

EXECUTIVE COMMITTEE

June 8, 2021

8:15 A.M.

Zoom Platform

PRESENT: S. Pronti, A. Bishop, D. Burrows, A. Hendrix, A. Iles, J. Matteson

EXCUSED:

STAFF: N. Branosky, D. Achilles

GUEST:

CALL TO ORDER

Chairman Pronti called the meeting to order at 8:18 a.m.

APPROVAL OF MINUTES – May 4, 2021

It was moved by Mr. Matteson, seconded by Mr. Burrows, and unanimously adopted by voice vote of members present to approve the minutes of May 4, 2021.

FINANCIAL REPORTS – April 2021

Ms. Branosky reported that the Workforce Development Board and Office of Employment and Training is on track while moving through the pandemic. With the Career Center being closed we are expending less funds on programs and more on staff.

Ms. Branosky informed the Executive Committee the Board is working on the Workforce Development Board and Employment and Training budgets. The Board will be submitting final fiscal budgets for approval at the Workforce Development Board meeting Tuesday, June 22, 2021.

Ms. Branosky reported the Board is requesting a waiver for WIOA Program Year 2020 allocations due to not meeting the 80% obligation for the funding. On the revenue side there will be two grants Disabilities Employment Initiative and Trade and Economic Transition National Dislocated Worker Grant will close September 30, 2021.

COMMITTEE UPDATES

YOUTH OVERSIGHT

Ms. Branosky reported the Youth Oversight Committee is working on contracting for the Summer Youth Employment Program with Office of Employment and Training and Ithaca Youth Bureau. With the reduction in SYEP allocations for 2021 the Board anticipants that 100 participants

will be serviced. Ms. Branosky reported that Youth Oversight Committee is expanding the membership and have asked C. Malcolm, Wegmans and J. Clemons, Unbroken Promises to join the Committee.

ONE STOP OPERATIONS AND OVERSIGHT

Mr. Bishop informed the Executive Committee that the One Stop Operations and Oversight Committee will meet on Tuesday, July 13th. The Career Center Re-Certification has been submitted and approved, but with the new implementation of the virtual model the re-certification may need to be updated and submitted again to the state.

GOVERNANCE AND MEMBERSHIP

Mr. Burrows reported the Governance and Membership Committee met yesterday Monday, June 7, 2021. Mr. Burrows reported the Committee had discussion around the Challenge Workforce Solutions seat and will be moving forward with appointing a new candidate to replace Mr. Sammons. All Board members that have expiring terms June 30, 2021 will be re-appointed at the Legislature meeting Tuesday, June 15, 2021.

DIRECTOR'S REPORT

UPDATE ON COVID-19/WORKFORCE

Ms. Branosky reported Tompkins County has the lowest unemployment rate and the highest vaccination rate in New York State. Ms. Branosky reported that New York State is following the federal law of unemployment extensions of \$300 will end September 2021, with the governor of 12 states from the south and Midwest doing away with the extra stimulus money.

THE NEW POSSIBLE report

Ms. Branosky reported to the Committee that the skills mapping research from Cornell/ILR School is complete and is titled "The New Possible". The report is evidence based and shows how we should move forward.

DEPUTY DIRECTOR starting June 28

Ms. Branosky reported that the Deputy Director position has been filed with Rosemary Avila who will be starting June 28, 2021.

The meeting adjourned at 9:15 a.m.

Tompkins County Workforce Development Board
Budget Statement
30-Apr-21

83.3% of yr.

	Budget	Apr-21	YTD	Balance	YTD % of Budget
Expenditures					
Staff Wage	230,927	14,520.26	159,008.33	71,918.67	69%
Fringe	112,739	7,652.17	78,799.99	33,939.01	70%
Rent/Taxes	19,632	1,636.00	16,024.00	3,608.00	82%
Professional Services	107	0.00	0.00	107.00	0%
Office Supplies	1,350	0.00	1,216.91	133.09	90%
Office Furniture	0	0.00	0.00	0.00	0%
Heat/Electric	1,200	0.00	499.54	700.46	42%
Software/Hardware	3,770	0.00	3,220.89	549.11	85%
Computer Equipment	5,624	0.00	5,614.16	9.84	0%
Postage	35	0.00	0.00	35.00	0%
Travel Training	2,000	0.00	440.00	1,560.00	22%
Local Travel	100	0.00	0.00	100.00	0%
Phone	1,700	101.33	1,012.55	687.45	60%
Membership Dues	4,000	0.00	0.00	4,000.00	0%
Sub Contracts	1,334,583	44,909.49	853,116.97	481,466.03	64%
IT Services	824	0.00	824.00	(0.00)	100%
Special Events	0	0.00	0.00	0.00	0%
Advertising	426	0.00	378.29	47.71	89%
Program Expenses	5,615	189.90	343.45	5,271.55	0%
Printing	200	0.00	68.28	131.72	0%
Meeting Expenses (Food, Supplies & Meeting Space)	0	0.00	0.00	0.00	0%
Total Expenditures	1,724,832	69,009.15	1,120,567.36	604,264.64	65%

	Budget	Apr-21	YTD	Balance	YTD % of Budget
Revenue					
WIOA Admin	79,633	6,433.08	56,420.78	23,212.22	71%
WIOA Adult	209,700	9,888.88	80,094.37	129,605.63	38%
WIOA Dislocated Worker	88,080	5,475.00	52,228.55	35,851.45	59%
WIOA Youth	401,000	33,591.30	202,647.02	198,352.98	51%
Disability Employment Initiative (RFMH)	50,064	7,696.28	30,847.02	19,216.98	62%
DEI Grant Round 8	262,571	18,561.66	204,360.76	58,210.24	78%
SYEP	411,775	0.00	295,967.00	115,808.00	72%
County	161,000	0.00	113,750.33	47,249.67	71%
Tourism	4,825	0.00	6,720.00	0.00	139%
TET-NDWG	30,000	2,687.63	29,034.86	965.14	0%
Misc	0	0.00	0.00	0.00	0%
Ticket to Work	26,184	5,715.19	9,779.19	16,404.81	37%
Total Revenue	1,724,832	90,049.02	1,081,849.88	644,877.12	63%

*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.

**Tompkins County Office of Employment Training
Budget Statement
30-Apr-21**

83.3% of yr.

Expenditures					
Staff Wage	284,758	18598.07	182609.92	102148.08	64%
Fringe	138,907	9801.18	90284.59	48622.41	65%
Rent/Taxes	12,990	0.00	8015.36	4974.64	62%
Copier Contract	672	104.46	366.79	305.21	55%
Phone Maintenance	1120	0.00	0.00	1120.00	0%
Office Supplies	244	0.00	48.49	195.51	20%
Postage	229	67.00	67.00	162.00	29%
Travel Training	3,798	0.00	1615.00	2183.00	43%
Local Travel	950	11.42	55.57	894.43	6%
Phone	5543	503.00	3385.63	2157.37	61%
Membership Dues	137	0.00	0.00	137.00	0%
Books, Subscriptions & Periodicals	163	0.00	48.63	114.37	30%
Computer Software/Hardware	381	0.00	0.00	381.00	0%
IT Services	2,344	0.00	0.00	2344.00	0%
Printing	586	3.01	92.53	493.47	16%
Supportive Services	26,000	535.00	2391.10	23608.90	9%
Tuition	59458	0.00	13677.81	45780.19	23%
Participant Wages	105000	4191.55	24938.62	80061.38	24%
Participant Fringe	10,500	669.95	2830.21	7669.79	27%
Total Expenditures	653,780	34484.64	330427.25	323352.75	51%