



Budget and Finance Committee Meeting

Wednesday, December 6, 2023

1550 Main 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. Approval of Minutes
 - a. October 18 20, 2023.....p. 2 - 3

INFORMATIONAL AGENDA

4. Financial Statement
 - a. October 2023..... p. 4
5. 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.*
6. Meeting adjournment

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of California™

Next Budget and Finance Committee Meeting, February 21, 2023, at 12:00 p.m.

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MINUTES
MEETING OF THE
WORKFORCE DEVELOPMENT BOARD
BUDGET AND FINANCE COMMITTEE MEETING

October 18, 2023 at 12:00 P.M.
1550 Main Street
El Centro, CA 92243

MEMBERS PRESENT: Robert Rubio, Erik Freeman, Ruth Duarte and Mark Gran

ABSENT: Elvira Anaya and Efrain Silva

GUEST: David Baquerizo

STAFF: Lilliana Sandoval, Jeff Burquist, Tim Druihet, Allison Duran and Angelica Pacheco

AGENDA ITEMS

1. Call to order:

The meeting called to order by ICWDB Committee Chair Rubio at 12:20 p.m. with a quorum present.

a. **Conflict of Interest forms:** None

2. Approval of Meeting Agenda:

MOTION by Mr. Freeman, Second by Ms. Duarte, to approve meeting agenda. Motion carried.

3. Approval of Minutes of September 20, 2023:

MOTION by Mr. Freeman, Second by Ms. Duarte, to approve meeting minutes of September 20, 2023. Opposed: None. Abstained: None. Motion carried.

INFORMATIONAL AGENDA

4. Financial Statement:

Ms. Duran reviewed the 2023 August financial statement.

5. AJCC Position to Specialize in Individuals with Disabilities:

Mr. Burquist reported on the DOR position research gathered. Information included Imperial County job descriptions, pay ranges and comparisons.

Mr. Freeman requested additional information to see the pros and cons on hiring options.

ADJOURNMENT

6. The meeting was adjourned at 1:07 p.m. The next regularly scheduled meeting date on November 15, 2023 at 12:00 p.m.

**Imperial County Workforce and Economic Development Office
Financial Statement
As of October 31, 2023**

FY 2023-2024 WIOA Allocation		\$	7,762,155			
FY 2022-2024 Lithium Project		\$	750,000			
FY 2022-2023 WIOA Carryover		\$	6,853,947			
Total Budget FY 2023-2024		\$	15,366,102			
		Contract End Dates	Budget 2023-2024	YTD Expenditures	Unexpended	Percentage of Expenditures per Line Item
1	Workforce Development Office Salaries (10 Staff)	30-Jun-24	732,542	215,740	516,802	29%
2	Workforce Development Office Benefits (10 Staff)	30-Jun-24	416,727	139,266	277,461	33%
3	Workforce Development Office Cost	30-Jun-24	542,539	83,726	458,813	15%
4	Workforce Development Board Salaries (4 Staff)	30-Jun-24	371,090	79,964	291,126	22%
5	Workforce Development Board Benefits (4 Staff)	30-Jun-24	207,980	47,560	160,420	23%
6	Workforce Development Board Cost	30-Jun-24	314,321	19,380	294,941	6%
7	One Stop Operational Salaries (20 Staff)	30-Jun-24	855,561	308,546	547,015	36%
8	One Stop Operational Benefits (20 Staff)	30-Jun-24	562,721	232,269	330,452	41%
9	One Stop Operational Cost	30-Jun-24	1,023,534	412,768	610,766	40%
10	Business Center Salaries (3 Staff)	30-Jun-24	191,437	-	191,437	0%
11	Business Center Benefits (3 Staff)	30-Jun-24	83,380	-	83,380	0%
12	Business Center Cost	30-Jun-24	359,485	290,846	68,639	81%
13	CWA Membership Dues	30-Jun-24	14,260	14,260	-	100%
14	National Association of Workforce Boards (NAWB)	30-Jun-24	2,300	2,300	-	100%
15	LIGHTCAST-EMSI Analyst Software	30-Jun-24	9,000	-	9,000	0%
16	Career EDGE - Annual License	30-Jun-24	30,000	-	30,000	0%
17	Bludot Technologies Inc. - Annual License	30-Jun-24	6,696	-	6,696	0%
18	SIERRA HR Hotline	30-Jun-24	10,008	834	9,174	8%
19	WDB Members, Meals, Travel, Conferences	30-Jun-24	55,000	7,302	47,698	13%
20	WDB/WDO Marketing & Other Services	30-Jun-24	60,000	23,695	36,305	39%
21	AJCC Operator 2023-2024	31-Dec-25	75,000	-	75,000	0%
22	Propath Inc., - AJCC Operator 22-23	31-Dec-24	38,900	25,500	13,400	66%
Year Round Youth 23-24						
23	IVROP Operational Cost	30-Jun-24	992,010	219,419	772,591	22%
24	IVROP Work Experience/Stipends	30-Jun-24	1,200,940	197,754	1,003,186	16%
25	IVROP Supportive Services	30-Jun-24	7,050	1,182	5,868	17%
26	EQUUS Operational Cost	30-Jun-24	1,339,967	92,055	1,247,912	7%
27	EQUUS Work Experience	30-Jun-24	463,190	-	463,190	0%
28	EQUUS Supportive Services	30-Jun-24	9,600	298	9,302	3%
Workers Compensation & ADP WIOA Participant Fees						
29	Workers Compensation WIOA Participant Fees	30-Jun-24	250,000	50,020	199,980	20%
30	ADP Participant WIOA Processing Fees	30-Jun-24	40,000	10,329	29,671	26%
31	Adult WIOA Supportive Services	30-Jun-24	80,000	36,140	43,860	45%
201/501 30% Training Expenditure FY 2023-2024						
32	Adult Vocational ITA 23-24	30-Jun-24	1,100,861	149,228	951,633	14%
33	OJT One Stop Centers 23-24	30-Jun-24	360,000	69,569	290,431	19%
34	IVROP Registered Nurse Mentorship Program XIII 24-25	30-Jun-24	376,000	-	376,000	0%
35	IVROP Licensed Vocational Nurse Mentorship Program II 23-24	30-Jun-24	338,108	29,057	309,051	9%
36	Incumbent Worker Training (IWT) 23-24	30-Jun-24	200,000	10,480	189,520	5%
37	Transitional Jobs	30-Jun-24	133,217	1,948	131,269	1%
Adult Work Experience(WEX) 23-24						
38	WEX-Adult Work Experience 23-24	30-Jun-24	266,434	101,160	165,274	38%
Carry over Obligated Training Expenditure FY 2022-2023						
39	Adult Vocational ITA 22-23	30-Jun-24	261,130	112,766	148,364	43%
40	OJT One Stop Centers 22-23	30-Jun-24	10,000	10,000	0	100%
41	IVROP Registered Nurse Mentorship Program XII 23-24	30-Jun-24	512,436	115,052	397,384	22%
Adult Work Experience(WEX) 22-23						
42	WEX-Adult Work Experience 22-23	30-Jun-24	323,944	215,351	108,593	66%
43	Lithium Valley Assessment Project (Rapid Response)	31-Mar-24	750,000	12,551	737,449	2%
Total Funds Allocated			14,977,368	3,338,317	11,639,051	
Funds available to be allocated			388,734		388,734	
Grand Total			15,366,102	3,338,317	12,027,785	
Percentage of Expenditures						22%