

EXECUTIVE COMMITTEE

May 7, 2019

8:15 A.M.

TRUST COMPANY HEADQUARTERS

PRESENT: S. Pronti, M. Stazi, A. Bishop, A. Iles

EXCUSED: D. Burrows, J Matteson, A. Hendrix

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:20 a.m.

APPROVAL OF MINUTES – April 2, 2019

It was Moved by Mr. Bishop, seconded by Ms. Stazi and unanimously adopted by voice vote of members present to approve the minutes of April 2, 2019.

RETREAT UPDATE AND NEXT STEPS

Melinda Mack's retreat summary and a summary of board member retreat evaluations were handed out to Executive Committee members. 11 of the 18 board members that attended the retreat completed the retreat evaluation. Ms. Mattick and Mr. Pronti reviewed the retreat evaluation and stated that 78% of board members attended the retreat. Mr. Pronti stated that he was pleased with board member attendance and participation. The committee agreed that further conversation and focus on the role of the board is necessary. Ms. Mattick responded that the mission can be narrowed down to advocacy (resources, law, regulations that affect workforce development), employer engagement, worker readiness (occupational and soft skills), and oversight (quality, continuous improvement, monitoring).

2019-2020 BUDGET

Ms. Mattick reviewed a rough draft of the board's 2019-2020 budget to solicit feedback during the budget development stage. She stated that this will also be on the agenda for the One Stop Operations and Oversight Committee and the Youth Oversight Committee. Ms. Mattick has started talking to Ms. Carlson about the Office of Employment and Training's budget as well. Ms. Mattick reported that there is an increase in federal WIOA funding for Tompkins this year and we need to plan how best to utilize these resources. Both budgets will come back to the Executive Committee next month to move on to the board at its June meeting.

Ms. Mattick updated the committee that both LPN and Manufacturing training efforts are making progress. Ms. Mattick, Mr. Forrest, TST BOCES are looking at available space for a possible LPN class at the TC3 Ext. Ctr. Downtown next month. In addition, we will be holding an advanced manufacturing listening session at BorgWarner for training providers and workforce development entities next month. Mr. Pronti will facilitate.

FINANCIAL REPORTS – 3rd QUARTER 2018-2019`

Ms. Mattick reported that she and Ms. Iles have reviewed the 3rd quarter financial reports. Ms. Iles responded that she has reviewed all the overages/shortages and there are explanations for all. In addition, Ms. Mattick and Ms. Iles discussed the process for developing the 2019-2020 budget.

COMMITTEE UPDATES

The committee deferred committee updates until next month due to the lateness of the hour.

ADJOURNMENT

The meeting adjourned at 9:36 a.m. The next meeting is scheduled for Tuesday, June 4, 2019 at 8:15 a.m.

Minutes prepared by Diane Achilles.

Tompkins County Workforce Development Board 2019-2020 Budget DRAFT

	2018-2019 Budget	2018-2019 Projected Year End	2019-2020 Draft Budget
Expenditures			
Staff Wage	151,950	115,477	154,000
Fringe	72,829	53,800	73,775
Rent/Taxes	13,500	13,385	13,650
Professional Services	3,500	0	3,500
Office Supplies	500	725	600
Office Furniture	0	0	0
Heat/Electric	1,000	680	800
Software/Hardware	3,800	3,336	3,500
Computer Equipment	500	671	1,750
Postage	50	0	50
Travel Training	6,500	3,500	6,500
Local Travel	250	150	250
Phone	1,500	1,550	1,600
Membership Dues	3,500	3,565	4,750
Sub Contracts	1,310,878	1,030,000	1,648,429
IT Services	500	534	600
Special Events	1,000	0	2,000
Advertising	200	0	400
Meeting Expenses (Food, Supplies and Meeting Space)	300	1,000	1,000
Program Expenses	0	7,000	7,000
Printing	0	200	200
Total	1,572,257	1,235,573	1,924,354
Revenue			
WIA Admin	69,416	62,416	74,233
WIA Adult	156,095	124,000	239,558
WIA Dislocated Worker	93,950	82,000	101,985
WIA Youth	354,973	285,000	399,674
Disability Employment Initiative	95,065	107,850	50,064
TET-NDWG	0	25,000	98,000
DEI Round 8	237,904	89,400	395,000
SYEP	412,024	403,000	414,184
County	128,181	95,000	128,181
Tourism	3,050	14,359	3,475
Misc	0	0	0
Ticket to Work	21,599	8,800	20,000
Total	1,572,257	1,296,825	1924354

Office Of Employment and Training 2019-2020 Draft Budget

	2018-2019	Projected	2019-2020
	Budget	2018-2019	Draft Budget
Expenditures		Year-End	
Staff Wage	230,100	210,000	262,185
Fringe	108,320	96,000	117,568
Rent/Taxes	10,825	11,000	11,000
Copier Contract	600	600	600
Phone Maintenance	825	810	825
Office Supplies	375	250	375
Postage	200	100	300
Travel Training	3,360	3,025	3,900
Local Travel	2,100	1,350	2,100
Phone & Internet	5,050	5,400	5,400
Membership Dues	215	0	225
Books, Subscription & Periodicals	150	150	150
Computer Software/Hardware	500	328	1,500
IT Services	825	1,036	1,250
Printing	550	515	550
Supportive Services	11,500	8,365	22,000
Youth Incentives	0	0	5,000
E-Learning	1,200	0	0
Tuition/OJT	95,750	75,000	116,760
OJT	0	0	25,000
Testing	300	0	0
Participant Wages	93,050	55,000	108,050
Participant Fringe	9,305	5,500	10,805
Total Expenditures	575,100	474,429	695,543