



# WORKFORCE DEVELOPMENT BOARD OF SOLANO COUNTY

## **Budget Committee Meeting**

Monday, March 7, 2022

10:00 a.m. – 11:00 a.m.

### **via Zoom**

[https://us02web.zoom.us/j/82546422821?pwd=YlIETTVZaCtlZlVWc0Nz  
MHJKSkt1Zz09](https://us02web.zoom.us/j/82546422821?pwd=YlIETTVZaCtlZlVWc0NzMHJKSkt1Zz09)

Meeting ID: 825 4642 2821

Passcode: 133273



**WORKFORCE DEVELOPMENT BOARD**  
OF SOLANO COUNTY

**PUBLIC MEETING ANNOUNCEMENT**  
**BUDGET COMMITTEE**

**Date: Monday, March 7, 2022**  
**Time: 10:00 a.m. - Open Session**

**Location: Via Zoom**

On September 16, 2021, Assembly Bill No. 361 was approved by Governor Newsom and filed with Secretary of State the same day. Given that the State of California is considered to still be in a state of emergency pursuant to the California Emergency Act (CA GOV § 8625), due to the current pandemic, meetings held by the Workforce Development Board of Solano County (WDB) that fall under Brown Act requirements will continue to be held virtually as meeting in person may present imminent risks to the health or safety of attendees.

The WDB has taken steps to utilize technology to encourage full public participation during its upcoming meeting. The above scheduled meeting will be accessible through the following option:

Join Zoom Meeting

<https://us02web.zoom.us/j/82546422821?pwd=YlIETTVZaCtIZlVWc0NzMHJKSkt1Zz09>

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Call in via Zoom: 669-900-6833

You can join the Zoom meeting from a computer, mobile device, or tablet. The Zoom meeting information will be provided in every meeting agenda. Members of the public will be given the opportunity to provide public comment remotely during the public comment period or may provide public comment in advance by email to: [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) not later than 24 hours in advance of the scheduled meeting. All such written comments that are related to employment and training in Solano County will be read aloud at the meeting.

For more information about Assembly Bill No. 361, visit [California Legislative Information](#) or contact Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) or by calling 707-863-3552.

Items Distributed to the Committee less than 72 hours prior to meeting – Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available to the public inspection by contacting Tammy Gallentine at [tgallentine@solanowdb.org](mailto:tgallentine@solanowdb.org) or by calling 707-863-3552 during regular business hours. When practical, these public records will also be made available on WDB's website at <https://solanoemployment.org/board-of-directors>.

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

Monday, March 7, 2022

10:00 a.m. – 11:00 a.m.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/82546422821?pwd=YllETTVZaCtZlVWc0NzMHJKSkt1Zz09>

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### 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. Written comments submitted by the public will also be read.*

*Please note: Instructions to submitted written comments are outlined in the Public Announcement of this meeting.*

- |  | <b>PAGES</b> |
|--|--------------|
| <b>IV. Action Items</b>  |              |
| A. Approval of May 17, 2021 and September 8, 2021 Meeting Minutes                      | <b>1</b>     |
| B. Review and Approval of the Second Modification to the Program Year 2021-2022 Budget | <b>4</b>     |
| <b>V. Informational Updates</b>  |              |
| A. Update on Fiscal Operations   |              |
| <b>VI. Adjournment</b>   |              |

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

# ACTION ITEMS



**MINUTES  
BUDGET COMMITTEE MEETING  
May 7, 2021**

**I. Welcoming/Convening**

Committee Chair, Mario Giuliani, called the meeting to order at 9:04 a.m. Quorum was established.

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

**Members Absent:** Fadi Halabi

**Staff Present:** Heather Henry, Kirsti Muskat, Tammy Gallentine

**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. Discussion**

**A. Review and Discussion of Program Year 2020-21 Expenditures through March 31, 2021**

Ms. Henry gave a detailed overview of agenda item **IV.A Review and Discussion of Program Year 2020-21 Expenditures through March 31, 2021**, which was included as part of the agenda packet and incorporated herein. Ms. Henry noted that a large expenditure for the Facebook project will begin in June to include 45 transitional jobs. This will carry into the next program year. There are new grants that recently started or will be starting soon. Expenditures may begin this fiscal year but the bulk of it will be expensed next fiscal year.

**V. Action Items**

**A. Approval of March 31, 2021 Meeting Minutes**

**MOTION #1**

A motion was made and seconded to approve the March 31, 2021 meeting minutes. (Esposito-Noy/Lukens) **MOTION PASSED UNANIMOUSLY.**

**B. Review and Approval of the Proposed Preliminary Budget for Program Year (PY) 2021-22 for Recommendation to the Full Board**

Ms. Henry noted the budget is in draft form. There have been several funding changes and next year's allocations have not yet been received. Ms. Henry continued to give a detailed overview of agenda item **V.B. Review and Approval of the Proposed Preliminary Budget for Program Year (PY) 2021-22 for Recommendation to the Full Board**, which was included as part of the agenda package and incorporated herein.

**MOTION #2**

A motion was made and seconded to approve the proposed preliminary budget for Program Year 2021-22 for recommendation to the full Board. (Lukens/Esposito-Noy) **MOTION PASSED UNANIMOUSLY.**

**VII. Adjournment**

The meeting was adjourned at 9:34 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

**MINUTES  
BUDGET COMMITTEE MEETING  
September 8, 2021**

**I. Welcoming/Convening**

Board Chair, Fadi Halabi, called the meeting to order at 9:02 a.m. Quorum was established.

**Members Present:** Fadi Halabi Tim Healer Dr. Celia Esposito-Noy, Nancy Nelson

**Members Absent:** Mario Giuliani (Chair)

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

**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. Closed Session**

At 9:03 a.m., Mr. Halabi closed the public meeting and adjourned into a closed session.

**A. Pursuant to §54957.6(a) Discussion Regarding Employee Matters**

**V. Reconvene Open Session**

At 9:07 a.m., the public meeting was reconvened. The following report was given:

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

Mr. Halabi announced there was no action was taken during closed session.

**VI. Action Items**

**A. Review and Approval of the First Modification to the Program Year 2021-2022 Budget**

Ms. Henry gave a detailed overview of agenda item **V.B. Review and Approval of the Proposed Preliminary Budget for Program Year (PY) 2021-22 for Recommendation to the Full Board**, which was included as part of the agenda package and incorporated herein, noting in May, a preliminary budget provides an overview of anticipated allocations and carryover.

**MOTION #1**

**A motion was made and seconded to approve the first modification to the Program Year 2021-2022 budget.**

**(Esposito-Noy/Healer) MOTION PASSED UNANIMOUSLY.**

**VII. Adjournment**

The meeting was adjourned at 9:54 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**

<b>SUBJECT:</b> Review and Approval of the Second Modification to the Fiscal Year 2021-22 Budget	<b>MEETING DATE</b> March 7, 2022	<b>AGENDA ITEM</b> VI.B
<b>FROM:</b> Heather Henry President/Executive Director	<b>ACTION REQUIRED</b> YES ✓ NO	<b>ATTACHMENTS</b> A

**RECOMMENDATION:**

Attached is the second modification to the budget for the Fiscal Year 2021-22 presented to the Workforce Development Board (WDB) of Solano County Budget Committee at their March 7, 2022 meeting for review and recommendation to the full Board at their March 18, 2022 meeting.

**SUMMARY:**

This budget modification accounts for midyear budgetary changes for Program Year (PY) 2021-22. It includes additional revenue and expenditure streams. We are still in the midst of the ever-changing COVID-19 funding environment; however, four of our non-COVID-19 grants will have ended by March 31, 2022. This budget modification for FY 2021-22 of \$6,325,852 represents an overall increase in projected funding streams for the WDB of \$83,445 or 1.3%.

Four discretionary grant programs will end March 31, 2022. These grants are not anticipated to be fully expended due to COVID-19 closures and job seeker hesitancy over the past two (2) years.

Attachments include:

- Attachment A: FY2021-22 Budget Modification #2

**DISCUSSION:**

FY2021-22 funding has been increased overall due to discretionary grants supporting the Small Business Development Center (SBDC). WIOA funding continues to be the core funding for the WDB, making up 56.6% of the overall budget.

A continuing budget challenge is to support WIOA planning and development tasks, as well as the demand for services the job seekers and businesses, with diminishing WIOA allocations. In addition, many of the WDB's discretionary grant programs will end in March 2022.

To ensure sustainability of key operational and personnel costs, as well as to provide services needed to aid the community in recovering from COVID-19, the WDB will need to maximize funding in the following ways during the 2021-22 program year:

- Increase available funding and continue to diversify funding streams:



- The FY2021-22 Budget Modification includes three new funding streams secured since September 2021 totaling \$592,785.83. Of these new funding streams, \$83,448 is anticipated to be spend in FY2021-22.
- Continue to apply for new grant opportunities as appropriate
- Develop other revenue sources, such as the Ticket to Work program under the Social Security Administration.
- Reduce costs where available and stretch existing funding through organizational efficiencies:
  - The FY2021-22 Budget Modification continues the reduction of the WIOA Out-of-School Youth contract and the One-Stop Operator contract to match reduced revenue.
  - The Modification continues the reduction of WIOA Adult and Dislocated Worker training expenditures below the 30% training requirement. Currently, the fiscal year's vocational training dollars have been fully obligated.
  - Continue to find ways to reduce costs and stretch funding in order to develop a more sustainable WIOA expenditure plan in coming years.

## **Revenue**

### **Unknowns:**

The following unknowns may have an impact on revenue for FY2021-22:

- There will be opportunities to apply for workforce and COVID-19 recovery funding over the course of the fiscal year that could increase WDB revenue. The WDB currently has applied for \$2,736,999 in grant funding that is pending decision.
  - \$1,000,000 from the California Employment Training Panel to support English language learners and immigrants in small business and entrepreneurship support
  - \$173,499 from the California Office of Small Business Advocate to administer a microenterprise small business grant program for Napa County
  - The WDB is continuing American Rescue Plan Act (ARPA) investment conversations with the County of Solano with an initial urgent request of \$800,000 for immediate employment and training needs
  - \$250,000 from the California Workforce Development Board to launch a Certified Nursing Assistant (CNA) upskilling program
  - \$13,500 from Kaiser Permanente to implement a Career Coach software platform
  - \$500,000 from the City of Vallejo to implement ARPA-funded Restaurant Resiliency expansion and launch a Round 2 of COVID-19 small business relief grants

### **Changes from Preliminary Budget to First Modification:**

*This discussion focuses on changes that are +/-10% or more*

Discretionary Grant changes:

- Restaurant Resiliency – Kaiser. The WDB/SBDC received \$20,000 in February 2022 from the Kaiser Permanente Foundation to continue the Restaurant Resiliency program in Vallejo and Fairfield.
- Restaurant Resiliency – FSUSD. The WDB/SBDC received \$21,000 in January 2022 from the Fairfield-Suisun Unified School District (FSUSD) to continue the Restaurant Resiliency program in Fairfield-Suisun.

- Microenterprise Small Business Grants - Solano. The WDB received \$552,786 in February 2022 from the County of Solano as a pass-through for the California Office of Small Business Advocate to administer small business grants to microenterprises on behalf of the County of Solano.

## **Expenditures**

### **Unknowns:**

The following unknowns may have an impact on expenditure rates for FY2021-22:

- Rate of enrollments in programs, given the current COVID-19 environment, remain unknown.

### **Changes from Preliminary Budget to First Modification:**

*This discussion focuses on changes that are +/-10% or more*

Direct Program Costs changes:

- Business Services/Outreach costs were increased in the Second Modification due to planned outreach for new SBDC programs.
- Direct Program Contracts costs were increased in the Second Modification due to the new funding streams. Costs will include outreach program costs and small business grants.

Personnel cost includes salaries and benefits/payroll taxes. The Second Modification includes a slight increase due to new funding streams.

### **Budget Modifications:**

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

- The preliminary budget includes estimates of WIOA allocations and funds that may be carried over from the prior year.
- This First Modification includes final WIOA allocations, replacement of estimated funds carried over from the prior year with the actual amounts, recalculated line-item expenditure amounts to replace estimates, new funding streams if applicable, and any changes in service delivery strategies; and
- Any subsequent modifications will be the result of changes in available grant funding, program design, and/or cost of goods and services.

*Note:* The WDB's budget responsibility to the County has already been satisfied by the submission of a budget and mid-year budget for program year 2021-22. The County budget cycle is timed differently than the WDB cycle and allows for changes to be made to the County budget through supplemental budgets and the mid-year budget modification process.

### **REPORT PREPARED BY:**

Mike Al-Ahmad, Fiscal Director. Please contact Mike at 707-863-3514 or [malahmad@solanowdb.org](mailto:malahmad@solanowdb.org) if you have any questions regarding the information outlined in this report.




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Heather Henry, President/Executive Director

Workforce Development Board of Solano County  
**PROPOSED BUDGET FIRST MODIFICATION**  
*Program Year of JULY 2021 - JUNE 2022*

GRANT FUNDING	BUDGET 2021/22		BUDGET Revenue 2021/22 by Category				Proposed BUDGET #2 2021/22	% Share of Budget	DIFFERENCE Increase or (Decrease)	% Change
	Approved 09/21	% Share of Budget	WIOA	TANF	SBDC	Discr.				
WIOA Formula Allocations:										
Adult	\$ 961,231	15.4%	\$ 961,231				\$ 961,231	15.2%	\$0	0%
Dislocated Workers	\$ 1,038,929	16.6%	\$1,038,929				\$ 1,038,929	16.4%	\$0	0%
Youth	\$ 1,049,906	16.8%	\$1,049,906				\$ 1,049,906	16.6%	\$0	0%
Administration	\$ 301,732	4.8%	\$ 301,732				\$ 301,732	4.8%	\$0	0%
Rapid Response	\$ 116,402	1.9%	\$ 116,402				\$ 116,402	1.8%	\$0	0%
Rapid Response - Layoff Aversion	\$ 49,802	0.8%	\$ 49,802				\$ 49,802	0.8%	\$0	0%
SUB-TOTAL ALLOCATED WIOA:	\$3,518,002	56.4%	\$3,518,002	\$ -	\$ -	\$ -	\$ 3,518,002	55.6%	\$0	0%
		0.0%						0.0%		
TANF Success Track Subsidized Employment	\$ 726,639	11.6%		\$726,639			\$ 726,639	11.5%	\$0	0%
TANF Pathway to Employment	\$ 250,000	4.0%		\$250,000			\$ 250,000	4.0%	\$0	0%
Solano Small Business Development Center (SBDC)	\$ 412,809	6.6%			\$ 412,809		\$ 412,809	6.5%	\$0	0%
SUB-TOTAL CONTRACTS:	\$1,389,448	22.3%	\$ -	\$976,639	\$ 412,809	\$ -	\$ 1,389,448	22.0%	\$0	0%
		0.0%						0.0%		
Discretionary Grants:										
		0.0%						0.0%		
SBDC CARES Act	\$ 34,441	0.6%			\$ 34,441		\$ 34,441	0.5%	\$0	0%
City of Vacaville Shop Local Program	\$ 21,000	0.3%			\$ 21,000		\$ 21,000	0.3%	\$0	0%
City of Vacaville Manufacturing Retention Program	\$ 23,000	0.4%			\$ 23,000		\$ 23,000	0.4%	\$0	0%
Regional: Plan Implementation (RPI 3.0) - Training	\$ 134,473	2.2%				\$ 134,473	\$ 134,473	2.1%	\$0	0%
Regional: Plan Implementation (RPI 4.0) - COVID	\$ 73,816	1.2%				\$ 73,816	\$ 73,816	1.2%	\$0	0%
Regional: Prison to Employment	\$ 101,433	1.6%				\$ 101,433	\$ 101,433	1.6%	\$0	0%
CA Workforce Board AB1111	\$ 222,619	3.6%				\$ 222,619	\$ 222,619	3.5%	\$0	0%
EDD Disability Employment Accelerator (DEA VI)	\$ 145,968	2.3%			\$ 145,968		\$ 145,968	2.3%	\$0	0%
EDD Veterans Employment-Related Assistance (VEAP)	\$ 347,522	5.6%			\$ 347,522		\$ 347,522	5.5%	\$0	0%
EDD National Dislocated Worker Grant - COVID ER	\$ 110,652	1.8%			\$ 110,652		\$ 110,652	1.7%	\$0	0%
Wells Fargo Bank COVID-19 Business Assistance	\$ 9,700	0.2%			\$ 9,700		\$ 9,700	0.2%	\$0	0%
Wells Fargo Bank - Restaurant Resiliency	\$ 90,475	1.4%			\$ 90,475		\$ 90,475	1.4%	\$0	0%
Solano Community Foundation - COVID Basic Needs	\$ 19,858	0.3%				\$ 19,858	\$ 19,858	0.3%	\$0	0%
Kaiser Restaurant Resiliency	\$ -	0.0%				\$ 14,750	\$ 14,750	0.2%	\$14,750	
FSUSD Restaurant Resiliency	\$ -	0.0%				\$ 15,881	\$ 15,881	0.3%	\$15,881	
Microenterprise Small Business Grants - Solano	\$ -	0.0%				\$ 52,814	\$ 52,814	0.8%	\$52,814	
SUB-TOTAL DISCRETIONARY:	\$1,334,957	21.4%	\$ -	\$ -	\$ 178,616	#####	\$ 1,418,402	22.4%	\$83,445	6%
TOTAL	\$6,242,407	100.0%	\$3,518,002	\$976,639	\$ 591,425	#####	\$ 6,325,852	100.0%	\$83,445	1%
LINE-ITEM BUDGET EXPENDITURES	BUDGET	% Share of Budget	BUDGET Expenditures by Category				Proposed BUDGET #1 2021/22	% Share of Budget	DIFFERENCE Increase or (Decrease)	% Change
			WIOA	TANF	SBDC	Disc.				
Direct Program Costs:										
Training: Occupational Training	\$ 436,918	7.0%	\$ 170,000	\$ -	\$ -	\$ 266,918	\$ 436,918	6.9%	0	0%
Employer Based Training	\$ 232,500	3.7%	\$ 50,000	\$ 99,750	\$ -	\$ 82,750	\$ 232,500	3.7%	0	0%
Non-Training Related Supportive Services	\$ 98,431	1.6%	\$ 28,500	\$ -	\$ -	\$ 69,931	\$ 98,434	1.6%	3	0%
Youth: Apprenticeships / Work-Based Learning	\$ 22,000	0.4%	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000	0.3%	0	0%
Occupational Training	\$ 30,000	0.5%	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	0.5%	0	0%
Contracted Services	\$ 265,000	4.2%	\$ 265,000	\$ -	\$ -	\$ -	\$ 265,000	4.2%	0	0%
Workforce System: AJCC / Outreach	\$ 17,100	0.3%	\$ 16,000	\$ -	\$ -	\$ 1,100	\$ 17,100	0.3%	0	0%
Program Services and Supplies	\$ 64,338	1.0%	\$ 29,100	\$ 3,550	\$ 4,439	\$ 27,249	\$ 64,338	1.0%	0	0%
Business Services / Outreach	\$ 35,734	0.6%	\$ 13,821	\$ -	\$ 21,913	\$ 3,000	\$ 38,734	0.6%	3,000	8%
SBDC Advising and Training	\$ 156,271	2.5%	\$ -	\$ -	\$ 156,271	\$ -	\$ 156,271	2.5%	0	0%
Direct Program Contracts	\$ 316,962	5.1%	\$ 37,500	\$ -	\$ 78,500	\$ 233,384	\$ 349,384	5.5%	32,422	10%
SUB-TOTAL DIRECT PROGRAM COSTS:	\$ 1,675,254	26.8%	\$ 661,921	\$103,300	\$ 261,123	\$ 684,332	\$ 1,710,679	27.0%	\$35,425	2%
		0.0%						0.0%		
Contracted Services: Regional (NBEC)	\$ 99,963	1.6%	\$ -	\$ -	\$ -	\$ 99,963	\$ 99,963	1.6%	0	0%
Personnel: Salaries + Benefits/Taxes	\$ 3,667,098	58.7%	\$2,314,332	\$678,222	\$ 302,764	\$ 419,803	\$ 3,715,121	58.7%	48,023	1%
		0.0%						0.0%		
Operating Costs:										
Professional Development	\$ 26,173	0.4%	\$ 13,418	\$ 4,000	\$ 3,000	\$ 5,755	\$ 26,173	0.4%	0	0%
Employee Mileage	\$ 37,236	0.6%	\$ 12,300	\$ 5,304	\$ 6,064	\$ 13,568	\$ 37,236	0.6%	0	0%
Facilities	\$ 479,810	7.7%	\$ 347,649	\$120,006	\$ 5,847	\$ 6,309	\$ 479,810	7.6%	0	0%
Communications & Network Infrastructure	\$ 123,174	2.0%	\$ 79,962	\$ 37,668	\$ 1,920	\$ 3,625	\$ 123,174	1.9%	0	0%
Business Expenses	\$ 133,696	2.1%	\$ 88,420	\$ 28,139	\$ 10,707	\$ 6,430	\$ 133,696	2.1%	0	0%
SUB-TOTAL OPERATING COSTS:	\$ 800,089	12.8%	\$ 541,749	\$195,117	\$ 27,538	\$ 35,687	\$ 800,089	12.6%	0	0%
TOTAL	\$ 6,242,407	100.0%	\$3,518,002	\$976,639	\$ 591,425	#####	\$ 6,325,852	100.0%	83,448	1%