



## Special Budget and Finance Committee Meeting

Wednesday, August 27, 2025

2799 S. 4<sup>th</sup> 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. May 21, 2025.....p 2-3

### DISCUSSION/ACTION AGENDA

4. Discussion/Action to accept and approve FY2024-25 Closeout Report and Financial Statement as of June 30, 2025.....p 4
5. Discussion/Action regarding approval of the Workforce Development Board Budget for Fiscal Year 2025-26.....p 5

### INFORMATIONAL AGENDA

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

---

America's **JobCenter**  
of California<sup>™</sup>

Budget and Finance Committee Meeting: November 19, 2025 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.



1550 W. Main Street  
El Centro, CA 92243

**Budget and Finance Committee Meeting  
Minutes of Wednesday, May 21, 2025**

---

**Present:** Robert Rubio, Elvira Anaya, Efrain Silva, Erik Freeman, Mark Gran

**Absent:** Ruth Duarte, Tom Dubose

**Staff:** Jeff Burquist, Veronica Curiel, Angelica Padilla, Allison Duran, Camilo Garcia, Francisca German, Blanca Soto

**AGENDA ITEMS**

---

**1. Call to Order** Committee Chair, Robert Rubio, called the meeting to order at 12:05 p.m. with a quorum present.

**1a. Conflict of Interest Forms** Members were directed to turn in their Conflict-of-Interest Forms to staff.

**2. Discussion of Agenda**

**2a. Items to be pulled from Agenda**

None

**2b. Approval of Meeting Agenda**

- ❖ **Motion:** A motion was made by **Erik Freeman** and seconded by **Elvira Anaya** to approve the meeting agenda as is. There were no opposed and there were no abstentions. The motion carried unanimously.

**3. Approval of Meeting Minutes**

- ❖ **Motion:** A motion was made by **Mark Gran** and seconded by **Elvira Anaya** to approve the meeting minutes of February 19, 2025, as presented. There were no opposed and there were no abstentions. The motion carried unanimously.

**PRESENTATIONS**

---

**4. Discussion/Action to accept the Financial Statement of April 30, 2025:**

Mrs. Allison Duran, Fiscal Manager, reviewed the Financial Statement as of April 30, 2025. During the review, Ms. Elvira Anaya inquired why EQUUS's percentage of expenditure was reported as 0% and whether

any billing had been submitted. Mrs. Duran clarified that while claims for the period from July through March were processed in April, they were submitted through the Auditor-Controller's Office and have not yet been reflected in the general ledger. Ms. Duran reported that IVROP and EQUUS were asked to submit budgets with a 30% reduction in expenditures for next year's proposal, as there will no longer be any carryover funding for the youth program. They requested additional funding, and Ms. Duran informed them that if they have any carryover, they may use it; however, if they do not, their funding will be reduced by 30%.

Ms. Duran reported that WEX will no longer be available, as it does not meet the 30% expenditure requirement. Instead, they have decided to move forward with Transitional Jobs and Incumbent Worker Training.

**Motion:** A motion was made by **Erik Freeman** and seconded by **Elvira Anaya** to approve the Financial Statement of April 30, 2025. There were no opposed and there were no abstentions. The motion carried unanimously.

## **INFORMATIONAL AGENDA**

---

### **5. WIOA Title I Formula Allocations Program Year 2025-2026**

Mr. Burquist reported that although EDD has not yet released the annual allocations, the U.S. Department of Labor's Employment and Training Administration has released the federal funding allocations, which indicate an increase in funding compared to last year. There is an estimated 15% increase for Youth Activities and a 25% increase for Dislocated Worker Activities. The allocations for the program year beginning July 1, 2025, will next be distributed by the states to local workforce boards, in accordance with the federally mandated formula outlined by WIOA specifications.

### **6. Public Comment**

There were no public comments.

### **7. Meeting Adjourned at 12:36 p.m.**

---

**Next Meeting: August 20th, 2025, at 12:00 p.m.**

Imperial County Workforce and Economic Development Office  
Financial Statement  
As of June 30, 2025

FY 2024-2025 WIOA Allocation		\$	8,316,105				
FY 2022-2025 Lithium Project		\$	676,780				
FY 2023-2024 WIOA Carryover		\$	5,963,681				
Total Budget FY 2024-2025		\$	14,956,566				
				Contract End Dates	Budget 2024-2025	YTD Expenditures	Unexpended
							Percentage of Expenditures per Line Item
1	Workforce Development Office Salaries (10 Staff)		30-Jun-25	742,553	740,514	2,039	100%
2	Workforce Development Office Benefits (10 Staff)		30-Jun-25	362,175	362,175	(0)	100%
3	Workforce Development Office Cost		30-Jun-25	540,284	444,096	96,188	82%
4	Workforce Development Board Salaries (3 Staff)		30-Jun-25	339,243	257,726	81,517	76%
5	Workforce Development Board Benefits (3 Staff)		30-Jun-25	119,621	119,621	0	100%
6	Workforce Development Board Cost		30-Jun-25	205,504	90,678	114,826	44%
7	One Stop Operational Salaries (16 Staff)		30-Jun-25	1,004,904	795,467	209,437	79%
8	One Stop Operational Benefits (16 Staff)		30-Jun-25	510,402	510,402	0	100%
9	One Stop Operational Cost		30-Jun-25	1,283,602	1,246,601	37,001	97%
10	Business Center Salaries (3 Staff)		30-Jun-25	180,825	178,074	2,751	98%
11	Business Center Benefits (3 Staff)		30-Jun-25	84,844	84,844	0	100%
12	Business Center Cost		30-Jun-25	503,088	485,583	17,505	97%
13	CWA Membership Dues		30-Jun-25	14,260	14,260	-	100%
14	National Association of Workforce Boards (NAWB) 24-25		30-Jun-25	2,300	2,300	-	100%
15	National Association of Workforce Boards (NAWB) 25-26		30-Jun-26	2,000	2,000	-	100%
16	LIGHTCAST-EMSI Analyst Software		30-Jun-25	9,250	9,250	-	100%
17	Placer.ai - Software		30-Jun-25	27,562	27,562	-	100%
18	Career EDGE - Annual License		30-Jun-25	31,500	31,500	-	100%
19	SIERRA HR Hotline		30-Jun-25	10,008	10,008	-	100%
20	WDB Members, Meals, Travel, Conferences		30-Jun-25	55,000	27,755	27,245	50%
21	WDB/WDO Marketing & Other Services		30-Jun-25	60,000	36,515	23,485	61%
22	Propath Inc., - AJCC Operator 25-26		31-Dec-25	75,000	42,800	32,200	57%
23	Professional Consulting Services - David K Shinder		30-Jun-25	40,000	21,976	18,024	55%
	Year Round Youth 2024-2025						
24	IVROP Operational Cost		30-Jun-25	1,075,794	999,453	76,341	93%
25	IVROP Work Experience/Stipends		30-Jun-25	1,119,900	1,101,312	18,588	98%
26	IVROP Supportive Services		30-Jun-25	11,763	6,943	4,820	59%
27	EQUUS Operational Cost		30-Jun-25	1,002,338	980,904	21,434	98%
28	EQUUS Work Experience		30-Jun-25	386,705	318,381	68,324	82%
29	EQUUS Supportive Services		30-Jun-25	3,500	2,514	986	72%
	Workers Compensation & ADP WIOA Participant Fees						
30	Workers Compensation WIOA Participant Fees		30-Jun-25	100,000	72,384	27,616	72%
31	ADP Participant WIOA Processing Fees		30-Jun-25	30,000	23,321	6,679	78%
32	Adult WIOA Supportive Services		30-Jun-25	170,000	144,468	25,532	85%
	201/501 30% Training Expenditure FY 2024-2025						
33	Adult Vocational ITA 24-25		30-Jun-25	853,780	460,237	393,543	54%
34	OJT One Stop Centers 24-25		30-Jun-25	378,000	181,158	196,842	48%
35	Incumbent Worker Training (IWT) 24-25		30-Jun-25	50,000	4,739	45,261	9%
36	Transitional Jobs		30-Jun-25	443,671	348,959	94,712	79%
	Adult Work Experience(WEX) FY2024-2025						
37	WEX-Adult Work Experience 24-25		30-Jun-25	223,350	223,350	0	100%
	Nursing Mentorship Programs FY 2024-2025						
38	IVROP Registered Nurse Mentorship Program XIV 24-25		31-Dec-25	577,500	47,243	530,257	8%
39	IVROP Licensed Vocational Nurse Mentorship Program III 24-25		31-Dec-25	362,730	88,999	273,731	25%
	Carry over Obligated Training Expenditure FY 2023-2024						
40	Adult Vocational ITA 23-24		30-Jun-25	195,150	195,150	(0)	100%
41	OJT One Stop Centers 23-24		30-Jun-25	61,825	61,825	-	100%
42	Transitional Jobs		30-Jun-25	56,082	56,082	0	100%
43	IVROP Registered Nurse Mentorship Program XII 23-24		31-Dec-24	60,537	60,537	(0)	100%
44	IVROP Registered Nurse Mentorship Program XIII 24-25		30-Jun-25	513,116	353,354	159,762	69%
45	IVROP Licensed Vocational Nurse Mentorship Program II 24-25		31-Dec-24	79,286	79,286	0	100%
	Adult Work Experience(WEX) 2023-2024						
46	WEX-Adult Work Experience 23-24		30-Jun-25	89,434	89,434	-	100%
47	Propath Inc., - AJCC Operator 23-24		31-Dec-24	31,400	31,400	-	100%
48	Lithium Valley Assessment Project (Rapid Response)		30-Jun-25	676,780	352,408	324,372	52%
Total Funds Allocated				14,756,566	11,825,546	2,931,020	
Funds available to be allocated				200,000		200,000	
Grand Total				14,956,566	11,825,546	3,131,020	
Percentage of Expenditures							79%