

Tompkins County Workforce Development Board

One Stop Operations and Oversight Committee

MINUTES

Tuesday, November 14, 2023 | Tompkins Workforce New York Conference Rm.

Present: K. Franzese, D. Harrington

Excused: S. Cerquone, K. Kersey, P. Levesque

Staff: C. Sponn, D. Achilles

Guests: K. Cerasaro

Call to Order

Ms. Franzese called the meeting to order at 8:29 a.m.

Approval of Minutes - September 12, 2023

Due to lack of quorum, September 12, 2023 meeting minutes will be added to the January 9, 2024 agenda for approval.

Quarterly Report

See attached.

Financial Report - Adult & Dislocated Worker

Ms. Achilles reported to the Committee September 2023 Financial reports for PY22 for Adults is expended at 84%, Dislocated Worker at 100%, and DW transfer to Adult at 87%. For September 2022, to compare expenditure Adult was expended at 100% and Dislocated Worker at 89%.

Workplan

Workforce Development Service Provider Update

Mr. Sponn reported with the official restructure in place the department is seeing where work may overlap in duties or where members can support one another better in their work. There has been a lot of positive ideas from initial discussions with staff and NYS DOL and Mr. Sponn will provide more updates on what will be focused on at the next meeting.

Career Center Update

Mr. Cerasaro reported that NYSDOL is down two Labor Services Representative and NYSDOL has interviewed and are in the process to offer the positions to potential candidates. There is also still a vacancy for the Veterans position. At this time the Veterans position will not be filled and will be reposted in spring of 2024.

Mr. Cerasaro reported that the VR headsets will need an update to be usable and is working to get this completed.

Mr. Cerasaro reported that NYSDOL is in the process of making a new Business Service Representative for the Tompkins County Career Center. This position will help with recruitment, job fairs, virtual career center website, outreach, posting positions, bringing businesses to Career Center, and staff to businesses.

Mr. Cerasaro reported that the Career Center had NYSDOL visit and conducted the EEO Survey of the Career Center. The Career Center is in compliance and there were only a couple of items that will need to address; hook in the bathroom doors is too high for a person in a wheelchair to reach and the toilet paper is not free flowing, a table will be added to set toilet paper on.

Mr. Cerasaro reported unemployment has a new form for businesses to fill out that is mandated by the State.

Director Update

Micron Future Ready Consortium at Le Moyne College

Mr. Sponn reported there was a meeting in October at Le Moyne College and committees provided updates on their work. A future meeting is expected early next year.

NYATEP Conference in Syracuse

Mr. Sponn reported the NYATEP Conference was held in Syracuse in late October. MR. Sponn reported that he made several connections. Mr. Sponn plans on visiting other Career Centers for best practices and inviting others to Tompkins County. Eventually Mr. Sponn wants staff to also visit these Career Centers and get to know their staff.

NYSDOL EEO Career Center Visit

Mr. Sponn reported that NYSDOL visited the Career Center and was satisfied. They said the Career Center should add a hook near the toilet to accommodate those with disabilities and also add a small table to store toilet paper for those with disabilities. Mr. Sponn was also provided with new signage.

Cayuga Medical Learning Center Initial Meeting

Mr. Sponn reported Cayuga Medical will be developing a learning center that involves educational partners. Cayuga Medical will have space for partners to use. At this point it is in the planning stages, but will be happening within a few years.

Communication Specialist Position

Mr. Sponn reported he is reviewing the listing and will be posting soon.

WORC Grant and Strategy for Direct to Work

Mr. Sponn reported that at the January Board meeting there will be a presentation about the WORC grant and Direct to Work (DTW). The purpose will be for updates on this grant and to strategize around the coming year.

Adjournment

Ms. Franzese adjourned the meeting at 09:15 a.m.

September 2023 WIOA Adult/Dislocated Worker Financial Report

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY21 September 2022

WIOA Adult					
Adult-ITA	55,866.00	4,891.00	55,866.00	0.00	55,866.00
Transitional Jobs (Adult w&f)	24,068.03	1,468.81	24,068.03	0.00	24,068.03
Adult-OJT	2,033.03	2,033.03	2,033.03	0.00	2,033.03
Adult Supportive Services	12,440.42	474.30	12,440.42	0.00	12,440.42
Adult General (includes WDB)	45,225.09	0.00	45,225.09	0.00	45,225.09
Allocation	139,632.57	8,867.14	139,632.57	0.00	139,632.57

100% of total budget was expended for PY21 September 2022

35% of the allocation must be spent on participants - \$48,871.40 overall.

As of September 2022, reports - \$94,407.48 participants (68%) \$45,225.09 (32%) operating expenses of total expenditures

PY 22 September 2023

WIOA Adult					
Adult-ITA	52,920.88	0.00	39,802.25	12,389.95	52,192.20
Transitional Jobs (Adult w&f)	2,000.00	0.00	0.00	0.00	0.00
Adult-OJT	300.00	0.00	0.00	0.00	0.00
Adult Supportive Services	3,000.00	0.00	2,830.05	0.00	2,830.05
Adult General (includes WIB)	97,863.60	0.00	88,783.51	0.00	88,783.51
Allocation	156,084.48	0.00	131,415.81	12,389.95	143,805.76

84% of total allocation was expended for PY22 September 2023

35% of the allocation must be spent on participants - \$54,629.57 overall.

As of September 2022, reports - \$42,632.40 participants (32%) \$88,783.51 (68%) operating expenses of total expenditures

Description	Allocation	Monthly Cash Expenditures	Total Cash Expenditures	Current Accruals	Total Accrued Expenditures
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PY21 September 2022

WIOA DW					
DW - ITA	15,008.00	2,699.00	10,487.00	2,520.00	13,007.00
DW-OJT	0.00	0.00	0.00	0.00	0.00
DW Supportive Services	8,884.59	0.00	7,524.80	0.00	7,524.80
DW General	85,559.91	8,527.18	79,676.77	3,343.51	83,020.28
Allocation	109,452.50	11,226.18	97,688.57	5,863.51	103,552.08

89% of total budget was expended for PY21 September 2022

35% of the allocation must be spent on participants - \$38,308.38 overall.

As of September 2022, reports - \$18,011.80 participants (18%) \$79,676.77 (82%) operating expenses of total expenditures

PY 22 September 2023

WIOA DW					
DW - ITA	10,969.00	0.00	10,969.00	0.00	10,969.00
Transitional Jobs (Adult w&f)	7,934.51	0.00	7,934.51	0.00	7,934.51
DW-OJT	0.00	0.00	0.00	0.00	0.00
DW Supportive Services	555.00	555.00	555.00	0.00	555.00
DW General	82,863.12	4,143.17	82,863.12	0.00	82,863.12
Allocation	102,321.63	4,698.17	102,321.63	0.00	102,321.63

100% of total allocation was expended for PY22 September 2023

35% of the allocation must be spent on participants - \$35,812.57 overall.

As of September 2022, reports - \$19,458.51 participants (20%) \$82863.12 (80%) operating expenses of total expenditures

Percentages are not going to line up due to Transferring \$25,000.00 from DW to Adult.

WIOA DW to Adult					
ITA	0.00	0.00	0.00	0.00	0.00
OJT	0.00	0.00	0.00	0.00	0.00
Supportive Services	0.00	0.00	0.00	0.00	0.00
General (includes WIB)	25,000.00	3,960.67	21,781.32	1,574.00	23,355.32
Allocation	25,000.00	3,960.67	21,781.32	1,574.00	23,355.32

Purpose:

The purpose of this quarterly report is to identify data of customer/participant utilization of Tompkins Workforce NY Career Center’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.

Terms:

Justice System	Criminal justice background, experience in the justice system, subject to any stage of the criminal justice process.
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.”
Not Att.	Not Attending
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 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.

Definitions:

PY2023	July 1 st 2023 through June 30 th 2024
PY23-Q1	July 1 st 2023 through September 30 th 2023

Acronyms:

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
TANF	Temporary Assistance for Needy Families
UI	Unemployment Insurance
UNKN	Unknown
Y	Youth

Terms (Continued)

Quarter Post-Training	Quarter in which training has been or will be completed.
Related Industry	Employment in the industry for which customer was trained.
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.

Start Date	End Date	ETPL Offerings/ Class(es)	Provider: ETP	Amount	Funding Source	Completed	Employed at Start of Training	Employed Post Training	New Job/ Title	Related Industry	Lic/Cert Acquired	Quarter Post Training
7/24/2023	8/4/2023	LPN Program	GST BOCES	\$ 4,795.00	Adult	✘ No	Yes	N/A	N/A	N/A	N/A	PY23-Q2
7/24/2023	8/24/2023	Direct to Work	IAED	\$ 837.50	Adult	✔ Yes	No	✘ No	N/A	N/A	CMfgA	PY23-Q2
7/24/2023	8/24/2023	Direct to Work	IAED	\$ 837.50	Adult	✔ Yes	No	✔ Yes	Machine Operator	Yes	CMfgA	PY23-Q2
7/24/2023	8/24/2023	Direct to Work	IAED	\$ 837.50	Youth	✔ Yes	Yes	✔ Yes	N/A (same job)	N/A	CMfgA	PY23-Q2
7/24/2023	8/4/2023	Direct to Work	IAED	\$ 837.50	Adult	✘ No	No	N/A	N/A	N/A	N/A	PY23-Q2
8/28/2023		Home Health Aide Certification Training	TST BOCES	\$ 1,300.00	DW	In-Prog	No	N/A	N/A	N/A	N/A	PY23-Q3
8/28/2023		Home Health Aide Certification Training	TST BOCES	\$ 1,300.00	Adult	In-Prog	Yes	N/A	N/A	N/A	N/A	PY23-Q4
9/11/2023		Phlebotomy Certification Training	GST BOCES	\$ 1,850.00	DW	In-Prog	No	N/A	N/A	N/A	N/A	PY23-Q3
9/11/2023	9/15/2023	Comp Tia Security +	New Horizons	\$ 2,795.00	Adult	✔ Yes	No	✘ No	N/A	N/A	N/A	PY23-Q2
9/25/2023		Cosmetology Training	TST BOCES	\$ 3,499.95	Adult	In-Prog	No	N/A	N/A	N/A	N/A	PY24-Q3

Participants by Funding Source			
	Count	% of Total	
Adult	7	70%	<div style="width: 70%;"></div>
DW	2	20%	<div style="width: 20%;"></div>
Youth	1	10%	<div style="width: 10%;"></div>

Trainings Funded by Eligible Training Provider						
ETPs	# of Trainees	In-Progress Trainings	Completed Trainings	Employed Post Training	Related Industry	Lic/Cert Acquired
GST BOCES	2	1	0	0	0	0
IAED	4	0	3	2	1	3
TST BOCES	3	3	0	0	0	0
New Horizons	1	0	1	0	0	0

Expenditures per Eligible Training Provider		
Provider: ETP	# of Trainees	Amount
GST BOCES	2	\$ 6,645.00
IAED	4	\$ 3,350.00
TST BOCES	3	\$ 6,099.95
New Horizons	1	\$ 2,795.00

Trainings Funded by Training (ETPL Offerings/Classes)						
Offerings/Classes	# of Trainees	In-Progress Trainings	Completed Trainings	Employed Post Training	Related Industry	Lic/Cert Acquired
LPN Program	1	0	0	0	0	0
Direct to Work	4	0	3	2	1	3
Cosmetology Training	1	1	0	0	0	0
Home Health Aide Certification Training	2	2	0	0	0	0
Phlebotomy Certification Training	1	1	0	0	0	0
Comp Tia Security +	1	0	1	0	0	0

Expenditures per Offerings/Classes		
Offerings/Classes	# of Trainees	Amount
LPN Program	1	\$ 4,795.00
Direct to Work	4	\$ 3,350.00
Cosmetology Training	1	\$ 3,499.95
Home Health Aide Certification Training	2	\$ 2,600.00
Phlebotomy Certification Training	1	\$ 1,850.00
Comp Tia Security +	1	\$ 2,795.00

Total Participants 10

Public Assistance Information

	Yes	No
SNAP	4 40%	6 60%
TANF		10 100%
GA		10 100%
SSI	1 10%	9 90%
SSDI		10 100%

Other Low Income Indicators

	Yes	No
Homeless	2 20%	8 80%
*Lower Living Standard	7 70%	2 20%
*Income 70% LLSIL	2 20%	6 60%

Barriers to Employment

	Yes	No
*Disability Status	2 20%	8 80%
Justice System Experience	2 20%	8 80%
BSD/ELL		10 100%

Demographic Information

	Yes	No
*UI Claimant		8 80%
Veteran Status		10 100%

Education

Education Level (per OSOS)	% of Ttl
No Grade	10%
9 Grade	
10 Grade	
11 Grade	10%
12 Grade - no Diploma	
High School Equivalency	10%
12 Grade - HS Graduate	10%
Disable w/Cert./IEP	
HS + 1 yr Postsecondary - No Degree	30%
HS + 2 yr Postsecondary - No Degree	
HS + 3 yr Postsecondary - No Degree	10%
HS + 1 yr Vocational Certificate	
HS + 2 yr Vocational Certificate	
HS + 3 yr Vocational Certificate	
HS + 1 yr Associates Degree	10%
HS + 2 yr Associates Degree	10%
HS + 3 yr Associates Degree	
Bachelors or equivalent	
Masters Degree	
Doctorate Degree	

Ethnicity

(per OSOS)	% of Ttl
Hispanic or Latino	60%
Not Hispanic or Latino	40%
Not Disclosed	

Race (Per OSOS Designations)	
(per OSOS)	% of Ttl
Alaskan or American Indian	
Asian	10%
Black or African American	40%
Hawaiian or Pacific Islander	
White	30%
Not Disclosed	30%

Age Group
(Participant ages are listed based on the starting date of the quarter.)

	Count	% of Ttl
18-21		
22-24	1	10%
25-34	2	20%
35-44	3	30%
45-54	4	40%
55-64		
65+		

Gender

	Count	% of Ttl
Female	8	80%
Male	2	20%
Not Disclosed		






*These items do not display the breakdown of information has not been disclosed.

On-the-Job Trainings and Transitional Jobs were not provided during PY2023-Q1.


*Questions marked with an asterisk may have multiple answers within individual responses.



Not all questions are answered in each response.
Percentages are calculated by dividing the disaggregated number by the total number of responses.



Provision Method	Count
Former Digital Survey	3
Paper Manually Entered	1
Total Customer Satisfaction Surveys	4


What services did you receive at the career center today? Select all that apply	Count	% of Ttl
Help finding a job	1	
Help in developing an employment plan	1	
Information about the local job market	2	
Help with job-related tasks	3	
Other services	1	

Other services:
"Help with UI"

	Rating	Count	% of Ttl
Overall, how satisfied are you with the services provided by Tompkins Workforce NY?	1	0	
	2	0	
	3	0	
	4	0	
	5	0	
	6	0	
	7	0	
	8	0	
Average Score	9	0	
10	10	4	

After your visit to Tompkins Workforce NY today, do you feel that you are better prepared for your job search?	Yes	3	
	No	0	
	Does not apply	1	
	(No answer)	0	

Would you recommend the services you received from Tompkins Workforce NY to friends or colleagues with similar needs?	Yes, definitely	3	
	Yes, probably	1	
	Hard to say	0	
	No, probably not	0	
	No, definitely not	0	
Don't know	0		

Were you referred to other agencies for assistance in meeting additional needs?	Yes	0	
	No	1	
	Does not apply	0	

Questions		Very Poor	Poor	Fair	Good	Very Good	Avg Score
		1	2	3	4	5	
How promptly were you greeted after you entered?	Count % of total	0	0	0	0	4	5
Did staff treat you with respect and concern?	Count % of total	0	0	0	0	4	5
How helpful was the information provided by staff?	Count % of total	0	0	0	0	4	5
How helpful was the information provided by the resource room computers?	Count % of total	0	0	0	0	1	5
How well did the staff explain things in terms that were clear and easy to understand?	Count % of total	0	0	0	0	4	5
How easy was the computer system to use?	Count % of total	0	0	0	0	1	5
How helpful was the information provided by the computer system?	Count % of total	0	0	0	0	1	5

Do you still have questions that were not answered to your satisfaction?	What one or two changes would you suggest to most improve Tompkins Workforce NY services for customer?	How did you find out about Tompkins Workforce NY?
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No	<p>A new office with easy off street parking and access to the same and more like me who have been blessed by the help you h ave all graciously given me here in the world*. The Lord God bless you all, in Jesus Christ our Lord’s holy and glorious precious saving Name, amen.</p>	<p>Employees I don’t remember. I used this agency years ago also. Unemployment Invited/got a letter</p>
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Total Responses
460

Percentages are calculated by dividing the disaggregated number by the total number of responses.

Total Visits by Day of Week			
Monday	83	18%	
Tuesday	86	19%	
Wednesday	105	23%	
Thursday	77	17%	
Friday	109	24%	

Total Visits by Month			
July	138	30%	
August	163	35%	
September	159	35%	

What brings you in today?			
Job Search Question	52	11%	
Youth/Under 25 Services	10	2%	
Job Search/Computer	55	12%	
Scheduled Appointment	204	44%	
Disability Services	10	2%	
Workshop/Recruitment	8	2%	
Other	118	26%	
(blank)	62	13%	

Are you a military veteran or spouse?			
Yes	20	4%	
No	346	75%	
(blank)	94	20%	

How did you hear about us?			
Friends/Family	60	13%	
School	6	1%	
Unemployment (UI)	176	38%	
Twitter	0	0%	
Bus Ad	0	0%	
Radio Ad	1	0%	
Facebook	2	0%	
Instagram	0	0%	
Other/Referred By	81	18%	
(blank)	150	33%	