

# *Tompkins County Workforce Development*

## Executive Committee

### **MINUTES**

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*Tuesday, August 6, 2024 | TC Workforce Development Board Conference Room*

**Present:** S. Pronti, K. Babuka, B. Nugent

**Excused:** K. Franzese, P. Levesque

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

**Guest:**

#### **Call to Order**

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:21 a.m.

#### **Approval of Minutes - April 2, 2024 June 4, 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.

Due to lack of voting members present to achieve quorum; the vote to approve June 4, 2024, minutes were tabled until the next meeting.

#### **Financial Reports - June 2024**

Ms. Achilles reported the Workforce Development Board financials for end of 2023 - 2024 fiscal budget are where Workforce Development expected them to be at with the vacant positions that the department has had for the majority of the fiscal year. Ms. Achilles reported that the wage and fringe will increase in the new fiscal year due to being fully staffed on the Service Provider side and only one vacant position at this time; the Administrative Coordinator position that is in the process of being filled. Ms. Achilles reported that participant wage and fringe fully expended due to 43 JobLink participants, 44 SYEP participants, and 2 transitional job participants. The Youth team at the Career Center has been doing a great job keeping participants in youth work experiences and Adult staff are working hard to get adults in transitional jobs experiences.

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

## **Work Updates**

Mr. Sponn reported that Ms. Pennell at BorgWarner has taken a position with Cornell and will let us know of potential replacements for the Board. Mr. Sponn reported that he has reached out to Ms. Finlay of Therm about filling a vacant business seat, but cannot at this time. Ms. Finlay would be interested in the future.

## **Committee Updates**

### **Youth Oversight Committee**

Mr. Sponn reported the Youth Oversight Committee meets Wednesday, August 14, 2024. Mr. Sponn reported that the SYEP program is up and running with the Workforce Development Career Center staff and Ithaca Youth Bureau. Mr. Sponn reported that Workforce Development staff will be planning worksite visits to talk with participants and worksite supervisors. Mr. Sponn reported that SYEP was featured on the front page of Tompkins Weekly and was the cover story. Mr. Sponn reported that the Committee will be reviewing youth policies and updating them.

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

Mr. Sponn reported the One- Stop Committee had discussion around the sign-in slip that customers complete when coming into the Career Center. Mx. Frost is updating the paper sign-in sheet and will be updating the iPad to use in the future.

Mr. Sponn reported that the Committee is having discussions around the increase of rent due to having a security guard and not having funds to cover the increased cost.

Mr. Sponn reported that Ms. Sloan has been reporting to the Committee on Adult and Dislocated Worker numbers, but in the future Ms. Basilius will start to attend and report to the Committee.

### **Governance and Membership Committee**

Mr. Sponn reported the Governance Committee was canceled. Mr. Sponn will email out to the Governance and Membership Committee a list of potential candidates to fill the 2 vacancies on the Board.

### **Disabilities Workforce Committee**

Mr. Sponn reported the Disabilities Workforce Committee will meet next Tuesday, August 13, 2024. Mr. Sponn reported that Ms. Rohrer, Chief Executive Officer of the Downtown Ithaca Alliance, will be presenting to the Committee. Mr. Tunison is excited to move forward with the Disabilities Workforce Committee and the great work that partners are doing.

## **Director's Report**

### **MOU Update**

Mr. Sponn reported that Ms. Achilles finished the finale edits for the 2020-2023 MOU and sent it back to the State for final review. Ms. Achilles reported that the next step is for the MOU to be sent out to partners for signatures. The State will accept PDF e-signatures.

### **Opioid NDWG Update**

Mr. Sponn reported that there are no updates on the Opioid NDWG grant, but Tompkins is still in the running to receive funds.

### **Tompkins Weekly Article**

Mr. Sponn reported that the SYEP was featured on the front page of the Tompkins Weekly this week.

### **Board Retreat**

Mr. Sponn reported that Ms. Achilles and himself toured the Downtown Conference Center and the Board retreat will be held there on Tuesday, September 24, 2024 from 8:30 to 12:00 with a light breakfast and take out lunch. Mr. Sponn reported that Mr. Harris of NYSDOL will present on market labor data and NYATEP will be facilitating the meeting. Mr. Sponn wants the new Executive Director of NYATEP to attend, but currently that position is not filled, but close to a decision.

### **Career Center Updates**

Mr. Sponn reported that Workforce Development is in the process of hiring an Administrative Coordinator to fill Ms. Achilles' old role. There were 8 potential candidates, and Workforce Development is interviewing 3 candidates and will have the final interviews on Friday.

Mr. Sponn reported that he is in the process of completing on-boarding procedures for Workforce Development department staff and new hires as a reference guide. There will be a staff meeting this afternoon to review and sign forms that they have been read and understood.

Mr. Sponn reported that the Career Center will have an "In/Out" board for staff to use, so that everyone knows who from the department is at the Career Center to help customers at a given time.

Mr. Sponn reported that the Career Center has referred 6 to 7 participants to the DTW summer cohort.

Mr. Sponn reported that the MADE event is moving forward and he is reaching out to organizations for fundraising.

Mr. Sponn reported that the Clean Air Grant that supports clean energy is still available, but at this time status is unknown for workforce development board areas.

Mr. Sponn reported Workforce Development received \$30,000.00 for the NY-SCION OMH grant that is connected to the NY-SCION grant that Workforce Development already receives.

**Adjournment:**

The meeting was adjourned at 9:16 a.m.



## Tompkins Workforce Development

Fiscal Year - July 1, 2023 to June 30, 2024  
June 30, 2024 Budget Report

100.00% Through Fiscal Year  
or 12 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for June 2023	Expenses for June 2024	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	790,858	17,608.50	45,387.77	575,826.36	215,031.64	73%
Staff Fringe	361,781	7,656.18	20,778.51	251,214.88	110,566.12	69%
Rent	80,242	2,720.00	14,579.60	79,828.69	413.31	99%
Professional Services	1,500	0.00	0.00	493.00	1,007.00	33%
Office Supplies	3,000	91.39	171.75	2,694.69	305.31	90%
Office Furnishings	2,000	0.00	0.00	0.00	2,000.00	0%
Software/Hardware	890	0.00	0.00	0.00	890.00	0%
Computer Equipment	15,000	0.00	0.00	8,051.51	6,948.49	54%
Postage	650	0.00	0.00	66.00	584.00	10%
Travel & Training	16,000	0.00	1,448.18	7,865.90	8,134.10	49%
Local Travel	5,500	0.00	222.71	2,672.50	2,827.50	49%
Phone	14,500	295.85	-1,268.08	7,540.56	6,959.44	52%
Contracts - Phone Maintenance	1,348	0.00	-794.75	552.52	795.48	41%
Membership Dues	5,800	0.00	0.00	3,750.00	2,050.00	65%
Sub- Contracts	216,016	99,979.99	0.00	214,801.05	1,214.95	99%
IT Services	7,935	0.00	0.00	6,611.00	1,324.00	83%
Subscriptions, Periodicals	5,160	0.00	0.00	5,090.75	69.25	99%
Advertising	600	0.00	0.00	76.60	523.40	13%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	1,462.67	1,037.33	59%
Program Expenses	10,200	0.00	0.00	9,861.58	338.42	97%
Printing	3,000	0.00	121.47	700.95	2,299.05	23%
Equipment Rental - Ricoh Copier	1,020	0.00	74.68	970.84	49.16	95%
Program Supplies	1,300	0.00	0.00	1,215.63	84.37	94%
Participant - Wages	238,400	0.00	18,150.37	238,329.95	70.05	100%
Participant - Fringe	28,696	0.00	2,154.45	28,122.22	573.78	98%
Incentives	4,000	0.00	0.00	3,450.00	550.00	86%
Supportive Services	11,900	0.00	1,384.10	11,003.24	896.76	92%
Tuition - (ITA)	84,600	0.00	17,849.50	80,463.18	4,136.82	95%
On the Job Training - (OJT)	10,000	0.00	0.00	0.00	10,000.00	0%
<b>Total Expenditures:</b>	<b>1,924,396</b>	<b>128,351.91</b>	<b>120,260.26</b>	<b>1,542,716.27</b>	<b>381,679.73</b>	<b>80%</b>

Budget Line Items	Budget approved by Board	Revenue for June 2023	Revenue for June 2024	Year to Date 2023 - 2024 Revenue	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Revenue:</b>						
WIOA - Adult	162,515	6,664.00	43,929.79	107,840.44	54,674.56	66%
WIOA - Youth	501,791	32,248.83	98,321.36	534,952.89	-33,161.89	107%
WIOA - Dislocated Worker	149,949	7,398.51	17,798.03	86,394.53	63,554.47	58%
WIOA - DW transferred to Adult	25,000	3,237.87	0.00	21,762.13	3,237.87	87%
WIOA - Administration	95,291	7,208.31	14,425.34	74,285.28	21,005.72	78%
NY-SCION/TTW	107,930	7,085.26	19,717.35	107,929.09	0.91	100%
Tourism	39,000	270.12	2,040.05	16,245.46	22,754.54	42%
County	470,669	9,402.39	26,768.35	302,360.44	168,308.56	64%
SYEP - Summer Program	359,486	0.00	0.00	179,743.00	179,743.00	50%
Miscellaneous	12,765	140.78	0.00	11,936.12	828.88	94%
<b>Total Revenue:</b>	<b>1,924,396</b>	<b>73,656.07</b>	<b>223,000.27</b>	<b>1,443,449.38</b>	<b>480,946.62</b>	<b>75%</b>

\* All Expenditures and Revenue are recorded on a cash basis and as such records may show a shortfall or surplus.  
This is not an operating expense concern.

June cash order      84,739.45  
84,739.45



**Tompkins Workforce Development - WIOA Service Provider Budget**  
**Fiscal Year - July 1, 2023 to June 30, 2024**  
**June 30, 2024 Budget Report**

100.00% Through Fiscal Year  
or 12 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for June 2023	Expenses for June 2024	Year to Date 2023 - 2024 Expenses	Year to Date 2023 - 2024 Balance	Year to Date % of Budget Expended
<b>Expenditure:</b>						
Staff Wage	309,707	25,603.00	15,685.83	227,826.51	81,880.49	74%
Fringe	137,847	10,813.52	7,180.96	98,794.68	39,052.32	72%
Rent/Taxes	29,359	15,728.63	6,250.07	25,320.69	4,038.31	86%
Copier Contract	573	46.14	52.96	531.70	41.30	93%
Phone Maintenance	839	0.00	0.00	381.52	457.48	45%
Office Supplies	312	0.00	82.76	255.04	56.96	82%
Postage	312	0.00	0.00	66.00	246.00	21%
Travel Training	4,539	0.00	194.75	4,529.90	9.10	100%
Local Travel	2,916	94.97	222.71	1,991.71	924.29	68%
Phone & Internet	5,819	171.51	250.47	2,538.04	3,280.96	44%
Membership Dues	187	0.00	0.00	0.00	187.00	0%
Books, Subscription & Periodicals	1,245	0.00	0.00	435.07	809.93	35%
Computer Software/Hardware	150	0.00	0.00	0.00	150.00	0%
IT Services	2,490	0.00	0.00	1,803.07	686.93	72%
Printing	997	38.60	57.41	384.08	612.92	39%
Program Expenses	1,493	0.00	0.00	0.00	1,493.00	0%
Supportive Services	9,000	0.00	1,378.63	7,839.96	1,160.04	87%
Tuition	76,000	12,211.00	16,283.00	61,258.15	14,741.85	81%
OJT	7,000	0.00	0.00	0.00	7,000.00	0%
Participant Wages	175,000	10,926.99	18,150.37	174,423.71	576.29	100%
Participant Fringe	20,640	1,285.01	2,154.45	20,606.85	33.15	100%
<b>Total Expenditures:</b>	<b>786,425</b>	<b>76,919.37</b>	<b>67,944.37</b>	<b>628,986.68</b>	<b>157,438.32</b>	<b>80%</b>

WIOA Expenditures Include: Adm., Adult, DW, and Youth