

Tompkins County Workforce Development Board

One Stop Operations and Oversight Committee

MINUTES

Tuesday, May 9, 2023 | Workforce Development Board Conference Rm.

Present: K. Franzese, D. Harrington, K. Kersey, P. Levesque, S. Cerquone

Excused:

Staff: C. Sponn, D. Achilles

Guests: M. Caci, S. Paczkowski

Call to Order

Ms. Franzese called the meeting to order at 8:33 a.m.

Approval of Minutes - January 17, 2023

It was moved by Ms. Harrington and seconded by Ms. Cerquone and unanimously adopted by voice vote of members present to approve the minutes of January 17, 2023 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 March 2023. Ms. Achilles reported the Office of Employment and Training is spending WIOA Adult funds at a high rate in the General expense line. There is only one area of concern on the March Desk Review from NYSDOL. Ms. Achilles reported that the Dislocated Worker allocation will not meet the 80% requirement for the 1st year of PY22. This will be a potential recapture of approximately \$20,600.00 if OET does not increase spending by June 30, 2023.

Ms. Achilles is looking for a new way to present the Adult and Dislocated Worker data while she is working on restructuring the Fiscal Budget, ledgers and all other reports to meet the requirements of FOTA representatives and Executive Committee.

Ms. Achilles reported that the Program Year 23 draft allocations have been received with an increase of \$36,550 overall (Adult, DW, and Youth).

Workplan OET Update

Ms. Caci reported to the Committee OET's 3rd quarter data. Ms. Caci reported that the Career Center has increased customer in-person services to 374 customers coming into the Career Center.

Ms. Caci reported that the OET staff have placed customers in the Cosmetology course at TST BOCES to finish their internship that is required for licensing. Due to COVID-19 in-person hours were not met to meet requirements for certification.

Ms. Caci reported that OET has put into place a new way to get Customers to fill out the Customer Post Survey. NYSDOL has created a link to the survey that can be sent to customers and the Career Center Greeter is now reminding customers to complete the survey.

Ms. Caci reported that a lot of the customers are inquiring about Unemployment issues.

Career Center Update

Mr. Paczkowski reported to the Committee that NYSDOL has had an increase of Counselor's being more engaged with customers.

Mr. Paczkowski reported that NYSDOL has seen an increase in Trade Act Assistance, appointments, and customers using the resource room.

Mr. Paczkowski reported that NYSDOL is still in the process of hiring 2 positions. Mr. Paczkowski reported there is a new Civil Service exam list that was just released for the Labor Services Representatives title. The Veterans representative position will be harder to hire, due to the criteria that is required.

Interim Director Update

Mr. Sponn reported the restructuring of the Workforce Development Board and the Office of Employment and Training into one department, was passed at the Legislature meeting Tuesday, May 2, 2023. Mr. Sponn reported that the County will move forward to post for the Director position.

Mr. Sponn reported that the Youth Oversight Committee will meet Wednesday, May 10, 2023 to discuss the funding that will be available to Ithaca Youth Bureau and Office of Employment and Training.

Mr. Sponn reported that NYSDOL has received 15 VR Headsets for the Southern Tier and Tompkins County NYSDOL will receive 2 for the Career Center.

Mr. Sponn reported that the Tompkins WDB Workforce Strategy is in the process of being updated from the 2018 version.

Mr. Sponn reported that the proposal for ERN job coaches was received last week, and Mr. Sponn will be reviewing the proposal. After reviewing the proposal Mr. Sponn and partners will be looking to pursue grants to help fund Career Coaches.

Mr. Sponn reported that IAED is running the Direct to Work program and working with participants that are interested in manufacturing.

Mr. Sponn reported that he attended a Micron meeting in Syracuse. Micron will have 9,000 jobs that will need to be filled that will have entry level positions up to leadership roles.

Adjournment

Ms. Franzese adjourned the meeting at 9:26 a.m.

One-Stop Oversight and Oversight Committee adjourned to visit and tour the Career Center.

**Tompkins County Office of Employment Training
Budget Statement
31-Mar-23**

75% of yr.

Adult/Dislocated Worker

	Budget	Mar-23	YTD	Balance	YTD % of Budget
Expenditures					
Supportive Services	18,000	0.00	6182.70	11817.30	34%
Tuition	63458	0.00	40943.50	22514.50	65%
Participant Wages	36500	0.00	12290.48	24209.52	34%
Participant Fringe	4,256	0.00	1413.41	2842.59	33%
Total Expenditures	122,214	0.00	60830.09	61383.91	50%

PY2022-Q3 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 st , 2022 through June 30 th 2023	Justice System	Criminal justice background, experience in the justice system, subject to any stage of the criminal justice process.
PY22-Q3	January 1 st 2023 through March 31 st 2023	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 in the past 6 months has received, or is a member of a family that is receiving or in the past 6 months has received, assistance through the supplemental nutrition assistance program established under the Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), the program of block grants to States for temporary assistance for needy families program under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.), or the supplemental security income program established under title XVI of the Social Security Act (42 U.S.C. 1381 et seq.), or State or local income-based public assistance; (ii) is in a family with 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 a homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), or a homeless child or youth (as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)));(iv) receives or is eligible to receive a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.); (v) is a foster child on behalf of whom State or local government payments are made; or (vi) is an
A	Adult WIOA Funding		
DW	Dislocated Worker WIOA Funding		
ETP	Eligible Training Provider		
ETPL	Eligible Training Provider List		
GA	General Assistance		
N/A	Not Applicable		
RESEA	Reemployment Services and Eligibility Assessment Grants		
SNAP	Supplemental Nutrition Assistance Program		

SSI/SSDI	Social Security Income/Social Security Disability Income		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.
TANF	Temporary Assistance for Needy Families		
UI	Unemployment Insurance	Quarter Post-Training	Quarter in which training has been or will be completed.
UNKN	Unknown	Related Industry	Employment in the industry for which customer was trained.
Y	Youth	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.

Funding for Training Summary - PY2022-Q3

Start Date	End Date	ETPL Offerings/Class(es)	Provider: ETP	Amount	Funding Source	Completed	Employed	Related Industry	Lic/Cert Acquired	Quarter Post Training
1/4/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Youth	In-Prog	-	-	-	PY23-Q4
1/5/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Youth	In-Prog	-	-	-	PY23-Q4
1/5/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Youth	In-Prog	-	-	-	PY23-Q4
1/16/23	01/20/23	Programming with HTML, Javascript, and CSS	New Horizons	\$3,275.00	Adult	Yes	No	N/A	N/A	PY22-Q3
1/30/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Youth	In-Prog	-	-	-	PY23-Q3
2/3/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Youth	In-Prog	-	-	-	PY22-Q4
2/3/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Youth	In-Prog	-	-	-	PY23-Q3
2/27/23	04/03/23	CDL-A Licensure	Sage Trucking	\$4865.00	Adult	Yes	Yes	Yes	Yes	PY22-Q4
3/8/23	3/10/23	CertNexus Certified Cybersecure Coder	New Horizons	\$1,715.00	Adult	Yes	No	N/A	N/A	PY22-Q3
3/13/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Youth	In-Prog	-	-	-	PY23-Q4
3/27/23	-	Cosmetology Training	TST BOCES	\$5,000.00	Adult	In-Prog	-	-	-	PY23-Q4

OJTs and Transitional Jobs – PY2022-Q3

Start Date	End Date	Training: OJT/TJ Industry	Amount	Funding Source	Completed	Employed	Related Industry	Quarter Post-Training

***No OJTs or Transitional Jobs were provided in PY22-Q3

WIOA Training Participant Summary – PY2022-Q3

Training Programs	# of Students	Completed	Employed	Related Industry	Lic/Cert Acquired
CDL-A Licensure	1	1	1	1	Yes
CertNexus Certified Cybersecure Coder	1	1			N/A
Cosmetology Training	8	-	-	-	-
Programming with HTML, Javascript, and CSS	1	1			N/A

Training Facility	# of Students	Completed	Employed	Related Industry	Training Ongoing
New Horizons	1*	2	0	N/A	-
Sage Trucking	1	1	1	1	-
TST BOCES	8	-	-	-	8

*1 student completed 2 training programs from 1 provider.

Expenditures per Eligible Training Provider	Total Amount Spent
New Horizons	\$ 4,990.00
Sage Trucking	\$ 4,865.00
TST BOCES	\$ 40,000.00

WIOA Training Participant Summary – PY2022-Q3

Total # of Participants	10
Dislocated Workers	0
Adult	4
Youth	7
UI Benefits	0
Non-UI	10
GENDER	
Male	2
Female	8
Undisclosed	0
ETHNICITY	
White	2
Black or African American	5
Asian	1
American India or Alaskan Native	0
Multiple Ethnicities Identified	1
Not Disclosed (Ethnicity)	1
Hispanic or Latino	2
Not Hispanic or Latino	6
Not Disclosed (Hispanic or Latino)	2
AGE	
18-21	5
22-24	2
25-34	2
35-44	0
45-54	1
55-64	0
65+	0

EDUCATION	
High School Equivalency	5
High School Graduate	4
Some College/No Degree	1
2yr Degree or Equivalent	0
3yr Degree or Equivalent	0
4yr Degree or Equivalent	0
Master's Degree	0
PhD	0
BARRIERS TO EMPLOYMENT	
Disability	3
Justice System	4
Basic Skills Deficient	*TBD
ADDITIONAL PROGRAM ELIGIBILITY	
Veteran	0
Other Low Income	9
TANF	0
SNAP	5
GA	1
SSI/SSDI	0

Tompkins Workforce NY Career Center – Customer Sign-In Slips

PY2022-Q3

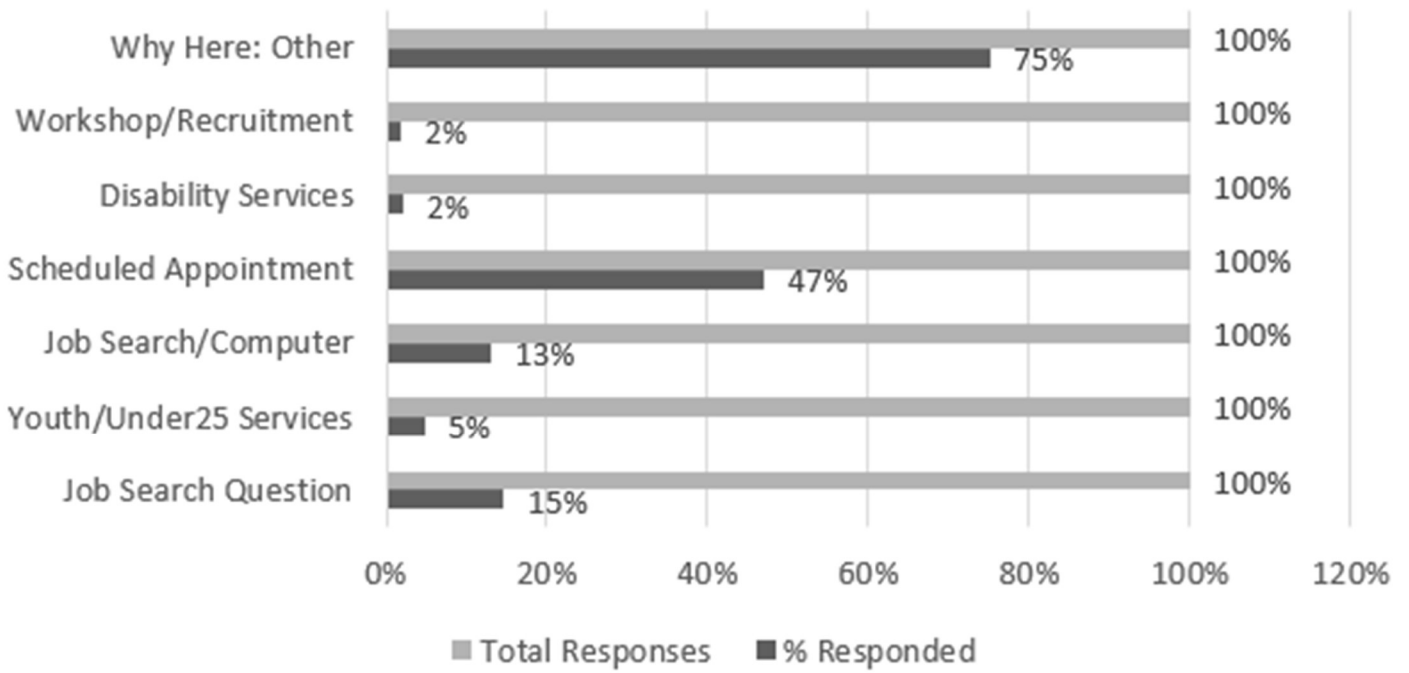
All customers who visit Tompkins Workforce fill out a Customer Sign-In Slip. The purpose of this section is to identify data of customer’s utilization of TWFNY’s in-person services and programming.

Total Responses	374	
Total Visits by Day of Week		100%
Monday	62	16.58%
Tuesday	73	19.52%
Wednesday	80	21.39%
Thursday	81	21.66%
Friday	78	20.86%
What brings you in today?		
(Blank, No Answer)	0	0.00%
Job Search Question	55	14.71%
Youth/Under 25 Services	18	4.81%
Job Search/Computer	49	13.10%
Scheduled Appointment	176	47.06%
Disability Services	8	2.14%
Workshop/Recruitment	7	1.87%
Other	281	75.13%

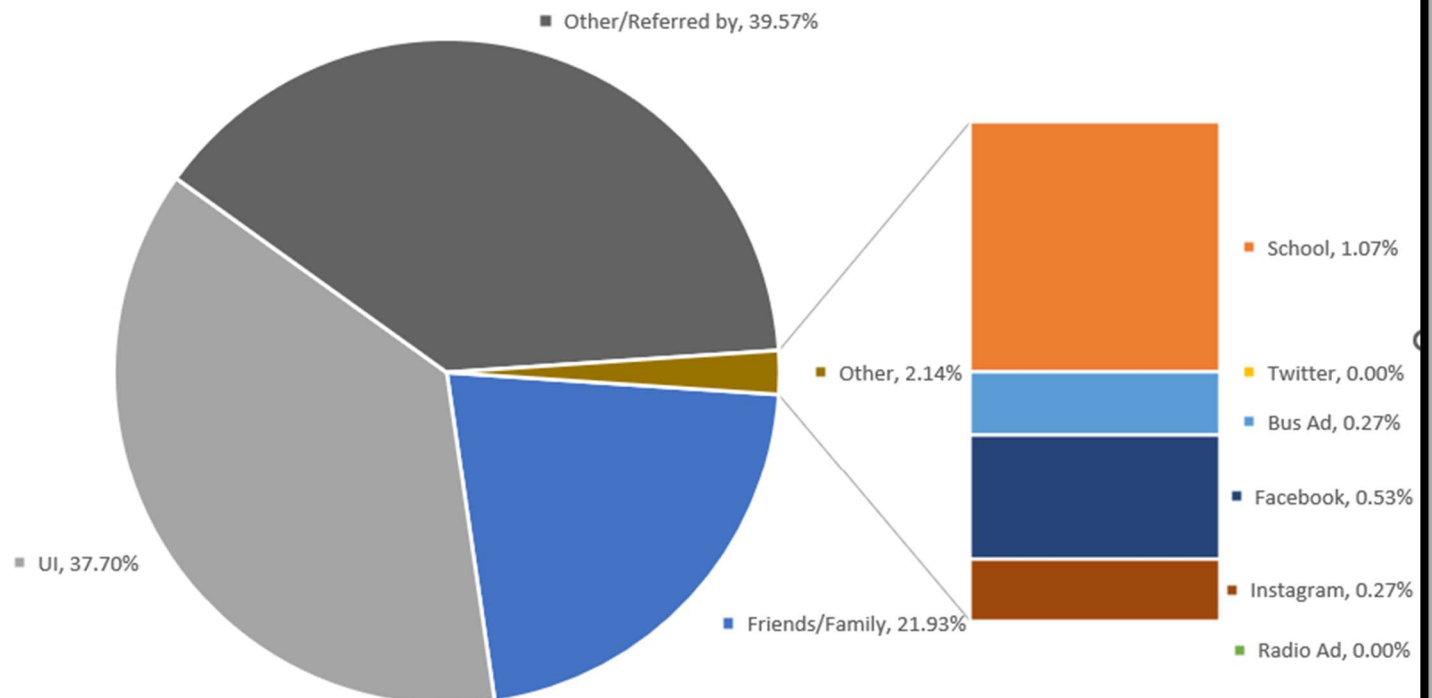
Are you a military veteran or spouse?		
Yes	23	6.15%
No	275	73.53%
Blank	76	20.32%

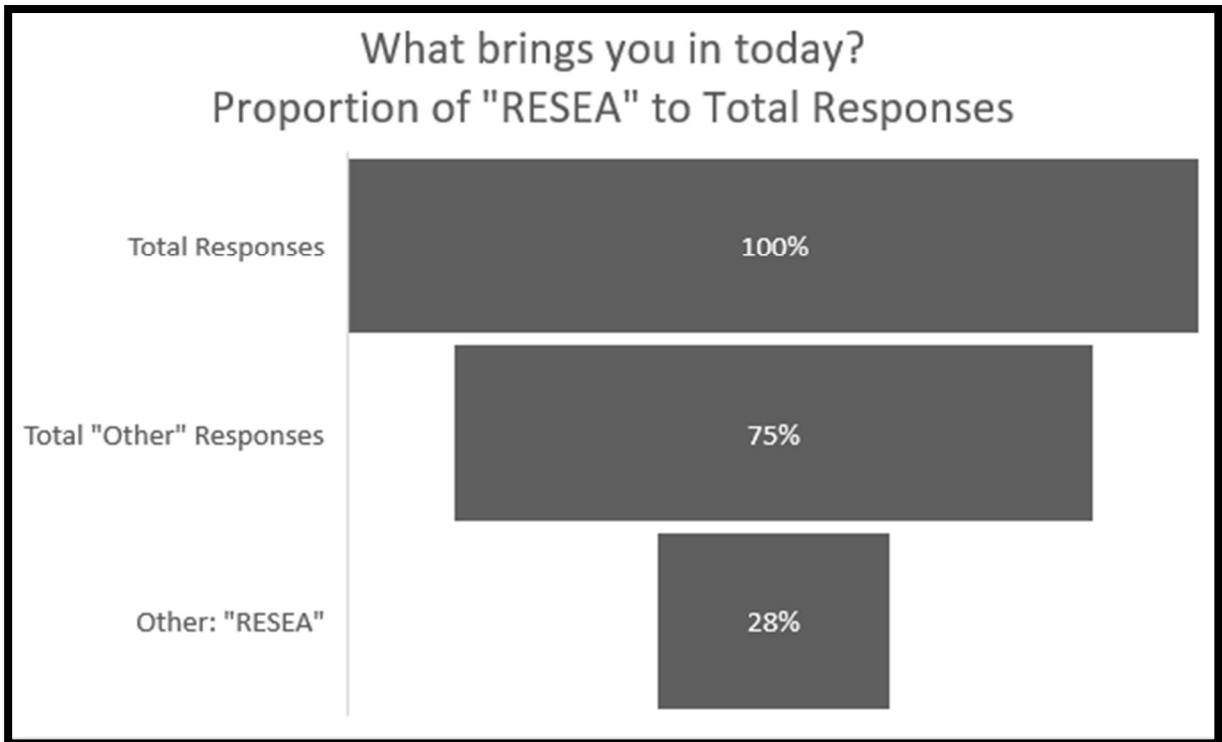
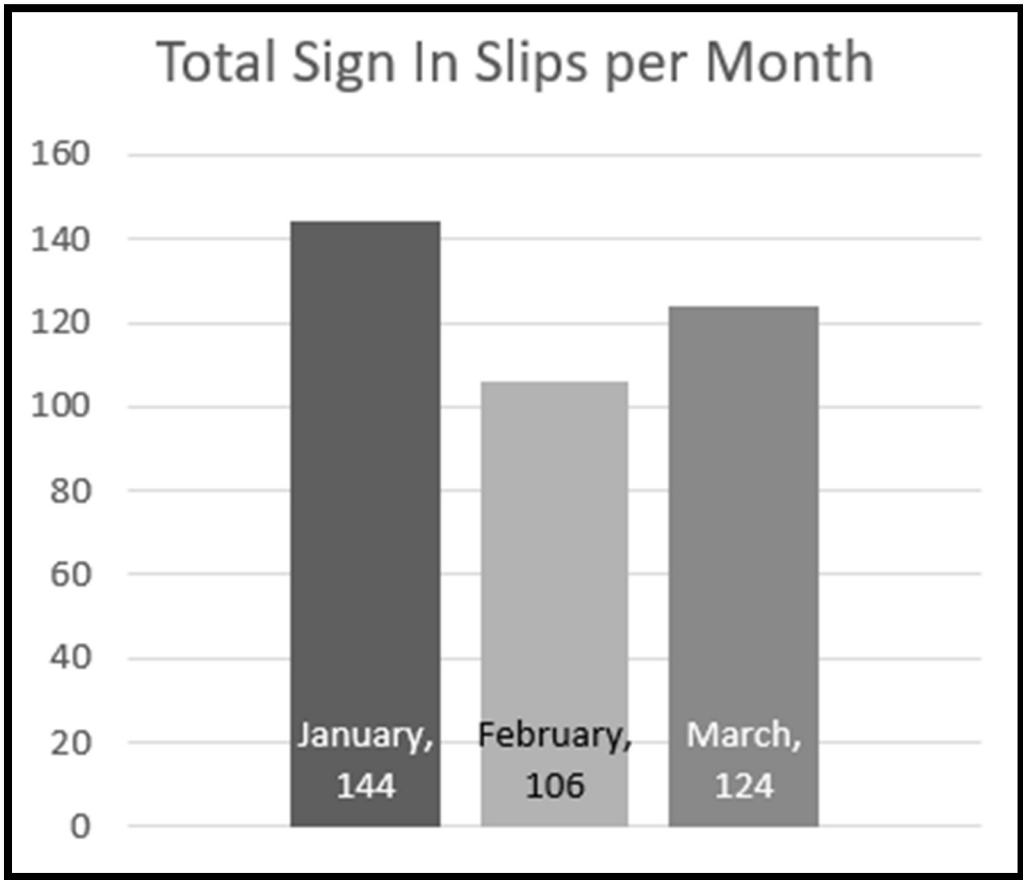
How did you hear about us?		
(Blank, No Answer)	0	0.00%
Friends/Family	82	21.93%
School	4	1.07%
Unemployment (UI)	141	37.70%
Twitter	0	0.00%
Bus Ad	1	0.27%
Radio Ad	0	0.00%
Facebook	2	0.53%
Instagram	1	0.27%
Other/Referred By	148	39.57%

What brings you in today?



How did you hear about us?





Tompkins Workforce NY Career Center – Customer Satisfaction Surveys

PY2022-Q3

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

Good = 4-5 stars, Fair = 3 stars, Poor = 1-2 stars

Total Responses			8																	
What services did you receive at the center today? Select all that apply				How promptly were you greeted after you entered?				8	100%											4.875
Help finding a job				4	50%	Did the staff treat you with proper respect and concern?				8	100%									5
Help in developing an employment plan				4	50%															
Information about the local job market				1	13%															
Help with job-related tasks				0	0%															
Other				1	13%															
Overall, how satisfied are you with the services provided by Tompkins Workforce NY?				How helpful was the information provided by staff?				8	100%											4.86
0-4				1	13%	How well did staff explain things in terms that were clear and easy to understand?				8	100%									4.75
5-7				7	88%															
8-10				0	0%															
Avg				9.75																
After your visit to Tompkins Workforce NY today, do you feel that you are better prepared for your job search?				How useful was the information provided by the resource room computers?*				5	63%											5
Yes				7	88%	Would you recommend the services you received from Tompkins Workforce NY to friends or colleagues with similar needs?				Yes, definitely		6	75%							
No				0	0%					Yes, probably		1	13%							
Does not apply				1	13%					Hard to say		0	0%							
(Blank, No Answer)				0	0%					No, probably not		0	0%							
										No, definitely not		0	0%							
Were you referred to other agencies for assistance in meeting additional needs?								Don't know		1	13%									
Yes				5	63%															
No				1	13%															
Does not apply				2	25%															
(Blank, No Answer)				0	0%															

**this question was not completed on 3/8 surveys