

# *Tompkins County Workforce Development Board*

## One Stop Operations and Oversight Committee

### **MINUTES**

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*Tuesday, January 17, 2023 | Workforce Development Board Conference Rm.*

**Present:** D. Harrington, K. Kersey, P. Levesque

**Excused:** K. Franzese, B. Forrest

**Staff:** C. Sponn, D. Achilles

**Guests:** M. Caci, K. Cerasaro, S. Paczkowski

#### **Call to Order**

Mr. Sponn requested Ms. Harrington act as Chair due to Ms. Franzese being unable to attend.

Ms. Harrington called the meeting to order at 8:44 a.m.

#### **Approval of Minutes - November 8, 2022**

It was moved by Mr. Levesque and seconded by Mr. Kersey and unanimously adopted by voice vote of members present to approve the minutes of November 8, 2022 as written.

#### **Financial Report - Adult & Dislocated Worker**

Ms. Achilles reported to the Committee data on the comparison of WIOA Adult and Dislocated Worker allocations to expenditures on participants for October and November 2022. Ms. Achilles reported the Office of Employment and Training is on track. There is only one area of concern on the October Desk Review from NYSDOL. Ms. Achilles reported that the Transitional Job expense for Adult and DW can only be 10% of total allocation. As of the October Desk Review, OET is at 10.70% and will have November and December 2022 expenses added when reports are finalized. Ms. Achilles reported that Mr. Sponn and herself will set a meeting with NYSDOL FOTA representatives to discuss what the requirements are that OET has overstated the Transitional Job expectation.

Ms. Achilles reported that the Program Year 21 funding has been fully expended and now are using PY22 allocation. PY22 allocation has until June 30, 2024 to be fully expended.

## **Workplan OET Update**

Ms. Caci reported to the Committee that OET was holding off on spending until the County Resolution was finalized to move funding to Adult and DW.

Ms. Caci reported that OET has put into place a new Customer Survey and have received 15 responses. OET's foot traffic for the 2<sup>nd</sup> quarter is 242 customers.

Mr. Kersey inquired about increasing the number of surveys seeing that there were 242 customers. Ms. Caci said that they are having the receptionist remind customers to complete the survey.

## **Career Center Update**

Mr. Cerasaro reported to the Committee that NYSDOL seen an increase of Unemployment Appointments due to seasonal workers and construction workers being laid off.

Mr. Cerasaro reported that NYSDOL has a candidate for one of the Labor Services Representatives that will start potentially in February 2023.

Mr. Cerasaro reported that NYSDOL is still in the process of hiring a Labor Services Representatives and a Veteran's Representative. Mr. Cerasaro reported that the State has issued a new exam for Labor Services Representative.

Mr. Paczkowski reported he has reached out to the Labor Services Representatives candidate and offered the position and it was excepted.

Mr. Paczkowski reported that there is an increased number of unemployment claims due the time of year and layoffs.

## **Acting Director Update**

Mr. Sponn reported the County Administration is working on the restructure of the Workforce Development Board and Office of Employment and Training into one department. Consolidation of the two departments is fully supported by County Administration and Executive Committee. Mr. Sponn and Ms. Caci had a meeting with County Administration last Friday, January 6, 2023 and will meet again Friday, January 13, 2023 for further discussion.

Mr. Sponn reported that the application for funding to purchase the Virtual equipment for the Career Center was declined. Mr. Sponn reported that NYSDOL will help Career Centers to obtain the virtual equipment through different funding.

Mr. Sponn reported that the proposal for ERN job coaches was received last week, and Mr. Sponn will be reviewing the proposal.

Mr. Sponn reported that the Board meeting Tuesday, March 28, 2023 will have an Industry Briefing on cannabis and how it will impact our area for training with the understanding that WIOA funds cannot be used for cannabis training.

Mr. Sponn reported Emergency Response has reached out and are looking for training for EMTs. Mr. Sponn reported that this has been put on hold until the Emergency Response Department has hired the new project manager position.

Mr. Sponn thanked Committee members for attending the meeting today.

### **Adjournment**

Ms. Harrington adjourned the meeting at 9:10 a.m.

The next meeting is scheduled for March 14, 2023

**Tompkins County Office of Employment Training  
Budget Statement  
31-Oct-22**

33.3% of yr.

33.3% of yr.

**Adult/Dislocated Worker**

	<b>Budget</b>	<b>Oct-22</b>	<b>YTD</b>	<b>Balance</b>	<b>YTD % of Budget</b>
<b>Expenditures</b>					
<b>Supportive Services</b>	<b>18,000</b>	289.42	4828.70	13171.30	27%
<b>Tuition</b>	<b>63458</b>	4959.00	24247.00	39211.00	38%
<b>Participant Wages</b>	<b>36500</b>	1470.73	10111.21	26388.79	28%
<b>Participant Fringe</b>	<b>4,256</b>	169.13	1162.79	3093.21	27%
<b>Total Expenditures</b>	<b>122,214</b>	6888.28	40349.70	81864.30	33%

**Tompkins County Office of Employment Training  
Budget Statement  
30-Nov-22**

41.6% of yr.

**Adult/Dislocated Worker**

	Budget	Nov-22	YTD	Balance	YTD % of Budget
<b>Expenditures</b>					
Supportive Services	18,000	0.00	4828.70	13171.30	27%
Tuition	63458	0.00	24247.00	39211.00	38%
Participant Wages	36500	1489.87	11601.08	24898.92	32%
Participant Fringe	4,256	171.34	1334.13	2921.87	31%
<b>Total Expenditures</b>	<b>122,214</b>	1661.21	42010.91	80203.09	34%

# Q2-PY2022 One-Stop Operator Report

WIOA Funding

## Purpose:

The purpose of this quarterly report is to identify data of customer/participant utilization of Tompkins Workforce NY’s One-Stop Operator programming specific to WIOA funding for training, on the job training (OJT), and transitional jobs, as well as the employment outcomes of customers/participants upon utilization of programming.

Data is represented in eligible training offerings/classes attended by TWFNY customers/participants, eligible training providers (ETP) of attended trainings, program funds allocated and spent on trainings, and employment status of customers/participants upon attending/completing trainings.

Definitions		Terms	
PY2022	July 1 <sup>st</sup> 2022 through June 30 <sup>th</sup> 2023	Justice System	Criminal justice background, experience in the justice system, subject to any stage of the criminal justice process.
Q2-PY2022	October 1 <sup>st</sup> 2022 through December 31 <sup>th</sup> 2022	In-Prog	In-Progress. Customer is still in the process of receiving core WIOA services or still in the process of completing their training.
		Lic/Cert Acquired	License and/or Certification Acquired following training. If there is not license or certification associated with a funded training, table cell will be “NA.”
Acronyms		Other Low Income	(A) IN GENERAL.—The term “low-income individual” means an individual who— (i) receives or is a member of a family receiving or in the last 6 months received public assistance such as SNAP or TANF; receives SSI or SSDI established under title XVI of the Social Security Act, or State or local income-based public assistance; (ii) total family income that does not exceed the higher of— (I) the poverty line; or (II) 70 percent of the lower living standard income level; (iii) is homeless under the Violence Against Women Act of 1994, or a homeless child or youth (iv) receives/is eligible for a free/reduced price lunch (v) is a foster child receiving State or local government payments; or (vi) is an individual with a disability whose own income meets the income requirement of clause (ii), but who is a member of a family whose income does not meet this requirement.
A	Adult WIOA Funding		
DW	Dislocated Worker WIOA Funding		
ETP	Eligible Training Provider		

ETPL	Eligible Training Provider List	Quarter Post Training	Quarter in which training has been or will be completed.
GA	General Assistance	Related Industry	Employment in the industry for which customer was trained.
NA	Not Applicable	Basic Skills Deficient	(5) BASIC SKILLS DEFICIENT.—The term “basic skills deficient” means, with respect to an individual—(A) who is a youth, that the individual has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or (B) who is a youth or adult, that the individual is unable to compute or solve problems, or read, write, or speak English, at a level necessary to function on the job, in the individual’s family, or in society.
SNAP	Supplemental Nutrition Assistance Program		
SSI/SSDI	Social Security Insurance/Social Security Disability		
TANF	Temporary Assistance for Needy Families		
UI	Unemployment Insurance		
UNK	Unknown		
Y	Youth		

## PY2022-Q2 Funding for Training Summary

Start Date	End Date	ETPL Offerings/Cla ss(es)	Provider: ETP	Amount	Funding Source	Completed	Employed	Related Industry	Lic/Cert Acquired	Quarter Post Training
10/10/2022	10/14/2022	55337 Introduction to Programming	New Horizons	\$2,880.00	Adult	Yes	In-Prog	-	Yes	PY22-Q2
10/13/2022	10/13/2022	Microsoft Office Excel 2021: Part 1	New Horizons	\$229.50	Youth	Yes	No	-	Yes	PY22-Q2
10/18/2022	10/20/2022	55315: Introduction to SQL Databases	New Horizons	\$1,555.20	Youth	Yes	No	-	Yes	PY22-Q2
10/26/2022	10/26/2022	Microsoft Office Excel 2021: Part 2	New Horizons	\$229.50	Youth	Yes	No	-	Yes	PY22-Q2
10/31/2022	11/01/2022	Using Data Science Tools in Python	New Horizons	\$1,078.20	Youth	Yes	No	-	Yes	PY22-Q2
11/22/2022	-	Prof. Bookkeeping Quickbooks	TC3 BIZ	\$1,799.00	Adult	In-Prog	-	-	-	PY22-Q3
11/28/2022	-	LPN	MSWhelan	\$1,104.00	DW	In-Prog	-	-	-	PY22-Q2
12/19/2022	12/23/2022	55320 Programming w HTML, CSS, and Javascript	New Horizons	\$2,659.50	Adult	Yes	In-Prog	-	Yes	PY22-Q2



## PY22-Q2 OJTs and Transitional Jobs

Start Date	End Date	Training: OJT/TJ Industry	Amount	Funding Source	Completed	Employed	Related Industry	Quarter Post Training
7/14/2022	11/23/2022	Social Service Assistant	\$7,353.60	DW	Yes	Yes	Yes	PY22-Q2

## Q2-PY2022 WIOA Training Participant Summary

Training Programs	# of Students	Completed	Employed	Related Industry	Lic/Cert Acquired
55337 Introduction to Programming	1	Yes	In-Prog	-	Yes
Microsoft Office Excel 2021: Part 1	1	Yes	No	-	Yes
55315: Introduction to SQL Databases	1	Yes	No	-	Yes
Microsoft Office Excel 2021: Part 2	1	Yes	No	-	Yes
Using Data Science Tools in Python (v1.0)	1	Yes	No	-	Yes
Professional Bookkeeping with Quickbooks	1	In-Prog	-	-	-
LPN	1	In-Prog	-	-	-
55320 Programming with HTML, CSS, and JavaScript	1	Yes	In-Prog	-	Yes
Cosmetology Training	1	In-Prog	-	-	-

Training Facility	# of Students	Completed	Employed	Related Industry	Training Ongoing
New Horizons	2	6	0	0	0
MSWhelan	1	N/A	N/A	N/A	1
TC3 BIZ	1	N/A	N/A	N/A	1
TST BOCES	1	N/A	N/A	N/A	1

Expenditures per Eligible Training Provider	Total Amount Spent
New Horizons	\$7,076.70
MSWhelan	\$1,104.00
TC3 BIZ	\$1,799.00
TST BOCES	\$5,000.00

## WIOA Training Participant Summary

Total # of Participants	
Dislocated Workers	2
Adult	3
Youth	5
UI Benefits	1
Non-UI	5
GENDER	
Male	2
Female	4
Undisclosed	0
ETHNICITY	
White	3
Black or African American	1
Asian	1
American India or Alaskan Native	0
Not Disclosed (Ethnicity)	0
Hispanic or Latino	0
Not Hispanic or Latino	5
Not Disclosed (Hispanic or Latino)	0
AGE	
18-21	1
22-24	1
25-34	1
35-44	1
45-54	2
55-64	0
65+	0

EDUCATION	
High School Equivalency	0
High School Graduate	2
Some College/No Degree	1
2yr Degree or Equivalent	0
3yr Degree or Equivalent	2
4yr Degree or Equivalent	1
Master's Degree	0
PhD	0
BARRIERS TO EMPLOYEMENT	
Disability	4
Justice System	1
Basic Skills Deficient	*TBD
ADDITIONAL PROGRAM ELIGIBILITY	
Veteran	0
Other Low Income	2
TANF	1
SNAP	2
GA	0
SSI/SSDI	0

## Tompkins Workforce NY Career Center – Customer Sign-In Slips

### Reporting of Sign-In Results as of: October 1, 2022 – December 31, 2022

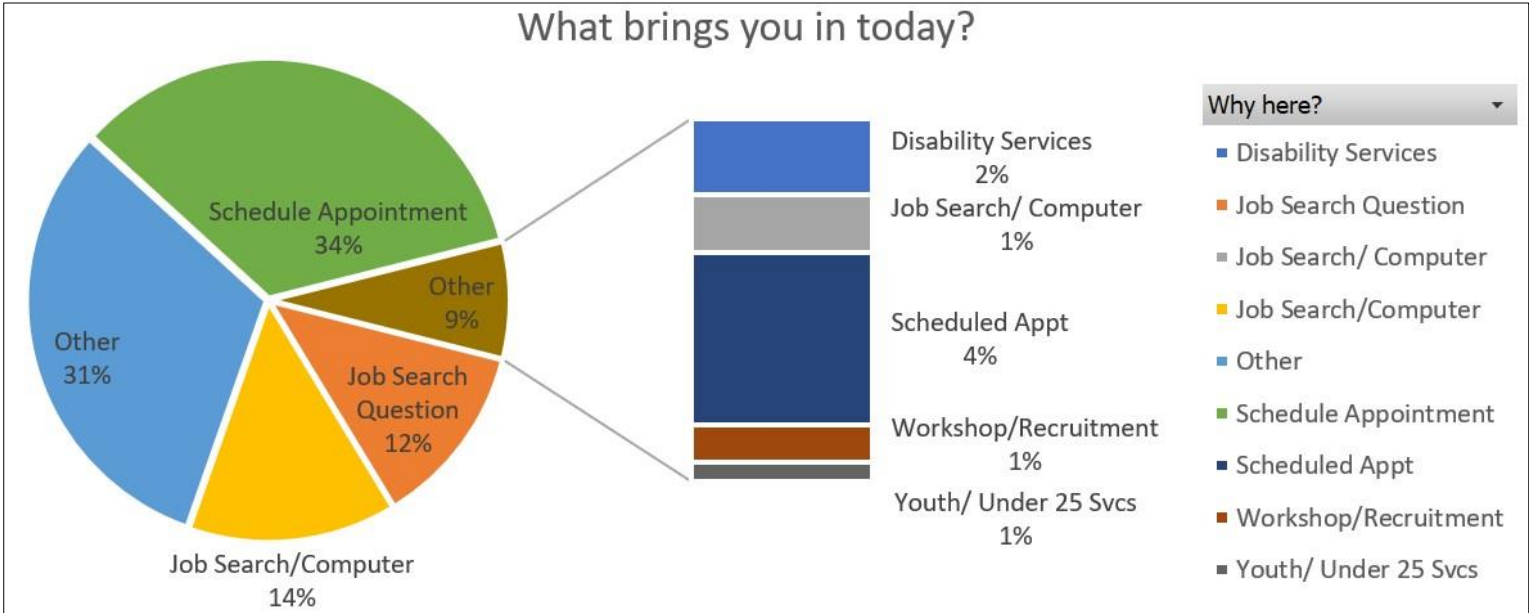
All customers who visit Tompkins Workforce fill out a Customer Sign-In Slip. The purpose of this section is to identify data of customer’s utilization of TWFNY’s in-person services and programming.

Total Responses		242	
Total Visits by Day of Week			100%
Monday	45		18.60%
Tuesday	50		20.66%
Wednesday	67		27.69%
Thursday	41		16.94%
Friday	39		16.12%
What brings you in today?			
(Blank, No Answer)	0	0%	
Job Search Question	30	12.40%	
Youth/Under 25 Services	1	0.41%	
Job Search/Computer	37	15.29%	
Scheduled Appointment	92	38.02%	
Disability Services	4	1.65%	
Workshop/Recruitment	2	0.83%	
Other	76	31.40%	

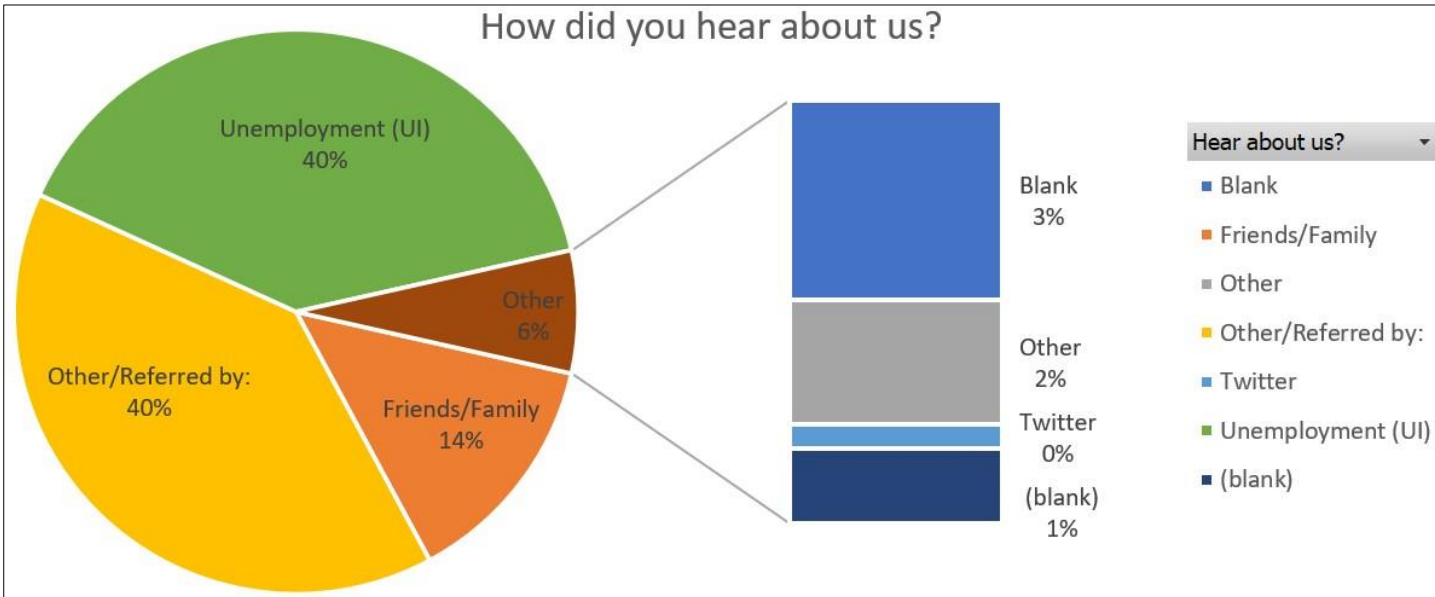
Are you a military <b>veteran</b> or spouse?		
Yes	21	8.68%
No	157	64.88%
Blank	27	11.16%

How did you hear about us?		
(Blank, No Answer)	8	3.31%
Friends/Family	33	13.64%
School	0	0.00%
Unemployment (UI)	96	39.67%
Twitter	1	0.41%
Bus Ad	0	0.00%
Radio Ad	0	0.00%
Facebook	0	0.00%
Instagram	0	0.00%
Other/Referred By	101	41.74%

### What brings you in today?



### How did you hear about us?



Tompkins Workforce NY Career Center – Customer Satisfaction Surveys

## Reporting of Customer Satisfaction Surveys as of: October 1, 2022 – December 31, 2022

Customers are encouraged by staff to complete a Customer Satisfaction Survey. Digital and paper copies available.

Total Responses			15					"Good"	"Fair"	"Poor"	Avg			
What services did you receive at the center today? Select all that apply				How promptly were you greeted after you entered?				15	100%	-	0%	-	0%	5
Help finding a job	7	47%		Did the staff treat you with proper respect and concern?				15	100%	-	0%	-	0%	5
Help in developing an employment plan	5	33%		How helpful was the information provided by staff?				15	100%	-	0%	-	0%	5
Information about the local job market	4	27%		How well did staff explain things in terms that were clear and easy to understand?				15	100%	-	0%	-	0%	5
Help with job-related tasks	5	33%		How useful was the information provided by the resource room computers?				13	87%	1	7%	1	7%	5
Other	5	33%												
Overall, how satisfied are you with the services provided by Tompkins Workforce NY?														
0-4	1	7%												
5-7	0	0%												
8-10	14	93%												
Avg	9.47													
After your visit to Tompkins Workforce NY today, do you feel that you are better prepared for your job search?				Would you recommend the services you received from Tompkins Workforce NY to friends or colleagues with similar needs?										
Yes	12	80%		Yes, definitely				11	73%					
No	0	0%		Yes, probably				1	7%					
Does not apply	2	13%		Hard to say				-	-					
(Blank, No Answer)	1	7%		No, probably not				-	-					
Were you referred to other agencies for assistance in meeting additional needs?				No, definitely not				-	-					
Yes	2	13%		Don't know				1	7%					
No	6	40%												
Does not apply	6	40%												
(Blank, No Answer)	1	7%												