



## Budget and Finance Committee Meeting

Wednesday, August 17, 2022

2799 S. 4<sup>th</sup> Street

El Centro, CA 92243

12:00 p.m.

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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. June 15, 2022.....p. 2-3

### DISCUSSION/ACTION AGENDA

No Items

### INFORMATIONAL AGENDA

4. Financial Statements
  - a. WIOA Expenditures and Carry Over PY 2021-2022.....p. 4
  - b. July 2022 Financial Statement.....p. 5
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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Next Finance Committee Meeting: September 21, 2022, 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.



Budget and Finance Committee Meeting  
2799 S. 4<sup>th</sup> Street  
El Centro, CA 92243

## Meeting Minutes of June 15, 2022

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**Present:** Elvira Anaya, Erik Freeman, Ruth Duarte, Mark Gran

**Absent:** Efrain Silva

**Staff:** Priscilla Lopez, Julian Davila, Tim Druihet, Allison Duran, Camilo Garcia , Francisca German

**Guests:** David Baquerizo

### Agenda Items

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1. **Call to Order** Elvira Anaya called the meeting to order at 12:04 p.m. with a quorum present.

1a. **Conflict of Interest Forms** No conflict of Interest, as there are no Action Items on the agenda.

#### 2. **Discussion of Agenda**

##### **2a. Approval of Meeting Agenda**

Motion made by **Mark Gran** and seconded by **Erik Freeman** to approve the meeting agenda. Motion Carried.

#### 3. **Approval of Minutes- May 18, 2022**

A motion was made by **Erik Freeman** and seconded by **Mark Gran** to approve the minutes for April 20, 2022 as revised. Motion Carried

### Discussion/Action Agenda

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There is no action items listed on the agenda

### Informational Agenda

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#### 5. **Financial Statements** –

a. **May 2022-** Allison Duran, Fiscal Manager, overviewed the financial statements for May 2022. Ms. Duran went over the budget and expenditures.

#### 6. **Public Comment**

None



## Adjournment

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7. Meeting Adjournment at 12:32 p.m.

**Next Meeting: July 13, 2022 at 12:00 p.m.**

**Imperial County Workforce and Economic Development Office  
WIOA Expenditures by Category**

FY 2021-2022 WIOA Allocation		\$ 8,012,849								
FY 2020-2021 WIOA Carryover		\$ 8,329,485								
Total Budget FY 2021-2022		\$ 16,342,334		<b>WIOA Expenditures</b>						
		Budget 2021-2022	Jun-22	Total 4th Qtr. Expenses	CLOSEOUT	Total YTD Expenses	Total Unexpended	Obligated	Carryover	Total
<b>WDO-WDB-One Stop Office Staff &amp; Operational Cost</b>										
1	Workforce Development Office Salaries (10 Staff)	690,297	87,078	214,659		690,297	0			-
2	Workforce Development Office Benefits (10 Staff)	399,589	51,772	126,356		399,589	0			-
3	Workforce Development Office Cost	414,221	50,566	93,126		318,619	95,602		95,602	95,602
4	Workforce Development Board Salaries (5 Staff)	312,589	46,045	101,235		312,589	0			-
5	Workforce Development Board Benefits (5 Staff)	180,578	27,817	59,897		180,578	(0)			-
6	Workforce Development Board Cost	190,815	28,924	61,265		190,815	0			-
7	One Stop Operational Salaries (20 Staff)	954,831	98,894	280,235		924,843	29,988		29,988	29,988
8	One Stop Operational Benefits (20 Staff)	681,183	74,938	199,785		654,694	26,489		26,489	26,489
9	One Stop Operational Cost	1,996,077	105,515	284,357		1,206,016	790,061		790,061	790,061
10	EMSI Analyst Software	8,000		-		8,000	-			-
11	CWA Membership Dues	12,760		-		12,760	-			-
12	National Association of Workforce Boards (NAWB)	2,300		-		2,300	-			-
13	Career EDGE - Annual License	30,000		-		30,000	-			-
14	TalentSpace - Software License	18,000		-		18,000	-			-
15	WDB Members, Meals, Travel, Conferences	55,000	5,632	12,802		22,505	32,495		32,495	32,495
16	WDB/WDO Marketing & Other Services	60,000	12,353	16,004		52,790	7,210		7,210	7,210
<b>Year Round Youth 21-22</b>										
17	IVROP Operational Cost	992,185	71,745	243,191	81,287	846,347	145,838		145,838	145,838
18	IVROP Work Experience/Stipends	1,195,955	94,237	214,012	18,494	503,237	692,718		692,718	692,718
19	IVROP Supportive Services	11,860	677	1,545		2,559	9,301		9,301	9,301
<b>Workers Compensation &amp; ADP WIOA Participant Fees</b>										
20	Workers Compensation WIOA Participant Fees	70,000	2,312	6,937		28,848	41,152		41,152	41,152
21	ADP Participant WIOA Processing Fees	40,000	1,516	4,332		19,849	20,151		20,151	20,151
22	Adult WIOA Supportive Services	55,000	2,562	7,870		13,335	41,665		41,665	41,665

**Imperial County Workforce and Economic Development Office  
WIOA Expenditures by Category**

	Budget 2021-2022	Jun-22	Total 4th Qtr. Expenses	CLOSEOUT	Total YTD Expenses	Total Unexpended	Obligated	Carryover	Total
<b>201/501 30% Training Expenditure FY 2021-2022</b>									
23 Adult Vocational ITA 21-22	964,225	42,455	89,857		257,213	707,012	240,000	467,012	707,012
24 OJT One Stop Centers 21-22	800,000	9,851	28,746		141,767	658,233	26,000	632,233	658,233
25 IVROP Registered Nurse Mentorship Program XI 22-23	376,000	6,822	21,547		22,577	353,423	353,423		353,423
26 IVROP Licensed Vocational Nurse Mentorship Program 22-23	350,000	18,816	49,220		51,317	298,683	298,683		298,683
<b>Adult Work Experience(WEX)</b>									
27 WEX-Adult Work Experience 21-22	1,200,000	96,746	213,373		632,564	567,436	567,436		567,436
28 Propath Inc, - AJCC Operator 21-22	31,900		-		24,150	7,750		7,750	7,750
29 Propath Inc, - AJCC Operator Jan 22- Dec 22	75,000	15,100	28,300		39,900	35,100	35,100		35,100
<b>Carryover Obligated FY 20-21</b>									
30 Adult Vocational ITA 20-21	100,000	5,760	7,200		48,958	51,042		51,042	51,042
31 OJT One Stop Centers 20-21	54,000		-		39,688	14,312		14,312	14,312
32 IVROP Registered Nurse Mentorship Program X 20-21	317,033	16,700	50,433		199,508	117,525	117,525	0	117,525
33 Small Business COVID-19 Layoff Aversion Grant	40,053		-		-	40,053		40,053	40,053
<b>Adult Work Experience(WEX)</b>									
34 WEX-Adult Work Experience 20-21	292,000	939	3,525		189,552	102,448		102,448	102,448
<b>Carryover Obligated FY 19-20</b>									
35 Adult Vocational ITA 19-20	121,000	2,630	13,148		51,391	69,609		69,609	69,609
<b>COVID-19</b>									
36 Underserved-Impacted Individuals	23,465		-		-	23,465			
<b>National Dislocated Worker Grant</b>									
38 COVID-19 Disaster Recovery NDWG-Temporary Jobs	275,000		1,695		34,723	240,277	240,277		240,277
			-		-	-			
Funds pending to be allocated	2,951,418		-		-	2,951,418		2,951,418	2,951,418
<b>Total</b>	<b>16,342,334</b>	<b>978,400</b>	<b>2,434,650</b>	<b>99,781</b>	<b>8,171,876</b>	<b>8,170,458</b>	<b>1,878,444</b>	<b>6,268,548</b>	<b>8,146,992</b>

**Imperial County Workforce and Economic Development Office  
Financial Statement  
As of July 31, 2022**

<b>FY 2022-2023 WIOA Allocation</b>		<b>\$ 8,603,457</b>				
<b>FY 2021-2022 WIOA Carryover</b>		<b>\$ 8,146,992</b>				
<b>Total Budget FY 2022-2023</b>		<b>\$ 16,750,449</b>				
		<b>Contract End Dates</b>	<b>Budget 2022-2023</b>	<b>YTD Expenditures</b>	<b>Unexpended</b>	<b>Percentage of Expenditures per Line Item</b>
1	Workforce Development Office Salaries (10 Staff)	30-Jun-23	684,542	23,599	660,943	3%
2	Workforce Development Office Benefits (10 Staff)	30-Jun-23	395,125	13,801	381,324	3%
3	Workforce Development Office Cost	30-Jun-23	444,745	15,734	429,011	4%
4	Workforce Development Board Salaries (5 Staff)	30-Jun-23	323,090	12,250	310,840	4%
5	Workforce Development Board Benefits (5 Staff)	30-Jun-23	197,648	5,453	192,195	3%
6	Workforce Development Board Cost	30-Jun-23	247,022	8,267	238,755	3%
7	One Stop Operational Salaries (20 Staff)	30-Jun-23	1,031,276	41,981	989,295	4%
8	One Stop Operational Benefits (20 Staff)	30-Jun-23	686,004	23,413	662,591	3%
9	One Stop Operational Cost	30-Jun-23	1,038,085	107,335	930,750	10%
10	CWA Membership Dues	30-Jun-23	12,760	-	12,760	0%
11	National Association of Workforce Boards (NAWB)	30-Jun-23	2,300	2,300	-	100%
12	SIERRA HR Hotline	30-Jun-23	10,008	-	10,008	0%
13	EMSI Analyst Software	30-Jun-23	8,000	-	8,000	0%
14	Career EDGE - Annual License	30-Jun-23	30,000	-	30,000	0%
15	TalentSpace - Software License Agreement	30-Jun-23	18,000	-	18,000	0%
16	Bludot Technologies Inc. - Annual License	30-Jun-23	6,696	6,696	-	100%
17	WDB Members, Meals, Travel, Conferences	30-Jun-23	55,000	-	55,000	0%
18	WDB/WDO Marketing & Other Services	30-Jun-23	60,000	7,060	52,940	12%
<b>Year Round Youth 22-23</b>						
19	IVROP Operational Cost	30-Jun-23	992,010	-	992,010	0%
20	IVROP Work Experience/Stipends	30-Jun-23	1,200,940	20,094	1,180,846	2%
21	IVROP Supportive Services	30-Jun-23	7,050	125	6,925	2%
<b>Workers Compensation &amp; ADP WIOA Participant Fees</b>						
22	Workers Compensation WIOA Participant Fees	30-Jun-23	70,000	4,774	65,226	7%
23	ADP Participant WIOA Processing Fees	30-Jun-23	30,000	-	30,000	0%
24	Adult WIOA Supportive Services	30-Jun-23	50,000	586	49,414	1%
<b>201/501 30% Training Expenditure FY 2022-2023</b>						
25	Adult Vocational ITA 22-23	30-Jun-23	1,126,819	-	1,126,819	0%
26	OJT One Stop Centers 22-23	30-Jun-23	600,000	-	600,000	0%
27	IVROP Registered Nurse Mentorship Program XI 22-23	30-Jun-23	353,423	28,775	324,648	8%
28	IVROP Licensed Vocational Nurse Mentorship Program 22-23	30-Jun-23	298,683	-	298,683	0%
29	Incumbent Worker Training (IWT) 22-23	30-Jun-23	100,000	-	100,000	0%
<b>Adult Work Experience(WEX) 22-23</b>						
30	WEX-Adult Work Experience 22-23	30-Jun-23	1,200,000	533	1,199,467	0%
31	Propath Inc. - AJCC Operator	31-Dec-22	35,100	-	35,100	0%
<b>Carry over Obligated Training Expenditure FY 2021-2022</b>						
32	Adult Vocational ITA 21-22	30-Jun-23	240,000	26,577	213,423	11%
33	OJT One Stop Centers 21-22	30-Jun-23	26,000	4,394	21,606	17%
<b>Adult Work Experience(WEX) 21-22</b>						
34	WEX-Adult Work Experience 21-22	30-Jun-23	567,436	37,452	529,984	7%
<b>Carry over Obligated Training Expenditure FY 2020-2021</b>						
35	IVROP Registered Nurse Mentorship Program X 20-21	30-Sep-23	117,525	18,276	99,249	16%
<b>National Dislocated Worker Grant</b>						
36	COVID-19 Disaster Recovery NDWG-Temporary Jobs	30-Jun-23	240,277	-	240,277	0%
Total Funds Allocated			12,505,564	409,474	12,096,090	
Funds available to be allocated			4,244,885		4,244,885	
<b>Grand Total</b>			<b>16,750,449</b>	<b>409,474</b>	<b>16,340,975</b>	
Percentage of Expenditures						<b>2%</b>