

Tompkins County Workforce Development

Executive Committee

MINUTES

Tuesday, September 3, 2024 | TC Workforce Development Board Conference Room

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

Excused: P. Levesque

Staff: C. Sponn, D. Achilles

Guest:

Call to Order

Mr. Pronti, Executive Committee Chair, called the meeting to order at 8:20 a.m.

Approval of Minutes - April 2, 2024 June 4, 2024 August 6, 2024

It was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present to approve the minutes of April 2, 2024.

It was moved by Ms. Babuka, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the minutes of June 4, 2024.

It was moved by Ms. Babuka, seconded by Ms. Franzese, and unanimously adopted by voice vote of members present to approve the minutes of August 6, 2024.

Financial Reports - July 2024

Ms. Achilles reported the Workforce Development Board financials are on track for the first month of the 2024-2025 fiscal year. Ms. Achilles reported that the revenue is at 15% due to receiving the first and second Summer Youth Employment Program advances and the third will be on the August 2024 financial report.

Ms. Achilles reported she received the July 2024 desk review from the State which reports that allocation for spending for Adults is at 75.11%, Dislocated Worker is at 39.87%, and Youth is at 100%. Workforce Development is spending PY24 allocation for Youth starting in July 2024 reports. For PY 23 WIOA Youth Workforce Development has

met the requirements of 75%/20%. The youth OS Expenditures were at 77.88% and Youth work experience was at 34.20%. The youth team is working hard to keep youth enrolled in the program and doing a great job.

Work Updates

Youth Employment Program

Mr. Sponn reported he is talking with the state about the Youth Employment Program (YEP) and verbally accepted an allocation of around \$350,000.

NY SCION OMH Funding Update

Mr. Sponn reported the NY SCION program will receive an additional \$30,000 for the NY SCION program through funds from the Office of Mental Health (OMH). The original \$100,000 awarded must be spent first, before the \$30,000 can be used.

Board Retreat Updates

Mr. Sponn reported staff is preparing for the event. Speakers are in place and a tour is being planned. Mr. Nardone of NYATEP will speak along with Mr. Harris of NYSDOL. The end of the retreat will have a strategy discussion.

County Budget OTR Requests

Mr. Sponn reported that himself and Ms. Achilles will present the County budget to the Tompkins County Legislature. A case will be made to retain the money from 5% cut that was given to all departments and for an extra position at the Career Center.

ITA Funding Cap Discussion

At the discretion of the Executive Committee around the CDL Training approval of overpayment of the ITA Cap to pay for extra funding amount for Driving Academy Truck Driver Training, it was moved by Ms. Franzese, seconded by Ms. Babuka, and unanimously adopted by voice vote of members present for approval to pay above the ITA Cap for one training to Driving Academy before further discussion and seeing how this training provider works for the customer.

Committee Updates

Youth Oversight Committee

Mr. Sponn reported spending is on pace for the SYEP program and he is hoping for presentations from IYB and Workforce Development at the YOC this fall.

One Stop Operation and Oversight Committee

Ms. Franzese reported the One- Stop Committee did not meet.

Governance and Membership Committee

Ms. Babuka reported the Governance Committee did not meet.

Disabilities Workforce Committee

Mr. Sponn reported the Disabilities Workforce Committee did not meet.

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.

MADE Fundraising

Mr. Sponn reported currently fundraising is \$1,800 short. This same thing happened last year and the goal was met. Mr. Sponn is hopeful there are a few organizations that can fill the gap.

Career Center Updates

Mr. Sponn reported that Workforce Development is in the process of hiring an Administrative Coordinator to fill Ms. Achilles' old role. Currently the process is still ongoing due to a civil service list and awaiting the results.

Mr. Sponn reported that Direct to Work had a summer cohort graduation and staff is currently recruiting for the fall cohort.

Mr. Sponn reported leadership is making progress in developing systems and procedures for internal operations and are implementing many of those procedures.

Adjournment:

The meeting was adjourned at 9:40 a.m.



Tompkins Workforce Development
Fiscal Year - July 1, 2024 to June 30, 2025
July 31, 2024 Budget Report

8.3% Through Fiscal Year
or 1 of 12 months

Budget Line Items	Budget approved by Board 6.27.23	Expenses for July 2023	Expenses for July 2024	Year to Date 2024 - 2025 Expenses	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	701,371	47,042.10	43,268.62	43,268.62	658,102.38	6%
Staff Fringe	325,366	19,948.13	19,808.35	19,808.35	305,557.65	6%
Rent	87,458	2,720.00	2,801.60	2,801.60	84,656.40	3%
Professional Services	1,500	0.00	0.00	0.00	1,500.00	0%
Office Supplies	5,000	0.00	64.88	64.88	4,935.12	1%
Office Furnishings	3,000	0.00	0.00	0.00	3,000.00	0%
Software/Hardware	2,300	0.00	0.00	0.00	2,300.00	0%
Computer Equipment	10,000	0.00	0.00	0.00	10,000.00	0%
Postage	650	0.00	0.00	0.00	650.00	0%
Travel & Training	17,000	650.00	382.52	382.52	16,617.48	2%
Local Travel	7,000	201.49	483.67	483.67	6,516.33	7%
Phone	14,400	159.58	1,075.14	1,075.14	13,324.86	7%
Contracts - Phone Maintenance	1,500	0.00	0.00	0.00	1,500.00	0%
Membership Dues	4,640	0.00	200.00	200.00	4,440.00	4%
Sub- Contracts	238,000	0.00	0.00	0.00	238,000.00	0%
IT Services	7,300	0.00	0.00	0.00	7,300.00	0%
Subscriptions, Periodicals	1,093	0.00	0.00	0.00	1,093.00	0%
Advertising	600	0.00	0.00	0.00	600.00	0%
Meeting Expenses - Board Retreat	2,500	0.00	0.00	0.00	2,500.00	0%
Program Expenses	8,500	0.00	0.00	0.00	8,500.00	0%
Printing	4,500	74.75	442.71	442.71	4,057.29	10%
Equipment Rental - Ricoh Copier	1,100	74.68	74.68	74.68	1,025.32	7%
Program Supplies	2,600	0.00	0.00	0.00	2,600.00	0%
Participant - Wages	233,000	28,458.82	36,043.79	36,043.79	196,956.21	15%
Participant - Fringe	27,737	3,346.75	4,278.40	4,278.40	23,458.60	15%
Incentives	5,141	0.00	0.00	0.00	5,141.00	0%
Supportive Services	25,800	0.00	1,086.53	1,086.53	24,713.47	4%
Tuition - (ITA)	115,000	0.00	4,050.00	4,050.00	110,950.00	4%
On the Job Training - (OJT)	20,000	0.00	0.00	0.00	20,000.00	0%
Total Expenditures:	1,874,056	102,676.30	114,060.89	114,060.89	1,759,995.11	6%

Budget Line Items	Budget approved by Board	Revenue for July 2023	Cash Order for July 2024	Year to Date 2024 - 2025 Revenue	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
Revenue:						
WIOA - Adult	200,364	3,598.00	14,175.31	14,175.31	186,188.69	7%
WIOA - Youth	361,046	47,560.73	27,961.67	27,961.67	333,084.33	8%
WIOA - Dislocated Worker	224,621	16,170.38	5,289.50	5,289.50	219,331.50	2%
WIOA - DW transferred to Adult	0	8,801.44	0.00	0.00	0.00	0%
WIOA - Administration	77,815	6,107.45	5,022.43	5,022.43	72,792.57	6%
NY-SCION/TTW	99,900	12,325.26	6,674.03	6,674.03	93,225.97	7%
Tourism	20,000	1,621.55	2,100.59	2,100.59	17,899.41	11%
County	458,888	19,688.77	16,481.11	16,481.11	442,406.89	4%
SYEP - Summer Program	392,178	0.00	196,089.00	196,089.00	196,089.00	50%
WORC Grant	34,244	0.00	0.00	0.00	34,244.00	0%
Miscellaneous - Donations MADE	5,000	3,971.81	250.00	250.00	4,750.00	5%
Total Revenue:	1,874,056	119,845.39	274,043.64	274,043.64	1,600,012.36	15%

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* 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.

** July 2024 Cash Order \$59,122.94 included in Cash O



Tompkins Workforce Development - WIOA Service Provider Budget
Fiscal Year - July 1, 2024 to June 30, 2025
July 31, 2024 Budget Report

8.3% Through Fiscal Year
or 1 of 12 months

Budget Line Items	Budget approved by Board 6.25.24	Expenses for July 2023	Expenses for July 2024	Year to Date 2024 - 2025 Expenses	Year to Date 2024 - 2025 Balance	Year to Date % of Budget Expended
Expenditure:						
Staff Wage	233,146	13,475.47	14,703.77	14,703.77	218,442.23	6%
Fringe	108,157	5,697.30	6,731.37	6,731.37	101,425.63	6%
Rent/Taxes	31,118	0.00	0.00	0.00	31,118.00	0%
Copier Contract	642	37.92	40.34	40.34	601.66	6%
Phone Maintenance	875	0.00	0.00	0.00	875.00	0%
Office Supplies	1167	0.00	0.00	0.00	1,167.00	0%
Postage	292	0.00	0.00	0.00	292.00	0%
Travel Training	4,084	650.00	74.32	74.32	4,009.68	2%
Local Travel	2,334	77.95	93.20	93.20	2,240.80	4%
Phone & Internet	5,835	53.70	256.29	256.29	5,578.71	4%
Books, Subscription & Periodicals	408	0.00	0.00	0.00	408.00	0%
Computer Software/Hardware	175	0.00	0.00	0.00	175.00	0%
IT Services	2,392	0.00	0.00	0.00	2,392.00	0%
Printing	875	46.19	210.81	210.81	664.19	24%
Program Expenses	2,334	0.00	0.00	0.00	2,334.00	0%
Supportive Services	20,000	0.00	1,086.53	1,086.53	18,913.47	5%
Tuition	115,000	0.00	4,050.00	4,050.00	110,950.00	4%
OJT	20,000	0.00	0.00	0.00	20,000.00	0%
Participant Wages	160,000	9,594.16	16,890.30	16,890.30	143,109.70	11%
Participant Fringe	19,072	1,128.27	2,004.88	2,004.88	17,067.12	11%
Total Expenditures:	727,906	30,760.96	46,141.81	46,141.81	681,764.19	6%

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