



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

BUDGET COMMITTEE

Wednesday, March 11, 2026

4:00 p.m. – 5:00 p.m.

500 Chadbourne Road, Suite A

Fairfield, CA 94534

MEETING AGENDA

- I. Welcoming/Convening**
- II. Agenda Changes and/or Deletions**
- III. Public Comment** - *Public comments on agenda items and items under the jurisdiction of the Committee shall be made at this time. A time limit of 3 minutes may be imposed. No action may be taken on non-agenda items*
- IV. Action Items**
- | | PAGE |
|---|-------------|
| A. Approval of the January 14, 2026 Budget Committee Meeting Minutes | 1 |
| B. Review and Approve a Second-Year Contract with Charter CFO for Fractional CFO Services, Not to Exceed an Additional Amount of \$21,000, For Recommendation to the Full Board | 5 |
| C. Review and Approval of the Second Modification to the Fiscal Year 2026-27 Budget for Recommendation to the Full Board | 13 |
- V. Adjournment**

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



WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

ACTION AGENDA ITEM IV.A.
March 11, 2026

SUBJECT Approval of the January 14, 2026 Budget Committee Meeting Minutes	ATTACHMENTS NONE
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RECOMMENDATION

It is recommended that the Budget Committee approve the minutes of the January 14, 2026 meeting.

MEETING MINUTES

I. Welcoming/Convening

With no Committee Chair, Board Chair, Chris Churchill, called the meeting to order at 3:35 p.m. Quorum was established.

Members Present: Chris Churchill, Tim Healer, Heather Henry, Megan Richards, Chris Rico,

Members Absent: Shannon Stack

Staff Present: Dave Hubble, Lauren Bender, Tammy Gallentine, Adriana Balandran, Lingling Zhu, Sara Stalcup

II. Additions and/or Deletions from the Agenda

There were no changes and/or deletions to the agenda.

III. Public Comment

There were no public comments.

IV. Action Items

A. Review and Approval of the Federal Monitoring and Compliance Oversight Policy for Recommendation to the Full Board

Staff presented an update to the Federal Monitoring and Compliance Oversight Policy following a recent state monitoring review conducted in November. During the review, the state monitor identified a policy gap regarding audit requirements for subrecipients expending federal funds. Specifically, the existing policy did not explicitly state that a program-specific or single audit must be conducted when federal expenditures exceed \$1,000,000 in a fiscal year.

To address the finding, staff updated the policy by adding language within the fiscal and administrative monitoring section requiring that the Workforce Development Board ensure any subrecipients or subcontractors expending \$1,000,000 or more in federal funds annually conduct an audit in accordance with applicable federal regulations and Workforce Innovation and Opportunity Act (WIOA) provisions. Additional minor updates were made to reflect current federal regulations and updated Employment Development Department (EDD) directives.

The revised policy was submitted to the state monitor in draft form and was deemed satisfactory pending formal approval by the Board of Directors. Approval by the Budget Committee would allow the policy to move forward to the full Board for adoption and resolution of the monitoring item.

MOTION #1

A motion was made and seconded to approve the policy for recommendation to the full Board.

(Henry/Healer) MOTION PASSED UNANIMOUSLY

B. Review and Approval of the Proposed Transfer of Funds from WIOA Adult to Dislocated Worker for Recommendation to the Full Board

Staff presented a proposal to realign Workforce Innovation and Opportunity Act (WIOA) training funds between the Adult and Dislocated Worker programs in response to recent and anticipated layoffs in the region. Staff noted that several employers, including Budweiser, Mare Island, and the Fairfield-Suisun Unified School District, have announced layoffs, and additional workforce impacts may occur at other employers such as CVS and Valero. These developments are expected to increase demand for services for dislocated workers.

To prepare for this increased demand, staff proposed shifting training funds from the WIOA Adult occupational training allocation to the WIOA Dislocated Worker occupational training allocation. The proposed change would transfer funds from the Adult program to the Dislocated Worker program to support training services for individuals affected by layoffs while maintaining sufficient funding in the Adult program to support ongoing services. Staff confirmed that the transfer is allowable under WIOA guidelines and maintains compliance with the requirement that at least 30 percent of WIOA Adult and Dislocated Worker funds be spent on training activities.

During the discussion, staff also raised considerations related to the Eligible Training Provider List (ETPL). Staff noted that WIOA training funds must generally be used for programs listed on the ETPL, which may limit the ability to immediately enroll participants in certain training programs if those programs have not yet completed the approval process. Staff indicated that some potential training opportunities being developed by local partners, including Solano Community College and adult schools, may need to be added to the ETPL before WIOA funds can be used for those programs. The discussion also included the possibility of utilizing exceptions within the Individual Training Account (ITA) policy to support training when appropriate, provided that required documentation and monitoring requirements are met.

MOTION #2

A motion was made and seconded to approve the proposed transfer of funds, with requested edits, for recommendation to the full Board.

(Rico/Heather) MOTION PASSED UNANIMOUSLY

V. Discussion Items

A. Authorized Signers for Travis Credit Union

Staff presented a request to update the authorized signers on the Workforce Development Board's Travis Credit Union accounts due to recent staffing and organizational changes. It was noted that Marion Aiken, who has retired, remains listed as a check signer and will need to be removed from the account. Michael Hussain is currently listed as a signer and staff recommended that he remain in that role. Heather Henry is also currently listed as an

authorized signer. Staff explained that once Heather is formally elected as the Board Treasurer at the January Board meeting, she would remain on the account as a signer.

Staff also proposed adding the Executive Director and the Deputy Director as authorized signers to ensure adequate operational coverage and fiscal oversight. The committee was informed that Travis Credit Union requires all existing and newly designated signers to appear in person together to complete the changes to the account. Additionally, approved meeting minutes documenting the discussion and decision will be required by the credit union to process the updates.

The committee discussed the proposed updates and expressed support for removing former staff, maintaining existing appropriate signers, and adding current leadership to the account. Staff indicated that once the meeting minutes are finalized, a time will be coordinated for the required individuals to meet at Travis Credit Union to complete the account update process.

B. Moving Credit Card Account to Wells Fargo

Staff presented a proposal to close the organization's existing credit card accounts with Bank of America and transition credit card services to Wells Fargo. The change was recommended to improve efficiency and simplify financial processes, as the county's primary banking relationship is already with Wells Fargo. Currently, staff must obtain a check from the county and physically deliver it to Bank of America to make credit card payments, which creates unnecessary administrative burden.

By moving the credit card accounts to Wells Fargo, staff would be able to process payments through internal transfers, reducing travel, staff time, and the risk of late payments. The transition would also allow the organization to remove former employees who remain associated with the existing Bank of America accounts and establish updated credit card holders aligned with current staff roles.

The committee discussed the proposed change and acknowledged the operational efficiencies that would result from consolidating credit card services with Wells Fargo.

C. Review of Board Approved Budget Modification #1

Staff presented Budget Modification #1, which had previously been approved by the Board of Directors. The item was brought to the Budget Committee for review following feedback from the Board that the modification had not been discussed by the committee prior to board approval due to staffing transitions and organizational changes at the time.

Staff explained that the item was being revisited to provide the committee an opportunity to review the modification, ask questions, and discuss any concerns. No questions or concerns were raised by committee members regarding the previously approved budget modification.

D. Preparation of Budget Modification #2

Staff informed the committee that preparation for Budget Modification #2 for the current fiscal year will begin soon. This process will include reviewing current expenditures and anticipated adjustments needed to align the budget with operational needs for the remainder of the fiscal year.

Staff noted that the organization is also beginning preparations for the upcoming fiscal year budget and wanted to ensure the Budget Committee is engaged earlier in the process to review proposed changes and provide input before items are presented to the full Board. The committee acknowledged the update and the importance of early planning and review.

E. Preparation for Fiscal Year Budget 2026-27

Staff informed the committee that preparations will begin for the Fiscal Year 2026–27 budget. This process will include reviewing projected funding, anticipated expenditures, and organizational priorities to develop the upcoming year’s budget.

Staff emphasized the intent to engage the Budget Committee earlier in the budgeting process to allow adequate time for review and discussion before the proposed budget is presented to the full Board for approval. The committee acknowledged the update and the importance of early planning and coordination.

F. Clarification of Budget Line-Item Movement, Process, and Approvals

Staff requested clarification from the committee regarding the level of flexibility staff has to move funds between budget line items, particularly for operational needs such as professional development and conference attendance. Staff noted that while some adjustments may be necessary during the fiscal year, they wanted guidance on when changes should be brought to the Budget Committee for review.

Committee members advised that staff generally have flexibility to move funds within the budget as needed, provided that all program requirements, such as WIOA spending thresholds, are maintained. It was noted that significant adjustments, such as large transfers between line items, should be communicated to the committee, while smaller operational adjustments can be managed by staff and reported afterward as appropriate.

G. Renewal of Charter CFO Contract

Staff presented a request to renew the contract with Charter CFO for an additional year to provide fractional CFO services. Staff explained that due to recent staffing changes, including the retirement of key fiscal staff and the need to complete fiscal year-end processes, additional financial expertise would be beneficial to support the fiscal team and ensure accuracy in budgeting and financial management.

Staff noted that Charter CFO had been assisting with financial oversight and budget preparation and that continuing the contract would provide continuity and support while the internal fiscal team transitions and builds additional capacity. The committee discussed the request and acknowledged the value of maintaining the additional financial support during this period of transition.

VI. Adjournment

The meeting was adjourned at 4:30 p.m.

Respectfully submitted by:

Tammy Gallentine, Executive Operations Manager



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

AGENDA ACTION ITEM IVIV.B

March 11, 2026

<p>SUBJECT Review and Approve a Second-Year Contract with Charter CFO for Fractional CFO Services, Not to Exceed an Additional Contact Amount of \$21,000, For Recommendation to the Full Board</p>	<p>ATTACHMENTS A, B, C</p>
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RECOMMENDATION

Staff recommend the Committee review and approve the proposed second modification to the budget for the Fiscal Year 2026-27 and recommend final approval to the full board at the March 20, 2026 Board of Directors meeting.

BACKGROUND

In April 2025, the Executive Committee approved a contract with Charter CFO to provide fractional Chief Financial Officer (CFO) services to support the organization’s financial management during a leadership and fiscal transition. At that time, executive leadership changes required the transition of key fiscal responsibilities to internal staff, creating the need for additional executive-level financial expertise to ensure continuity in financial oversight, grant compliance, and fiscal planning.

Services included supporting the development and monitoring of organizational budgets, performing grant budget-to-actual analysis, assisting with financial reporting requirements for major grants, and advising staff on higher-level financial management practices.

In addition, Charter CFO provided technical support during critical fiscal activities, including quarterly financial reporting, year-end close processes, and reconciliation analysis, while working closely with staff to strengthen internal fiscal processes and support the transition of financial responsibilities within the organization.

SUMMARY OF CHANGES

The First Amendment updates the Scope of Work to reflect current fiscal needs and clarify services during the renewal period. Revisions include removal of the previously anticipated quarterly grant closure analysis, addition of year-end fiscal support, and inclusion of support for preparation and filing of the annual IRS Form 990, with a cap of twenty (20) hours unless additional time is approved in advance. The amendment also clarifies that development of annual budgets, including County preliminary and midyear budgets, may be provided as an optional service for an additional fee rather than being included in the base scope of work.

The amendment also revises the Budget and Payment Provisions to align compensation with the updated scope of work. The one-time \$3,500 implementation/transition payment included in the first year of the contract has been reallocated to support preparation and filing of the annual IRS Form 990. The amendment also includes clarifying language regarding invoicing and payment procedures, confirming that services will be invoiced monthly based on the agreed payment structure and that final invoicing will reflect services performed through the end of the contract term.

During the renewal process, the contractor's legal counsel requested clarification regarding certain provisions within WDB's standard General Terms and Conditions related to termination, pricing, invoicing, and contract closeout. Because these provisions are part of the standard contract template approved by Solano County Counsel, WDB addressed the concerns by adding clarifying language to Exhibit B (Budget and Payment Provisions) rather than modifying the standard terms and creating an extensive delay in the execution of the renewal agreement. These clarifications confirm the negotiated hourly rate for additional services, establish that payment determinations are tied to documented services performed and accepted deliverables, and clarify how invoicing and final payment operate within this professional services agreement.

For a detailed review of the changes, the following documents are attached.

Attachment A – Draft First Amendment to the Standard Contract

Attachment B – Redline version of Exhibit A - Original Scope of Work

Attachment C – Redline version of Exhibit B – Budget and Payment Provisions

REPORT PREPARED BY

Tammy Gallentine/Executive Operations Manager. Please contact Tammy Gallentine at 707-863-3552 if you have any questions regarding the information outlined in this report.

**FIRST AMENDMENT TO STANDARD CONTRACT PY-25-014
BETWEEN THE WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY AND
CHARTER CFO**

This First Amendment ("First Amendment") is entered into as of the first day of April 2026, between the WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY ("WDB") and CHARTER CFO, ("Contractor").

1. Recitals

- A. The parties entered into a contract dated April 1, 2025 (the "Contract"), in which the Contractor agreed to provide fractional CFO services through March 31, 2026.
- B. WDB now needs to extend the Contract for services for twelve months, through March 31, 2027.
- C. This First Amendment represents an increase of \$21,00 for services and a twelve-month extension of the Contract.
- D. The parties agree to amend the Contract as set forth below.

2. Service Agreement

A. Term of Agreement

Section 2 has been deleted in its entirety and replaced with:

The term of this Contract is: April 1, 2025 through March 31, 2027

B. Budget

Section 3 has been deleted in its entirety and replaced with:

The Maximum amount of this contract is \$42,000 (\$21,000 from the original contract; and \$21,000 for this First Amendment).

3. Scope of Work (Exhibit A)

- A. The Service Activities (section 2) has been deleted in its entirety and replaced with:

Contractor will provide the following services during the term of this Contract:

- i. Budgeting Services
 - a. Conduct regular year-round budgeting services for the WDB to include budget modifications, as needed.
 - b. Conduct monthly budget versus actual analysis of WDB budgets.
- ii. Accounting Compliance, Analysis, and Technical Assistance
 - a. Conduct monthly compliance and process review / oversight.
 - b. Conduct weekly, or at a mutually identified frequency, Same Page Meetings with WDB's fiscal leadership liaison.
 - c. Develop a high-level, twelve-month deliverables roadmap, in addition to a quarterly (or necessary) deliverables roadmap

- d. Serve as liaison for Annual Single Audits with the County Auditor-Controller's office, as needed
- e. Provide year end support, as needed
- f. Support, or lead as needed, the preparation and filing of the annual IRS 990 (not to exceed twenty (20) hours). Any additional time required will be billed at the Contractor's hour rate upon prior approval by WDB.

iii. Additional Services for Additional Fee

The following services are not included in the base scope of work and may be provided for an additional fee upon prior written approval.

- a. Develop annual budgets to include County preliminary and midyear budgets.

4. Budget and Payment Provisions (Exhibit B)

A. Exhibit B has been deleted in its entirety and replaced with:

COMPENSATION

1. Contractor will be compensated as follows:

- A. \$2,500.00 in months where quarterly grant reporting is necessary (July 2026, October 2026, January 2027)
- B. \$800.00 in months where quarterly grant reporting is not required.
- C. \$3,500.00 upon successful filing of the annual IRS Form 990.

2. Contractor will provide additional services outlined in Exhibit A upon mutual approval of the number of hours prior to the work being performed. Approved services will be billed at an hourly rate of \$175.00, as negotiated based on the scope and complexity of services.

3. Invoicing and Timing of Payment: Payment will be made according to the following terms:

- A. Contractor shall submit monthly invoices detailing work performed during the invoicing period based on the Scope of Work and amount payable to the WDB. Payment shall be made only after the services required under this contract have been performed satisfactorily and the deliverables described in Exhibit A have been accepted in writing by the Executive Director or designee. In the event of termination, Contractor may invoice for services satisfactorily performed through the effective date of termination in accordance with the terms of this Exhibit.
- B. Contractor may be asked to perform special tasks or projects separate from the Scope of Work. Prior written approval by WDB will be required before any services are performed not specified in Exhibit A are performed by Contractor. Such invoices shall be invoiced separately.
- C. Contractor shall provide documentation reasonably requested by WDB to substantiate claims for payment under this Contract. WDB may elect to withhold payment for unsupported charges until such documentation is provided.
- D. Tax Withholding: Payment to non-California resident or nonresident alien Contractor performing services in California may be reduced by any required state tax withholding or federal tax withholding or both.

- E. The parties acknowledge that Contractor will provide ongoing services outlined in Exhibit A and will invoice WDB monthly in accordance with the payment structure set forth in Section 1 (Compensation) of this Exhibit. The final invoice shall reflect the past period of services performed and any approved payments due.

Under no circumstances shall the total compensation under this Contract exceed \$42,000 unless modified in accordance with Section 26 in Exhibit C.

Except as set forth in this First Amendment, all other terms and conditions specified in the Contract, and as previously amended, remain in full force and effect.

Davide A. Hubble, President/Executive Director
Workforce Development Board of Solano County

Approved as to Form:

Solano County Counsel

Candice Phillips, MBA, Managing Partner
Charter CFO

Approved for Solano County:

Ian M Goldberg, County Administrator
Solano County

EXHIBIT A SCOPE OF WORK

A. CONTRACTOR RESPONSIBILITIES

1. AVAILABILITY TO PERFORM SERVICES

Contractor will:

- i. Provide and train all qualified staff in order to plan for and administer the contracted services;
- ii. Provide services for duration of contract; and,
- iii. Provide services during scheduled days and/or hours as appropriate.

2. SERVICE ACTIVITIES

Contractor will provide the following services during the term of this Contract::

i. Budgeting Services

- a. Conduct regular year-round budgeting services for the WDB to include budget modifications, as needed.
- b. Conduct monthly budget versus actual analysis of WDB budgets.

ii. Accounting Compliance, Analysis, and Technical Assistance

- a. Conduct monthly compliance and process review / oversight.
- ~~b. Complete grant closure analysis and guidance, projected to be quarterly at the time of this contract.~~
- ~~e.b.~~ Conduct weekly, or at a mutually identified frequency, Same Page Meetings with WDB's fiscal leadership liaison.
- ~~d.c.~~ Develop a high-level, twelve-month deliverables roadmap, in addition to a quarterly (or necessary) deliverables roadmap
- ~~e.d.~~ Serve as liaison for Annual Single Audits with the County Auditor-Controller's office, as needed
- ~~e.~~ Provide year end support, as needed
- ~~f.~~ Support, or lead as needed, the preparation and filing of the annual IRS 990 (not to exceed twenty (20) hours). Any additional time required will be billed at the Contractor's hour rate upon prior approval by WDB.

iii. Additional Services for Additional Fee

- ~~iii.~~ The following services are not included in the base scope of work and may be provided for an additional fee upon prior written approval.
 - a. Develop annual budgets to include County preliminary and midyear budgets.
 - ~~b. Support, or lead as needed, annual 990 tax preparation.~~

iv. Additional Costs

~~The following services are excluded from this section and are to be available to the Client for an additional fee upon prior written approval:~~

- ~~a. Develop annual budgets to include County preliminary and midyear budgets.~~
- ~~b. Support, or lead as needed, annual 990 tax preparation.~~

B. ADMINISTRATION

1. Business Ownership

Contractor understands the WDB owns the hardware, cloud-based services and subscription services and will maintain full access to it. This means the WDB will have a record of/access to all current log-on/username and password information.

2. Ownership of Work Product

All documents or other information developed as part of this Agreement ~~or~~ and received by Contractor become the property of WDB and must be made available to WDB upon demand or termination of this Agreement. Should copyrights of any of the products be deemed necessary in this project by mutual agreement, such copyright shall be held by WDB and made available to the general public. The Contractor shall be responsible for obtaining all necessary legal releases for use of any third-party proprietary materials.

3. Advertisement

Contractor may not use the name WDB or any variation thereof for advertising or publicity purposes without first obtaining the written consent of WDB.

4. Maintenance of Effort

Contractor assures that services provided, and funds received under this Agreement will not supplant existing services or funds allocated for the same purpose.

5. Successors

Should the Contractor sell or otherwise relinquish all or any portion of the ownership of the Contractor organization during the course of this Agreement, any future owner(s) of the organization will agree to be bound by the provisions stipulated herein for the length of the contract.

The roles and responsibilities of the WDB and Contractor may be refined and changed due to changes in Federal, State or Local law, regulations, or policies relating to various funding implementation upon notification and in accordance with section 13 and 26 of Exhibit C.

EXHIBIT B
BUDGET AND PAYMENT PROVISIONS

COMPENSATION

1. Contractor will be compensated ~~at a monthly fixed fee with the following monthly rates as follows:~~
 - ~~A. \$3,500.00 in month one (1) of the contract for implementation and transitioning;~~
 - ~~B.A. \$22,500.00 in months where quarterly grant reporting is necessary (July 20252026, October 20252026, January 20262027)~~
 - ~~B. \$800.00 in months where quarterly grant reporting is not required.~~
 - ~~C. \$3,500.00 upon successful filing of the annual IRS Form 990.~~

2. Contractor will provide additional services ~~including Annual Budgeting and 990 preparations outlined in Exhibit A upon, per~~ mutual approval of the number of hours ~~of work~~ prior to ~~the work being performed.~~ ~~Approved services will be billed provided~~ at an hourly rate of **\$175.00**, ~~as negotiated based on the scope and complexity of services.~~

3. Invoicing and Timing of Payment: Payment will be made according to the following terms:
 - A. Contractor shall submit monthly invoices detailing work performed during the invoicing period based on the Scope of Work and amount payable to the WDB. ~~The p~~ Payment shall be made only after the services required under this contract have been performed satisfactorily to the satisfaction of the Executive Director/President, and the deliverables described in Exhibit A have been accepted in writing by the Executive Director/President ~~OR or his/her~~ designee. In the event of termination, Contractor may invoice for services satisfactorily performed through the effective date of termination in accordance with the terms of this Exhibit.

 - B. Contractor may be asked to perform special tasks or projects separate from the Scope of Work. Prior written approval by WDB will be required ~~if before~~ any services are performed ~~by the Contractor that are not specified in Exhibit A – Scope of Work are performed by Contractor.~~ Such invoices shall be and a separate invoice will be submitted by the Contractor separately.

 - C. Contractor shall provide ~~any additional~~ documentation reasonably requested as required by WDB ~~at any time in order to substantiate Contractor claims for payment under this Contract.~~ WDB may elect to withhold payment for ~~failure unsupported charges by Contractor to provide until~~ such documentation required by WDB is provided.

 - D. Tax Withholding: Payment to non-California resident or nonresident alien Contractor performing services in California may be reduced by any required state tax withholding or federal tax withholding or both.

 - ~~D.E.~~ The parties acknowledge that Contractor will provide ongoing services outlined in Exhibit A and will invoice WDB monthly in accordance with the payment structure set forth in Section 1 (Compensation) of this Exhibit. The final invoice shall reflect the past period of services performed and any approved payments due.

~~The maximum payment under the terms of this contract under no circumstances exceed \$21,000 for the related expenses unless this contract is modified in accordance with Section 26 in Exhibit C.~~
Under no circumstances shall the total compensation under this Contract exceed \$42,000 unless modified in accordance with Section 26 in Exhibit C.



WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

AGENDA ACTION ITEM IV.C

March 11, 2026

<p>SUBJECT Review and Approval of the Second Modification to the Fiscal Year 2026-27 Budget for Recommendation to the Full Board</p>	<p>ATTACHMENTS A</p>
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RECOMMENDATION

Staff recommend the Committee review and approve the proposed second modification to the budget for the Fiscal Year 2026-27 and recommend final approval to the full board at the March 20, 2026 Board of Directors meeting.

DISCUSSION

Budget Modification #2 reforecasts the FY 2025–2026 budget to reflect updated grant awards, newly secured funding, revised spending projections as of January 31, 2026, and the previously approved Adult to Dislocated Worker fund transfer. The modification aligns the budget with current program activity, enrollment trends, and available funding.

Financial Overview

- Revised Revenue: \$9.87M
- Revised Expenses: \$9.81M
- Projected Year-End Surplus: \$63,885

The reforecast reflects an increase of approximately \$2.25M in revenue and \$2.56M in expenditures compared to the original FY 2025–2026 budget, primarily due to additional grant funding and expanded program activity.

Funding Adjustments and New Awards

- **Adult to Dislocated Worker Fund Transfer**
Budget Modification #2 reflects the Adult to Dislocated Worker (DW) transfer previously approved by the Budget Committee, allowing funding to better align with program enrollment levels and projected service needs.
- **Anheuser-Busch / Mare Island Additional Assistance Grant**
The organization received two additional awards under this initiative:
 - \$200,000 added to 511 funding, with funds to be expended by June 30, 2026
 - \$210,000 added to 611 funding, with an expenditure period through June 30, 2027
- **Valero Closure Additional Assistance Project**
The WDB was awarded funding to support workforce services related to the Valero refinery closure:
 - \$375,000 in Quarter 1 funding added to 511, with an expenditure period of April 1, 2026 – June 30, 2026
 - Additional quarterly allocations are expected as the project progresses

- **Additional Grant and Program Funding**
 - HIRE Reentry Grant (+\$966K)
 - Regional Equity Grant (+\$652K)
 - Prison to Employment 2.0 (+\$251K)
 - Mare Island Company workforce initiative (+\$420K)
 - Irvine Foundation capacity-building funds increased to \$515K

Program Investments

The additional funding supports expanded workforce services and program delivery, including:

- Expanded program contracts and workforce services (+\$1.56M)
- Increased vocational training and work-based learning opportunities
- Additional supportive services and small business program funding
- Modest personnel adjustments to support program delivery

REPORT PREPARED BY

Tammy Gallentine/Executive Operations Manager. Please contact Lauren Bender at 707-863-3548 if you have any questions regarding the information outlined in this report.

WDB SOLANO
FY2025-26 Budget MOD #2

	<u>Expires</u>	BUDGET 2025-26 <i>Preliminary</i>	2025-25 To Date <i>as of 01.31.26</i>	FY25-26 % Spent vs Planned	BUDGET 2025-26 <i>Mod #2</i>	\$ Increase / Decrease	% Increase / Decrease
REVENUE:							
State Grant Revenue							
WIOA Adult		\$1,401,938	\$753,028	54%	\$1,212,197	(\$189,741)	-14%
WIOA Dislocated Worker		\$1,349,601	\$709,669	53%	\$1,539,342	\$189,741	14%
WIOA Youth		\$1,500,338	\$728,007	49%	\$1,364,377	(\$135,961)	-9%
WIOA Rapid Response		\$136,324	\$67,272	49%	\$136,324	\$0	0%
WIOA Layoff Aversion		\$61,175	\$22,829	37%	\$61,175	\$0	0%
EDD - DOR-AJCC Collaboration Project (Disability Grant)	4/30/2027	\$268,138	\$91,736	34%	\$268,138	\$0	100%
CWDB - Regional Plan Implementation 5.0	3/31/2025	\$0	\$670,109	0%	\$0	\$0	100%
State Grant Revenue Total		\$4,717,514	\$3,042,650	64%	\$4,581,553	(\$135,961)	-3%
Other Government Grants/Contracts							
City of San Francisco - CA Jobs First Fiscal Agent		\$64,000	\$2,667	0%	\$64,000	\$0	0%
County of Solano - ARPA 2: Community Workforce	12/31/2025	\$69,210	\$33,088	0%	\$69,256	\$46	0%
County of Solano - ARPA 3: Industry Training	12/31/2025	\$181,051	\$80,038	0%	\$180,794	(\$257)	0%
County of Solano - ARPA 4: Community Engagement	6/30/2026	\$408,327	\$7,538	2%	\$227,408	(\$180,919)	-44%
CWDB - HIRE Reentry Grant	3/27/2027	\$477,254	\$1,163,861	244%	\$1,443,574	\$966,320	100%
CWDB - Prison to Employment 2.0	12/31/2026	\$182,877	\$188,172	103%	\$434,306	\$251,429	137%
CWDB - Regional Equity	12/31/2026	\$497,580	\$670,109	135%	\$1,150,000	\$652,420	131%
NorCal SBDC - Capital Improvement Program		\$115,000	\$50,427	44%	\$115,000	\$0	0%
NorCal SBDC - Small Business Administration		\$165,374	\$20,503	12%	\$165,374	\$0	0%
NorCal SBDC - Technical Assistance Program		\$93,479	\$13,244	14%	\$93,479	\$0	0%
SBDC Local Match		\$69,800		0%		(\$69,800)	-100%
South Bay WIB - Apprenticeships		\$0	\$8,922	0%	\$7,223	\$7,223	0%
Other Government Revenue Total		\$2,323,951	\$2,238,569	96%	\$3,950,414	\$1,626,463	70%
Other Revenue							
Irvine Capacity Building (plus flex fund)		\$156,610	\$379,703	242%	\$515,000	\$358,390	100%
Jobs for the Future		\$15,000	-\$1,191	0%		(\$15,000)	100%
Mare Island Company (Anheuser-Busch)		\$0		0%	\$420,000	\$420,000	100%
Napa Accelerator		\$0		0%	\$7,500	\$7,500	0%
Fee for Service		\$9,750		0%		(\$9,750)	100%
Valero Closure AA Project		\$0			\$375,000		
Program Income (SBDC Income & Contributions)		\$0		0%	\$21,943	\$21,943	0%
Other Revenue Total		\$181,360	\$378,512	209%	\$1,339,443	\$783,083	639%
Donations and Contributions							
Donations and Sponsorships		\$26,943		0%	\$0	-\$26,943	0%
Donations and Contributions Total		\$26,943	\$0	0%	\$0	-\$26,943	0%
TOTAL REVENUE		\$7,249,768	\$5,659,731	121%	\$9,871,410	\$2,246,641	36%

	Expires	BUDGET 2025-26 <i>Preliminary</i>	2025-25 To Date <i>as of 01.31.26</i>	FY25-26 % Spent vs Planned	BUDGET 2025-26 <i>Mod #2</i>	\$ Increase / Decrease	% Increase / Decrease
EXPENSES:							
Salaries and Benefits		\$3,386,686	\$1,828,187	54%	\$3,517,453	\$130,767	4%
Personnel Expenses		\$3,386,686	\$1,828,187	54%	\$3,517,453	\$130,767	4%
Vocational Training		\$626,187	\$177,300	28%	\$834,792	\$208,605	33%
Work-Based Training		\$44,500	\$86,090	193%	\$192,500	\$148,000	333%
Supportive Services		\$41,841	\$8,281	20%	\$136,313	\$94,472	226%
Business Advisors		\$201,008	\$58,576	29%	\$214,347	\$13,340	7%
Small Business Grants / Payments		\$0		0%	\$180,000	\$180,000	0%
Outreach		\$9,691	\$35,557	367%	\$100,491	\$90,800	937%
Program Contracts		\$1,841,029	\$2,243,151	122%	\$3,401,739	\$1,560,710	85%
Direct Program Costs		\$2,764,255	\$2,608,955	94%	\$5,060,182	\$2,295,927	83%
Communications / IT		\$92,821	\$60,568	65%	\$235,788	\$142,967	154%
Employee / WDB Professional Development		\$18,000	\$77,046	428%	\$17,500	(\$500)	-3%
Facilities		\$546,474	\$339,320	62%	\$555,361	\$8,887	2%
Memberships		\$16,453	\$12,500	76%	\$17,721	\$1,268	8%
Mileage / Travel		\$37,415	\$6,167	16%	\$16,478	(\$20,937)	-56%
Supplies / Equipment		\$5,463	\$14,962	274%	\$19,794	\$14,331	262%
Software		\$52,004	\$15,278	29%	\$108,803	\$56,799	100%
Other Operating Costs		\$330,198	\$98,228	30%	\$258,446	(\$71,752)	-22%
Other Costs		\$1,098,828	\$624,069	57%	\$1,229,890	\$131,062	11%
TOTAL EXPENSES		\$7,249,769	\$5,061,210	124%	\$9,807,525	\$2,557,756	35%

Revenue Over / (Under) Expenses

\$0	\$598,521	\$63,885
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