

EXECUTIVE COMMITTEE

June 4, 2019

8:15 A.M.

The Computing Center

PRESENT: M. Stazi, A. Bishop, A. Iles, A. Hendrix, D. Burrows, J. Matteson,

EXCUSED: S. Pronti

STAFF: J. Mattick, D. Achilles

CALL TO ORDER

Vice-Chair Ms. Stazi called the meeting to order at 8:20 a.m.

APPROVAL OF MINUTES – May 7, 2019

It was Moved by Ms. Iles, seconded by Mr. Burrows and unanimously adopted by voice vote of members present to approve the minutes of May 7, 2019.

APPROVAL OF WDB 2019-2020 BUDGET

APPROVAL OF OET WIOA 2019-2020 BUDGET

Ms. Mattick reviewed the budget for the Executive Committee and the Office of Employment and Training. WIOA funding has increased by approximately \$100,000 with 70% of the increase in WIOA Youth funding and the remainder in WIOA Adult and Dislocated Worker. In addition, there are one new funding source TET-NDWG (2 ½ year grant for dislocated workers).

Mr. Bishop arrived at 8:32 a.m.

Questions were asked about the Office of Employment and Training being able to spend the new funding amounts with the amount that is going to carryover from this year. Ms. Mattick reviewed steps that are being taken to help with increasing the expenditures. OET has had staffing issues and they are now fully staffed. OET is in the process of hiring a project assistant and having staff that work 35 hours a week work 40 hours.

WDB 2019-2020 BUDGET

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

OET 2019-2020 BUDGET

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

AUTHORIZE EXECUTIVE DIRECTOR TO TRANSFER UP TO \$30K IN PY19 FUNDS BETWEEN ADULT AND DISLOCATED WORKER PROGRAMS DURING THE JULY 1, 2019-JUNE 30, 2019 BUDGET YEAR

It was Moved by Ms. Iles, seconded by Mr. Burrows and unanimously adopted by voice vote of members present to approve to transfer up to \$30K in PY19 funds between adult and dislocated workers programs during the July 1, 2019 – June 30, 2020 budget years.

STRATEGIC PLANNING NEXT STEPS

Ms. Mattick reviewed the conversation at the last board meeting and discussed the focus on the role of the board is advocacy (resources, law, regulations that affect workforce development), employer engagement, worker readiness (occupational and soft skills), and oversight (quality, continuous improvement, monitoring). There was a lot of discussion about ways to shape the agenda around the four roles to narrow down what the board role is. Ms. Mattick will convey the Executive Committee discussion to Mr. Pronti before the next board meeting. As per previous conversations there will be a formal board orientation sometime in September – October. All board members will be invited.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Mattick report that Kate Shanks-Booth is the new Chair for the Youth Oversight Committee and is also a new Board member. The Youth Oversight Committee and the Office of Employment and Training are meeting on a quarterly basis to help with recruitment challenges and other issues that OET needs guidance with. The SYEP (Summer Youth Employment Program) has been contracted to OET and IYB (Ithaca Youth Bureau).

INDIVIDUALS WITH DISABILITIES

No Report

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop reported that the One Stop Operation and Oversight Committee is looking at the demographics of customers and way to increase responses to the surveys. At its last meeting the committee provided input into the Office of Employment and Training budget for 2019 – 2020.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported that the Governance and Membership Committee will be meeting later this month.

DIRECTOR'S REPORT

Ms. Mattick reported that the budget does not include resources for succession planning. Ms. Mattick and Mr. Pronti have had conversations regarding succession planning along with Mr. Pronti and Mr. Molino. Ms. Mattick will be meeting with Mr. Molino to discuss the succession planning. Ms. Mattick provided an update on TCAD's plans to hire a new staff person to focus on workforce development.

Mr. Snyder will be hosting an Advanced Manufacturing Listening Session at Borg Warner on June 13th 8:30 – 11:30 a.m.

Ms. Mattick is meeting with partners at the Tompkins Cortland Community College Extension Center in Ithaca as a possible space to have LPN training at 11:00 a.m. today, June 4th.

ADJOURNMENT

The meeting adjourned at 9:32 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