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 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

## Expenditures

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## Revenue

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## Office Of Employment and Training 2019-2020 Draft Budget

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