



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

BUDGET COMMITTEE

Tuesday, December 4, 2018, 8:30 – 10:00 a.m.

320 Campus Lane, Training Room 7

Fairfield, CA 94534

MEETING AGENDA

- I. Welcoming/Convening**
- II. Agenda Additions and/or Deletions**
- III. Public Comment** - *Workforce Development Board (WDB) members, staff, or the public may address the WDB on subjects relating to employment and training in Solano County. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items.*
- IV. Action Items**
 - A. Approval of August 31, 2018 Meeting Minutes
- V. Discussion Items**
 - A. Review of FY18/19 Expenditure Report
 - B. Review of FY18/19 October Budget Analysis
 - C. Financial Impact of Negotiations
 - D. Review of the Youth Contract Funding
- VI. Open Forum**
- VII. Adjournment**

Note: The next Budget Committee will be scheduled at a later time.

MINUTES
BUDGET COMMITTEE MEETING
August 31, 2018

I. Welcoming/Convening

Committee Chair, Fadi Halabi, called the meeting to order at 8:37 a.m. Quorum was established.

Members Present: Mario Giuliani (Chair), Celia Esposito-Noy

Members Absent: Fadi Halabi

Staff Present: Heather Henry, Kitt Lee, Tammy Gallentine

II. Additions and/or Deletions from the Agenda

Staff requested to add the April 17, 2018 meeting minutes to the agenda for approval now that the Budget Committee is a standing committee. The addition and approval would stand as **Agenda item II. Additions and/or Deletions from the Agenda.**

MOTION #1

A motion was made and seconded to approve the addition of the April 17, 2018 meeting minutes to the agenda.

(Giuliani/Esposito-Noy) MOTION PASSED UNANIMOUSLY.

MOTION #2

A motion was made and seconded to approve the April 17, 2018 meeting minutes as presented in the Budget Committee meeting packet.

(Giuliani/Esposito-Noy) MOTION PASSED UNANIMOUSLY.

III. Public Comment

There were no public comments.

IV. Review and Approval of the Modified 2018-19 Program Year Budget

Ms. Lee gave a detailed overview of agenda item **IV. Review and Approval of the Modified 2018-19 Program Year Budget**, which was included as part of the agenda package and incorporated herein. Ms. Lee noted the preliminary budget for FY18-19 was approved in May. The modification includes the actual amount of funds which remained unspent as of June 30, 2018 and could be carried over into the 2018-19 fiscal year and any changes in funding awards which have occurred since the May meeting. During the review of the provided charts, Ms. Lee highlighted that the regional expenditures have decreased due to WDB no longer being the fiscal agent for regional grants.

Ms. Henry announced the state gave a waiver for the youth grant which allowed youth funds to be carried over and available for an additional year. The TANF grant program was decreased by approximately \$400,000. Ms. Henry provided a brief overview of each grant along with their respective timelines and purpose. Ms. Lee continued with review of the Grant Funding Notes which further outlined the breakdown of each grant and timelines. Grant tracking, grant matching and its concept were discussed.

Ms. Lee reviewed the Revenue and Expenditure Projection chart as provided within the agenda packet. Outlined within the chart shows a comparison of what was approved in May 2018 meeting and the modification along with an overview of direct program costs. Program design includes a data research project centered around youth and ADA equipment. Also included is software called Launch Path which is a way to compile, categorize and disseminate information about work based learning between all partners, students, training schools, and employers. The idea is to bring together a better continuum of work based learning. An overview of upcoming and new grants was shared.

Ms. Henry shared there is an effort to bring more technology to Solano County. The WDB has been exploring more software materials and platforms to provide services more effectively. Ms. Henry provided an overview of the new work based learning/incumbent worker training expenditure line item. This line item would include apprenticeships, training, internships and work experience. There has been an effort to tie budget line items to their respective programmatic pieces. Coordinators and managers are being trained on tying the budget to specific work they do on their projects including estimating and learning the process and rules applicable to expenditures.

MOTION #3

A motion was made and seconded to approve the Modified 2018-19 Program Year Budget and to be presented to the full Board of Directors at the September 2018 meeting.

(Giuliani/Celia) MOTION PASSED UNANIMOUSLY

V. Other Business

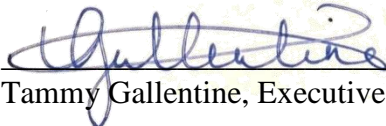
Addressing the concern of some committee members approving a budget that changes throughout the fiscal year, the committee suggested that staff present the budget for approval as a projection noting modifications will happen.

VI. Adjournment

The meeting was adjourned at 9:42 a.m.

Note: The next Budget Committee meeting has not been scheduled.

Respectfully submitted by:



Tammy Gallentine, Executive & Board Support Specialist



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review of FY18/19 Expenditure Report	MEETING DATE December 4, 2018	AGENDA ITEM X.A
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES NO ✓	ATTACHMENTS A

DISCUSSION:

This is the Workforce Development Board of Solano County’s (WDB) report of expenditures for the 2018-19 program year, through October 31, 2018. With 34 percent of the program year elapsed, the expenditures and obligations compared to the plan equal 24 and 8 percent.

The attached chart contains the expenditure report; the report format shows the funding and expenditure information from two viewpoints. The top box contains grant funding vs. grant expenditures. The bottom box contains line-item budget vs. line-item expenditures.

Grant expenditure plus obligation levels are discussed here:

Youth grant expenditures are targeted to out-of-school youth. Work experience activities are in development, particularly work based learning projects targeting specific industries with relevant skills acquisition. The first pre-apprenticeship class was successfully held in July of 2018-19.

Rapid Response grant expenditures reflect the current low rate of layoffs.

WIOA Work Based Learning project is up and running.

WIOA Disability Employment Accelerator project is up and running. The first grant enrollments were in October, subsequent to the date of this report. Funds are obligated for the fiscal year for the Disability Navigator.

North Bay Fire Response funded by Tipping Point Community Emergency Relief Fund to target Solano residents affected by the North Bay Fires of October 2018, is reaching out to impacted workers and businesses.

Line-item expenditure plus obligation levels are discussed here:

Direct Client expenditures:

Training Expenditures have been strong in the Adult program, and increasing in the Dislocated Worker program. Current program applicants have greater barriers to employment and need to increase their vocational skills.

Training: Work-Based Learning is an approach to training used for the first time by the WDB in which the curriculum is tailored to employer’s specific needs. Employers partner with the WDB and pay a portion of the training cost. This is a new line-item with incumbent worker training slated to begin in the spring 2019.

Job Search: Success Track Wage Subsidy costs have been steadily increasing.

Job Search: Support Services & Fees & Supplies costs reflect low Dislocated Worker job search enrollments. These are costs to assist with purchases necessary to conduct an active job search, successfully begin a new job, or to host employer recruitments, license fees, meeting supplies, transportation, etc.

Youth: Work Experience costs reflect the lack of available work experience slots which continues to be a significant concern, but is improving; see the discussion above under the “Youth” grant.

Youth: Vocational Skills & Tutoring-Leadership costs are for vocational training services. The tutoring and leadership services are in the design phase.

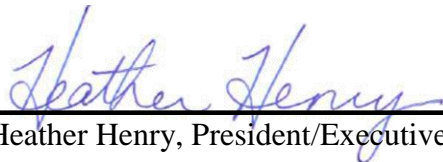
Youth: Incentives & Support Services & Fees & Supplies has had a high demand due to the recent graduations from the pre-apprenticeship program.

Workforce System; AJCC Services & Outreach & Development are direct costs for Solano Employment Connection Job Center activities and supplies, WDB business services, Career Fair, recruiting job seekers and employers, providing program information to the community, the SEC AJCC/WDB website, and the One Stop Operator contract. Obligations include the balance of the One Stop Operator contract and software tools for employer and community engagement.

Program Design: costs will increase with the upcoming purchases of data analysis services and specialized software. The largest cost item planned under this category is the JFF Youth Data Initiative at \$85,000; the provider is currently engaged in the data compilation.

Partners: Project Services: costs are incurred under the Disability Employment Accelerator project by the Disability Resource Coordinator from the Solano County Office of Education (SCOE). The contract with SCOE is fully obligated for the fiscal year.

REPORT PREPARED BY: Kitt Lee, Fiscal/Information Manager. Please contact Kitt at 707-863-3514 if you have any questions regarding the information outlined in this report.


Heather Henry, President/Executive Director

EXPENDITURE REPORT

Program Year of JULY 2018 through JUNE 2019

GRANT FUNDING	FUNDING	%	EXPENDITURES	OBLIGATIONS	%	FUNDS
	2018/19 Available 9/18	Share of Budget			thru 10/31/18	Expended + Obligated
WIOA:						
Adult	\$1,141,076	17.5%	\$312,785	\$132,173	39%	\$696,118
Youth	1,266,151	19.4%	284,227	50,140	26%	931,784
Dislocated Workers	1,282,411	19.7%	381,606	136,853	40%	763,952
Administration	400,211	6.1%	130,299	0	33%	269,912
Rapid Response	259,809	4.0%	44,170	207	17%	215,432
SUB-TOTAL ALLOCATED WIOA:	4,349,658	66.8%	1,153,087	319,373	34%	2,877,198
OTHER:						
TANF Success Track Subsidized Employment	700,000	10.7%	200,547	36,963	34%	462,490
TANF Pathway to Employment	500,000	7.7%	137,493	1,399	28%	361,108
WIOA Regional Planning & Capacity Building	226,609	3.5%	41,574	22,150	28%	162,885
WIOA Work Based Learning Accelerator 6.0	129,036	2.0%	21,892	0	17%	107,144
WIOA Disability Employment Accelerator	262,814	4.0%	33,502	114,000	56%	115,312
North Bay Fire Response	345,827	5.3%	15,479	0	4%	330,348
SUB-TOTAL DISCRETIONARY:	2,164,286	33.2%	450,487	174,512	29%	1,539,287
TOTAL	\$6,513,944	100.0%	\$1,603,574	\$493,885	32%	\$4,416,485

LINE-ITEM BUDGET	BUDGET	%	EXPENDITURES	OBLIGATIONS	%	BUDGET
	2018/19 Approved 9/18	Share of Budget			thru 10/31/18	Expended + Obligated
Direct Client Costs:						
Training: Vocational Skills	\$606,282	9.3%	\$200,169	\$151,954	58%	\$254,159
Training: On-the-Job-Training	110,000	1.7%	9,243	10,176	18%	90,581
Training: Work Based Learning/Incumbent	60,000	0.9%	0	0	0%	60,000
Training-Related: Support Services & Fees...	202,350	3.1%	20,677	64,153	42%	117,520
Job Search: Success Track Wage Subsidy	95,000	1.5%	12,085	36,757	51%	46,158
Job Search: Support Services & Fees...	15,150	0.2%	1,187	125	9%	13,838
Youth: Work Experience/On-the-Job Training	182,986	2.8%	27,830	10,906	21%	144,250
Youth: Vocational/Work Based Learning/Services	151,000	2.3%	0	9,745	6%	141,255
Youth: Incentives & Support Services & Fees...	18,700	0.3%	3,175	5,752	48%	9,773
Workforce System: AJCC/Outreach/Business Services	144,115	2.2%	17,755	63,155	56%	63,205
Program Design: Research/Equip-Software/Materials	125,600	1.9%	0	0	0%	125,600
Sub-total	1,711,183	26.3%	292,121	352,723	38%	1,066,339
Regional: Planning & Employer Engagement	120,003	1.8%	13,650	22,150	30%	84,203
Partners: Project Services	114,000	1.8%	0	114,000	100%	0
Personnel: Salaries + Benefits/Taxes	3,617,366	55.5%	1,045,116	3,735	29%	2,568,515
Overhead:						
Facilities	555,070	8.5%	149,750	0	27%	405,320
Communications-Information Network/Equip-Software	148,565	2.3%	37,669	229	26%	110,667
Supplies / Printing / Postage / Furniture-Office Equip	42,295	0.6%	10,397	0	25%	31,898
Professional Development	64,415	1.0%	16,290	0	25%	48,125
Employee Mileage	34,240	0.5%	6,462	1,048	22%	26,730
Accounting / Legal / County CAO & Auditor	106,807	1.6%	32,119	0	30%	74,688
Sub-total	951,392	14.6%	252,687	1,277	27%	697,428
TOTAL Expenditure Budget	\$6,513,944	98.2%	\$1,603,574	\$493,885	32%	\$4,416,485



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA SUBMITTAL

SUBJECT: Review of FY18/19 October Budget Analysis	MEETING DATE December 4, 2018	AGENDA ITEM X.B
FROM: Heather Henry President/Executive Director	ACTION REQUIRED YES NO✓	ATTACHMENTS A

DISCUSSION:

This is an analysis of the Workforce Development Board of Solano County’s (WDB) budget vs anticipated expenditures status as of October 31, 2018.

The attached chart lists the budget line-items approved in September 2018 vs the expenditures plus obligations as of October 31, 2018. The right-hand column lists anticipated over (under) expenditures of a significant amount for individual line-items. Suggested actions that may be taken to redirect the funds are explained.

Each redirection is subject to the spending rules of the funding source(s); type of costs that are allowable, amounts of cost that are allowable, use of funds must align with program goals, and the available spending period for the funds.

REPORT PREPARED BY: Kitt Lee, Fiscal/Information Manager. Please contact Kitt at 707-863-3514 if you have any questions regarding the information outlined in this report.



 Heather Henry, President/Executive Director

Workforce Development Board of Solano County
Explanation of Anticipated Budget Over or (Under) at 12/04/18
Program Year of JULY 2018 through JUNE 2019

LINE-ITEM BUDGET	BUDGET 2018-19 Approved 9/18	% Share of Budget	EXPENDITURES & Obligations thru 10/31/18	% Expended + Obligated	BUDGET ANTICIPATED OVER (UNDER)
Direct Client Costs:					
Training:	\$776,282	11.9%	\$371,542	48%	
Training-Related: Support Services & Fees...	202,350	3.1%	84,830	42%	
Job Search: Success Track Wage Subsidy	95,000	1.5%	48,842	51%	
Job Search: Support Services & Fees...	15,150	0.2%	1,312	9%	
Youth: Work Experience/On-the-Job Training	182,986	2.8%	38,736	21%	(47,000) allowable to redirect to other Youth "Work Experience" services
Youth: Vocational/Work Based Learning/Services	151,000	2.3%	9,745	6%	(60,000) may be redirected to other Youth services; approved budget line-item includes \$50,000 intended to be spent for services contractor
Youth: Incentives & Support Services & Fees...	18,700	0.3%	8,927	48%	
Workforce System: AJCC/Outreach/Business Services	144,115	2.2%	80,910	56%	(14,000) Youth outreach; determine best use or redirect to Youth services contractor
Program Design: Research/Equip-Software/Materials	125,600	1.9%	0	0%	(25,000) budgeted for LaunchPath software, if funded by the Community College Foundation, the amount will be redirected to other spending under the Work Based Learning grant
Regional: Planning & Employer Engagement	120,003	1.8%	35,800	30%	
Partners: Project Services	114,000	1.8%	114,000	100%	
Personnel: Salaries + Benefits/Taxes	3,617,366	55.5%	1,048,851	29%	(129,469) expected budget modification based on actual costs @ Sep 30th and projected costs; will reduce various grants, may be redirected to other grant costs, or may increase carryover into next year
Overhead:					
Facilities	555,070	8.5%	149,750	27%	
Communications-Information Network/Equip-Software	148,565	2.3%	37,898	26%	(35,000) will reduce various grants, may be redirected to other grant costs, or used to upgrade system with 365 Office
Supplies / Printing / Postage / Furniture-Office Equip	42,295	0.6%	10,397	25%	
Professional Development	64,415	1.0%	16,290	25%	
Employee Mileage	34,240	0.5%	7,510	22%	
Accounting / Legal / County CAO & Auditor	106,807	1.6%	32,119	30%	
TOTAL Expenditure Budget	\$6,513,944	100.0%	\$2,097,459	32%	