

## EXECUTIVE COMMITTEE

JUNE 5, 2018

8:00 A.M.

HUMAN SERVICES BUILDING ANNEX

**PRESENT:** D. Burrows, S. Pronti, M. Stazi, A. Hendrix, A. Bishop

**EXCUSED:** M. Stamm, S. Pronti, J. Matteson

**GUESTS:** Jason Molino, Tompkins County Administrator

**STAFF:** J. Mattick, J. Luu

### CALL TO ORDER

Chairman Burrows called the meeting to order at 8:15 a.m.

### DIRECTOR'S REPORT

Ms. Mattick's report was distributed with the agenda packet. She noted that this year there is an additional contractor for the Summer Youth Employment Program, the Youth Farm Project. Two of the contractors were asked to submit revised budgets and those have been submitted.

### APPROVAL OF MINUTES

It was Moved by Mr. Bishop, seconded by Ms. Stazi, and unanimously adopted by voice vote of members present to approve the minutes of May 1, 2018 as submitted.

### FISCAL REPORTS

Ms. Mattick reported on the third quarter financial reports for the Office of Employment and Training Tuition and OJT funding is nearly fully obligated at this time. She noted the over expenditure in the IT line is the result of expenditures hitting twice in the same program year. Staff wages are lower than budgeted due to the Director position being vacant for five months. The Center is fully staffed at this time.

Ms. Mattick reported that any anticipated carryover is included in the proposed budget. She reminded the Committee that the Board made the decision that 32.5% in funding needs to be spent on tuition and other supportive services. There will be additional funding added to the line for that purpose, as well as additional funding to provide work experiences for low income adults.

Ms. Mattick stated she has analyzed the adult and dislocated expenditures and requested the Committee act on behalf of the Board to approve a \$10,000 transfer from Dislocated Worker to the Adult two funding stream. Under WIOA, the legislation allows for 100% movement between the two.

It was Moved by Mr. Bishop, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve, on behalf of the full Board, the transfer of \$10,000 from the Dislocated Worker to Adult funding streams. This item will be brought the Board meeting for ratification.

Ms. Mattick stated that because there is flexibility between the two funding streams and there are occasions where transfers become necessary, she would like to ask the Board to act on a blanket resolution permitting her to transfer up to \$30,000 in PY18 between the two funding sources as needs arise and any request exceeding a cumulative request of \$30,000 being

brought back to the Executive Committee for approval. There was consensus to move the resolution to the full Board for approval.

It was Moved by Ms. Stazi, seconded by Ms. Hendrix and unanimously adopted by voice vote of members present to move the blanket resolution for up to \$30,000 in cumulative PY 18 funding transfers to the full board for approval.

Ms. Mattick reported that the New York State Department of Labor received a \$5 million USDOL grant that they did not expend in a timely enough manner and on May 1<sup>st</sup> they created a Request for Proposals to use those funds retroactively to July 1, 2017. This will free up funding that was previously expended. They will also be setting aside the expenditure rate for that period. Ms. Mattick applied for \$16,000 of those funds. We anticipate approval but they aren't budgeted yet and will require a budget adjustment later if the funding is received.

## **APPROVAL OF WDB AND OET WIOA BUDGETS FOR PROGRAM YEAR 2018-2019**

Ms. Mattick reviewed the budgets for the Workforce Development Board and the Office of Employment and Training. Both budgets are straight forward with any increases predominantly associated with increases in staff wages and fringe now that those contracts have been settled with the County.

It was Moved by Ms. Stazi, seconded by Ms. Hendrix and unanimously adopted by voice vote of members present to move the budgets to the full board for approval.

## **COMMITTEE UPDATES**

### **YOUTH OVERSIGHT**

Ms. Hendrix reported that the Youth Oversight Committee met jointly with the Services to Individuals with Disabilities Committee and received an overview of the services that are being provided by the new Disability Resource Coordinator, Mary McLaughlin. Ms. McLaughlin will be bringing a group of individuals together to do resource mapping so there is a better understanding of the services available within the community.

### **INDIVIDUALS WITH DISABILITIES**

Mr. Matteson was unable to attend today's meeting.

### **ONE STOP OPERATIONS AND OVERSIGHT**

Mr. Bishop reported the Committee did not have quorum at their last meeting. The One Stop Certification process has been completed and the group will continue to review the process periodically and provide feedback.

### **GOVERNANCE AND MEMBERSHIP**

The slate of officers has been finalized and the ballot will be going out. Amy Iles has agreed to become Treasurer.

Most of the board reappointments will be made at tonight's Legislature meeting. Mr. Stamm will be reaching out to the CFO of Transonics, who has expressed interest in becoming involved with the Board. The Labor seat vacancy is also being pursued.

## **DIRECTOR'S REPORT**

Ms. Mattick reported she has met with BOCES and Cayuga Medical Center around starting a LPN program here and they will be reaching out to OCM BOCES to see if they can help. They will also be in contact with the Finger Lakes School of Nursing.

## **ADJOURNMENT**

The meeting adjourned at 9:03 a.m. The next meeting is scheduled for Tuesday, July 10<sup>th</sup> at 8 a.m. at the **Trust Company Headquarters at 118 East Seneca Street (next door to the Hilton).**

Minutes prepared by Jennifer Luu.