



WORKFORCE DEVELOPMENT BOARD OF VENTURA COUNTY

EXECUTIVE COMMITTEE MEETING

Thursday, July 11, 2019
8:00 a.m. - 9:30 a.m.

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

AGENDA

- | | | |
|-----------|--|-------------------|
| 8:00 a.m. | 1.0 Call to Order and Agenda Review | Tracy Perez |
| 8:02 a.m. | 2.0 Public Comments | Tracy Perez |
| | <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> | |
| 8:06 a.m. | 3.0 WDB Chair Comments | Tracy Perez |
| 8:10 a.m. | 4.0 Consent Item | Tracy Perez |
| | <ul style="list-style-type: none">• Approve Executive Committee Minutes: May 09, 2019 | |
| 8:15 a.m. | 5.0 Financial Report and Committee Discussion | Bryan Gonzales |
| | <ul style="list-style-type: none">• Financial Status Report: May 2019 | |
| 8:35 a.m. | 6.0 WIOA Implementation | Rebecca Evans |
| | <ul style="list-style-type: none">• Discussion of the upcoming Planning Meeting in October 2019• Discussion of the Finance and Resource Development Committee | |
| 9:00 a.m. | 7.0 WDB Administration | Rebecca Evans |
| | <ul style="list-style-type: none">• Grants Update• Introduction of new staff member• Introduction of new WDB officers | |
| 9:25 a.m. | 8.0 Committee Member Comments | Committee Members |
| 9:30 a.m. | 9.0 Adjournment | Tracy Perez |

Next Meeting

August 8, 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.



WDB Executive Committee Meeting

Thursday, May 09, 2019

8:30 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 (WDB Immediate Past Chair)
Brian Gabler
Anthony Mireles
Alex Rivera
Patty Schulz
Tony Skinner
Jesus Torres

WDB Administration

Rebecca Evans, Executive Director
Talia Barrera
Tracy Johnson
Patrick Newburn

Guests

Bryan Gonzales (HSA Fiscal CFO)
Chris Vega (HSA Fiscal)

1.0 Call to Order and Agenda Review

Gregory Liu called the meeting to order at 8:21 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 committee for their attendance and wished everyone a happy Mother's Day.

4.0 Consent Items

4.1 Approve Executive Committee Minutes: April 14, 2019

4.2 Receive and File: WDB Committees Meetings Update

Motion to approve the Consent Items: Brian Gabler

Second: Vic Anselmo

Motion carried.

5.0 Financial Report and Committee Discussion: Financial Status Report March 2019 and WIOA 2019/2020 Budget Plan 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	1,534,653	71%
Adult	1,879,903	1,430,463	76%
Youth	1,699,266	1,241,700	73%
Rapid Response	287,106	215,159	75%

<u>WIOA Non-Core Funds</u>			
High Performing Board	54,838	54,838	100%
CWDB Regional Capacity Bldg.	186,778	185,125	99%
Regional Organizer	13,718	12,144	89%
Workforce Accelerator 6.0	235,910	115,569	49%
Regional Plan Implementation	257,647	141,804	55%
Prison to Employment	47,500	45,382	85%
National Dislocated Worker (NDWG) 2018 Wfc. Dev.	142,213	-	0%
National Dislocated Worker 2018 Temp. Jobs	-	-	0%

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. Pending recertification notice.

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, Sherriff, and local agencies. Governor Brown and State legislature funded \$37 million over three-year grant term 10/1/2018 – 3/31/2020.

National Dislocated Worker Grant (NDWG) 2018 Workforce Development: 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, community based organizations, California Department of Corrections and Rehabilitation, Ventura County Sheriff Office, and local agencies. Governor Brown and State legislature funded \$37 million over three-year grant term 10/1/2018 – 3/31/2020.

National Dislocated Worker Grant (NDWG) 2018 Temporary Jobs: Grant description will be provided at the next meeting.

WIOA Training Expenditures

As shown in the table below, the summary of WIOA training expenditures, as of July 1, 2018 to March 31, 2019 indicated appropriate spending against the required Adult/Dislocated Worker training expenditure targets (75% 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	618,325

Leveraged Resources

• Total Leveraged Resources Used Toward Training Expenditures	460,403	380,348	167,729
• Maximum Allowed Leveraged Resources (10%)	401,447	372,834	365,451
Total Leveraged Resources Used Toward Training Expenditures	401,447	372,834	167,729
• Total Amount Spent on Training	1,211,559	1,118,501	741,484
• % of Training Requirement Met (Final goal = 100%)	101%	100%	68%

Bryan Gonzales presented the financial report summary highlights as shown:

2018-2019 WIOA Budget Plan Expenditures

1. FY 2018-19 Financial Status Report – 7/1/18-3/31/19
 - 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%.
 - i. Contract of approximately \$65K for consultant to provide tools, resources, and facilitation of stakeholder meetings signed and implemented.
 - 9 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.
- 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.

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 Plan for Program Year 2019-2020

Executive Director Rebecca Evans presented the WIOA tentative balanced budget plan for program year 2019-2020. The Plan brought before the committee today shows a restructure in salary and benefits an aggressive plan to save in savings and expenses. Due to the increase in expenses, there is a need to be able to operate within the current funding levels. As the WDB receives additional grants, the budget will be readjusted and only perform the work in accordance within those grants. However, knowing that grant funding is time limited in a grant period of 1-3 years, if expenses are taken on to do the work of that grant it will be very clear that those are expenses specifically to that grant. If its salary and benefits, a fulltime equivalent (FTE) person will be on a fixed-term to facilitate that grant. The County of Ventura and Human Services Agency (HSA) have a process for which they handle fixed-term positions for the staff person.

Moving forward, the presented draft Plan will no longer allow to hire a person for a person related grant and keep them on after the grant period has ended moving them into core funding when the core funding does not support the person.

Ms Evans informed the committee that the plan for salary reduction was discussed thoroughly with the HSA Adult and Family Services (AFS) team where the Adult Career Services are operated. The AFS Deputy Director and Senior Manager have full visibility to this and are in agreement with the presented budget plan moving forward. WDB Executive Director Rebecca

Evans, HSA Chief Deputy Director Melissa Livingston, HSA/AFS Deputy Director Marissa Mach, and HSA Chief Financial Officer Bryan Gonzales met to come up with the presented proposal.

Ms Evans added they have been in contact with the WIOA contractors to discuss with them the need to operate within a lower budget, but keeping contracts with an “up to” amount should the WDB receive additional funding in the future.

Added taking a look at workflow, what are required to do, how to best meet outcomes, best structure the WDB work, and get it done with high quality, and within the resources they have available and making decisions. There will be some people that will be offered opportunities to work in other departments. Additionally, Melissa asked OSM to engage other regions in looking at their career services operations and are looking at comparable regions and how they develop their regions and operate, and what their structure and staffing patterns look like. Brief survey in conjunction with the CWA to make sure they have a way to get in touch with those regions.

CFO Bryan Gonzales provided an overview of *the Draft FY 2019-20 WIOA Budget Plan* spreadsheet. Proposed Plan updates are listed below. For a detailed view of the entire budget plan it may be viewed in the meeting packet located on the WDB website www.workforceventuracounty.org.

Plan Updates

1. 3/15/2019 Added individual names to Plan for budgeting purposes
2. 3/26/2019 Updated with appropriate salaries & benefits percentage increase for FY 19/20
3. 4/4/2019 Removed Prison to Employment data
4. 4/5/2019 Updated with FY 18/19 Plan and expenditure information
5. 4/5/2019 Updated overhead estimates based on FY 18/19 spend
6. 4/24/2019 Updated Adult, Youth, and Dislocated allocation amounts for FY 19/20
7. 4/24/2019 Updated estimated FY 18/19 spend based on actual YTD 3/31/19 FSR
8. 4/24/2019 Updated overhead estimates based on FY 18/19 spend
9. 4/30/2019 Added assumption that \$100K would be moved from Dislocated to Adult
10. 4/30/2019 Added proposed salaries reduction totaling \$750K
11. 4/30/2019 Reduced from \$95K to \$50K EDC-VC Business Services
12. 4/30/2019 Reduced from \$604K to \$525K Boys and Girls Club: Core Program
13. 4/30/2019 Reduced from \$604K to \$525K PathPoint: Core Program
14. 4/30/2019 Updated DW and Adult ITA / OJT (30% required - 10% leverage)
15. 4/30/2019 Reduced from \$150K to \$75K Outreach - theAgency
16. 4/30/2019 Reduced by \$10K Building Lease/Rental (Overhead/Administration)
17. 4/30/2019 Reduced by \$40K Fiscal/HR/BTD/ET (HSA) (Overhead/Administration)
18. 5/2/2019 Updated line 31 ITA/OJT calculations to be based on actual 20% of 90% of award amount
19. 5/2/2019 Reduced line 62 Conferences and Seminars from \$25K
20. 5/2/2019 Increased line 71 EDC-VC contract to \$90K
21. 5/2/2019 Changed Salaries and Benefits to Initial Projection Levels; modified proposed Salaries Reduction amounts
22. 5/3/2019 Updated projected salaries and benefits levels to be based on FY 18/19 actual time study information

Motion to approve: Anthony Mireles

Second: Alex Rivera

Motion carried.

7.0 WIOA Implementation

Rebecca Evans provided updates on:

- WDB/WIOA Grants Updates: Rebecca Evans reported the following: Prison to Employment (P2E)*, Veterans Employment-Related Assistance Program (VEAP), and the English Language Learner grants all are awaiting award results and will report back to the committee once they have come in.

*P2E Planning Grant resubmitting application with guidance from the state and will know within a couple of months of what the actual funding should they be awarded.

National Dislocated Worker Grant (NDWG): Patrick Newburn reported, the NDWG kickoff with Goodwill of Santa Barbara and Ventura Counties started orientation this week. The goal is to enroll 17 participants and put them through training and landscape type work, repair, and cleanup of fire damage to public lands. Participants will be working in the City of Thousand Oaks and Mountains Recreation Conservation Authority. If the grant continues the monies are spent and all 17 participants are employed in temporary jobs, we will be eligible to apply for another NDW grant that will give funding for 17 participants, and possibilities for a third grant giving a total of \$2.4MM.

- Update: WDB State Requirements

Due June 30, 2019 (CLEO Signature Required)

- ✓ AJCC One Stop Operator (OSO) Selection: OSO is a consortium of partners including career services, CalWORKS, Employment Development Department, and Center for Employment Training. WDB were required to put out a procurement to rebid the one stop operator role. A request for proposal was announced however, they did not receive any applicants. Ms Evans announced that the Ventura Region has been extended a time period and do not have complete a OSO procurement by June 30, 2019, the WDB now has until June 30, 2021 to procure the OSO. She is awaiting the official letter from regional advisor. The current contract with the County of Ventura ends May 2020 and will still do a new procurement process before the state deadline of 2021.
- ✓ Career Services Provider: Ms Evans reported she is working with the regional advisor to determine if a waiver can apply will update you at the next meeting.
- ✓ AJCC Partnership MOUs (Comprehensive, Affiliate): Ms Evans reported they are renewing MOUs, but there is no change to the financial structure. The fulltime partners still pay and part-time partners provide in-kind contributions of the services they provide.
- ✓ WDB Regional and Local Plans PY 2017-21 – Two Year Modification: Completed, full board approved today and will move forward to the County Board of Supervisors.

8.0 WDB Administration

Rebecca Evans provided updates on:

- Past Executive Committee Reports & Current Committees Reports to the Board: Rebecca Evans proposed to the committee a change in how the Committee Minutes and Committee Reports are presented to the WDB. She saw that there was some repetition of the same work.

Minutes are the detailed report of discussion and action of a committee meeting, which is then summarized and placed on a committee report template for the executive committee and full board meetings. Committee member supported the change as a way to streamline a process in getting the information out to the committee members and full board sooner.

- Proposed Workforce Development and Executive Committee Meetings Schedule for Program Year 2019-2020: Ms Evans announced if there are any changes to please let her know prior to it going to the June 6 WDB Meeting.
- WDB Finance and Development Committee: Ms Evans will be looking at putting together a committee to monthly look at the WDB/WIOA finance report with herself and fiscal and bring report to executive committee as well as looking at funding opportunities. If any member is interested in participating in committee please let Rebecca know.
- WDB Administration Manager Position Update: Ms Evans announced they had an excellent candidate from Orange County WDB that will bring a lot of strength to the team and is in background check now; she will provide a status update at the next meeting. The recruitment to fill the senior administrative manager position had been vacant for almost a year and understands in looking at salary and savings in WIOA budget she can ensure that she has had discussion with fiscal and HSA Chief Deputy Director for approval.
- WDB Membership Update: Patty Schulz and Patrick Newburn reported. Membership committee nominated Carolyn Vang-Walker to fill the adult education category meeting our board composition plan for local workforce development recertification request for 2016-2019. Her application has been forwarded to the County Board of Supervisors for approval/appointment at the May 21 Board of Supervisors Hearing. The Membership Committee is also looking at potential applications from the business and non-business category they will be looking at.
- On the Calendar

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

9.0 Committee Member Comments

Committee member asked if there were any updates from a discussion held last year at a WDB meeting in looking at other ways of how the board can increase its funding and go after other grants and funding that is out there. In addition, asked if the board is still considering a 501(c)(3) and/or 501(c)(4) and having a study done due to the decrease in core funding.

Rebecca Evans informed the committee member this is one of the items the finance and resource development committee will be discussing.

10.0 Adjournment

Motion to adjourn at 9:30 a.m.: Tony Skinner

Second: Jesus Torres

Motion carried.

Next Meeting

June 20, 2019 (8:00 a.m.-9:30 a.m.)

United Food and Commercial Workers, Local 770

816 Camarillo Springs Road (Meeting Room), Camarillo

WDB Executive Committee
Finance Report Summary Highlights
July 11, 2019

1. FY 2018-19 Financial Status Report – 7/1/18-5/31/19
 - a. Report Period 7/1/18-5/31/19
 - b. 92% 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.
 - a. Youth salaries and benefits at 101% of actual to budget.
 - i. Time allocations are in the process of being reviewed and will be updated as required.
 - 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 60%, which is a 6% increase from last month.
 - i. A no-cost extension through 9/30/19 has been approved by EDD.
 - b. Salaries and Benefits currently at 77%.
 - i. Working with Program to monitor spend rate to ensure maximum grant funds utilized.
 - c. Direct Program/WIOA amounts currently is at 27%.
 1. Contract of approximately \$65K for consultant to provide tools, resources, and facilitation of stakeholder meetings

WDB Executive Committee
Finance Report Summary Highlights
July 11, 2019

signed and implemented. As work is completed by CWA, expenditures will increase.

7. Regional Plan Implementation (WDB-1122)
 - a. Overall spend to Plan percentage is 78%
 - b. Salaries and Benefits are at 123% of actual to budgeted amounts.
 - i. Total grant still allows for \$5K in salaries and benefits to be charged.
 - ii. Working with program staff to ensure funds are not overspent.
 - c. Direct Program costs are at 69%.
 - i. Program staff will continue to work with EDC-VC and The Agency to monitor spend to agreement amounts.
8. NDWG 2018 Temporary Jobs (WDB-1140)
 - a. Staff began time studying to this grant in April.
 - b. Goodwill is anticipated to start its billing within the next few months.
- 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 5/31/19.
 2. Have until 6/30/19 to meet this requirement.
 - ii. 18-20 Grants (Due 10/1/20)
 1. 81% of training requirement met as of 5/31/19.
 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 5/31/19.
 - 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 74% 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 Temporary Jobs Component of \$125K expected to start spending within the next few months.
 - 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.

**WDB Executive Committee
Finance Report Summary Highlights
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- ii. 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.
- iii. Row 52 Office Equip...<5000 – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- iv. Row 53 Mail Center-ISF - Underbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- v. Row 55 Copy Machine – Overbudgeted. Small line item amounts can result in a significant % variance. Will be adjusted for FY 2019-20 Budget.
- vi. Row 57 Computer Services – Underbudgeted. Costs include CalJOBS annual software license charges. 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 – Does not include “grant specific” travel that has been moved to row 40.
- 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



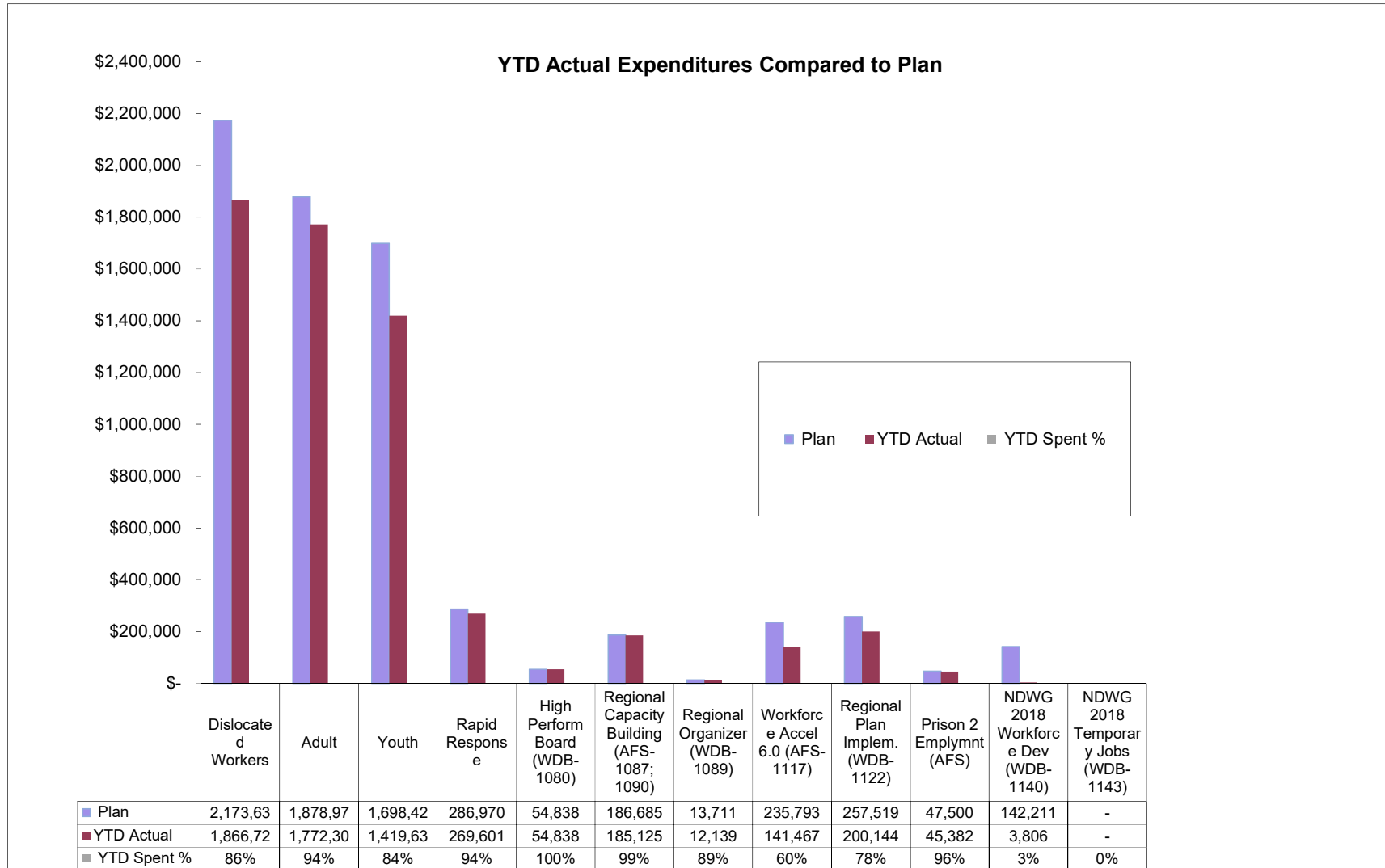
FINANCIAL STATUS REPORT for FISCAL YEAR 2018-2019

Year to Date Expenditures from 7/01/18 to 5/31/19 (92% into the Fiscal Year)

Submitted on: July 11, 2019

FINANCIAL STATUS REPORT for FISCAL YEAR 2018-2019

Year to Date Expenditures from 7/01/18 to 5/31/19 (92% into the Fiscal Year)



FINANCIAL STATUS REPORT for FISCAL YEAR 2018-2019

Year to Date Expenditures from 7/01/18 to 5/31/19 (92% 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	1,215,899	86%	503,168	407,290	81%	253,478	243,540	96%	2,173,639	1,866,728	86%	306,911
Adult	1,141,987	1,061,163	93%	495,428	490,375	99%	241,559	220,769	91%	1,878,974	1,772,307	94%	106,667
Youth	216,956	220,171	101%	1,262,000	1,027,491	81%	219,471	171,968	78%	1,698,427	1,419,630	84%	278,797
Rapid Response	126,181	122,783	97%	114,000	100,453	88%	46,789	46,365	99%	286,970	269,601	94%	17,369
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%	22,840	16,149	71%	186,685	185,125	99%	1,560
Regional Organizer (WDB-1089) (3/1/17-3/31/19)	9,034	9,027	100%	3,000	1,551	52%	1,677	1,561	93%	13,711	12,139	89%	1,572
Workforce Accel 6.0 (AFS-1117) (2/1/18-9/30/19)	136,645	105,826	77%	70,300	19,020	27%	28,848	16,621	58%	235,793	141,467	60%	94,326
Regional Plan Implem. (WDB-1122) (1/1/18-9/30/19)	54,514	66,790	123%	171,500	117,635	69%	31,506	15,720	50%	257,519	200,144	78%	57,375
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	3,313	21%	125,852	-	0%	592	492	83%	142,211	3,806	3%	138,405
NDWG 2018 Workforce Dev (WDB-1143) (12/6/18-12/31/20)	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Reg Organizer/ Training Coordinator	20,117	11,803	59%	4,800	-	0%	3,473	1,754	50%	28,390	13,556	48%	14,834
Slingshot 2.0/ Regional Plan Implem.	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total WIOA Grants	\$ 3,322,824	\$ 3,007,742	91%	\$ 2,824,748	\$ 2,240,822	79%	\$ 857,085	\$ 736,160	86%	\$ 7,004,657	\$ 5,984,723	85%	\$ 1,019,934

FINANCIAL STATUS REPORT for FISCAL YEAR 2018-2019												
Year to Date Expenditures from 7/01/18 to 5/31/19 (92% 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	1,169,155	46,744	1,215,899	374,151	33,138	407,290	216,302	27,237	243,540	1,759,609	107,119	1,866,728
Adult	1,018,568	42,596	1,061,163	373,228	117,148	490,375	197,858	22,911	220,769	1,589,653	182,654	1,772,307
Youth	210,969	9,202	220,171	884,635	142,856	1,027,491	154,121	17,846	171,968	1,249,726	169,904	1,419,630
Rapid Response	115,328	7,455	122,783	71,608	28,846	100,453	41,553	4,812	46,365	228,489	41,112	269,601
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	1,551	-	1,551	1,561	-	1,561	12,139	-	12,139
Workforce Accel 6.0 (AFS-1117)	102,278	3,549	105,826	19,020	-	19,020	14,906	1,715	16,621	136,203	5,264	141,467
Regional Plan Implem. (WDB-1122)	64,198	2,592	66,790	83,245	34,390	117,635	14,056	1,664	15,720	161,498	38,646	200,144
Prison 2 Employment (AFS)	-	-	-	45,382	-	45,382	-	-	-	45,382	-	45,382
NDWG 2018 Temporary Jobs (WDB-1140)	3,185	129	3,313	-	-	-	441	51	492	3,626	180	3,806
NDWG 2018 Workforce Dev (WDB-1143)	-	-	-	-	-	-	-	-	-	-	-	-
Total WIOA Grants	\$ 2,895,019	\$ 112,723	\$ 3,007,742	\$ 1,884,445	\$ 356,377	\$ 2,240,822	\$ 659,740	\$ 76,419	\$ 736,159	\$ 5,439,204	\$ 545,519	\$ 5,984,723

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 7/01/18 to 5/31/19 (92% 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
	<i>Training Expenditures % Required</i>	25%	30%	30%	30%	30%
6)	Formula Fund Training Expenditures	1,128,877	941,344	810,112	701,097	750,165
7)	Leveraged Resources					
	- Total Leveraged Resources	425,933	348,361	460,403	380,348	177,808
	- Maximum Allowed Leveraged Resources (10%)	409,235	413,372	401,447	372,834	365,451
	- Total Leveraged Resources Used Towards Training Expenditures	409,235	348,361	401,447	372,834	177,808
8)	Total Amount Spent On Training (should equal/exceed Line 5)	1,538,112	1,289,705	1,211,559	1,118,501	883,403
	% of Training Requirement Met (final goal is 100%)	150%	104%	101%	100%	81%

9)	Leveraged Resources Detail (notes)					
	(a) Pell Grant	135,654	150,761	46,245	124,433	45,157
	(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	304,164
	Total	425,933	348,361	401,447	380,348	349,321
	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; Updated with RO/RTC and Slingshot Grant Information)																			
		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)	Reg Organizer/ Training Coordinator (WDB-1144)	Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	FY 18-19 Plan	Year to Date Expenditures from 7/01/18 to 5/31/19 (92% 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	2/1/18-9/30/19	1/1/18-9/30/19	10/1/18-3/31/20	12/6/18-12/31/20	12/6/18-12/31/20	4/1/19-9/30/20	4/1/19-9/30/20				
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	157,300	180,000	7,623,461		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	-	-	-	-	-	-	-	-	-	-	-	-	-		(535,838)	
Grant balance rollover		-	-	-	-	-	-	-	-	-	-	-	-	(128,838)	(180,000)	(308,838)			
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/Overhead Saving/(Overage)		2,603	122,116	5,881	-	-	-	-	-	-	-	-	-	-	-	130,600		75,875	
FY 17-18 Unspent Direct expense		188,904	117,598	56,044	-	-	-	-	-	-	-	-	-	-	-	362,546		1,198	
ITA/OJT Committed FY17-18 Spent in FY18-19		19,668	42,428	-	-	-	-	-	-	-	-	-	-	-	-	62,097		214,232	
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	-	28,462	-	7,061,751		71,524	
Grants %		30.8%	26.9%	24.2%	4.2%	0.8%	2.7%	0.2%	3.4%	3.7%	0.7%	2.0%	0.0%	0.4%	0.0%	100.0%		7,341,631	
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%	5.4%	0.0%	0.0%	0.6%	0.0%	0.0%	0.0%	100.0%			
% Admin Staff Allocated to Grants		29.8%	28.0%	23.00%	5.00%	6.0%	0.0%	1.2%	0.0%	7.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%			
Expenditure Projection:																			
Salaries and Benefits:																			
AFSWIOA (24 regular filled + 0.7 fixed term + 2 vacancies)	2,522,683	1,184,610	923,933	37,840	87,243	-	136,645	-	136,645	-	-	15,767	-	20,117	-	2,542,800	2,297,961	90%	
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	709,781	91%	
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	-	20,117	-	3,322,824	3,007,742	91%	
Direct Expenses:																			
Grant Specific Contracts																			
EDC-VC Business Services		-	-	-	95,000	-	-	-	-	100,000	-	-	-	4,800	-	199,800	157,908	79%	
Boys and Girls Club: Core Program		-	-	604,000	-	-	-	-	-	-	-	-	-	-	-	604,000	445,761	74%	
PathPoint: Core Program		-	-	604,000	-	-	-	-	-	-	-	-	-	-	-	604,000	513,707	85%	
AFS-CalWORKs Activities		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	
Subtotal - Contracted Program Expense		-	-	1,208,000	95,000	-	-	-	-	100,000	-	-	-	4,800	-	1,407,800	1,117,376	79%	
Client Expenses:																			
ITA / OJT (30% required - 10% leverage)		390,000	375,000	-	-	-	-	-	-	-	-	-	-	-	-	765,000	688,607	90%	
ITA / OJT Committed 17-18 Spent in 18-19		19,668	42,428	-	-	-	-	-	-	-	-	-	-	-	-	62,096	62,096	100%	
Others/Childcare/Trans - JTA		20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	40,000	22,670	57%	
Subtotal - Client Expense		429,668	437,428	-	-	-	-	-	-	-	-	-	-	-	-	867,096	773,373	89%	
Other Allocated/Contracted Expenses																			
Contractual Services	166,500	-	-	-	-	-	24,000	-	65,000	24,500	47,500	125,852	-	-	-	286,852	123,542	43%	
Outreach - theAgency	185,000	52,500	40,500	45,000	12,000	-	-	-	-	35,000	-	-	-	-	-	185,000	181,698	98%	
Outreach/Conference -WDB (\$12K RPI Conf.)	47,000	12,000	12,000	7,000	4,000	-	-	-	-	12,000	-	-	-	-	-	47,000	32,770	70%	
WDB Expense - Non Staff	8,000	4,000	2,000	2,000	-	-	-	-	-	-	-	-	-	-	-	8,000	9,578	120%	
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	350,073	64%	
Subtotal- Program/Clients Expenses		503,168	495,428	1,262,000	114,000	-	27,200	3,000	70,300	171,500	47,500	125,852	-	4,800	-	2,824,748	2,240,822	79%	
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	-	24,917	-	6,147,572	5,248,564	85%	

		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)	Reg Organizer/ Training Coordinator (WDB-1144)	Slingshot 2.0/ Regional Plan Implem. (WDB-1145)	FY 18-19 Plan	Year to Date Expenditures from 7/01/18 to 5/31/19 (92% into the Fiscal Year)		FY 17-18 Actual
		Dislocated Worker	Adult	Youth	Rapid Response														
<u>Overhead/Administration:</u>		29.58%	28.19%	25.61%	5.46%	0.80%	2.67%	0.20%	3.37%	3.68%	0.00%	0.07%	0.00%	0.41%	0.00%	100.0154%			
Communication/Voice/data 75,000		22,183	21,141	19,208	4,095	600	1,999	147	2,525	2,757	-	52	-	304	-	75,011	61,527	82%	72,428
Insurance 14,043		4,154	3,958	3,596	767	112	374	27	473	516	-	10	-	57	-	14,045	18,409	131%	14,122
Facilities Maint. 95,090		28,126	26,804	24,353	5,192	761	2,534	186	3,201	3,496	-	66	-	385	-	95,105	86,899	91%	118,793
Membership and dues 12,350		3,653	3,481	3,163	674	99	329	24	416	454	-	9	-	50	-	12,352	12,311	100%	13,213
Education allowance (consolidated with line 64+65) 0		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect cost recovery(County A87) 98,670		29,186	27,813	25,270	5,387	789	2,630	193	3,322	3,628	-	68	-	400	-	98,686	90,369	92%	96,026
Books and Publication 2,000		592	564	512	109	16	53	4	67	74	-	1	-	8	-	2,000	15,458	773%	2,414
Office Equip./Supp. & Furniture/Fixtures<5000 20,000		5,916	5,638	5,122	1,092	160	533	39	673	735	-	14	-	81	-	20,003	6,231	31%	24,934
Mail Center - ISF 6,000		1,775	1,691	1,537	328	48	160	12	202	221	-	4	-	24	-	6,001	7,001	117%	7,643
Purchase Charges - ISF 3,800		1,124	1,071	973	207	30	101	7	128	140	-	3	-	15	-	3,801	3,658	96%	3,906
Copy Machine - ISF 9,000		2,662	2,537	2,305	491	72	240	18	303	331	-	6	-	36	-	9,001	3,987	44%	8,993
Information Tech - ISF 10,000		2,958	2,819	2,561	546	80	267	20	337	368	-	7	-	41	-	10,002	7,363	74%	8,133
Computer Services Non ISF 2,000		592	564	512	109	16	53	4	67	74	-	1	-	8	-	2,000	28,055	1403%	1,959
Building Lease/Rental 95,000		28,100	26,779	24,330	5,187	760	2,532	186	3,198	3,493	-	66	-	385	-	95,015	89,123	94%	120,493
Storage Charges - ISF 5,000		1,479	1,409	1,281	273	40	133	10	168	184	-	3	-	20	-	5,001	7,014	140%	8,661
Mileage Reimb. - Staffs only 26,000		7,690	7,329	6,659	1,420	208	693	51	875	956	-	18	-	105	-	26,004	19,559	75%	26,150
Conference/Seminars - AFS Staffs 8,000		2,366	2,255	2,049	437	64	213	16	269	294	-	6	-	32	-	8,001	8,548	107%	15,469
Conference and Seminars - WDB Staffs 10,000		2,958	2,819	2,561	546	80	267	20	337	368	-	7	-	41	-	10,002	21,664	217%	14,371
Fiscal/HR/BTD/ET (HSA) 350,000		103,529	98,659	89,637	19,110	2,796	9,328	685	11,782	12,868	-	242	-	1,419	-	350,054	241,803	69%	336,136
Attorney Fees 10,000		2,958	2,819	2,561	546	80	267	20	337	368	-	7	-	41	-	10,002	2,702	27%	5,789
Other misc. Admin Services 5,000		1,479	1,409	1,281	273	40	133	10	168	184	-	3	-	20	-	5,001	4,476	90%	5,620
Subtotal Overhead 856,953		253,478	241,559	219,471	46,789	6,852	22,840	1,677	28,848	31,506	-	592	-	3,473	-	857,085	736,159	86%	905,252
Planned Total Grant Expenses		2,173,639	1,878,974	1,698,427	286,970	54,838	186,685	13,711	235,793	257,519	47,500	142,211	-	28,390	-	7,004,657	5,984,723	85%	6,486,218
Admin Rate for State Reporting		7%	7%	7%	9%	7%	7%	7%	7%	7%	0%	0%	0%	7%	0%	7%			
Admin Rate (State Reported + Other)		12%	13%	13%	16%	12%	12%	11%	12%	12%	0%	0%	0%	12%	0%	12%			
Work in Progress: Grant Balances		2,471	17,215	8,637	10,392	-	3,372	1,626	7,071	6,235	-	2	-	72	-	57,090			
Actual Spend Through 5/31/19		1,866,728	1,772,307	1,419,630	269,601	54,838	185,125	12,139	141,467	200,144	45,382	3,806	-	13,556	-				
% of Actual to Budget (92% Through the Fiscal Year)		86%	94%	84%	94%	100%	99%	89%	60%	78%	96%	3%	0%	48%	0%				
Unspent Through 5/31/19		309,382	123,882	287,434	27,761	0	4,932	3,198	101,397	63,610	2,118	138,407	-	14,906	-				