



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

America's **Job**Center
of California™

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



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