

# *Tompkins County Workforce Development*

## Executive Committee

### **MINUTES**

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*Tuesday, June 4, 2024 | TC Workforce Development Board Conference Room*

**Present:** S. Pronti, P. Levesque, B. Nugent

**Excused:** K. Babuka, K. Franzese

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

**Guest:**

#### **Call to Order**

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:27 a.m.

#### **Approval of Minutes - April 2, 2024**

Due to lack of voting members present to achieve quorum; the vote to approve April 2, 2024, minutes were tabled until the next meeting.

#### **Approval of Workforce Development Operating 2024-2025 Fiscal Budget**

Due to lack of voting members present to achieve quorum; the vote to approve Workforce Development Operating 2024-2025 Fiscal Budget was tabled until the full Board meeting Tuesday, June 25, 2024.

#### **Approval of Workforce Development WIOA Service Provider 2024-2025 Fiscal Budget**

Due to lack of voting members present to achieve quorum; the vote to approve Workforce Development WIOA Service Provider 2024-2025 Fiscal Budget was tabled until the full Board meeting Tuesday, June 25, 2024.

#### **Approval to Authorize the Director to Transfer up to \$40,000.00 in PY24 Funds between Adult and Dislocated Worker Program during the July 1, 2024 to June 30, 2025 Fiscal Budget Years**

Due to lack of voting members present to achieve quorum; the vote to for approval to Authorize the Director to transfer up to \$40,000.00 in PY24 funds between Adult and Dislocated Worker Program during the July 1, 2024 to June 30, 2025 Fiscal Budget years was tabled until the full Board meeting Tuesday, June 25, 2024.

## **Financial Reports - April 2024**

Ms. Achilles reported the Workforce Development Board financials are on track. With vacant positions the wage and fringe are slightly lower. Ms. Achilles reported that the wage and fringe will increase due to Deputy Director on the Board side was filled May 7, 2024, Workforce Development Specialist and Communications Specialist were filled on April 15, 2024. Amount for wage and fringe will start increasing with the May reports. Ms. Achilles reported that the rent amount will increase now that the NYSDOL ancillary agreement has been fully executed and will pay rent up to June 2024. Ms. Achilles reported that participant wage and fringe are higher due to having 43 Joblink participants and 1 transitional job participant. The Youth team at the Career Center has been doing a great job to keep participants in youth work experience. Ms. Achilles reported that tuition numbers will increase due to \$12,220 Adult, \$3,361 Dislocated Worker and \$4,265 Youth on the accruals that will be paid for in May reports.

Ms. Achilles reported the Workforce Development Service Provider financials have a slightly lower percentage. The Service Provider staff wage and fringe are lower than expected due to not being fully staffed and having staff out on disability leave for positions budgeted for. Ms. Achilles reported that rent is lower due to recently getting a fully executed ancillary agreement from New York State Department of Labor on the for January 1, 2024 to December 31, 2024. The rent will be reflected on the June reports.

Ms. Achilles reported that Mr. Sponn will submit an 80% obligation waiver to carry funding over to 2<sup>nd</sup> year, since we did not hit the 80% requirement for Adult and Dislocated Worker funding.

## **Committee Updates**

### **Youth Oversight Committee**

Mr. Sponn reported the Youth Oversight Committee did not have a meeting last month and will be meeting next Wednesday, June 12, 2024, at 8:45 am. Mr. Sponn reported that Workforce Development will contract 2024 Summer Youth Employment Program with Ithaca Youth Bureau and Career Center.

### **One Stop Operation and Oversight Committee**

Mr. Sponn reported the One- Stop Committee had discussion at the last meeting around how operations are going. Mr. Sponn reported that Mr. Lyman, Business Services Representative, NYSDOL presented what he has been doing with businesses and outreach.

## **Governance and Membership Committee**

Mr. Sponn reported the Governance Committee was canceled. Mr. Sponn reported that all applications were received for Board reappointment for June 30<sup>th</sup> and are on the Legislator agenda for June 4, 2024.

## **Disabilities Workforce Committee**

Mr. Sponn reported the Disabilities Workforce Committee will meet next Tuesday, June 11, 2024. Mr. Sponn reported that this will be a working meeting to

## **Director's Report**

### **MOU Update**

Mr. Sponn reported that we received the 2020-2023 MOU back from the State with edits and updates that needed to be made. Mr. Sponn and Ms. Achilles reviewed information and updated contact information. Mr. Sponn accepted the State's edits and has submitted MOU back to the State. Mr. Sponn reported that the next step is for the State to accept the updates and will need to reach out for signatures.

### **Disability and Transition Resource Fair on 6/5**

Mr. Sponn reported that the Disability and Transition Resource Fair will be at Ithaca High School, June 5, 2024 from 4:30 to 6:30 pm. Ms. Sloan is leading the team to organize the resource fair and we have received donations to allow us to have a raffle for participants.

### **Career Center Updates**

Mx. Frost reported that the 2024 Disability Transition and Resource Fair is planned for this Wednesday. 21 providers have RSVPed, and we expect a higher turnout of attendees from the public as compared to last year, based on responses and questions from the public on social media and through email. TCWD is developing a directory of contacts for use between partnering organizations, as well as a public directory of local services which will live on the TCWD website once complete. TCWD now has a monthly newsletter; the May issue was sent out via listserv on May 13th, and the June newsletter can be expected mid-June. The upcoming issue will report on TCAT job openings, TC3 programs, Finger Lakes ReUse programs, upcoming Direct to Work informational sessions, and the Disability Transition and Resource Fair.

Mr. Sponn reported that we are building our department with the restructure and are working to make procedures efficient. Mr. Sponn reported that we are working on youth policies that have not been updated in a while. Mr. Sponn is working with Ms. Basilius to update and move to the Youth Oversight Committee meeting for review.

Mr. Sponn reported that the department staff collaborate more and work well together as a team.

Mr. Sponn reported he is looking at on boarding procedure for new hires and a reference guide that all staff can refer to if there are questions.

### **Budget Discussion**

Mr. Sponn reported that the Workforce Department has lost expiring grant funding and understands the importance of Ms. Achilles, saying that we need to apply for new funding that is available.

Mr. Sponn reported that PY24 WIOA funding has stayed close to the amount that we received last year. Mr. Sponn reported that wage and fringe will increase but are unsure because the white-collar contract has not been finalized.

Mr. Sponn reported that the County budget is in the process of submitting a maintenance of effort budget and then will be required to submit a budget that has a 5% cut.

Mr. Sponn reported that we are applying for a NDWG Opioid grant.

Mr. Sponn reported that in doing the budgets on the Workforce side we will be reverting the Fiscal Coordinator position back to Administrative Coordinator.

Ms. Achilles reviewed the 2024 -2025 Fiscal Budgets for Workforce Development Budget and Service Provider WIOA Funds. Ms. Achilles reported to the Committee numbers that have changed from the last fiscal budget to this budget. Ms. Achilles reported that wage and fringe have decreased due to reducing staff to the staff that is working with community members. Ms. Achilles reported that Participant categories were increased to use more funding to provide services to more customers.

Ms. Achilles reported that Tompkins received PY24 WIOA funding with a decrease in Adult (\$17,576.00), Dislocated Worker (\$10,135.00), and Youth an increase of \$23,949.00. Overall, there was a decrease of (\$3,762.00) .51%.

Ms. Achilles reported Tompkins received the 2024 Summer Youth Employment Program funding and there was an increase for this summer. The funding will be split between our contractors for the SYEP.

Mr. Pronti inquired about the staff wage and fringe and making sure that we have all staff covered due to the decrease of \$113,000.00.

Ms. Achilles will provide a comparison to the Executive Committee of Staff positions and wage for 2021 -2025.

Mr. Pronti would like Ms. Achilles to send out reminders to the Full Board that the Tuesday, June 25, 2024 meeting is important to attend. We will need full attendance to have quorum to approve the 2024 -2025 Fiscal Budgets by June 30, 2024 for WIOA requirements. Mr. Pronti reported that if the Board does not have a quorum, then we will have to have an additional Executive Committee meeting to approve Fiscal Budgets.

Mr. Levesque reminded Ms. Achilles that he will be away and will not be in attendance for the full Board meeting.

**Adjournment:**

The meeting was adjourned at 9:51 a.m.