



**WORKFORCE DEVELOPMENT BOARD**

OF SOLANO COUNTY

**BUDGET COMMITTEE**

**Tuesday, July 2, 2019 9:00 a.m. – 10:00 a.m.**

**500 Chadbourne Road, Suite A**

**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 February 22, 2019 Meeting Minutes
  - B. Review and Approval of FY19/20 Budget
- V. Informational Updates**
  - A. Review of FY 18/19 Budget
- VI. Adjournment**

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

**MINUTES  
BUDGET COMMITTEE MEETING  
February 22, 2019**

**I. Welcoming/Convening**

Board Chair, Fadi Halabi, called the meeting to order at 8:38 a.m. Quorum was established.

**Members Present:** Mario Giuliani (Chair), Dr. Celia Esposito-Noy, Fadi Halabi, Tim Healer

**Members Absent:** n/a

**Staff Present:** Heather Henry, Kitt Lee, Tammy Gallentine

Ms. Henry welcomed Mr. Healer to the Budget Committee and thanked him for his attendance.

**II. Additions and/or Deletions from the Agenda**

There were no additions to or deletions from the agenda.

**III. Public Comment**

There were no public comments.

**IV. Action Items**

**A. Approval of December 4, 2018 Meeting Minutes**

**MOTION #1**

**A motion was made and seconded to approve the Consent Calendar. (Esposito-Noy/Healer) MOTION PASSED UNANIMOUSLY.**

**B. Review and Approval of FY 18/19 Budget Modifications**

Ms. Henry announced there are new funding streams added to the budget. There have been a number of changes since September to redo the youth budget and include new funding. Ms. Lee gave a detailed overview of agenda item **V.B Review and Approval of FY 18/19 Budget Modifications**, which was included as part of the agenda package and incorporated herein. Ms. Lee noted there has been a lot of movement on this particular budget. There has been very little changes in WIOA budgets, no changes in TANF budgets, as they do not change during the year, and a placeholder set in anticipation of the Prison to Employment grant. Staff have begun to rebuild the ability to serve justice involved individuals. There are strong connections with the Probation Department and Sheriff's Department and will begin offering an apprenticeship program within the jails. Staff will be strengthening relationships California Department of Corrections and Rehabilitation as part of the Regional and Local Plans and are anticipating receiving approximately \$1.4 million for the North Bay Region. Sonoma County would likely become the fiscal agent for this grant, and WDB would receive funding for Solano County's justice involved.

The new SBDC grant has been added and will mainly focus on intake and outreach of small businesses and entrepreneurs. The grant is made up of one Federal, two State and required cash match. This grant pays for the SBDC Director and business consultants. The SBDC Director will also be responsible for bringing in additional funding.

Ms. Lee reviewed the line item budget and outlined those items that have received some movement. Line items within the youth grant have specific rules and timelines and have been moved around to accommodate the upcoming youth contract. The youth contractor will be contracted to serve a targeted youth population such as foster youth, justice involved youth, youth with disabilities, and low income by geographic. Ms. Lee provided a handout to show an internal breakdown of the WIOA Youth program; current and modified. The modified budget shows where the funding is coming from for the youth contract.

Ms. Lee provided a detailed overview of personnel and operating expenses. Personnel expenses include increases in health care and staff salaries, as well as the anticipation of retirement contributions.

**MOTION #2**

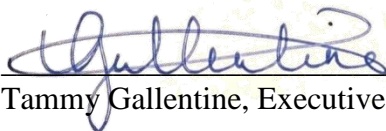
**A motion was made and seconded to approve the FY 18/19 Budget Modifications. (Halabi/Healer) MOTION PASSED UNANIMOUSLY.**

**V. Adjournment**

The meeting was adjourned at 9:38 a.m.

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

Respectfully submitted by:



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Tammy Gallentine, Executive & Board Support Specialist

**Workforce Development Board of Solano County**

**REVENUE and EXPENDITURE**

*Program Year of JULY 2019 through JUNE 2020*

	(1)	(2)	(3)	(4)	(5)	(6)
<b>GRANT FUNDING</b>	FUNDING	%	FUNDING	%	DIFFERENCE	%
	2018/19	Share of	2019/20	Share of	Increase or	Change
	Approved 03/19	Budget	Projected 7/19	Budget	(Decrease)	
<b>WIOA Formula Allocations:</b>						
Adult	\$1,141,076	17.4%	\$1,020,897	16.7%	(\$120,179)	-11%
Youth	1,261,151	19.2%	1,353,859	22.1%	92,708	7%
Dislocated Workers	1,282,411	19.5%	982,836	16.0%	(299,575)	-23%
Administration	400,211	6.1%	361,461	5.9%	(38,750)	-10%
Rapid Response	278,332	4.2%	175,091	2.9%	(103,241)	-37%
SUB-TOTAL ALLOCATED WIOA:	\$4,363,181	66.4%	\$3,894,144	63.6%	(\$469,037)	-10.7%
<b>Other:</b>						
TANF Success Track Subsidized Employment	\$700,000	10.7%	\$700,000	11.4%	\$0	0%
TANF Pathway to Employment	500,000	7.6%	500,000	8.2%	0	0%
WIOA Prison 2 Employment	15,000	0.2%	132,782	2.2%	117,782	100%
WIOA Regional Planning & Capacity Building	251,369	3.8%	150,440	2.5%	(100,929)	-40%
WIOA Work Based Learning Accelerator	119,473	1.8%	30,972	0.5%	(88,501)	-74%
WIOA Disability Employment Accelerator	242,814	3.7%	113,245	1.8%	(129,569)	-53%
Solano Small Business Development Center	127,112	1.9%	308,022	5.0%	180,910	100%
Tipping Point North Bay Fire Response	251,953	3.8%	296,663	4.8%	44,710	18%
SUB-TOTAL DISCRETIONARY:	\$2,207,721	33.6%	\$2,232,124	36.4%	\$24,403	1.1%
<b>TOTAL</b>	<b>\$6,570,902</b>	<b>100.0%</b>	<b>\$6,126,268</b>	<b>100.0%</b>	<b>(\$444,634)</b>	<b>-6.8%</b>

	(1)	(2)	(3)	(4)	(5)	(6)
<b>LINE-ITEM BUDGET</b>	BUDGET	%	BUDGET	%	DIFFERENCE	%
	2018/19	Share of	2019/20	Share of	Increase or	Change
	Approved 3/19	Budget	Proposed 7/19	Budget	(Decrease)	
<b>Direct Program Costs:</b>						
Training: Vocational Skills	\$667,780	10.2%	\$554,982	9.1%	(\$112,798)	-17%
Training: On-the-Job / Work Based Learning / Incumbent	122,000	1.9%	60,000	1.0%	(62,000)	-51%
Training-Related: Support Services / Fees & Supplies	152,600	2.3%	130,000	2.1%	(22,600)	-15%
Job Search: Success Track Wage Subsidy	95,000	1.4%	95,000	1.6%	0	0%
Job Search: Support Services / Fees & Supplies	54,100	0.8%	43,950	0.7%	(10,150)	-19%
Youth: Apprenticeships / Work Based Learning	75,986	1.2%	22,000	0.4%	(53,986)	-71%
Youth: Vocational Skills / Support Services	53,700	0.8%	51,000	0.8%	(2,700)	-5%
Youth: Contracted Services-Youth Work Experience	75,000	1.1%	73,908	1.2%	(1,092)	-1%
Youth: Contracted Services	175,000	2.7%	241,091	3.9%	66,091	38%
Programs: Services	0	0.0%	50,000	0.8%	50,000	100%
Business Services	40,500	0.6%	74,950	1.2%	34,450	85%
Workforce System: AJCC / Outreach	137,795	2.1%	130,907	2.1%	(6,888)	-5%
Program Design: Research / Software / Materials	127,500	1.9%	36,500	0.6%	(91,000)	-71%
Sub-total	\$1,776,961	27.0%	\$1,564,288	25.5%	(\$212,673)	-12.0%
<b>Regional: Planning / Training / Employer Engagement</b>	\$120,603	1.8%	\$129,042	2.1%	\$8,439	7.0%
<b>Partners: Project Services</b>	\$114,000	1.7%	\$76,194	1.2%	(\$37,806)	-33.2%
<b>Personnel: Salaries + Benefits/Taxes</b>	\$3,580,617	54.5%	\$3,527,244	57.6%	(\$53,373)	-1.5%
<b>Operating Expenses:</b>						
Facilities	\$555,070	8.4%	\$450,978	7.4%	(\$104,092)	-19%
Communications & Information Network / Equipment / Software	148,565	2.3%	127,960	2.1%	(20,605)	-14%
Supplies / Printing / Postage / Furniture-Office Equipment	42,295	0.6%	47,197	0.8%	4,902	12%
Professional Development	73,944	1.1%	49,048	0.8%	(24,896)	-34%
Employee Mileage	34,240	0.5%	33,700	0.6%	(540)	-2%
Accounting / Legal / D&O Insurance / County CAO & Auditor	124,607	1.9%	120,617	2.0%	(3,990)	-3%
Sub-total	\$978,721	14.9%	\$829,500	13.5%	(\$149,221)	-15.2%
<b>TOTAL</b>	<b>\$6,570,902</b>	<b>100.0%</b>	<b>\$6,126,268</b>	<b>100.0%</b>	<b>(\$444,634)</b>	<b>-6.8%</b>