



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, May 9, 2019

8:30 a.m. - 9:30 a.m.

Executive Committee Meeting will begin immediately following a special session of the full Workforce Development Board that will begin at 8:00 a.m. and end at approximately 8:30 a.m.

**United Food and Commercial Workers, Local 770 (UFCW)
816 Camarillo Springs Road (Meeting Room), Camarillo**

AGENDA

- | | | |
|-----------|--|----------------|
| 8:30 a.m. | 1.0 Call to Order and Agenda Review | Gregory Liu |
| 8:32 a.m. | 2.0 Public Comments
<i>Procedure: The public is welcome to comment. All comments not related to items on the agenda may be made at the beginning of the meeting only.</i> | Gregory Liu |
| 8:35 a.m. | 3.0 WDB Chair Comments | Gregory Liu |
| 8:40 a.m. | 4.0 Consent Items
4.1 Approve Executive Committee Minutes: April 11, 2019
4.2 Receive and File: WDB Committees Meetings Updates | Gregory Liu |
| 8:45 a.m. | 5.0 Financial Report and Committee Discussion <ul style="list-style-type: none">Financial Status Report: March 2019WIOA 2019/2020 Budget Plan Discussion | Bryan Gonzales |
| 8:55 a.m. | 6.0 Action Item
6.1 Recommendation that the Executive Committee Recommend Workforce Development Board of Ventura County (WDB) Approval of a Workforce Innovation and Opportunity Act (WIOA) Tentative Balanced Budget for Program Year 2019-2020 | Rebecca Evans |
| 9:10 a.m. | 7.0 WIOA Implementation <ul style="list-style-type: none">WDB/WIOA Grants Updates<u>Update: WDB State Requirements</u> <p>Due June 30, 2019 (CLEO Signature Required)</p> <p>✓ AJCC One Stop Operator Selection</p> | Rebecca Evans |

- ✓ Career Services Provider
- ✓ AJCC Partnership MOU (Comprehensive, Affiliate)
- ✓ WDB Regional and Local Plans PY 2017-21 – Two Year Modification

9:15 a.m. **8.0 WDB Administration Updates** Rebecca Evans

- Past Executive Committee Reports & Current Committees Reports to the Board
- Proposed Workforce Development and Executive Committee Meetings Schedule for Program Year 2019-2020 (*Meeting dates for Executive Committee & WDB will be presented as a Consent Item for the June 6, 2019 WDB Meeting*)
- WDB Finance and Development Committee
- WDB Administration Manager Position
- WDB Membership
- On the Calendar

Rebecca Evans
Patty Schulz

May 15-17, 2019
WORKCON 2019
California Workforce Association
Orange County CA

June 6, 2019
WDB Annual Meeting (Election of Officers)
Ventura County Office of Education
5100 Adolfo Road, Salon C, Camarillo CA

September 3-5, 2019
Meeting of the Minds in Monterey Conference
California Workforce Association
Monterey CA

9:25 a.m. **9.0 Committee Member Comments** Committee Members

9:30 a.m. **10.0 Adjournment** Gregory Liu

Next Meeting
June 20, 2019 (8:00 a.m.-9:30 a.m.)
United Food and Commercial Workers, Local 770
816 Camarillo Springs Road, Camarillo, CA

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the Workforce Development Board of Ventura County staff at (805) 477-5306 at least five days prior to the meeting. TTY line: 1-800-735-2922.

For information about the Workforce Development Board of Ventura County, go to www.workforceventuracounty.org



WDB Executive Committee Meeting

Thursday, April 11, 2019

8:00 a.m. - 9:30 a.m.

United Food and Commercial Workers, Local 770 (UFCW)
816 Camarillo Springs Road (Meeting Room/Suite A), Camarillo

MINUTES

Meeting Attendees

Executive Committee

Gregory Liu (WDB Chair)
Tracy Perez (WDB Vice Chair)
Vic Anselmo
Greg Barnes
Anthony Mireles
Alex Rivera
Patty Schulz
Tony Skinner

WDB Administration

Talia Barrera
Rebecca Evans
Tracy Johnson
Patrick Newburn
Ma. Odezza Robite

Guests

Bryan Gonzales (HSA Fiscal)
Heidi Hayes (theAgency)
Melissa Livingston (HSA Chief Deputy
Director)
Christopher Vega (HSA Fiscal)

1.0 Call to Order and Agenda Review

Gregory Liu called the meeting to order at 8:05 a.m. No changes were made to the agenda.

2.0 Public Comments

No public comments.

3.0 WDB Chair Comments

Gregory Liu welcomed and thanked the attendees for coming to the meeting.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: March 14, 2019

4.2 Receive and File: WDB Committees Meetings Updates/Reports

Motion to approve the Consent Items: Alex Rivera

Second: Greg Barnes

Motion carried.

5.0 Financial Report and Committee Discussion

Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2018-2019.

Chief Financial Officer Bryan Gonzales, from HSA Fiscal, presented the Financial Status Report (FSR) for Fiscal Year 2018-2019, reflecting year-to-date expenditures from July 1, 2018 through February 28, 2019 (67% into the Fiscal Year).

2018-2019 WIOA Budget Plan Expenditures

The Committee reviewed and discussed the Financial Status Report (FSR) for Fiscal Year 2018-2019, reflecting year-to-date expenditures from July 1, 2018 through February 28, 2019.

The status of expenditures at 67% into the fiscal year was:

<u>WIOA Core Funds</u>	<u>2018-2019 Plan</u>	<u>YTD Expended</u>	<u>% Expended vs. Plan</u>
Dislocated Worker	2,174,729	1,357,196	62%
Adult	1,879,903	1,250,672	67%
Youth	1,699,26	1,046,534	62%
Rapid Response	287,106	235,111	82%
 <u>WIOA Non-Core Funds</u>			
High Performing Board	54,838	54,838	100%
CWDB Regional Capacity Bldg.	186,778	127,734	68%
Regional Organizer	13,718	8,110	59%
Workforce Accelerator 6.0	235,910	91,216	39%
Regional Plan Implementation	257,647	127,424	49%
Prison to Employment	47,500	30,688	65%

High Performing Board: Pursuant to California Unemployment Insurance Code (CUIC) Section 14200(c), the California Workforce Development Board (State Board) has established standards for certification of high-performing Local Workforce Development Boards (Local Board). CUIC Section 14200(d) requires a portion of the Governor's discretionary fund to be made available for the purpose of providing incentives to high-performing Local Boards. Term 12/1/2016 – 12/31/2018.

CWDB Regional Capacity Building/ Regional Training Coordinator: Focuses on the professional development of staff and partners in the One-Stop System. Plan and implement regional and statewide trainings identified in the Statewide Training Plan. Implement a skill gap analysis for workforce professionals, identifying training priorities and developing ongoing training and capacity-building initiatives. Multiple program year grant term 3/1/2017 – 3/31/2019.

Regional Organizer: Funds to augment our continuing support for regional organizing and regional plan implementation. The WDBVC will support efforts for program alignment across core programs and will all mandatory partners. Regional Organizing activities in Ventura County will help facilitate the importance of fostering demand-driven skills attainment; enabling upward mobility for all; and aligning, coordinating and integrating workforce development programs. Multiple program year grant term 3/1/2017 – 3/31/2019.

Workforce Accelerator 6.0: STEPS Connection does not enroll participants, however; it seeks to strengthen partnerships to create an integrated and responsive "One-Stop" support services system; develop tools/resources to strengthen participation and employment outcomes; conduct a support service gap analysis; and develop a "best practice" guide. Program year grant term 2/1/2018 – 7/31/2019.

Regional Plan Implementation: Assists with WDBVC support leadership structures, improve staff capacity and training, strengthen sector initiatives, more fully integrate career services offered by

AJCC partners, and help to build sustainable investments. Subcontracts awarded the Agency and to EDC-VC. Program year grant term 1/1/2018 – 6/30/2019.

Prison to Employment Initiative (P2E): Planning Grant Round 1 awarded \$47,500; Direct Services Grant Round 2 (implementation of plan) to be submitted on 2/15/19. Ventura Regional Plan to provide employment and supportive services to formerly incarcerated and justice-involved individuals. Emphasis on regional coalition with employers, labor, CBO's, CDCR, Sheriff, and local agencies. Governor Brown and State legislature funded \$37 million over three-year grant term 10/1/2018 – 3/31/2020.

WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of July 1, 2018 to February 28, 2019 indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (67% into the Fiscal year) and against WIOA core grants across the overlapping federal two-year grant cycles.

	Core Grant <u>FY 16-18</u> (Due 10/1/18)	Core Grant <u>FY 17-19</u> (Due 10/1/19)	Core Grant <u>FY 18-20</u> (Due 10/1/20)
Total Adult and Dislocated Worker Formula Fund Allocations	4,014,468	3,728,337	3,654,508
Training Expenditure Requirement	1,204,340	1,118,501	1,096,352
	30%	30%	30%
Formula Fund Training Expenditures	810,112	701,097	510,786
Leveraged Resources			
• Total Leveraged Resources Used Toward Training Expenditures	460,403	380,348	141,793
• Maximum Allowed Leveraged Resources (10%)	401,447	372,834	365,451
Total Leveraged Resources Used Toward Training Expenditures	401,447	372,834	141,793
• Total Amount Spent on Training	1,211,559	1,118,501	608,009
• % of Training Requirement Met (Final goal = 100%)	101%	100%	55%

Bryan Gonzales presented the financial report summary highlights as shown:

2018-2019 WIOA Budget Plan Expenditures

1. FY 2018-19 Financial Status Report – 7/1/18-1/31/19
 - a. Report Period 7/1/18-2/28/19
 - b. 58% through the fiscal year
 - c. Summary Chart – provides a visual view of magnitude of grants and expenditures to date
 - d. Actual to Plan
 - i. Core Grants
 1. Total expenditures are in line in most Core Grants.
 2. Rapid Response Other Operating costs are at 76% of Plan amounts.

- a. Smaller proportional size of this grant compared to the other core grants can result in significant % swings.
- i. Other Grants
 - 1. Smaller size of the grants can result in significant % swings overall.
 - 2. Grants have varying contract ending dates.
 - a. Special attention needs to be paid to these ending dates when evaluating grant to date spend percentages.
 - 3. High Performing Boards (WDB-1080)
 - a. Grant performance period ended 12/31/18. 100% of available funds were spent during contract period.
 - 4. Regional Capacity Building (AFS-1087; 1090)
 - a. Salaries and Benefits are now at 80%. This amount contains adjustments from prior fiscal year.
 - b. Direct Program costs remain at 27%.
 - i. Current YTD amount includes \$3.5K of expenditures on VOS Greeter Project.
 - ii. Training totaling approximately \$24K that will be paid in March 2019 will increase these costs.
 - 5. Regional Organizer (WDB-1089)
 - a. Continuing to work with Program to monitor spend, especially with Salaries and Benefits.
 - i. Program prepared a budget modification to move funds from Contractual Services to Salaries to fully utilize grant funds which was approved by the State.
 - 6. Workforce Accelerator 6.0 (AFS-1117)
 - a. Overall actual to plan total amounts is at 39%.
 - b. Salaries and Benefits currently at 53%.
 - i. Working with Programs to monitor spend rate to ensure maximum grant funds utilized.
 - c. Direct Program/WIOA amounts currently is at 9%.
 - i. Contract of approximately \$65K for consultant to provide tools, resources, and facilitation of stakeholder meetings signed and implemented.
 - 1. First task (to develop workplan) invoiced by CWA January 2019.
 - 7. Regional Plan Implementation (WDB-1122)
 - a. Overall spend to Plan percentage is 49%
 - b. Direct Program costs are at 48%.
 - i. Program staff will continue to work with EDC-VC and The Agency to monitor spend to agreement amounts.
- e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
- f. Training Report
 - ii. 17-19 Grants (Due 10/1/19)
 - 1. 100% of training requirement met as of 2/28/19.
 - 2. Have until 6/30/19 to meet this requirement.
 - iii. 18-20 Grants (Due 10/1/20)
 - 1. 55% of training requirement met as of 2/28/19.
 - 2. Have until 6/30/20 to meet this requirement.

2. FY 2018-19 WIOA Budget Plan (Presented at 2/14/19 WDB Executive Meeting: Updated with Separated NDWG 2018 Component Information) – Year to Date Expenditures
- a. Updates to Plan consist of:
 - i. Due to EDD reporting requirements, separate columns for 2018 Mega Wildfires NDWG grant components have been added.
 - 1. Overall grant award remains at \$810K and was awarded 12/26/18 with a contract period of 12/6/18-12/31/20.
 - 2. Temporary Jobs Component \$142,213 budgeted for 7/1/18-6/30/19
 - 3. Workforce Development Component \$0 budgeted for 7/1/18-6/30/19
 - b. Prison to Employment – Contract effective 10/1/18-3/31/20. \$19K in costs were paid as of 1/31/19. An additional \$11K in consultant services were processed in February, which fully expended contracted amount.
 - c. Row 26 Boys and Girls Club: Core Program – Historically, costs have been low at the beginning of the fiscal year and increased as the year progresses. Current fiscal year is following this pattern. Contracts and Grants staff have been in contact with partner and will continue to monitor spending.
 - d. Row 31 ITA/OJT – This fiscal year, low training expenditures will be addressed in part with a shift of \$100,000 from Dislocated Worker to Adult where there is higher demand. Current FY 18/19 training expenditures first applied to line 32, “FY 17/18 ITA/OJT Committed 17/18 Spent in 18-19”, with the balance applied to Line 31, “ITA/OJT (30% required-10% leverage)”.
 - e. Row 36 Contractual Services
 - i. \$24K in Regional Training Coordinator funds to be expended in March 2019.
 - ii. NDWG Component of \$125K estimated to start expending in April 2019.
 - f. Overhead/Administration
 - i. Row 46 Insurance – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - ii. Row 48 Membership and Dues – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - iii. Row 51 Books and Publications – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget.
 - iv. Row 52 Office Equip...<5000 – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - v. Row 53 Mail Center-ISF - Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - vi. Row 55 Copy Machine – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - vii. Row 59 Storage Charges-ISF – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - viii. Row 60 Mileage Reimb.-Staff Only – Over budgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - ix. Row 61 Conferences/Seminars-AFS – Overbudgeted. Will be adjusted for FY 2019-20 Budget. Does not include “grant specific” travel that has been moved to row 40. Will be adjusted for FY 2019-20 Budget.
 - x. Row 62 Conferences and Seminars WDB Staff – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget. Does not include “grant specific” travel that has been moved to row 38. Will be adjusted for FY 2019-20 Budget.

- xi. Row 64 Attorney Fees – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- xii. Row 65 Other Misc. Admin Services – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.

One of the members asked if the grants which have ended have “roll-over.” Brian Gonzales replied that they didn’t roll-over but they were renewed with new grants. One of the members asked if the leveraged resources are vendors. Brian Gonzales replied that there’s money which comes from Pell grants (10%) and then 30% has to be spent on training. One of the members asked where we are on reserves. Brian Gonzales replied that there were lowered reserves in the past and there will be more next year. It was raised to 2 1/2% He informed that there are savings because of the grants which came in.

Rebecca Evans asked the members if they want to continue the same full FSR format packet or focus on “actual to plan” and “training.” One of the members commented that he liked seeing the big picture as shown in the big sheet of the FSR. One of the members commented that he also likes seeing where we are and he always wants to know the expected target whether in percentage or in dollar amounts. Rebecca Evans informed the attendees that we will have a dashboard that will pair expenditure with performance but the target date is to be determined. She also informed the attendees that she and the HSA Fiscal team talked about the budget for next year; they will bring draft next meeting. She also informed the attendees that the recent Training and Employment Guidance Letters (TEGL) at the state level showed a reduction in funding, which means less money in core funding and less money coming in to spend. However, there is no exact amount yet. She also clarified the revenue and informed the attendees that they will adjust the expenditures accordingly and come back with a plan by May.

Melissa Livingston informed the attendees regarding the strategy: that we will step in a different budget structure and the possibility of “rightsizing” the career services staff. She informed the attendees that we balanced the budget by adjusting the reserves. There is a need for the creation of the resource development committee and a longer-term strategy and to be more creative (we may not meet performance if we move people around/ we did reduction of force years ago in WIOA program). Rebecca Evans reminded the attendees that management will inform those staff who will be affected once they have the facts and not just rumors. She agreed with Melissa about the creation of a finance and resource development committee who will work with HSA Fiscal department. She will talk to the chair, Greg Liu, on how to create this committee for the next fiscal year. She added that the Adult and Family Services department and WDB will do a “value stream analysis” with Career Services Team to streamline functions.

6.0 Action Items

6.1 Recommendation that the Executive Committee Recommend to the Workforce Development Board of Ventura County (WDB) Approval of Option Term Two (July 1, 2019 through June 30, 2020) of Contracts dated June 20, 2017 to Provide Comprehensive Workforce Innovation and Opportunity Act (WIOA) Youth Services in the Amounts not to Exceed \$604,000 for the Boys and Girls Club of Greater Oxnard and Port Hueneme, and Amounts not to Exceed \$604,000 for PathPoint

Motion to approve: Tony Skinner
Second: Alex Rivera
Motion carried.

6.2 Recommend that the Workforce Development Board of Ventura County (WDB) Approve the Renewal of a Contract with the Agency to Provide Marketing and Public Relations Services to the WDB from July 1, 2019, through June 30, 2020 in an Amount Not to Exceed \$150,000, in WIOA Core Funds Under RFP #1718.01 Released on August 28, 2018 and Closed on September 25, 2017

One of the members asked if use of social media for outreach is included in the contract. Talia Barrera replied in the affirmative (Facebook, LinkedIn, Twitter) and informed the attendees that videos and podcasts will also be included next year. One of the members asked if Instagram and Snapchat will also be included. A member asked what percentage of the Agency's budget this amount of the contract constitute. Heidi Hayes from the Agency replied that they are a private company and she is not comfortable in providing the answer to the question. What she shared to the committee was that WDB (even when it was still WIB) is a legacy account, which they care about and give importance to.

Motion to approve: Alex Rivera
Second: Greg Barnes
Motion carried.

6.3 Recommendation that the Executive Committee of the Workforce Development Board of Ventura County (WDB) Ratify the Submission of: a Competitive Grant Application by the WDB to the California Employment Development Department (EDD) and the California Workforce Development Board (CWDB) for a English Language Learner (ELL) Co-Enrollment Pilot Program. The proposal is for \$300,000 for a 19 month grant term beginning June 2019 an ending December 2020.

Motion to approve: Anthony Mireles
Second: Vic Anselmo
Motion carried.

6.4 Recommendation that the Workforce Development Board of Ventura County (WDB) Recommend that the Ventura County Board of Supervisors Approve the Submission of the Application for Subsequent Local Area Designation and Local Board Recertification Request for Program Years 2019-2021 for the Local Workforce Development Area, Ventura County, to the California Workforce Development Board

Motion to approve: Anthony Mireles
Second: Tony Skinner
Motion carried.

7.0 WIOA Implementation

Rebecca Evans provided updates on:

- WDB/WIOA Grants Updates
- WDB Regional and Local Plans PY 2017-21 – Two Year Modification: Submitted to CWDB on March 15, 2019
- Update: WDB State Requirements
Due May 1, 2019 (Local Board Chair Signature)
 - ✓ AJCC Certification for Affiliate & Specialized**Due May 31, 2019 (CLEO Signature Required)**
 - ✓ Subsequent Designation and Local Board Recertification

Due June 30, 2019 (CLEO Signature Required)

- ✓ AJCC One Stop Operator Selection
- ✓ Career Services Provider
- ✓ MOU Phase I (Comprehensive and Affiliate)
- ✓ MOU Phase II (Comprehensive and Affiliate)

8.0 WDB Administration

Rebecca Evans provided updates on:

- April 25 WDB Meeting
 - Ad Hoc Nominations Committee for Chair and Vice Chair
 - 2017-2018 Committees Year-End Reviews
 - Proposed Workforce Development Board and Executive Committee Meetings Schedule for Program Year 2019-2020
- WDB Administration Manager Position Update
- Human Center Design for the AJCC Resource Center
- Summer at the County – Interns for WDB Administration

Committee member asked if it was a paid internship. Rebecca Evans responded that it was not a paid internship.

- WDB Membership Update

Patty Schulz provided a quick update on WDB Membership and Greg Liu and Tracy Perez provided updates on the recent NAWB Forum which they attended in Washington, D.C.

- Meeting with Congressman Salud Carbajal at AJCC RiverPark
- National Association of Workforce Board Forum in Washington, D.C.
 - Capitol Hill Meetings

9.0 Committee Member Comments

No comment was made.

10.0 Adjournment

Motion to adjourn at 9:30 a.m.: Alex Rivera

Second: Anthony Mireles

Motion carried

Next Meeting

May 9, 2019 (8:00 a.m.-9:30 a.m.)

United Food and Commercial Workers, Local 770

816 Camarillo Springs Road (Meeting Room), Camarillo



**WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY
EXECUTIVE COMMITTEE**

MAY 9, 2019

COMMITTEE MEETING REPORTS AND UPDATES

<u>Committee</u>	<u>Next Meeting Date</u>	<u>Committee Report Update</u>
• Business Services Committee	May 14, 2019	Committee report from the <u>May 14</u> meeting will be provided at the next Executive Committee meeting.
• Clean/Green Committee	May 17, 2019	Committee report from the <u>May 17</u> meeting will be provided at the next Executive Committee meeting.
• Healthcare Committee	May 3, 2019	Committee report from the <u>May 3</u> meeting will be provided at the next Executive Committee meeting.
• Manufacturing Committee	TBD	Committee report from the <u>April 18</u> meeting will be provided at the next Executive Committee meeting.
• Membership Committee	June 4, 2019	Committee report from the <u>April 16</u> meeting will be provided at the next Executive Committee meeting.
• Outreach Committee	May 15, 2019	Committee report from the <u>May 15</u> meeting will be provided at the next Executive Committee meeting.
• Programs Committee	June 5, 2019	Committee report from the <u>June 5</u> meeting will be provided at the next Executive Committee meeting.

WDB Executive Committee
Finance Report Summary Highlights
May 9, 2019

1. FY 2018-19 Financial Status Report – 7/1/18-3/31/19
 - a. Report Period 7/1/18-3/31/19
 - b. 75% through the fiscal year
 - c. Summary Chart – provides a visual view of magnitude of grants and expenditures to date
 - d. Actual to Plan
 - i. Core Grants
 1. Total expenditures are in line in most Core Grants.
 2. Rapid Response Other Operating costs are at 88% of Plan amounts.
 - a. Smaller proportional size of this grant compared to the other core grants can result in significant % swings.
 - ii. Other Grants
 1. Smaller size of the grants can result in significant % swings overall.
 2. Grants have varying contract ending dates.
 - a. Special attention needs to be paid to these ending dates when evaluating grant to date spend percentages.
 3. High Performing Boards (WDB-1080)
 - a. Grant performance period ended 12/31/18. 100% of available funds were spent during contract period.
 4. Regional Capacity Building (AFS-1087; 1090)
 - a. Contract ended 3/31/19.
 - b. Salaries and Benefits are at 101% of actual versus plan. This amount contains adjustments from prior fiscal year.
 - c. Direct Program costs ended at 116% of actual to plan.
 - i. Current YTD amount includes \$3.5K of expenditures on VOS Greeter Project.
 - d. Despite excess actual to plan spending, contract covered all costs incurred.
 5. Regional Organizer (WDB-1089)
 - a. Contract ended 3/31/19.
 - b. Program spent 89% of actual to planned costs.
 - i. Unused costs pertained to travel and administrative costs not incurred.
 6. Workforce Accelerator 6.0 (AFS-1117)
 - a. Overall actual to plan total amounts is at 49%, which is a 10% increase from last month.
 - i. A no-cost extension has been offered by EDD; Program staff to submit appropriate paperwork
 - b. Salaries and Benefits currently at 60%.
 - i. Working with Program to monitor spend rate to ensure maximum grant funds utilized.
 - c. Direct Program/WIOA amounts currently is at 27%.

WDB Executive Committee
Finance Report Summary Highlights
May 9, 2019

- i. Contract of approximately \$65K for consultant to provide tools, resources, and facilitation of stakeholder meetings signed and implemented.
 - 1. As work is completed by CWA, expenditures will increase.
 - 7. Regional Plan Implementation (WDB-1122)
 - a. Overall spend to Plan percentage is 55%
 - b. Direct Program costs are at 50%.
 - i. Program staff will continue to work with EDC-VC and The Agency to monitor spend to agreement amounts.
 - e. Paid & Accrued – provides the breakout of actual paid and accrued expenditures
 - f. Training Report
 - i. 17-19 Grants (Due 10/1/19)
 - 1. 100% of training requirement met as of 3/31/19.
 - 2. Have until 6/30/19 to meet this requirement.
 - ii. 18-20 Grants (Due 10/1/20)
 - 1. 68% of training requirement met as of 3/31/19.
 - 2. Have until 6/30/20 to meet this requirement.
- 2. FY 2018-19 WIOA Budget Plan (Presented at 2/14/19 WDB Executive Meeting – Year to Date Expenditures
 - a. Updates to Plan consist of:
 - i. No updates for 3/31/19.
 - b. Prison to Employment – Contract effective 10/1/18-3/31/20. \$19K in costs were paid as of 1/31/19. An additional \$11K in consultant services were processed in February, which fully expended consultant’s contracted amount.
 - c. Row 26 Boys and Girls Club: Core Program – Historically, costs have been low at the beginning of the fiscal year and increased as the year progresses. Current fiscal year is following this pattern and expenses are now at 75% which is consistent with expectations. Contracts and Grants will continue to monitor spending.
 - d. Row 31 ITA/OJT – This fiscal year, low training expenditures will be addressed in part with a shift of \$100,000 from Dislocated Worker to Adult where there is higher demand. Current FY 18/19 training expenditures first applied to line 32, “FY 17/18 ITA/OJT Committed 17/18 Spent in 18-19”, with the balance applied to Line 31, “ITA/OJT (30% required-10% leverage)”.
 - e. Row 36 Contractual Services
 - i. NDWG Component of \$125K expected to start spending in April 2019.
 - f. Overhead/Administration
 - i. Row 46 Insurance – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - ii. Row 48 Membership and Dues – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
 - iii. Row 51 Books and Publications – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget.
 - iv. Row 52 Office Equip...<5000 – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.

**WDB Executive Committee
Finance Report Summary Highlights
May 9, 2019**

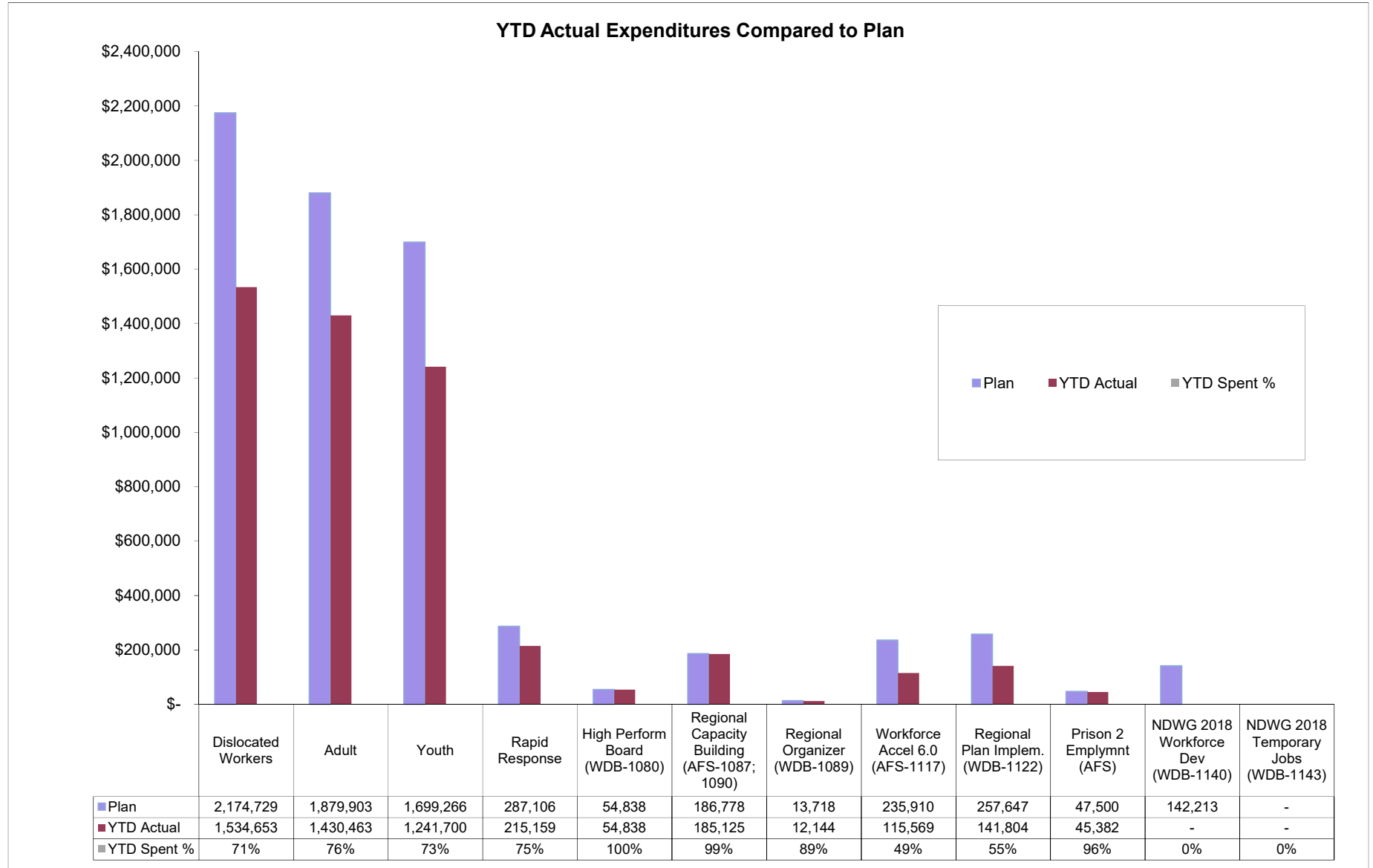
- v. Row 53 Mail Center-ISF - Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- vi. Row 55 Copy Machine – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- vii. Row 59 Storage Charges-ISF – Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- viii. Row 60 Mileage Reimb.-Staff Only – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- ix. Row 61 Conferences/Seminars-AFS – Overbudgeted. Will be adjusted for FY 2019-20 Budget. Does not include “grant specific” travel that has been moved to row 40. Will be adjusted for FY 2019-20 Budget.
- x. Row 62 Conferences and Seminars WDB Staff – Underbudgeted. Budget reduction at beginning of the year should have been increased as grant funding increased. Will be adjusted for FY 2019-20 Budget. Does not include “grant specific” travel that has been moved to row 38. Will be adjusted for FY 2019-20 Budget.
- xi. Row 64 Attorney Fees – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.



FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019
Year to Date Expenditures from 07/01/18 to 3/31/19 (75% into the Fiscal Year)
Submitted on: May 9, 2019

FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019

Year to Date Expenditures from 07/01/18 to 3/31/19 (75% into the Fiscal Year)



FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019

Year to Date Expenditures from 07/01/18 to 3/31/19 (75% into the Fiscal Year)

Name of Grants	Salaries and Benefits			Direct Program/WIOA Special Projects			Other Operating Expenses			Total			
	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan	YTD Actual	%	Plan Balance
Core Grants:													
Dislocated Worker	1,416,993	997,928	70%	503,168	334,640	67%	254,567	202,085	79%	2,174,729	1,534,653	71%	640,076
Adult	1,141,987	843,285	74%	495,428	411,050	83%	242,488	176,128	73%	1,879,903	1,430,463	76%	449,440
Youth	216,956	176,160	81%	1,262,000	927,655	74%	220,310	137,884	63%	1,699,266	1,241,700	73%	457,566
Rapid Response	126,181	88,079	70%	114,000	85,809	75%	46,925	41,271	88%	287,106	215,159	75%	71,948
Other Grants:													
High Perform Board (WDB-1080) (12/1/16-12/31/18)	47,985	53,616	112%	-	-	0%	6,852	1,223	18%	54,838	54,838	100%	0
Regional Capacity Building (AFS-1087; 1090) (3/1/17-3/31/19)	136,645	137,351	101%	27,200	31,626	116%	22,932	16,149	70%	186,778	185,125	99%	1,652
Regional Organizer (WDB-1089) (3/1/17-3/31/19)	9,034	9,027	100%	3,000	1,556	52%	1,684	1,561	93%	13,718	12,144	89%	1,574
Workforce Accel 6.0 (AFS-1117) (2/1/18-7/31/19)	136,645	82,407	60%	70,300	19,020	27%	28,965	14,142	49%	235,910	115,569	49%	120,341
Regional Plan Implem. (WDB- 1122) (1/1/18-6/30/19)	54,514	45,049	83%	171,500	86,144	50%	31,634	10,611	34%	257,647	141,804	55%	115,843
Prison 2 Employment (AFS) (10/1/18-3/31/20)	-	-	0%	47,500	45,382	96%	-	-	0%	47,500	45,382	96%	2,118
NDWG 2018 Temporary Jobs (WDB-1140) (12/6/18-12/31/20)	15,767	-	0%	125,852	-	0%	595	-	0%	142,213	-	0%	142,213
NDWG 2018 Workforce Dev (WDB-1143) (12/6/18-12/31/20)	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total WIOA Grants	\$ 3,302,708	\$ 2,432,902	74%	\$ 2,819,948	\$ 1,942,882	69%	\$ 856,953	\$ 601,054	70%	\$ 6,979,608	\$ 4,976,837	71%	\$ 2,002,771

FINANCIAL STATUS REPORT FOR FISCAL YEAR 2018-2019												
Year to Date Expenditures from 07/01/18 to 3/31/19 (75% into the Fiscal Year)												
	Salaries and Benefits			Direct Program/Client Expenses			Other Operating Expenses			Total		
	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total	Paid	Accrued	YTD Total
CORE GRANTS:												
Dislocated Worker	969,123	28,805	997,928	292,234	42,406	334,640	97,424	104,661	202,085	1,358,781	175,872	1,534,653
Adult	817,598	25,687	843,285	273,924	137,127	411,050	92,718	83,410	176,128	1,184,239	246,224	1,430,463
Youth	170,522	5,638	176,160	695,599	232,056	927,655	72,586	65,298	137,884	938,707	302,993	1,241,700
Rapid Response	83,483	4,596	88,079	67,809	18,000	85,809	21,726	19,545	41,271	173,018	42,141	215,159
OTHERS:												
High Perform Board (WDB-1080)	53,616	-	53,616	-	-	-	1,222	-	1,222	54,838	-	54,838
Regional Capacity Building (AFS-1087; 1090)	137,351	-	137,351	31,626	-	31,626	16,149	-	16,149	185,125	-	185,125
Regional Organizer (WDB-1089)	9,027	-	9,027	1,556	-	1,556	1,561	-	1,561	12,144	-	12,144
Workforce Accel 6.0 (AFS-1117)	80,274	2,134	82,407	19,020	-	19,020	7,490	6,652	14,142	106,783	8,786	115,569
Regional Plan Implem. (WDB-1122)	43,734	1,315	45,049	69,944	16,200	86,144	5,436	5,174	10,611	119,115	22,690	141,804
Prison 2 Employment (AFS)	-	-	-	45,382	-	45,382	-	-	-	45,382	-	45,382
NDWG 2018 Temporary Jobs (WDB-1140)	-	-	-	-	-	-	-	-	-	-	-	-
NDWG 2018 Workforce Dev (WDB-1143)	-	-	-	-	-	-	-	-	-	-	-	-
Total WIOA Grants	\$ 2,364,727	\$ 68,175	\$ 2,432,902	\$ 1,497,094	\$ 445,788	\$ 1,942,882	\$ 316,311	\$ 284,741	\$ 601,053	\$ 4,178,132	\$ 798,705	\$ 4,976,837

WIOA Training Activity Summary (Expended and Leveraged)

(based on annual report "Summary of Leveraged Resources - Attachment 6 - page 35 of WSD12-3)

Year to Date Expenditures from 07/01/18 to 3/31/19 (75% into the Fiscal Year)

Rpt Line #	Program Year Funding and Traing Expenditures	14-16 Grants (Due 10/1/16)	15-17 Grants K698402 (Due 10/1/17)	16-18 Grants K7102079 (Due 10/1/18)	17-19 Grants K8106696 (Due 10/1/19)	18-20 Grants K8106696 (Due 10/1/20)
4)	Adult and Dislocated Worker Formula Fund Allocations	4,092,349	4,133,724	4,014,468	3,728,337	3,654,508
5)	Training Expenditures Required	1,023,087	1,240,117	1,204,340	1,118,501	1,096,352
	Training Expenditures % Required	25%	30%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,128,877	941,344	810,112	701,097	618,325
	Leveraged Resources					
	- Total Leveraged Resources	425,933	348,361	460,403	380,348	167,729
	- Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,447	372,834	365,451
7)	- Total Leveraged Resources Used Towards Training Expenditures	409,235	348,361	401,447	372,834	167,729
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,538,112	1,289,705	1,211,559	1,118,501	741,484
	% of Training Requirement Met (final goal is 100%)	150%	104%	101%	100%	68%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	135,654	150,761	46,245	124,433	43,237
	(b) Programs Authorized by the Workforce Innovation and Opportunity Act	-				
	(c) Trade Adjustment Assistance (EDD)	-				
	(e) Match Fund from Employers, and Industry Associations (OJT 50%)	290,279	197,600	355,201	255,915	246,621
	Total	425,933	348,361	401,447	380,348	289,858
	Legends/Coding for Source/Type of Leveraged Resources: 9a) = Pell Grant 9b) = Programs Authorized by the Workforce Innovation and Opportunity Act (specify) 9c) = Trade Adjustment Assistance 9d) = Dept of Labor National Emergency Grants 9e) = Match funds from employers, industry, and industry associates (specify) 9f) = Match funds from joint labor-management trusts (specify) 9g) = Employment Training Panel grants					

NOTES:

Early in the year, the "% of Training Requirement Met..." shown above may appear to "understate" the degree to which the organization is actually accomplishing its planned training goals (i.e. the organization is likely doing better than it looks here). This is because the training expenditures shown in this report do NOT include costs related to two areas of current year training activities that are in the current year Plan:

- 1) Current year training activities (in current year Plan) that have been paid with prior year grant funds
- 2) Current year training activities (in current year Plan) that have been committed to but not yet paid

FY 2018-19 WIOA BUDGET PLAN (Presented at 2/14/19 WDB Executive Meeting)																	
		Dislocated Worker	Adult	Youth	Rapid Response	High Perform Board (WDB-1080)	Regional Capacity Building (AFS-1087; 1090)	Regional Organizer (WDB-1089)	Workforce Accel 6.0 (AFS-1117)	Regional Plan Implem. (WDB-1122)	Prison 2 Employment (AFS)	NDWG 2018 Temporary Jobs (WDB-1140)	NDWG 2018 Workforce Dev (WDB-1143)	FY 18-19 Plan	Year to Date Expenditures from 7/1/18 to 3/31/19 (75% into the Fiscal Year)	FY 17-18 Actual	
						12/1/16-12/31/18	3/1/17-3/31/19	3/1/17-3/31/19	2/1/18-7/31/19	1/1/18-6/30/19	10/1/18-3/31/20	12/6/18-12/31/20	12/6/18-12/31/20				
Revenue Projection:																	
FY18-19 Grants -2.5%	2,051,956	1,502,552	1,630,835	297,362		54,838	205,000	85,714	250,000	350,000	47,500	333,333	477,071	7,286,161		8,120,805	
FY17-18 Mgmt. Reserve:(3% DW, Adult, Youth)	(51,299)	(37,564)	(40,771)	-	-	-	-	-	-	-	-	(191,120)	(477,071)	(797,825)		(168,412)	
Transfer DW to Adult	(100,000)	100,000	-	-	-	-	-	-	-	-	-	-	-	-		(535,836)	
Grant balance rollover	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-	
Spent in prior years	-	-	-	-	-	-	(14,943)	(70,377)	(7,136)	(86,246)	-	-	-	(178,702)		(751,770)	
Balance rolled over from prior year grants:																	
FY17-18 Mgt Reserve	64,278	49,059	55,075	-	-	-	-	-	-	-	-	-	-	168,412		314,017	
Additional rollover - Salaries Savings/	2,603	122,116	5,881	-	-	-	-	-	-	-	-	-	-	130,600		75,875	
Overhead Saving/(Overage)	-	-	-	-	-	-	-	-	-	-	-	-	-	-		1,198	
FY 17-18 Unspent Direct expense	188,904	117,598	56,044	-	-	-	-	-	-	-	-	-	-	362,546		214,232	
ITA/OJT Committed FY17-18 Spent in FY18-19	19,668	42,428	-	-	-	-	-	-	-	-	-	-	-	62,097		71,524	
Total Available Grants to be Spent	2,176,110	1,896,189	1,707,064	297,362		54,838	190,057	15,337	242,864	263,754	47,500	142,213	-	7,033,289		7,341,631	
Grants %	30.9%	27.0%	24.3%	4.2%	0.8%	2.7%	0.2%	3.5%	3.8%	0.7%	2.0%	0.0%		100.0%			
AFS FTEs Assigned to the programs	11.27	8.79	0.36	0.83	-		1.30		1.30	-	-	0.15	-	24.00		26.00	
% Direct FTES Allocated to Grants	47.0%	36.6%	1.5%	3.5%	0.0%	5.4%	0.0%	0.0%	5.4%	0.0%	0.0%	0.6%	0.0%	100.0%			
% Admin Staff Allocated to Grants	29.8%	28.0%	23.00%	5.00%	6.0%	0.0%	0.0%	1.2%	0.0%	7.0%	0.0%	0.0%	0.0%	100.0%			
Expenditure Projection:																	
Salaries and Benefits:																	
AFSWIOA (24 regular filled + 0.7 fixed term + 2,522,683	1,184,610	923,933	37,840	87,243	-		136,645	-	136,645	-	-	15,767	-	2,522,683	1,868,894	74%	2,439,988
WDB Admin (6 filled +.75 be filled+buydown) 778,765	232,383	218,054	179,116	38,938	47,985	-		9,034	-	54,514	-	-	-	780,025	564,008	72%	830,764
Salaries Reduction														-		-	
Subtotal Salaries and Benefits	1,416,993	1,141,987	216,956	126,181	47,985		136,645	9,034	136,645	54,514	-	15,767	-	3,302,708	2,432,902	74%	3,270,752
Direct Expenses:																	
Grant Specific Contracts																	
EDC-VC Business Services	-	-	-	95,000	-	-	-	-	-	100,000	-	-	-	195,000	128,873	66%	85,374
Boys and Girls Club: Core Program	-	-	604,000	-	-	-	-	-	-	-	-	-	-	604,000	450,181	75%	574,662
PathPoint: Core Program	-	-	604,000	-	-	-	-	-	-	-	-	-	-	604,000	418,463	69%	569,302
AFS-CalWORKs Activities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	39,969
Subtotal - Contracted Program Expense	-	-	1,208,000	95,000	-	-	-	-	-	100,000	-	-	-	1,403,000	997,517	71%	1,269,308
Client Expenses:																	
ITA / OJT (30% required - 10% leverage)	390,000	375,000	-	-	-	-	-	-	-	-	-	-	-	765,000	556,772	73%	629,969
ITA / OJT Committed 17-18 Spent in 18-19	19,668	42,428	-	-	-	-	-	-	-	-	-	-	-	62,096	62,096	100%	71,524
Others/Childcare/Trans - JTA	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	40,000	11,613	29%	32,187
Subtotal - Client Expense	429,668	437,428	-	-	-	-	-	-	-	-	-	-	-	867,096	630,482	73%	733,680
Other Allocated/Contracted Expenses																	
Contractual Services 166,500	-	-	-	-	-	-	24,000	-	65,000	24,500	47,500	125,852	-	286,852	106,484	37%	-
Outreach - theAgency 185,000	52,500	40,500	45,000	12,000	-	-	-	-	-	35,000	-	-	-	185,000	175,098	95%	214,957
Outreach/Conference -WDB (\$12K 47,000	12,000	12,000	7,000	4,000	-	-	-	-	-	12,000	-	-	-	47,000	23,774	51%	40,213
WDB Expense - Non Staff 8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	-	8,000	7,042	88%	10,806
Outreach/Meeting/Conf-AFS 20,000	5,000	3,500	-	3,000	-	3,200	3,000	5,300	-	-	-	-	-	23,000	2,485	11%	-
Subtotal - other allocated expense 426,500	73,500	58,000	54,000	19,000	-	27,200	3,000	70,300	71,500	47,500	125,852	-	-	549,852	314,883	57%	307,226
Subtotal- Program/Clients Expenses	503,168	495,428	1,262,000	114,000	-	27,200	3,000	70,300	70,300	171,500	47,500	125,852	-	2,819,948	1,942,882	69%	2,310,214
Total Direct Program Expense	1,920,161	1,637,415	1,478,956	240,181	47,985	163,845	12,034	206,945	226,014	47,500	141,619	-	-	6,122,656	4,375,784	71%	5,580,966
Overhead/Administration:														100.0000%			
Communication/Voice/data 75,000	22,279	21,222	19,281	4,107	600	2,007	147	2,535	2,769	-	-	52	-	75,000	51,284	68%	72,428
Insurance 14,043	4,172	3,974	3,610	769	112	376	28	475	518	-	-	10	-	14,043	12,715	91%	14,122
Facilities Maint. 95,090	28,247	26,907	24,446	5,207	761	2,545	187	3,214	3,510	-	-	66	-	95,090	64,866	68%	118,793
Membership and dues 12,350	3,669	3,495	3,175	676	99	330	24	417	456	-	-	9	-	12,350	11,282	91%	13,213
Education allowance (consolidated v 0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Indirect cost recovery(County A87) 98,670	29,311	27,920	25,367	5,403	789	2,640	194	3,335	3,642	-	-	68	-	98,670	74,029	75%	96,026
Books and Publication 2,000	594	566	514	110	16	54	4	68	74	-	-	1	-	2,000	14,825	741%	2,414
Office Equip./Supp. & Furniture/Fixtures 20,000	5,941	5,659	5,142	1,095	160	535	39	676	738	-	-	14	-	20,000	5,421	27%	24,934
Mail Center - ISF 6,000	1,782	1,698	1,543	329	48	161	12	203	221	-	-	4	-	6,000	5,813	97%	7,643
Purchase Charges - ISF 3,800	1,129	1,075	977	208	30	102	7	128	140	-	-	3	-	3,800	3,050	80%	3,906
Copy Machine - ISF 9,000	2,674	2,547	2,314	493	72	241	18	304	332	-	-	6	-	9,000	5,487	61%	8,993
Information Tech - ISF 10,000	2,971	2,830	2,571	548	80	268	20	338	369	-	-	7	-	10,000	6,198	62%	8,133
Computer Services Non ISF 2,000	594	566	514	110	16	54	4	68	74	-	-	1	-	2,000	1,333	67%	1,959
Building Lease/Rental 95,000	28,220	26,882	24,423	5,202	760	2,542	187	3,211	3,507	-	-	66	-	95,000	74,761	79%	120,493
Storage Charges - ISF 5,000	1,485	1,415	1,285	274	40	134	10	169	185	-	-	3	-	5,000	5,695	114%	8,661
Mileage Reimb. - Staffs only 26,000	7,723	7,357	6,684	1,424	208	696	51	879	960	-	-	18	-	26,000	16,560	64%	26,150
Conference/Seminars - AFS Staffs 8,000	2,376	2,264	2,057	438	64	214	16	270	295	-	-	6	-	8,000	2,650	33%	15,469
Conference and Seminars - WDB S 10,000	2,971	2,830	2,571	548	80	268	20	338	369	-	-	7	-	10,000	17,553	176%	14,371
Fiscal/HR/BTD/ET (HSA) 350,000	103,974	99,038	89,980	19,165	2,796	9,366	688	11,830	12,920	-	-	243	-	350,000	222,732	64%	336,136
Attorney Fees 10,000	2,971	2,830	2,571	548	80	268	20	338	369	-	-	7	-	10,000	1,487	15%	5,789
Other misc. Admin Services 5,000	1,485	1,415	1,285	274	40	134	10	169	185	-	-	3	-	5,000	3,312	66%	5,620
Subtotal Overhead 856,953	254,567	242,488	220,310	46,925	6,852	22,932	1,684	28,965	31,634	-							

Actual Spend Through 3/31/19	1,534,653	1,430,463	1,241,700	215,159	54,838	185,125	12,144	115,569	141,804	45,382	-	-	
% of Actual to Budget (75% Through the Fiscal Year	71%	76%	73%	75%	100%	99%	89%	49%	55%	96%	0%	0%	
Unspent Through 3/31/19	641,457	465,727	465,364	82,203	0	4,932	3,193	127,295	121,950	2,118	142,213	-	

Plan Updates	
1	2/4/19 - Updated High Performance Board planned expenditures from \$53,402 to acutal grant amount of \$54,838
2	2/28/19 - Updated with NDWG information; modified Core Grant FTE's to reflect changes made by NDWG
3	3/5/19 - Updated Regional Organizer salaries/benefits information; removed contractual costs of \$5.5K due to grant modification submitted 2/19/19 by P Duffy
4	3/7/19 - Separated NDWG into two separate funding sources



WORKFORCE DEVELOPMENT BOARD

2901 N. Ventura Road, Oxnard, CA 93036

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

**FROM: REBECCA EVANS
EXECUTIVE DIRECTOR, WORKFORCE DEVELOPMENT BOARD**

DATE: MAY 09, 2019

**SUBJECT: RECOMMENDATION THAT THE EXECUTIVE COMMITTEE RECOMMEND
WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) APPROVAL
OF A WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) BALANCED
BUDGET PLAN FOR PROGRAM YEAR 2019-2020**

RECOMMENDATION

Recommend that the Executive Committee recommend that the Workforce Development Board of Ventura County (WDB) Approve of a Workforce Innovation and Opportunity Act (WIOA) Balanced Budget Plan for Program Year 2019-2020.

BACKGROUND

The Workforce Innovation and Opportunity Act (Act) and WDB Bylaws require that the local board develop a budget for the purpose of carrying out the duties and priorities of the local board.

Each Program Year (PY), the WDB reviews and approves a tentative budget, identifying revenues and planned expenditures for the administration of employment and training programs in Ventura County. As necessary information is known (e.g., funding allocations, prior year carry-in funds), the approved tentative balanced budget is updated by the WDB, reflecting current program needs and recommending new programs/services with available uncommitted funds.

DISCUSSION

Considerations for discussion and approval of the plan:

- Information Notice WSIN18-32 from EDD provided WIOA Formula Fund planning allocations for Ventura County for PY 2019-2020 and these allocations reflect a reduction in Dislocated Worker funding of (\$136,029), Adult (\$116,112), and Youth (\$124,806) compared to the PY 2018-2019 for a total estimated planning reduction of (\$376,947) in core funding.
- Projected year-end rollover amounts are less than in prior years. Final actual year-end close will confirm the amount of 2018-2019 rollover in each of the funding categories. The WDB usually makes adjustments to the budget plan following the year-end close (typically around October, depending on the circumstances).

- The WDB could decide to make a mid-year budget plan adjustment, with corresponding changes in authorized expenditures for the remainder of the year (e.g., reduce WIOA programs and services and/or reduce costs for other WDB initiatives).
- Adjustments by the WDB usually are recommended to the WDB by the Executive Committee.

Today's action from the Executive Committee, recommends that the Workforce Development Board (WDB) of Ventura County approve the 2019-2020 Budget Plan at the upcoming June 6, 2019 meeting of the full Workforce Development Board.

If you have questions or need more information, please contact Rebecca Evans, Executive Director of the Workforce Development Board at (805) 477-5306.

FY 2019-20 WIOA BUDGET PLAN - DRAFT (CONFIDENTIAL) SCENARIO 1 (5/6/19)															
		Dislocated Worker	Adult	Youth	Rapid Response	Regional Training Capacity	Regional Planning Implementation	VEAP	Workforce Accel 6.0 (AFS-1117)	ELL	Prison 2 Employment (AFS)	NDWG 2018 Temporary Jobs (WDB-1140)	NDWG 2018 Workforce Dev (WDB-1143)	FY 19-20 Plan	FY 18-19 Plan
Revenue Projection:						4/1/19- 9/30/20	4/1/19- 9/30/20		2/1/18- 7/31/19		10/1/18- 3/31/20	12/6/18- 12/31/20	12/6/18- 12/31/20		
FY19 -20 Grants (Based on FY 19/20 DW, AD, YTH Allocation 4/24/19)	-2.0%	1,915,927	1,386,440	1,506,029	297,362	157,300	185,000	-	250,000	-	47,500	333,333	477,071	6,555,962	7,286,161
FY 19 -20 Mgmt. Reserve:(2.0% DW, Adult, Youth)		(38,319)	(27,729)	(30,121)	-	-	-	-	-	-	-	-	-	(96,169)	(129,634)
Transfer DW to Adult (Assumption transfer as FY 18/19)		(100,000)	100,000	-	-	-	-	-	-	-	-	-	-	-	-
Grant balance rollover		-	-	-	-	(26,000)	(35,000)	-	-	-	-	-	-	(61,000)	(668,191)
Spent in prior years		-	-	-	-	(26,000)	(35,000)	-	(236,956)	-	(47,500)	(142,213)	-	(487,669)	(178,702)
Balance rolled over from prior year grants:															
FY 18 -19 Mgt Reserve		51,299	37,564	40,771	-	-	-	-	-	-	-	-	-	129,634	168,412
Additional rollover - Salaries Savings/ Overhead Saving/(Overage)		68,407	6,514	-	-	-	-	-	-	-	-	-	-	74,921	130,600
FY 18 -19 Unspent Direct expense		-	1,992	10,000	-	-	-	-	-	-	-	-	-	11,992	-
ITA/OJT Committed FY 18 -19 Spent in FY 19 -20		-	-	-	-	-	-	-	-	-	-	-	-	-	362,546
		10,000	10,000	-	-	-	-	-	-	-	-	-	-	20,000	62,097
Total Available Grants to be Spent		1,907,314	1,514,781	1,526,679	297,362	105,300	115,000	-	13,044	-	-	191,120	477,071	6,147,671	7,033,289
Grants %		31.0%	24.6%	24.8%	4.8%	1.7%	1.9%	0.0%	0.2%	0.0%	0.0%	3.1%	7.8%	100.0%	
AFS FTEs Assigned to the programs		10.19	10.46	-	1.00	0.30	-	-	0.10	-	-	0.15	0.80	23.00	24.00
% Direct FTES Allocated to Core Grants		47.1%	48.3%	0.0%	4.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	
% Admin Staff Allocated (Estimated %need input from WIOA staff for FY19-20)		21.0%	21.0%	27.30%	7.70%	3.0%	20.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%	
Expenditure Projection:															
Admin Core Grant Allocation		35%	35%	20%	10%										
Salaries and Benefits:															
AFS Total	3,000	-	-	-	-	-	-	-	3,000	-	-	-	-	3,000	
AFSWIOA Total (23 FTE's)	2,701,025	1,189,510	1,126,281	-	163,054	74,298	-	-	8,926	-	-	18,873	120,082	2,701,025	2,522,683
WDB Admin Total (6 FTE's)	943,284	319,068	319,068	188,657	94,328	6,333	15,831	-	-	-	-	-	-	943,284	780,025
*Salaries Reduction	(809,958)	(276,704)	(479,439)	57,933	(111,748)			-	-	-	-	-	-	(809,958)	-
Subtotal Salaries and Benefits	2,837,351	1,231,874	965,910	246,590	145,634	80,631	15,831	-	11,926	-	-	18,873	120,082	2,837,351	3,302,708
Direct Expenses:															
Grant Specific Contracts															
*EDC-VC Business Services (Reduced from \$95K to \$90K)		-	-	-	90,000	-	60,000	-	-	-	-	-	-	150,000	195,000
*Boys and Girls Club: Core Program (Reduced from \$604K to \$525K)		-	-	525,000	-	-	-	-	-	-	-	-	-	525,000	604,000
*PathPoint: Core Program (Reduced from \$604K to \$525K)		-	-	525,000	-	-	-	-	-	-	-	-	-	525,000	604,000
Subtotal - Contracted Program Expense		-	-	1,050,000	90,000	-	60,000	-	-	-	-	-	-	1,200,000	1,403,000
Client Expenses:															
*ITA / OJT (30% required - 10% leverage) (Updated with new avail to spend %'s)		343,317	272,661	-	-	-	-	-	-	-	-	-	-	615,977	765,000
ITA / OJT Committed 17-18 Spent in 18-19		10,000	10,000	-	-	-	-	-	-	-	-	-	-	20,000	62,096
Others/Childcare/Trans - JTA		20,000	20,000	-	-	-	-	-	-	-	-	-	-	40,000	40,000
Subtotal - Client Expense		373,317	302,661	-	-	-	-	-	-	-	-	-	-	675,977	867,096
Other Allocated/Contracted Expenses															
Contractual Services	548,744	-	-	-	-	8,950	23,000	-	-	-	-	164,919	351,875	548,744	286,852
*Outreach - theAgency (Reduced from \$150K)	75,000	26,250	20,250	22,500	6,000	-	-	-	-	-	-	-	-	75,000	185,000
Outreach/Conference -WDB	39,935	12,000	12,000	7,000	4,000	2,867	2,068	-	-	-	-	-	-	39,935	47,000
WDB Expense - Non Staff	8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	8,000	8,000
Outreach/Meeting/Conf-AFS	17,000	5,000	3,500	-	3,000	-	-	-	-	-	-	1,375	4,125	17,000	23,000
Subtotal - other allocated expense	688,679	47,250	37,750	31,500	13,000	11,817	25,068	-	-	-	-	166,294	356,000	688,679	549,852
Subtotal- Program/Clients Expenses		420,567	340,411	1,081,500	103,000	11,817	85,068	-	-	-	-	166,294	356,000	2,564,656	2,819,948
Total Direct Program Expense		1,652,440	1,306,320	1,328,090	248,634	92,448	100,899	-	11,926	-	-	185,167	476,082	5,402,008	6,122,656

FY 2019-20 WIOA BUDGET PLAN - DRAFT (CONFIDENTIAL)																	
SCENARIO 1 (5/6/19)																	
			Dislocated Worker	Adult	Youth	Rapid Response	Regional Training Capacity	Regional Planning Implementation	VEAP	Workforce Accel 6.0 (AFS-1117)	ELL	Prison 2 Employment (AFS)	NDWG 2018 Temporary Jobs (WDB-1140)	NDWG 2018 Workforce Dev (WDB-1143)	FY 19-20 Plan	FY 18-19 Plan	
<u>Overhead/Administration:</u>			34.17%	27.87%	26.51%	6.52%	1.71%	1.87%	0.00%	0.22%	0.00%	0.00%	0.79%	0.33%	100.00%		
A	Communication/Voice/data	70,000	23,919	19,512	18,555	4,567	1,198	1,307	-	155	-	-	552	234	69,999	75,000	
	Insurance	16,000	5,467	4,460	4,241	1,044	274	299	-	35	-	-	126	54	16,000	14,043	
	Facilities Maint.	96,000	32,803	26,759	25,447	6,264	1,643	1,793	-	212	-	-	757	322	95,999	95,090	
	Membership and dues	12,000	4,100	3,345	3,181	783	205	224	-	26	-	-	95	40	12,000	12,350	
	Education allowance (consolidated with line 64+65	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
A	Indirect cost recovery(County A87)	78,331	26,765	21,834	20,763	5,111	1,341	1,463	-	173	-	-	618	262	78,330	98,670	
A	Books and Publication	5,000	1,708	1,394	1,325	326	86	93	-	11	-	-	39	17	5,000	2,000	
	Office Equip./Supp. & Furniture/Fixtures<5000	12,000	4,100	3,345	3,181	783	205	224	-	26	-	-	95	40	12,000	20,000	
A	Mail Center - ISF	7,000	2,392	1,951	1,856	457	120	131	-	15	-	-	55	23	7,000	6,000	
A	Purchase Charges - ISF	4,000	1,367	1,115	1,060	261	68	75	-	9	-	-	32	13	4,000	3,800	
A	Copy Machine - ISF	7,100	2,426	1,979	1,882	463	122	133	-	16	-	-	56	24	7,100	9,000	
A	Information Tech - ISF	9,000	3,075	2,509	2,386	587	154	168	-	20	-	-	71	30	9,000	10,000	
A	Computer Services Non ISF	2,000	683	557	530	130	34	37	-	4	-	-	16	7	2,000	2,000	
	*Building Lease/Rental (Reduced by \$10K)	80,000	27,335	22,299	21,206	5,220	1,369	1,494	-	177	-	-	631	268	79,999	95,000	
A	Storage Charges - ISF	7,000	2,392	1,951	1,856	457	120	131	-	15	-	-	55	23	7,000	5,000	
	Mileage Reimb. - Staffs only	24,000	8,201	6,690	6,362	1,566	411	448	-	53	-	-	189	80	24,000	26,000	
	Conference/Seminars - AFS Staffs	5,000	1,708	1,394	1,325	326	86	93	-	11	-	-	39	17	5,000	8,000	
	Conference and Seminars - WDB Staffs	20,000	6,834	5,575	5,301	1,305	342	374	-	44	-	-	158	67	20,000	10,000	
A	*Fiscal/HR/BTD/ET (HSA) (Reduced by \$40K)	280,000	95,673	78,048	74,220	18,269	4,792	5,230	-	618	-	-	2,207	938	279,996	350,000	
	Attorney Fees	8,000	2,734	2,230	2,121	522	137	149	-	18	-	-	63	27	8,000	10,000	
	Other misc. Admin Services	5,000	1,708	1,394	1,325	326	86	93	-	11	-	-	39	17	5,000	5,000	
Subtotal Overhead		747,431	255,392	208,341	198,123	48,768	12,791	13,961	-	1,650	-	-	5,893	2,503	747,421	856,953	
Planned Total Grant Expenses			1,907,832	1,514,661	1,526,213	297,402	105,239	114,860	-	13,576	-	-	191,059	478,586	6,149,429	6,979,608	
A	Admin Rate for State Reporting		7%	8%	7%	9%	7%	7%	0%	7%	0%	0%	2%	0%	7%		
	Admin Rate (State Reported + Other)		13%	14%	13%	16%	12%	12%	0%	13%	0%	0%	3%	1%	12%		
Work in Progress: Grant Balances			(518)	120	466	(40)	61	140	-	(532)	-	-	61	(1,515)	(1,760)		
																Expired FY 18/19 Grant Expenses	Total FY 18-19 Plan Expenses
FY 18/19 Planned Total Grant Expenses			2,174,729	1,879,903	1,699,266	287,106	-	-	-	235,910	-	47,500	142,213	-	512,981	6,979,608	



WORKFORCE DEVELOPMENT BOARD

855 Partridge Drive, Ventura, CA 93003

(805) 477-5306

workforceventuracounty.org

TO: EXECUTIVE COMMITTEE

**FROM: GREGORY LIU
EXECUTIVE COMMITTEE**

DATE: MAY 09, 2019

SUBJECT: RECOMMENDATION THAT THE WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY (WDB) ADOPT THE TENTATIVE WDB MEETING CALENDAR AND THE TENTATIVE WDB EXECUTIVE COMMITTEE MEETING CALENDAR FOR PROGRAM YEAR 2019-2020

RECOMMENDATION

Recommend that the Workforce Development Board of Ventura County (WDB) adopt the tentative WDB meeting calendar and the tentative WDB Executive Committee meeting calendar for Program Year 2019-2020 as follows:

Workforce Development Board

- August 22, 2019 8:00 a.m. - 10:00 a.m.
- October 24, 2019 8:00 a.m. - 11:30 a.m. (Planning Meeting)
- December 5, 2019 8:00 a.m. - 10:00 a.m.
- February 27, 2020 8:00 a.m. - 10:00 a.m.
- April 23, 2020 8:00 a.m. - 10:00 a.m.
- June 4, 2020 8:00 a.m. - 10:00 a.m. (Annual Meeting)

WDB Executive Committee

- July 11, 2019 8:00 a.m. - 9:30 a.m.
- August 8, 2019 8:00 a.m. - 9:30 a.m.
- September 12, 2019 8:00 a.m. - 9:30 a.m.
- October 10, 2019 8:00 a.m. - 9:30 a.m.
- November 14, 2019 8:00 a.m. - 9:30 a.m.
- January 8, 2020 8:00 a.m. - 9:30 a.m.
- February 13, 2020 8:00 a.m. - 9:30 a.m.
- March 12, 2020 8:00 a.m. - 9:30 a.m.
- April 9, 2020 8:00 a.m. - 9:30 a.m.
- May 14, 2020 8:00 a.m. - 9:30 a.m.
- June 18, 2020 8:00 a.m. - 9:30 a.m.

Meeting dates for other WDB committees will be scheduled and announced by July 2019. Changes to the WDB and WDB committee meeting dates will be posted in a timely manner for public reference on the WDB website: www.workforceventuracounty.org.

If you have questions or need more information, please call me at (805) 981-1991 or Rebecca Evans, WDB Executive Director at (805) 289-8127.