



Finance Committee Meeting
Wednesday, November 10, 2021
2799 S. 4th Street
El Centro, CA 92243
12:00 p.m.

Supporting documentation is available for public review at the Imperial County Workforce Development Board Office.

1. Call to Order
 - a. Conflict of Interest Forms
2. Discussion of Agenda
 - a. Approval of Meeting Agenda
3. Introduction.....p. 2

DISCUSSION/ACTION AGENDA

No Items

INFORMATIONAL AGENDA

4. Financial Statement.....p. 3
5. AJCC Budget.....p. 4
6. Public Comment: *This is an opportunity for members of the public to address the Committee on any subject matter within the Committee’s jurisdiction, but not an item on the agenda. Each speaker should complete and submit a “Public Comment Request to Speak” form. When addressing the Committee, state your name for the record prior to providing your comments. Individuals will be given three (3) minutes to address the Committee.*
7. Meeting adjournment



Finance Committee Meeting: January 12, 2021, at 12 p.m.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**Imperial County Workforce Development
Finance Committee**

This committee will oversee and provide guidance regarding the fiduciary responsibilities of the Board. Member will review financial reports, budgets, expenditures and assist with audit activity in order to ensure spending is efficient, effective and consistent with federal regulation.

Members: This committee will consist of the following 6 Board members:

1. Treasurer, Elvira Anaya
2. Karina Alvarez
3. Efrain Silva
4. Erik Freeman
5. Ruth Duarte
6. Mark Gran

Meeting date/time: This committee will meet quarterly on the 2nd Wednesday of the month at 12 pm. For the year of 2022, the following schedule will take place.

January 12, 2022 @ 12:00 p.m.
April 13, 2022 @ 12:00 p.m.
July 13, 2022 @ 12:00 p.m.
October 12, 2022 @ 12:00 p.m.

**Imperial County Workforce Development Office
Financial Statement
As of September 30, 2021**

FY 2020-2021 WIOA Allocation		\$	7,838,640			
FY 2020-2021 WIOA Carryover		\$	9,635,817			
Total Budget FY 2021-2022		\$	17,474,457			
		Contract End Dates	Budget 2021-2022	YTD Expenditures	Unexpended	Percentage of Expenditures per Line Item
1	Workforce Development Office Salaries (10 Staff)	30-Jun-22	671,621	139,228	532,393	21%
2	Workforce Development Office Benefits (10 Staff)	30-Jun-22	391,196	68,782	322,414	18%
3	Workforce Development Office Cost	30-Jun-22	443,307	55,316	387,991	12%
4	Workforce Development Board Salaries (5 Staff)	30-Jun-22	260,227	56,674	203,553	22%
5	Workforce Development Board Benefits (5 Staff)	30-Jun-22	175,513	26,100	149,413	15%
6	Workforce Development Board Cost	30-Jun-22	246,225	31,117	215,108	13%
7	One Stop Operational Salaries (20 Staff)	30-Jun-22	924,831	167,061	757,770	18%
8	One Stop Operational Benefits (20 Staff)	30-Jun-22	666,183	103,346	562,837	16%
9	One Stop Operational Cost	30-Jun-22	1,091,077	282,069	809,008	26%
10	EMSI Analyst Software	30-Jun-22	8,000	-	8,000	0%
11	CWA Membership Dues	30-Jun-22	12,760	12,760	-	100%
12	National Association of Workforce Boards (NAWB)	30-Jun-22	2,300	2,300	-	100%
13	WDB Members, Meals, Travel, Conferences	30-Jun-22	55,000	1,836	53,164	3%
14	WDB/WDO Marketing & Other Services	30-Jun-22	60,000	4,036	55,964	7%
Year Round Youth 21-22						
15	IVROP Operational Cost	30-Jun-22	992,185	106,931	885,254	11%
16	IVROP Work Experience/Stipends	30-Jun-22	1,195,955	56,963	1,138,992	5%
17	IVROP Supportive Services	30-Jun-22	11,860	-	11,860	0%
Workers Compensation & ADP WIOA Participant Fees						
18	Workers Compensation WIOA Participant Fees	30-Jun-22	70,000	8,036	61,964	11%
19	ADP Participant WIOA Processing Fees	30-Jun-22	40,000	3,988	36,012	10%
20	Adult WIOA Supportive Services	30-Jun-22	55,000	504	54,496	1%
201/501 30% Training Expenditure FY 2021-2022						
21	Adult Vocational ITA 21-22	30-Jun-22	964,225	16,571	947,654	2%
22	OJT One Stop Centers 21-22	30-Jun-22	800,000	37,936	762,064	5%
23	WEX-Adult Work Experience 21-22	30-Jun-22	1,200,000	61,282	1,138,718	5%
24	Propath Inc, - AJCC Operator 21-22	30-Jun-22	50,000	5,650	44,350	11%
Carryover Obligated FY 20-21						
25	Adult Vocational ITA 20-21	30-Jun-22	100,000	19,329	80,671	19%
26	OJT One Stop Centers 20-21	30-Jun-22	54,000	34,160	19,840	63%
27	WEX-Adult Work Experience 20-21	30-Jun-22	292,000	118,762	173,238	41%
28	IVROP Registered Nurse Mentorship Program X 20-21		317,033	32,720	284,313	10%
29	Small Business COVID-19 Layoff Aversion Grant	30-Jun-22	56,333	-	56,333	0%
Carryover Obligated FY 19-20						
30	Adult Vocational ITA 19-20	30-Jun-22	121,000	22,895	98,105	19%
COVID-19						
31	Underserved-Impacted Individuals		23,465	-	23,465	0%
National Dislocated Worker Grant						
32	COVID-19 Disaster Recovery NDWG-Temporary Jobs		275,000	14,304	260,696	5%
Total Funds Allocated			11,626,296	1,490,656	10,135,640	
Funds available to be allocated			5,848,161		5,848,161	
Grand Total			17,474,457	1,490,656	15,983,801	
Percentage of Expenditures						9%

**Workforce Development Office, WDB and One Stop Operational Cost
IFAS 1531001-YTD Expenditures
June 2021**

Budget	<u>WDB</u>	<u>WD Office</u>	<u>EL CENTRO One Stop</u>	<u>BRAWLEY One stop</u>	<u>CALEXICO One Stop</u>	<u>WEST EDD Center</u>	<u>CALIPATRIA Center</u>	<u>WINTERHAVEN One Stop</u>	<u>TOTAL</u>	<u>Left</u>	
5010000 · Permanent Salaries	1,887,180.00	284,710.49	654,716.63	42,026.06	157,138.79	268,125.22	408,727.01	0.00	0.00	1,815,444.20	71,735.80
5011150 · Extra Help	56,347.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,347.00
5011300 · Bi-lingual Pay	1,560.00	0.00	0.00	0.00	0.00	0.00	520.00	0.00	0.00	520.00	1,040.00
501145 · REDEMPTION BENEFITS	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
5011500 · Medicare	37,472.00	4,049.08	9,429.40	581.81	2,203.54	3,798.43	5,720.87	0.00	0.00	25,783.13	11,688.87
5020000 · C.C. Retirement	642,634.00	91,283.72	210,196.24	13,486.96	50,151.57	86,005.85	130,783.40	0.00	0.00	581,907.74	60,726.26
502005 · Ins. Workers Comp.	130,045.00	17,521.30	36,973.87	3,891.58	19,463.33	23,354.95	28,839.58	0.00	0.00	130,044.61	0.39
502010 · Ins. Unemployment	5,264.00	709.22	1,496.52	157.53	787.77	945.32	1,167.32	0.00	0.00	5,263.68	0.32
5020150 · C.C. Group Insurance	433,545.00	49,205.93	117,189.36	14,217.23	46,298.79	54,432.10	114,122.63	0.00	0.00	395,466.04	38,078.96
5140000 · Comm.	53,274.00	2,407.29	4,951.62	4,363.56	6,673.59	18,552.53	16,074.50	0.00	2,943.70	55,966.79	(2,692.79)
5160000 · Household Exp.	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
5170500 · Ins. Auto	508.00	68.43	144.36	15.17	75.97	91.19	112.60	0.00	0.00	507.72	0.28
5170000 · Ins. Liability	21,270.00	2,865.85	6,047.46	636.51	3,183.47	3,819.94	4,717.00	0.00	0.00	21,270.23	(0.23)
519055 · Maint-Info Tech and Software	25,000.00	2,979.19	6,284.66	661.54	3,309.97	3,971.51	5,294.60	0.00	0.00	22,501.47	2,498.53
5220000 · Memberships	1,274.00	234.00	0.00	0.00	325.00	0.00	0.00	0.00	0.00	559.00	715.00
5200000 · Maint. Struct-Ground	98,742.00	8,337.60	17,617.10	1,855.19	38,465.05	2,080.17	2,646.97	0.00	2,709.60	73,711.68	25,030.32
5230000 · Miscellaneous Expense	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
5240000 · Office Expense	147,097.07	6,026.89	12,434.80	1,161.02	12,245.13	11,832.89	11,945.00	0.00	1,034.47	56,680.20	90,416.87
5240400 · Tuition Reimbursement	5,435.00	0.00	1,782.00	0.00	1,194.00	0.00	844.79	0.00	0.00	3,820.79	1,614.21
5250100 · Prof & Spec. Services	34,811.00	2,134.43	4,221.23	444.26	2,352.16	2,535.83	3,569.96	0.00	0.00	15,257.87	19,553.13
5250200 · Prof & Spec-Info Systems	133,762.00	23,565.03	49,730.41	5,234.23	26,182.86	31,417.07	40,092.01	0.00	0.00	176,221.61	(42,459.61)
5250300 · Prof & Spec Svcs Other	78,444.00	13,964.88	29,479.87	3,104.85	20,711.45	0.00	0.00	0.00	0.00	67,261.05	11,182.95
525070 · Overhead Charges	67,865.00	9,143.65	19,295.19	2,030.87	10,157.14	12,188.01	15,050.18	0.00	0.00	67,865.04	(0.04)
5280000 · Rent	835,937.00	35,837.82	82,506.25	8,689.63	545,009.58	93,825.60	48,155.25	4,000.00	17,433.36	835,457.49	479.51
5310000 · Travel In County	19,920.00	3,736.61	4,221.53	97.00	915.67	1,731.52	1,762.37	0.00	0.00	12,464.70	7,455.30
5310100 · Travel Out of County	53,600.00	8,369.46	9,073.43	0.00	3,251.00	1,316.00	2,713.00	0.00	0.00	24,722.89	28,877.11
5311450 · COVID-19 Expenses	-	12,456.87	26,322.15	2,767.75	23,587.81	12,967.76	15,202.48	0.00	0.00	93,304.82	(93,304.82)
5320000 · Utility Bills	53,200.00	2,410.61	5,088.58	535.89	23,872.40	196.63	248.68	0.00	867.42	33,220.21	19,979.79
5490050 · Equipment-Vehicles	97,020.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97,020.00
5520000 · Intrafund Transfer	-	-	-	-	-	-	-	-	-	0.00	-
	4,921,206.07	582,018.35	1,309,202.66	105,958.64	997,556.04	633,188.52	858,310.20	4,000.00	24,988.55	4,515,222.96	405,983.11