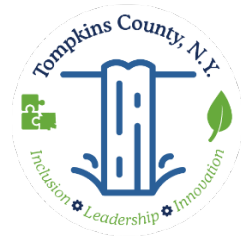
ICMA Conference in Austin

Mr. Sponn reported he will not be at the next meeting as he will be at the ICMA Conference in Austin. Mr. Sponn received a scholarship from ICMA to attend.

Additional information

Mr. Sponn thanked the committee for their attendance and for the opportunity to continue the work. Mr. Sponn also thanked Ms. Achilles for all her work on the Fiscal Audit.

The meeting was adjourned at 9:13 a.m.



*Workforce
Development
Board*

Tompkins Workforce Development Board Property Management Policy

It is the policy of the Tompkins County Workforce Development Board to follow the fixed asset rules and guidelines established by Tompkins County.

The Workforce Development Board will maintain the integrity of all items in working order with a value below the fixed asset amounts established by Tompkins County and will secure all property in its possession.

Per NYSDOL Technical Advisory 17-3, prior approval from NYSDOL must be given for any facility renovation or equipment acquisition costing \$5,000 or more, regardless of the amount of WIOA dollars used in the transaction. For any facility renovation or equipment acquisition costing under \$5,000; NYSDOL prior approval is not required.

The Workforce Development Board will seek permission from the New York State Department of Labor prior to the disposal of any item with a current value of \$5,000 or above. The Workforce Development Board will follow the rules and guidelines established by Tompkins County as they relate to the security of personally identifiable information.

Local Workforce Development Board Fiscal Staff shall be responsible for the property and inventory management of WIOA equipment.

Effective: September 2023



Tompkins County Workforce Development Board

Remote and/or On Site Subrecipient Oversight and Monitoring Fiscal and Program Compliance Monitoring Policy

BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) Section 183, Monitoring, states: “(a) In General...the Secretary is authorized to monitor all recipients of financial assistance under this title to determine whether the recipients are complying with the provisions of this title, including the regulations issued under this title.” Monitoring of any type is necessary for the purpose of ensuring compliance and to foster continuous improvement of the individual programs and one-stop system. To further these ends, monitoring activities must:

- Recognize and highlight the positive practices of the entity being reviewed
- Offer efficient technical assistance when issues of non-compliance are identified
- Offer efficient technical assistance to foster continuous improvement
- Allow sufficient time for corrective action
- Ensure implementation through follow-up

I. SCOPE OF MONITORING

A. Program Monitoring

During each program year, pursuant to the schedule outlined in the preceding section, Tompkins County Workforce Development Board conducts program management and oversight defined as reviewing, monitoring and evaluating program activities undertaken with funding provided under the Workforce Innovation and Opportunity Act and the outcomes of those activities related to the federal, state, and local program and system performance goals. This oversight results in the development of recommendations for improvement. WDB Staff conduct the monitoring. Monitoring activities ensure that contractors are in compliance with the Workforce Innovation and Opportunity Act, Federal Regulations, State policies and locally approved policies. Monitoring consists of a review of customer files and records on the case management system known as the One Stop Operating System- OSOS.

All documents associated with record retention must be maintained in such a manner that will preserve the integrity and admissibility as evidence in any audit, litigation, or other proceeding. Records must be retained for at least 7 years or longer if needed for audit, litigation, or other proceeding.

Schedule

- WIOA Title I Adult – Annually

- WIOA Title II Dislocated Worker – Annually
- WIOA Title I Youth – Annually
- Trade Act – Annually
- Subrecipient Contract Reviews – Quarterly
- Desk Review of Performance monitoring of LWDB subrecipient – Quarterly

B. Fiscal Monitoring

The Tompkins County Workforce Development Board will conduct regular fiscal oversight and monitoring, pursuant to the schedule outlined attached in this document, to ensure that contractors comply with all Federal, State and local laws, regulations and provisions of contracts and agreements. WDB Staff will conduct the monitoring. The purpose is to determine that expenditures made against the cost categories are accurate, appropriate, in compliance, and consistent with the contract budget.

Monthly vouchers are submitted to the WDB and carefully reviewed for accuracy and appropriateness prior to authorizing reimbursement. Vouchers should be submitted in the format provided by the WDB. If there are any questionable costs, the contractor is contacted for further explanation or back-up information/documentation. Once issues are resolved, payment will be authorized. If there are any disallowed costs, the contractor is notified, and the invoice is reduced accordingly. Technical assistance will be made available.

A full and complete monitoring review will include a review of all fiscal records, the cost allocation plan, the financial management and reporting system, all accounts payable, equipment management, and purchasing and procurement policies. In addition, contractors receiving over \$750,000 in federal funds must provide the WDB with a copy of their Single Audit report for the prior year within nine months of the end of the fiscal year or within thirty days after receipt of the auditor's report, whichever is earlier. Single Audit reports will be reviewed for relevant findings. Contractor will be required to provide an update on changes made to respond to Single Audit findings. Per Technical Advisory 21-05 Form IIa.1 the most recent Financial Management/Cost Allocation for Contracted Service Providers will be utilized. It is the policy of the WDB that work papers and reports related to review will be retained by WDB staff for review by Federal and state officials.

Fiscal Records

All contractors must keep records that adequately identify Tompkins County WDB grant funds. The records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The records must be maintained in accordance with Generally Accepted Accounting Principals (GAAP). Contractors may use either the cash or the accrual method of accounting; however, expenditures must be reported to the Tompkins County WDB on an accrual basis. If the records are maintained on a cash basis, the contractor must maintain a set of linking records, typically accrual spreadsheets, so that the reported costs are traceable during monitoring or auditing to the official accounting records or books of account.

All documents associated with record retention must be maintained in such a manner that will preserve the integrity and admissibility as evidence in any audit, litigation, or other proceeding. Records must be retained for at least 7 years or longer if needed for audit, litigation, or other proceeding.

Cost Allocation Plan

The contractors cost allocation plan will be reviewed to determine the types of expenses allocated and the methodology used. Actual expenditure allocation will be verified to determine if in accordance with the plan and for reasonableness. If the plan is not reasonable or there is no allocation plan, technical assistance will be provided to remedy the situation. If an indirect cost rate is used, monitor will verify that the rate has been approved by the appropriate agency and that the rate has been properly applied to the program. When an administrative overhead rate is applied to the contract, monitor will verify the costs that serve as the basis for the rate and verify that the rate is being properly applied and appropriately updated.

Reports

Reports will be issued as defined in the program monitoring section. Any areas initially noted as disallowed, or potentially disallowed costs, will be immediately addressed. Upon review, the monitor may revise the findings and/or recommendations. Any documentation provided to resolve the specific deficiencies will result in the deletion of the reference to the specific deficiencies in the final report, but may not result in changes to the findings and/ or recommendations. It should be noted that the Workforce Development Board will not consider other documentation submitted by the contractor, if such information was not available at the time of the monitoring activity. Also, if the contractor does not respond to the draft report, within the time frame noted above, the Workforce Development Board will assume that the contractor concurs with the findings and the final report will be issued. The final report will note that the contractor did not respond to the draft report.

Schedule

- Subrecipient Monitoring – Annually
- Financial Management/Cost Allocation – Annually
- Procurement – Every two years;
- Property Management – Every two years
- Desk Reviews of Expenditure Reports – Monthly

II. MONITORING GUIDES

NYSDOL Monitoring Guides, modified for local use, will be utilized to conduct Program Monitoring.

There are the areas for program review:

- Eligibility and Records Review • Delivery of Services
- Quality of Services
- Customer Satisfaction
- EEO Requirements/Grievance Procedures
- Performance Requirements

III. MONITORING REPORTS

A. Development of Monitoring Report

Two monitoring reports (Draft and Final) will be issued. These reports will contain at least the following:

- A. Introduction
- B. Positive practices that indicate a culture that fosters strong customer service, positive outcomes, and continuous improvement
- C. Prior Monitoring Findings Review (if appropriate.)
- D. Current Findings
- E. Recommendations/Corrective Action
- F. F. Specific Deficiencies (optional)

The Tompkins County Workforce Development Board staff will provide the contractor with a draft report within forty-five (45) business days of completing the review. The contractor will have fifteen (15) days after issuance/transmittal of the draft report to submit written comments. Appropriate supplemental information may be submitted if the contractor believes that it should be considered prior to issuance of the final report.

Upon review of the contractors written comments, the monitor may revise the findings and/or recommendations and shall issue the final report within ten (10) business days. Any documentation provided to resolve the specific deficiencies will result in the deletion of the reference to the specific deficiencies in the final report but may not result in changes to the findings and/ or recommendations.

If the contractor does not respond to the draft report within the time frame noted above, the Workforce Development Board will assume that the contractor concurs with the findings and the final report will be issued. The final report will note that the contractor did not respond to the draft report.

B. Distribution List of Reports

All written reports will be distributed to:

- The agency being reviewed (subrecipient);
- LWDB Chair (or designated LWDB member(s) to receive the report);
- The appropriate NYSDOL Financial Oversight and Technical Assistance (FOTA) and Program representatives;
- Grant Recipient CEO (Tompkins County CEO);
- Members of the Executive Committee of LWDB; and
- Appropriate LWDB staff.

C. Corrective Action Plan

A final monitoring report may require that the contractor submit a proposed corrective action plan, in response to the findings contained in the report. Upon review, the Tompkins County Workforce Development Board staff will accept the plan or request further revisions or clarification. Failure to submit the plan within the time thirty (30) business days or more (indicated in the final report and dependent on the number and severity of deficiencies noted) may result in the suspension/ termination of the subgrant agreement. If the plan is acceptable, the contractor will receive a confirmation of the resolution to the report findings.

The corrective action plan must be specific in describing the steps/procedures that will be implemented to correct the identified problems and must contain a timetable for implementation.

Executive Committee Approved: 9/5/2023

Subsequent monitoring will include a review of the implementation of the corrective action plan by the contractor. Failure of the contractor to implement the corrective actions may result in the modification, suspension, or termination of the contract.

In the event of any significant findings resulting from the reviews, which may have a material impact on the financial and participant reporting of Tompkins County Workforce Development Board, NYSDOL will be notified immediately.

D. Appeals to Monitoring Reports/Corrective Action

The monitoring report is considered an administrative oversight tool for the Tompkins County Workforce Development Board and the contractor. Therefore, no appeal to the report itself is possible. A contractor may utilize the local area's policy for grievances for resolution and corrective action of any questioned costs.

IV. INDEPENDENT AUDITORS/MONITORING REPORTS

Typically monitoring activities are program specific and relate to activities that may not be in the field of expertise of independent auditors. Therefore, auditors may utilize these reports in their examination of compliance matters only.

V. STATE/FEDERAL MONITORING

Typically, monitoring by the State Department of Labor or United States Department of Labor is scheduled through the Tompkins County Workforce Development Board. If a contractor is notified of a pending monitoring activity by other than the Tompkins County Workforce Development Board, the Workforce Development Board must be notified immediately. Further, if as a result of such monitoring the contractor is requested to provide a corrective action plan or otherwise is provided a report, the contractor is requested to consult with the Tompkins County Workforce Development Board prior to responding.

VI. TECHNICAL ASSISTANCE

Technical assistance will be provided whenever non-isolated deficiencies are found. In addition, technical assistance may be provided solely for the purpose of fostering continuous improvement, even if no specific notable deficiencies are indicated. Technical assistance may be provided in a number of ways, dependent on the area to be addressed, cost, and availability:

- Counseling by the WDB Staff: For Program Monitoring: Deputy Director. Fiscal Monitoring: Executive Director and Deputy Director
- Counseling and training by the NYSDOL representatives and experts
- Written materials that provide clarification and offer up best practices
- Workshops and trainings available either locally, through the New York State Department of Labor, New York Association of Training and Employment Professionals, or other appropriate providers and venues

PLAN

2022- 2023

CONTRACTS TO BE MONITORED; SCHEDULE; PERSON(S) RESPONSIBLE

Monitors

ED- Executive Director, Tompkins County Workforce Development Board
 DD – Deputy Director, Tompkins County Workforce Development Board
 WDA – Workforce Development Associate, Tompkins County Workforce Development Board

Contractor	*Program Monitor	Schedule	Fiscal Monitor	Schedule
Tompkins County Office of Employment and Training (WIOA Adult, Dislocated Worker, Youth, TAA, TET-NDWG, ER-NDWG)	WDA DD	Adult: Annually D/W: Annually Youth: Annually	ED DD	Annually
Tompkins County Office of Employment and Training (SYEP)	WDA DD	September- October	ED DD	Sept- November
Ithaca Youth Bureau (SYEP)	WDA DD	September- October	ED DD	Sept- November
Tompkins County Office of Employment and Training (One-Stop System Operator Consortium)	ED DD	Quarterly	N/A	N/A



Tompkins Workforce Development

Fiscal Year - July 1, 2023 to June 30, 2024

July 31, 2023 Budget Report

8.3% Through Fiscal Year
or 1 of 12 months

Budget Line Items	Budget approved by Board	Expenses for July 2022	Expenses for July 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	797,858	18,580.77	47,042.10	47,042.10	750,815.90	6%
Staff Fringe	361,781	8,732.97	19,948.13	19,948.13	341,832.87	6%
Rent	80,242	2,720.00	2,720.00	2,720.00	77,522.00	3%
Professional Services	1,500	0.00	0.00	0.00	1,500.00	0%
Office Supplies	2,500	301.25	0.00	0.00	2,500.00	0%
Office Furnishings	2,000	0.00	0.00	0.00	2,000.00	0%
Software/Hardware	890	0.00	0.00	0.00	890.00	0%
Computer Equipment	15,000	0.00	0.00	0.00	15,000.00	0%
Postage	650	0.00	0.00	0.00	650.00	0%
Travel & Training	16,000	0.00	650.00	650.00	15,350.00	4%
Local Travel	6,000	0.00	201.49	201.49	5,798.51	3%
Phone	14,500	101.19	159.58	159.58	14,340.42	1%
Contracts - Phone Maintenance	1,347	0.00	0.00	0.00	1,347.00	0%
Membership Dues	5,800	0.00	0.00	0.00	5,800.00	0%
Sub- Contracts	225,017	114,263.49	0.00	0.00	225,017.00	0%
IT Services	8,935	0.00	0.00	0.00	8,935.00	0%
Subscriptions, Periodicals	2,160	0.00	0.00	0.00	2,160.00	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	12,500	0.00	0.00	0.00	12,500.00	0%
Printing	3,100	0.00	74.75	74.75	3,025.25	2%
Equipment Rental - Ricoh Copier	920	0.00	74.68	74.68	845.32	8%
Program Supplies	2,000	0.00	0.00	0.00	2,000.00	0%
Participant - Wages	210,000	0.00	28,458.82	28,458.82	181,541.18	14%
Participant - Fringe	24,696	0.00	3,346.75	3,346.75	21,349.25	14%
Incentives	4,000	0.00	0.00	0.00	4,000.00	0%
Supportive Services	17,900	0.00	0.00	0.00	17,900.00	0%
Tuition - (ITA)	94,000	0.00	0.00	0.00	94,000.00	0%
On the Job Training - (OJT)	10,000	0.00	0.00	0.00	10,000.00	0%
Total Expenditures:	1,924,396	144,699.67	102,676.30	102,676.30	1,821,719.70	5%

Budget Line Items	Budget approved by Board	Revenue for July 2022	Revenue for July 2023	Year to Date 2023 - 2024 Revenue	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Revenue:						
WIOA - Adult	162,515	28,016.36	3,598.00	3,598.00	158,917.00	2%
WIOA - Youth	501,791	46,627.52	47,560.73	47,560.73	454,230.27	9%
WIOA - Dislocated Worker	149,949	21,829.54	16,170.38	16,170.38	133,778.62	11%
WIOA - DW transferred to Adult	25,000	0.00	8,801.44	8,801.44	16,198.56	35%
WIOA - Administration	97,537	2,626.75	6,107.45	6,107.45	91,429.55	6%
NY-SCION	105,684	11,009.12	12,325.26	12,325.26	93,358.74	12%
Tourism	39,000	0.00	0.00	0.00	39,000.00	0%
County	470,669	20,846.44	0.00	0.00	470,669.00	0%
SYEP - Summer Program	359,486	177,876.00	0.00	0.00	359,486.00	0%
Miscellaneous	12,765	6,165.00	3,971.81	3,971.81	8,793.19	31%
Total Revenue:	1,924,396	314,996.73	98,535.07	98,535.07	1,825,860.93	5%

* 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 Workforce Development - WIOA Service Provider Budget
 Fiscal Year - July 1, 2023 to June 30, 2024
July 31, 2023 Budget Report

8.3% Through Fiscal Year
or 1 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for July 2022	Expenses for July 2023	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	309,707	21,680.45	13,475.47	13,475.47	296,231.53	4%
Fringe	137,847	9,846.27	5,697.30	5,697.30	132,149.70	4%
Rent/Taxes	29,359	0.00	0.00	0.00	29,359.00	0%
Copier Contract	573	41.36	37.92	37.92	535.08	7%
Phone Maintenance	839	-145.14	0.00	0.00	839.00	0%
Office Supplies	312	0.00	0.00	0.00	312.00	0%
Postage	312	65.80	0.00	0.00	312.00	0%
Travel Training	3,739	0.00	650.00	650.00	3,089.00	17%
Local Travel	3,116	132.85	77.95	77.95	3,038.05	3%
Phone & Internet	6,419	108.15	53.70	53.70	6,365.30	1%
Membership Dues	187	0.00	0.00	0.00	187.00	0%
Books, Subscription & Periodicals	1,245	0.00	0.00	0.00	1,245.00	0%
Computer Software/Hardware	150	0.00	0.00	0.00	150.00	0%
IT Services	3,490	0.00	0.00	0.00	3,490.00	0%
Printing	997	79.50	46.19	46.19	950.81	5%
Program Expenses	2,493	0.00	0.00	0.00	2,493.00	0%
Supportive Services	14,000	3,530.02	0.00	0.00	14,000.00	0%
Tuition	94,000	13,094.00	0.00	0.00	94,000.00	0%
OJT	10,000	0.00	0.00	0.00	10,000.00	0%
Participant Wages	150,000	17,526.98	9,594.16	9,594.16	140,405.84	6%
Participant Fringe	17,640	2,015.61	1,128.27	1,128.27	16,511.73	6%
Total Expenditures:	786,425	67,975.85	30,760.96	30,760.96	755,664.04	4%

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