



WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

Budget Committee Meeting

Friday, March 12, 2021

1:00 p.m. – 2:00 p.m.

via Zoom

<https://us02web.zoom.us/j/82752462563>

Meeting ID: 827 5246 2563

Passcode: 865722



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

Budget Committee Meeting Announcement

Date: Friday, March 12, 2021

Time: 1:00 p.m. - Open Session

Location: Via Zoom

Given the Governor's Executive Order N-29-20, the Workforce Development Board of Solano County (WDB) is implementing the following changes for attendance and public comment. Board members will attend the Board meeting by teleconference or other electronic means.

To comply with public health guidance during COVID-19 pandemic, the WDB has taken steps to utilize technology to encourage full public participation during upcoming meetings. The above scheduled meeting will be accessible through the following option:

Join Zoom Meeting

<https://us02web.zoom.us/j/82752462563>

Meeting ID: 827 5246 2563

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You can join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information will be provided in every board meeting agenda, as long as needed during the COVID-19 pandemic. Please be advised that you will not be provided with the option to submit public comment if participating through the zoom conference. Options for submitting public comment are provided below:

Public Comment(s) by E-mail

Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: tgallentine@solanowdb.org by 5:00 p.m. on March 11, 2021, the day prior to the meeting.

All such written comments that are related to budget items in Solano County will be read aloud at the Committee Meeting.

The Workforce Development Board of Solano County thanks you for your cooperation in advance. Our community's health and safety is our highest priority.



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

BUDGET COMMITTEE
Friday, March 12, 2021
1:00 p.m. – 2:00 p.m.

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MEETING AGENDA

- I. Welcoming/Convening**
- II. Agenda Additions and/or Deletions**
- III. Public Comment - *Written comments submitted by the public will be read at this time.***

Please note: Workforce Development Board (WDB) members, staff, or members of the public who wish to make a public comment for a non-agenda or agenda item by email, you must submit your public comments by e-mail to: tgallentine@solanowdb.org by 5:00 p.m. on March 11, 2021, the day prior to the meeting.

All such written comments that are related to budget items in Solano County will be read aloud at the Committee meeting.

- IV. Action Items**
 - A. Approval of August 31, 2020 Meeting Minutes
 - B. Review and Approval of the Second Modification to the Program Year 2020-21 Budget
- V. Discussion Items**
 - A. Discussion of Next Program Year Budget
- VI. Informational Updates**
 - A. Update on New Potential Funding Streams
- VII. Adjournment**

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

ACTION ITEMS



MINUTES
BUDGET COMMITTEE MEETING
August 31, 2020

I. Welcoming/Convening

Committee Chair, Mario Giuliani, called the meeting to order at 3:03 p.m. Quorum was established.

Members Present: Mario Giuliani (Chair), Fadi Halabi, Tami Lukens

Members Absent: Dr. Celia Esposito-Noy, Tim Healer

Staff Present: Heather Henry, Kirsti Muskat, Tammy Gallentine

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 the July 9, 2020 Meeting Minutes

Ms. Henry gave a detailed overview of agenda item **IV.B Review and Approval of the**

MOTION #1

A motion was made and seconded to approve the July 9, 2020 meeting minutes.

(Lukens/Halabi) MOTION PASSED UNANIMOUSLY.

B. Review and Approval of the First Modification to the Program Year 2020-2021 Budget

Ms. Muskat gave a detailed overview of agenda item **Review and Approval of the First Modification to the Program Year 2020-2021 Budget**, which was included as part of the agenda package and incorporated herein, noting carry over numbers and estimates have been included as actual numbers within the modified budget. Ms. Henry added WDB has brought in about \$4.2 million in the past 6 months along with several grants.

MOTION #2

A motion was made and seconded to approve the first modification to the Program Year 2020-2021 budget.

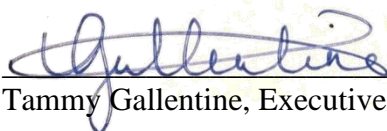
(Halabi/Lukens) MOTION PASSED UNANIMOUSLY.

V. Adjournment

The meeting was adjourned at 3:31 p.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 and Approval of the Second Modification to the Program Year 2020-2021 Budget | MEETING DATE March 12, 2021 | AGENDA ITEM IV.B |
| FROM: Heather Henry President/Executive Director | ACTION REQUIRED YES ✓ NO | ATTACHMENTS A |

RECOMMENDATION:

Attached is proposed Budget Amendment #2 (Midyear) for PY 2020-21 presented to the Budget Committee of the Workforce Development Board of Solano County (WDB) for their review and recommendation to the Board at the WDB Board meeting to be held on March 19, 2021.

This budget accounts for midyear budgetary changes for Program Year (PY) 2020-21. It includes additional revenue and expenditure streams, along with standard budget adjustments. We are still in the midst of the ever-changing COVID-19 environment; however, all of our COVID-19-specific grants will have ended by March 31, 2021, with the exception of SBDC's CARES Act grant which end 09/30/21. In the pipeline are two City of Vacaville grants (totaling \$20,100) and a possible grant from Wells Fargo Bank to focus on COVID-19 recovery for small businesses. In general, and overall, revenue and expenses have increased.

WDB staff recommends that the Budget Committee approves Budget Amendment #2 for PY2020-21 for recommendation to the Board.

SUMMARY:

This proposed Budget Amendment #2 (Attachment A) for PY2020-21 of \$9,324,737 represents an overall increase of \$484,585, or +5.48%, from Budget Amendment #1 approved by the Board in September 2020. This increase is primarily due to additional microgrant funding for local small businesses due to COVID-19. Note that since December 2020, WDB has brought in \$5,281,091 in additional funding (beyond standard WIOA allocations and pre-existing grants).

DISCUSSION:

Opportunities and Challenges for the Agency Budget:

The novel coronavirus (COVID-19) continues to require significant programmatic and operational changes to meet the unique need of the virus and the community response. The WDB continues to reevaluate training, America's Job Centers of California (AJCC) delivery, supportive service, and business service delivery, which had significant budget impacts. In addition, COVID-19 sanitary measures, personal protective equipment (PPE), and upgraded technology continue to be in place,

overseen by our designated COVID-19 Supervisors. New regulations and requirements continue to be issued at the Federal, State and County level due to the state of emergency that have necessitated fiscal changes. New COVID-19 grants may be awarded due to new Covid Relief bill recently passed by the Senate.

To provide services as required under the various grant funding streams, the WDB has focused this year on continuously improving the efforts to maximize funding by pursuing the following:

- Increase available grant funding - governmental, foundational, and other.
 - Since approval of Budget Amendment #1, two new grants have been awarded:
 - WIOA Regional Planning & Capacity Building (RPI 2.0)-Website - \$14,440
 - Solano County - LNU Fire (FEMA Local Assistance Center) - \$2,195
 - WIOA National Dislocated Worker Grant (NDWG)-LNU Fire – (\$450,000)
 - City of Vallejo Small Business Support - \$275,000
 - And three potential grants are currently in the pipeline:
 - City of Vacaville Recovery - Go local platform technical assistance – \$10,000
 - City of Vacaville Recovery - Manufacturing roundtable - \$10,100
 - Wells Fargo Bank - Restaurant Resiliency - Meals for vulnerable populations - \$TBD
- The Board made a determination in PY2019-20 to not reserve WIOA carry-over fund in order to preserve full staffing. This has occurred in this proposed budget, with minimal carryover still anticipated for WIOA Title I Formula Funds into Fiscal Year 2021-22.
- Stretch existing funding by increasing organizational productivity and efficiency.

Revenue and Expenditure Detail:

- **Attachment A:** This chart compares grant funding from the last Board-approved budget of PY2020-21 (Budget Amendment #1 approved 09/18/20) to this proposed Budget Amendment #2 (Midyear) for PY2020-21.

Revenue – PY2020-21

Unknowns

- The amount of COVID-19-related funding that may be awarded in 2020-21 is unknown and subject to change.
- Grant extensions due to delays in implementation of existing grant awards due to COVID-19 and LNU Complex fire remain unknown.
- Adjustments, if any, to the SBDC program funding is also unknown.

Changes from Budget Amendment #1 PY2020-21 to Budget Amendment #2 PY2020-21:

This discussion focuses on Revenue & Expenditure changes that are +/-10% or more

Revenue - Grant Program Funding:

- WIOA Adult & Dislocated Worker (DW) grants have a general net-zero transfer between them primarily due to DW costs moving to COVID-19 grants and anticipated increase in formula fund activities.
- Pathway to Employment grant has increased due to staff reallocating their time out of COVID-19 grants and back to Pathway to Employment grant as actual and anticipated grant activity has increased.

- WIOA Reg'l Planning & Capacity Bldg (RPI 2.0)-Website, Solano County LNU Fire (FEMA Local Assistance Center), WIOA NDWG-Fire, and COVID-19:City of Vallejo (Small Bus. Support) are new funding streams.
- WIOA Regional Planning & Capacity Bldg (RPI/Slingshot 3.0) had its final total allocation reduced from \$158,000 to \$157,500, and anticipated expenditures have been pro-rated for the fiscal year.
- COVID-19: First 5 grant allotment was amended and reduced by \$23,000.
- COVID-19: SBDC CARES Act grant allotment was amended and reduced by \$30,000

Expenditures - 2020-21:

Unknowns:

- Changes in expenditures due to COVID-19: General increases in new COVID funding, if any, correlating to decreases in existing grants due to delays in implementation.
- It is unknown when training (occupational and work-based learning) will be up-and-running again due to the COVID-19 environment. These include training school re-openings and business re-openings for OJT, Work Experience and job search.

Expenditures - Explanation of Line-items:

The expenditure levels are updated calculations and/or estimates of what will be required to operate programs in 2020-21. Overall, other than new grants and grant amendments, most Expenditure line-items have remained static.

Direct Program Costs benefit job seekers, enrolled clients, and the business community.

- Training... costs in the three Training line-items can be treated as an integrated group. These costs are for vocational skills and “job keeping” skills, and the support services needed to enable a participant to succeed in the program. There was a general increase due to new NDWG-Fire grant and after standard re-assessment of anticipated Training costs.
- Job Search Support Services are costs for transportation and childcare, program fees and supplies, that enable clients to complete their programs. Supportive Services have decreased due to reduction in First 5 grant allotment.
- Business Services includes the cost of SBDC Advisors, along with the cost of small business microgrants. It has primarily increased due to additional COVID-19 small business microgrant funding (City of Vallejo and County of Solano).

Personnel: Salaries & Benefits/Taxes

- While net change is not greater than 10%, personnel costs were reduced due to additional delay of anticipated two new hires for Pathway to Success programs and the extension of some Leave Without Pay.

Operating Expenses include:

- Communications... costs increased primarily due to new grant RPI 2.0-Website, and two (2) new computers/software for staff.
- Professional Development has no change in anticipated costs, just a note that these costs include \$15,000 in pending reimbursable training costs to Regional Partners Sonoma County and Workforce Alliance of the North Bay (WANB). The funding grant for these costs, Regional Organizer and Training grant, ends 03/31/21, and we anticipate these costs being fully expended.

Budget Modifications:

It is typical for the agency budget to be modified at times throughout a program year:

- A first modification is generally submitted in September, which includes final grant allotments, replacement of estimated funds carried over from the prior year with actual funds, recalculated line-item expenditure amounts to replace estimates, and changes in service delivery strategies
- Any subsequent modifications will be the result of changes in available grant funding, program design, and/or cost of goods and services


The WDB's budget responsibility to the County has primarily been satisfied by the submission of a Midyear budget for program year 2020-21. The County budget cycle is timed differently than the WDB cycle and allows for changes to be made to the County budget for new grant awards to align it with the WDB-approved program operation budgets.

ALTERNATIVES:

The Committee could choose not to approve and recommend Amendment #2 (Midyear) to the Program Year 2020-21 Budget, leaving the Program Year 2020-21 Budget at Amendment #1 levels. This budget would not be a fair representation of the current budget, especially with the addition of new funding streams. However, all budget-to-actual discrepancies could be explained.

REPORT PREPARED BY:

Kirsti Muskat, Fiscal Director. Please contact Kirsti at 707-863-3514 should you have any questions regarding the information outlined in this report.



Heather Henry, President/Executive Director

**Workforce Development Board of Solano County
REVENUE and EXPENDITURE BUDGET AMENDMENT #2 (Midyear)**

Program Year of JULY 2020 through JUNE 2021

CHART A

| GRANT FUNDING | (1) | (2) | (3) | (4) | (5) | (6) |
|--|---|----------------------------------|---|----------------------------------|--|---------------------|
| | FUNDING 2020/21 Approved 08/20 | % Share of Budget | FUNDING 2020/21 Amendment #2 | % Share of Budget | DIFFERENCE Increase or (Decrease) | % Change |
| WIOA Formula Allocations: | | | | | | |
| Adult | \$941,693 | 10.7% | \$1,045,336 | 11.2% | \$103,643 | 11% |
| Youth | 1,004,242 | 11.4% | 1,003,918 | 10.8% | (\$324) | 0% |
| Dislocated Workers | 1,059,283 | 12.0% | 950,282 | 10.2% | (\$109,001) | -10% |
| Administration | 348,915 | 3.9% | 348,915 | 3.7% | \$0 | 0% |
| Rapid Response | 126,773 | 1.4% | 126,773 | 1.4% | \$0 | 0% |
| Rapid Response - Layoff Aversion | 46,650 | 0.5% | 43,050 | 0.5% | (\$3,600) | -8% |
| SUB-TOTAL ALLOCATED WIOA: | \$3,527,556 | 39.9% | \$3,518,274 | 37.7% | (\$9,282) | 0% |
| Other: | | | | | | |
| TANF Success Track Subsidized Employment | \$726,639 | 8.2% | 726,639 | 7.8% | \$0 | 0% |
| TANF Pathway to Employment | 259,318 | 2.9% | 316,198 | 3.4% | \$56,880 | 22% |
| CWDB Prison to Employment | 176,164 | 2.0% | 176,164 | 1.9% | \$0 | 0% |
| WIOA Regional Planning & Capacity Building | 59,812 | 0.7% | 59,812 | 0.6% | \$0 | 0% |
| WIOA Reg'l Planning & Capacity Bldg (RPI 2.0) -Website | 0 | 0.0% | 14,550 | 0.2% | \$14,550 | 100% |
| WIOA Regional Planning & Capacity Bldg (RPI/Slingshot 3.0) | 158,000 | 1.8% | 108,537 | 1.2% | -\$49,463 | -31% |
| Solano Small Business Development Center (SBDC) | 335,157 | 3.8% | 320,862 | 3.4% | -\$14,295 | -4% |
| North Bay Fire Response | 43,232 | 0.5% | 43,232 | 0.5% | \$0 | 0% |
| CWDB AB1111 | 194,039 | 2.2% | 119,039 | 1.3% | -\$75,000 | -39% |
| WIOA Disability Employment Accelerator (DEA VI) | 122,765 | 1.4% | 122,765 | 1.3% | \$0 | 0% |
| WIOA Veterans Employment A Program (VEAP) | 397,151 | 4.5% | 397,151 | 4.3% | \$0 | 0% |
| Solano County LNU Fire (FEMA Local Assistance Center) | 0 | 0.0% | 2,195 | 0.0% | \$2,195 | 100% |
| WIOA NDWG - Fire | 0 | 0.0% | 37,000 | 0.4% | \$37,000 | 100% |
| COVID-19: WIOA Additional Assistance Rapid Response | 406,619 | 4.6% | 406,619 | 4.4% | \$0 | 0% |
| COVID-19: WIOA National Dislocated Worker Grant | 125,616 | 1.4% | 125,616 | 1.3% | \$0 | 0% |
| COVID-19: First 5 | 47,331 | 0.5% | 24,331 | 0.3% | -\$23,000 | -49% |
| COVID-19: SBDC CARES Act | 147,546 | 1.7% | 117,546 | 1.3% | -\$30,000 | -20% |
| COVID-19: SBDC City of Fairfield Small Bus. Support | 20,000 | 0.2% | 20,000 | 0.2% | \$0 | 0% |
| COVID-19: Wells Fargo Bank Foundation (LOAF) | 12,958 | 0.1% | 12,958 | 0.1% | \$0 | 0% |
| COVID-19: Genentech, Inc. (LOAF) | 30,249 | 0.3% | 30,249 | 0.3% | \$0 | 0% |
| COVID-19: City of Benicia (LOAF) | 50,000 | 0.6% | 50,000 | 0.5% | \$0 | 0% |
| COVID-19: City of Vallejo (Small Bus. Support) | 0 | 0.0% | 275,000 | 2.9% | \$275,000 | 100% |
| COVID-19: County of Solano Small Bus. Support | 2,000,000 | 22.6% | 2,300,000 | 24.7% | \$300,000 | 15% |
| SUB-TOTAL DISCRETIONARY: | \$5,312,596 | 60.1% | \$5,806,463 | 62.3% | \$493,867 | 9% |
| TOTAL | \$8,840,152 | 100.0% | \$9,324,737 | 100.0% | \$484,585 | 5% |

| LINE-ITEM BUDGET | (1) | (4) | (1) | (2) | (5) | (6) |
|--|--|----------------------------------|--|----------------------------------|--|---------------------|
| | BUDGET 2020/21 Amendment #2 | % Share of Budget | BUDGET 2020/21 Amendment #2 | % Share of Budget | DIFFERENCE Increase or (Decrease) | % Change |
| Direct Client Costs: | | | | | | |
| Training: Vocational Skills | \$457,500 | 5.2% | \$489,500 | 5.2% | 32,000 | 7% |
| Training: On-the-Job-Training / Work-Based Learning | 224,875 | 2.5% | 259,625 | 2.8% | 34,750 | 15% |
| Training-Related: Support Services / Fees / Supplies | 74,800 | 0.8% | 74,800 | 0.8% | 0 | 0% |
| Job Search: Success Track Wage Subsidy | 99,750 | 1.1% | 99,750 | 1.1% | 0 | 0% |
| Job Search: Support Services / Fees / Supplies | 151,708 | 1.7% | 128,708 | 1.4% | (23,000) | -15% |
| Youth: Apprenticeships / Work-Based Learning | 22,000 | 0.2% | 22,000 | 0.2% | 0 | 0% |
| Youth: Vocational Skills / Tutoring | 3,500 | 0.0% | 3,500 | 0.0% | 0 | 0% |
| Youth: Contracted Work Experience | 227,154 | 2.6% | 227,154 | 2.4% | 0 | 0% |
| Youth: Contracted Services | 99,175 | 1.1% | 99,175 | 1.1% | 0 | 0% |
| Program Services | 31,000 | 0.4% | 31,000 | 0.3% | 0 | 0% |
| Business Services | 2,213,546 | 25.0% | 2,685,423 | 28.8% | 471,877 | 21% |
| Workforce System: AJCC / Outreach | 176,066 | 2.0% | 190,833 | 2.0% | 14,767 | 8% |
| Program Design: Research / Software / Materials | 42,393 | 0.5% | 42,393 | 0.5% | 0 | 0% |

| | | | | | | |
|---|------------------|--------|------------------|--------|----------|-----|
| Sub-total | 3,823,467 | 43.3% | 4,353,861 | 46.7% | 530,394 | 14% |
| Contracted Services: Regional Partners (NBEC) | 140,994 | 1.6% | 140,994 | 1.5% | 0 | 0% |
| Contracted Services: Project Services | 210,000 | 2.4% | 210,000 | 2.3% | 0 | 0% |
| Personnel: Salaries + Benefits/Taxes | 3,797,659 | 43.0% | 3,726,298 | 40.0% | (71,361) | -2% |
| Operating Expenses: | | | | | | |
| Facilities | 474,982 | 5.4% | 474,982 | 5.1% | 0 | 0% |
| Communications & Information Network / Equip / Software | 109,238 | 1.2% | 129,407 | 1.4% | 20,169 | 18% |
| Supplies / Printing / Postage / Furniture-Office Equip. | 87,964 | 1.0% | 93,347 | 1.0% | 5,383 | 6% |
| Professional Development | 27,235 | 0.3% | 27,235 | 0.3% | 0 | 0% |
| Employee Mileage | 32,546 | 0.4% | 32,546 | 0.3% | 0 | 0% |
| Accounting / Legal / D&O / County CAO & Auditor | 136,067 | 1.5% | 136,067 | 1.5% | 0 | 0% |
| Sub-total | 868,032 | 9.8% | 893,584 | 9.6% | 25,552 | 3% |
| TOTAL | 8,840,152 | 100.0% | 9,324,737 | 100.0% | 484,585 | 5% |