WORKFORCE DEVELOPMENT BOARD

OF SOLANO COUNTY

BUDGET COMMITTEE
Friday, May 8, 2026
9:30 a.m. – 10:30 a.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 March 11, 2026 Budget Committee Meeting Minutes	**1**
B.	Review and Approval of the Proposed Preliminary Budget for Fiscal Year 2026-2027 for Recommendation to the Full Board	**3**

V. Closed Session

A. Pursuant to §54957.6(a) Review of Proposed Employee Retirement Plan – 2025 Employer Contribution

VI. Open Session

A. Pursuant to §54957.6(a) Report on any Action Resulting from Closed Session

VII. Adjournment

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

WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

ACTION AGENDA ITEM IV.A.
May 8, 2026

SUBJECT Approval of the March 11, 2026 Budget Committee Meeting Minutes	**ATTACHMENTS** NONE

RECOMMENDATION
It is recommended that the Budget Committee approve the minutes of the March 11, 2026 meeting.

MEETING MINUTES

I. Welcoming/Convening
Committee Chair, Heather Henry, called the meeting to order at 4:04 p.m. Quorum was established.

Members Present: Chris Churchill, Heather Henry, Chris Rico, Shannon Stack
Members Absent: Tim Healer, Megan Richards
Staff Present: Dave Hubble, Lauren Bender, Tammy Gallentine, Adriana Balandran, 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. Approval of the January 14, 2026 Budget Committee Meeting Minutes

MOTION #1
A motion was made and seconded to approve the meeting minutes as presented.
(Rico/Stack) MOTION PASSED UNANIMOUSLY

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
Staff presented a recommendation to renew the contract with Charter CFO for a second year to continue providing fractional CFO services. The scope of work remains largely the same, with a focus on higher-level budget development, financial oversight, reconciliation support, assistance with county budget processes, and preparation of the organization's Form 990. The consultant will also continue regular check-ins and be available for ongoing financial guidance. The contract is structured as a not-to-exceed amount of $21,000, with billing based on a combination of monthly and quarterly invoicing. Committee members discussed the value of the service, noting the return on investment and the importance of continued financial expertise and support.

MOTION #2
A motion was made and seconded to approve the second-year contract with Charter CFO for Fractional CFO services, not to exceed an additional amount of $21000, for recommendation to the full Board.
(Rico/Stack) MOTION PASSED UNANIMOUSLY

C. **Review and Approval of the Second Modification to the Fiscal Year 2026-27 Budget for Recommendation to the Full Board**
Staff presented the second budget modification, highlighting updates related to newly awarded grants, fund reallocations, and refined revenue and expenditure projections. Key changes included the reallocation of WIOA Adult training funds to the Dislocated Worker program to prioritize existing resources, with the possibility of adjusting funds back as needed based on participant demand.

Staff also provided updates on new state grant funding, including awards associated with layoffs from Anheuser-Busch and workforce impacts at Mare Island Dry Dock, as well as funding related to Valero. These funds include components for training, supportive services, small business layoff aversion, and administrative costs, with some funds required to be expended by June 30, 2026. Staff noted timing challenges related to expenditure deadlines and contract execution but confirmed that implementation and outreach plans are in place.

Additional discussion covered adjustments in program budgets due to improved financial reconciliation efforts, including identifying previously unspent funds and incorporating them into current projections. Increases in IT and software costs were attributed to planned investments in infrastructure and system upgrades, including equipment and associated software. Staff also addressed significant changes in program contracts and clarified that these adjustments reflect updated financial tracking and a more accurate accounting of available funds.

The Committee identified minor corrections to the budget document, including revenue classifications, labeling updates, and adjustments to ensure alignment with actual expenditure timelines. Staff also provided context on Small Business Development Center (SBDC) budget variances, noting reconciliation efforts and prior accounting discrepancies that impacted reported figures.

MOTION #
A motion was made and seconded to approve the second modification to the fiscal year 2026-27 budget with corrections, for recommendation to the full Board.
(Rico/Stack) MOTION PASSED UNANIMOUSLY

VI. Adjournment
The meeting was adjourned at 4:54 p.m.

Respectfully submitted by:
Tammy Gallentine, Executive Operations Manager

WORKFORCE DEVELOPMENT BOARD
OF SOLANO COUNTY

AGENDA ACTION ITEM IV.B
March 8, 2026

SUBJECT Review and Approval of the Proposed Preliminary Budget for Fiscal Year 2026-2027 for Recommendation to the Full Board	**ATTACHMENTS** A

RECOMMENDATION:
Attached is the proposed preliminary budget for FY 2026-27 presented to the Budget Committee of the Workforce Development Board (WDB) of Solano County for review. WDB staff recommends the Budget Committee review the proposed preliminary budget for FY 2026-27 and recommends it for approval to the full Board at the May 15, 2026, full board meeting.

Relative to the FY 2025-26 Modified Budget (Mod #2), this preliminary budget reflects an increase driven by continued core WIOA programming, carryover and projected allocations, and significant new workforce funding secured in response to major local layoffs, including the Valero Closure Additional Assistance Project and Anheuser-Busch / Mare Island Dry Dock Additional Assistance funding. This budget also reflects the planned completion or reduction of certain time-limited grants and ARPA-funded activities.

SUMMARY:
The proposed preliminary budget for FY 2026-27 totals $9,411,208.

This represents a decrease of approximately $197,777, or approximately 2.1%, from the FY 2025-26 Modified Budget (Mod #2) of $9,608,985.

The overall decrease is primarily due to the expiration of one-time ARPA and discretionary funding sources, partially offset by increases in core WIOA funding streams and newly secured workforce response grants connected to significant local economic disruption.

WIOA allocations for FY 2026-27 have not yet been released by the State of California Employment Development Department (EDD). Therefore, the preliminary budget continues to rely on the best available estimates, known carryover, and currently confirmed or reasonably anticipated grant funding. Final allocations, carryover amounts, and related expenditure adjustments will be brought forward in a future budget modification once confirmed.

The WDB continues to operate without County General Fund support and relies on federal, state, regional, local, and grant-based funding sources to deliver workforce and economic development services in Solano County.

The FY 2026-27 preliminary budget remains balanced, with total revenues and expenditures equal at $9,411,208.

DISCUSSION:

Opportunities and Challenges for the Agency Budget:

The WDB continues to operate in a changing workforce and economic environment. Federal and state workforce funding remains difficult to predict, and WIOA reauthorization may result in new program requirements, funding restrictions, training, investment expectations, youth work experience requirements, or performance accountability measures.

Solano County is also experiencing significant local economic disruption. Multiple WARN events and major employer impacts have increased the need for rapid response, dislocated worker services, training, supportive services, small business layoff aversion support and employer engagement. In response, the WDB has secured Additional Assistance funding to support affected workers, provide layoff aversion funding assistance for small businesses, and help stabilize the local workforce system.

At the same time, H.R.1 creates future workforce participation requirements for targeted public benefit recipients. The WDB is coordinating with city and county stakeholders to prepare for increased requirements for employment, job readiness and occupational training, education, community service and supportive workforce services during a time when employment opportunities are contracting.

Despite these challenges, the FY 2026-27 preliminary budget positions the WDB to continue core WIOA services, support small business development through the Solano-Napa SBDC, respond to layoffs and business impacts, and pursue additional funding opportunities as they become available.

Revenue – FY2026-27

Unknown:

- Final WIOA formula allocations for FY 2026-27 have not yet been released by EDD.
- Final carryover amounts from FY 2025-26 will not be confirmed until year-end closeout and fiscal reconciliation are completed.
- Certain funding sources are time-limited, performance-based, or dependent on future award decisions and may require future budget modifications.
- SBDC funding is projected based on currently known SBA, GO-Biz, and local match assumptions; final award and match levels may require later adjustment.

Changes from FY2025-26 to FY2026-27:

Revenue Sources Ending or Reduced:

- ARPA-funded activities are concluding and are not carried forward as ongoing revenue in the FY 2026-27 preliminary budget.
- Several prior-year discretionary grants and one-time initiatives are reduced or ending based on grant terms and remaining available balances.

New or Continuing Revenue Sources Included in FY 2026-27 Budget:

- WIOA Adult: $1,782,043
- WIOA Dislocated Worker: $1,784,707
- WIOA Youth: $2,121,768
- WIOA Rapid Response: $125,445
- WIOA Layoff Aversion: $89,245

- EDD DOR-AJCC Collaboration Project: $233,712
- CWDB HIRE Reentry Grant: $1,443,574
- CWDB Prison to Employment 2.0: $86,861.20
- Valero Closure Additional Assistance Project: $750,000
- Anheuser-Busch / Mare Island Dry Dock Additional Assistance: $410,000
- SBDC funding sources, including CIP, SBA, TAP, and Local Match, totaling $483,852.50
- Irvine Capacity Building: $99,000
- Mare Island Company: $20,000

Changes in Revenue:

- State Grant Revenue totals approximately $7,296,920.
- WIOA Adult, Dislocated Worker, and Youth funding are projected to increase due to estimated allocations and carryover assumptions.
- WIOA Layoff Aversion is projected to increase, reflecting continued business engagement and layoff aversion activities.
- Other Government Grants/Contracts reflect reductions due to the expiration of ARPA and other one-time funding sources, partially offset by new and continuing workforce response grants.
- Donations and Sponsorships are not budgeted as recurring FY 2026-27 revenue.

Expenditures - FY2026-27:

Unknown:

- Final salary and benefit costs may require adjustment once final staffing, benefit rates, and any applicable labor-related changes are confirmed.
- Training, supportive services, and program contract expenditures may shift based on final grant allocations, carryover, participant demand, and service delivery needs.
- Additional budget modifications may be needed if new grants are awarded or if confirmed funding differs from preliminary assumptions.

Changes from FY2025-26 to FY2026-27:

Changes in Expenditures:

- Personnel costs decrease slightly, aligning with revised funding levels and staffing plans.
- Direct program costs decrease overall due to the expiration of one-time funding sources and realignment of program delivery strategies.
- Work-based training, supportive services, business advisors, and small business grants remain relatively stable, reflecting continued prioritization of core service delivery.
- Operating costs reflect targeted increases in Communications/IT, Facilities, and Other Operating Costs, with reductions in Professional Development and Software.

Budget Modifications:

It is typical for the agency budget to be modified throughout a program year. A first modification is generally submitted after final grant allocations, year-end carryover, and known personnel and operating cost adjustments are available. This modification typically includes final grant allotments, finalized prior-year carryover, recalculated line-item expenditure amounts, and any changes to service delivery strategies.

Additional modifications may be brought forward as needed due to new grant awards, changes in available funding, changes in program design, or changes in the cost of goods and services.

The WDB will continue to align its budget with County requirements while maintaining flexibility to respond to changing workforce needs, grant funding requirements, and economic conditions in Solano County.

Alternatives:
Alternatively, the Board could choose not to approve and recommend this preliminary budget. However, the WDB would then begin the new fiscal year without a working budget.

Report Prepared by:
David A. Hubble, President / Executive Director. Please contact David at 707-863-3501 should you have any questions regarding the information outlined in this report.

WDB SOLANO

FY2026-27 Budget Preliminary

To be presented to the Board of Directors 5/2026

	Expires	BUDGET 2025-26 *Mod #2*	2025-26 To Date *as of 01.31.26*	FY25-26 % Spent vs Planned	BUDGET 2026-27 *Preliminary*	$ Increase / Decrease
REVENUE:						
State Grant Revenue						
WIOA Adult		**$1,212,197**	$753,028	62%	**$1,782,043**	$569,846
WIOA Dislocated Worker		**$1,539,342**	$709,669	46%	**$1,784,707**	$245,365
WIOA Youth		**$1,364,377**	$728,007	53%	**$2,121,768**	$757,391
WIOA Rapid Response		**$136,324**	$67,272	49%	**$125,445**	($10,879)
WIOA Layoff Aversion		**$61,175**	$22,829	37%	**$89,245**	$28,070
EDD - DOR-AJCC Collaboration Project (Disability Grant)	4/30/2027	**$268,138**	$91,736	34%	**$233,712**	($34,426)
Anheuser-Busch / Mare Island Dry Dock	6/30/2027	**$410,000**		0%	**$410,000**	$0
Valero Closure AA Project	6/30/2026	**$375,000**		0%	**$750,000**	$375,000
CWDB - Regional Plan Implementation 5.0	3/31/2025	$0	$670,109	0%	**$0**	$0
State Grant Revenue Total		**$5,366,553**	**$3,042,650**	**57%**	**$7,296,920**	**$1,930,367**
Other Government Grants/Contracts						
City of San Francisco - CA Jobs First Fiscal Agent	6/30/2026	**$64,000**	$2,667	0%		($64,000)
County of Solano - ARPA 2: Community Workforce	12/31/2025	**$69,256**	$33,088	0%		($69,256)
County of Solano - ARPA 3: Industry Training	6/30/2026	**$180,794**	$80,038	0%		($180,794)
County of Solano - ARPA 4: Community Engagement	6/30/2026	**$227,408**	$7,538	3%		($227,408)
CWDB - HIRE Reentry Grant	3/27/2027	**$1,443,574**	$1,163,861	81%	**$1,443,574**	$0
CWDB - Prison to Employment 2.0	12/31/2026	**$434,306**	$188,172	43%	**$86,861**	($347,445)
CWDB - Regional Equity	12/31/2026	**$1,150,000**	$670,109	58%		($1,150,000)
NorCal SBDC - Capital Improvement Program		**$115,000**	$50,427	44%	**$115,000**	$0
NorCal SBDC - Small Business Administration		**$165,374**	$20,503	12%	**$165,374**	$0
NorCal SBDC - Technical Assistance Program		**$93,479**	$13,244	14%	**$93,479**	$0
SBDC Local Match		**$0**		0%	**$111,000**	$111,000
South Bay WIB - Apprenticeships		**$7,223**	$8,922	0%		($7,223)
Other Government Revenue Total		**$3,950,414**	**$2,238,569**	**57%**	**$2,015,288**	**($1,935,126)**
Other Revenue						
Irvine Capacity Building		**$212,825**	$379,703	178%	**$99,000**	($113,825)
Mare Island Company			-$1,191	0%		$0
Napa Accelerator		**$7,500**		0%		($7,500)
Fee for Service		**$9,750**		0%		($9,750)
Program Income (SBDC Income & Contributions)		**$21,943**		0%		($21,943)
Other Revenue Total		**$262,018**	**$378,512**	**144%**	**$99,000**	**($163,018)**
Donations and Contributions						
Donations and Sponsorships		$30,000		0%	**$0**	-$30,000
Donations and Contributions Total		**$30,000**	**$0**	**0%**	**$0**	**-$30,000**
TOTAL REVENUE		**$9,608,985**	**$5,659,731**	**91%**	**$9,411,208**	**-$197,777**

	Expires	BUDGET 2025-26 *Mod #2*	2025-26 To Date *as of 01.31.26*	FY25-26 % Spent vs Planned	BUDGET 2026-27 *Preliminary*	$ Increase / Decrease
EXPENSES:						
Salaries and Benefits		**$3,444,758**	$1,828,187	53%	**$3,220,518**	($224,240)
Personnel Expenses		**$3,444,758**	**$1,828,187**	53%	**$3,220,518**	**($224,240)**
Vocational Training		**$834,792**	$177,300	21%	**$782,625**	($52,167)
Work-Based Training		**$192,500**	$86,090	45%	**$192,500**	$0
Supportive Services		**$136,313**	$8,281	6%	**$136,313**	$0
Business Advisors		**$214,347**	$58,576	27%	**$214,347**	$0
Small Business Grants / Payments		**$180,000**		0%	**$180,000**	$0
Outreach		**$100,491**	$35,557	35%	**$35,750**	($64,741)
Program Contracts		**$3,385,719**	$2,243,151	66%	**$3,284,311**	($101,408)
Direct Program Costs		**$5,044,162**	**$2,608,955**	**52%**	**$4,825,846**	**($218,317)**
Communications / IT		**$108,983**	$60,568	56%	**$246,608**	$137,625
Employee / WDB Professional Development		**$83,137**	$77,046	93%	**$17,500**	($65,637)
Facilities		**$555,361**	$339,320	61%	**$612,710**	$57,349
Memberships		**$17,721**	$12,500	71%	**$17,721**	$0
Mileage / Travel		**$14,478**	$6,167	43%	**$24,563**	$10,085
Supplies / Equipment		**$19,794**	$14,962	76%	**$25,294**	$5,500
Software		**$105,802**	$15,278	14%	**$31,903**	($73,899)
Other Operating Costs		**$214,789**	$98,228	46%	**$388,547**	$173,758
Other Costs		**$1,120,064**	**$624,069**	**56%**	**$1,364,844**	**$244,780**
TOTAL EXPENSES		**$9,608,984**	**$5,061,210**	**93%**	**$9,411,208**	**($197,777)**
Revenue Over / (Under) Expenses		**$0**	**$598,521**		**$0**	