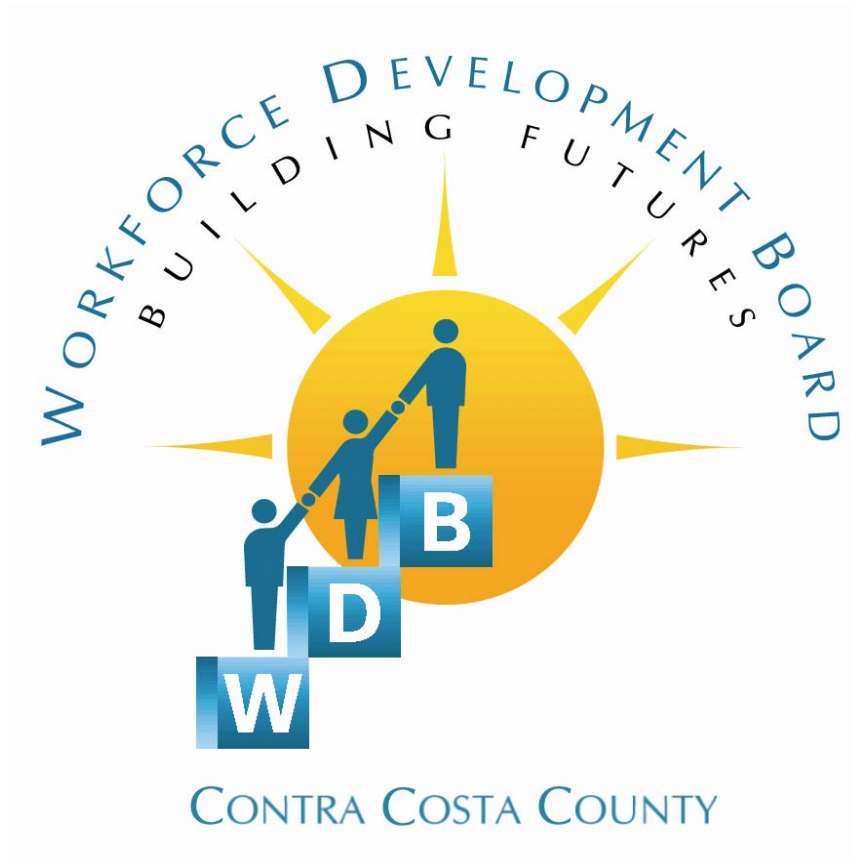


# EXECUTIVE COMMITTEE



January 20, 2010  
11:30 a.m. – 1:30 p.m.

300 Ellinwood Way  
Eagle Conference Room, 3<sup>rd</sup> Floor  
Pleasant Hill, CA 94523



**Our Mission:**

*The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.*

January 20, 2010  
12:30 p.m. – 1:30 p.m.  
300 Ellinwood Way, 3<sup>rd</sup> Floor  
Eagle Conference Room  
Pleasant Hill, CA 94523

## EXECUTIVE COMMITTEE AGENDA

- 12:30 PM      CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST**
- PUBLIC COMMENT**
- 12:35 PM      C1      CONSENT AGENDA**
- Approve December 23, 2009 Minutes**
- 12:40 PM      ACTION ITEM/S**
- A1      Approve release of ARRA funds to leverage Clean Energy Workforce Training Program (CEWTP) grant**
- 1:00 PM      DISCUSSION ITEM/S**
- D1      Review & Discuss November 2009 Expenditure Report**
- 1:10 PM      PRESENTATION ITEM**
- P1      Review & Discuss Initial Draft of Contra Costa Local Workforce Investment Area (LWIA) Local Modification Plan**
- CHAIR'S REPORT**
- EXECUTIVE DIRECTOR'S REPORT**
- 1:30 PM      SET NEXT MEETING DATE AND ADJOURN**
- Wednesday, February 17, 2010 at 11:30 a.m.**

*Any appropriate public records related to an open session item on a regular meeting agenda and distributed by the Workforce Development Board and any of its committees to a majority of members of the Workforce Development and/or its committees, less than 72 hours prior to that meeting are available and for public inspection at 300 Ellinwood Way, 3<sup>rd</sup> Floor, Pleasant Hill during normal business hours.*

**Our Mission:**

The Workforce Development Board of Contra Costa County exists to promote a workforce development system that meets the needs of businesses, job seekers, and workers in order to ensure a strong, vibrant economy in Contra Costa County.

December 23, 2009  
9:00 a.m. – 11:00 a.m.  
300 Ellinwood Way  
Pleasant Hill, CA 94523

# EXECUTIVE COMMITTEE

Wednesday, December 23, 2009

**ESTABLISHMENT OF QUORUM:**

Chair Bette Felton noted that a quorum was present.

**MEMBERS PRESENT:**

Bette Felton, Norm Hattich, Jim Kennedy, Pete Murray, Nail Brad and Yolanda Vega.

**MEMBERS EXCUSED:**

Todd Brantley, Laurie Fox and Martin Aufhauser

**WDB STAFF PRESENT:**

Stephen Baiter, Tracey Nicks, Lenn Mendoza and Ginny Perthel

**OTHERS PRESENT:**

Tom Waller, Board Member  
Kathleen Robinson, Robinson & Associates

**CALL TO ORDER:**

Chair Bette Felton called the meeting to order at 9:07 am. She also reminded the attendees of the potential conflict of interest.

**PUBLIC COMMENT:**

None.

**C1 Approve November 18, 2009 minutes**

Minutes approved with an amendment that Vice Chair Laurie Fox was present at the meeting.

**MOVED BY.....Pete Murray**  
**SECOND BY .....Brad Nail**  
**MOTION .....CARRIED**

**ACTION ITEMS:**

**A1 Approve Out of School Youth Services for North Richmond**

YC Co-Chair Pete Murray reported that the Housing Authority (HA) of Contra Costa County was voted by the YC to receive the award under the RFI in the amount of \$45,000 that will allow to continue serving 40 WIA out-of-school youth in the unincorporated area of North Richmond.

Executive Director (ED) Stephen Baiter added that there were two bidders that responded to the RFI. HA came back with a strong proposal based on their level of familiarity of the communities and the various services and programs already existing in the North Richmond. There will be a six-month contract which will commence in January 1<sup>st</sup> to June

30, 2010 upon the Committee's approval. The intent of the award was for annualized contract on fiscal basis which is July 1, 2010.

It was requested for WDB staff to look into the consistency of hours of operation of the HA during the morning hours to ensure service to our clients. ED Stephen Baiter stated that staff Terri Shields, as part of monitoring process, has been discussing transition issues with some specifics including HA's contract for payroll services for the summer youth employment program.

**Recommendation:** to approve award to the Housing Authority of Contra Costa County for the term of January 1, 2010 through June 30, 2010 for an amount not to exceed \$45,000 with the youth of North Richmond.

**MOVED BY.....Jim Kennedy**  
**SECOND BY .....Yolanda Vega**  
**MOTION .....CARRIED**

**A2 Approve Recommendation for Youth Services Expansion**

YC Co-Chair Pete Murray stated that there are available WIA Youth funds that can be used to expand some programs/projects specifically the Independent Living Skills Program (ILSP). ED Stephen Baiter stated that the ILSP serves Foster Youth approaching the age of transition (18 years old) and that services would include career counseling, case management, employment placement, individual plans, summer activities and other kinds of support in conjunction with on-going concurrent post-educational activity.

**Recommendation:** to authorize WDB staff to proceed with initiating a competitive bidding process for up to \$90,000 in WIA Youth Formula funds to expand services to ILSP Foster youth countywide is approved.

**MOVED BY.....Brad Nail**  
**SECOND BY .....Norm Hattich**  
**MOTION .....CARRIED**

**A3 Approve augmentation to training funds contract**

ED Stephen Baiter discussed the background and role of the Oakland Private Industry Council (OPIC) as the procurement and pay agent for training vendors on behalf of the WDB of Contra Costa County. The high level of demand for training services has exhausted available WIA Adult training funds, putting us in a position where we must replenish the training funds account or else suspend training services for eligible adults. The proposed \$75,000 in WIA ARRA Adult funds will allow serving another 40 individuals between now and at the end of the fiscal year.

Questions:

- How do we handle Oakland's procurement procedure issue? ED Stephen Baiter stated that issues in Oakland are being watched closely and that we are cognizant that there might be some structural changes might happen in Oakland. If there are structural changes which result in OPIC no longer being able to administer training funds, we need to find another entity to do this work. This could be the Employment & Human Services Department or another entity that would be selected through a competitive bid process.
- Is there any control that the Oakland Workforce Investment Board (WIB) has over the OPIC? ED Stephen Baiter stated that there is control but he does not know how much about the specific dynamics of their local are. He further stated that our money is not subject to the purview of the Oakland WIB and the money will be returned in worst case scenario.

**Recommendation:** to augment training funds with Oakland Private Industry Council (OPIC) contract payment is approved.

<b>MOVED BY</b> ..... <b>Yolanda Vega</b>
<b>SECOND BY</b> ..... <b>Brad Nail</b>
<b>MOTION</b> ..... <b>CARRIED</b>

**A4 Approve Adult Education Computer Training**

ED Stephen presented the proposal and stated that this will allow us to enter into a contract with Mt. Diablo Adult Education for five cohorts on Microsoft office Suite Training at different sites across the county. The total amount to be paid to Mt. Diablo is not to exceed the sum of \$76,650 that will enroll 20 individuals each from the five sites starting in far East County. Classroom training will be supplemented by a self-paced online training program for individual skill levels. He clarified that the five cohorts offered are instructor-lead and the on-line training is just a supplement. Furthermore, all instructor-lead scheduled classes will be held at the Adult Education campus due to capacity issue. There is a lot of flexibility for students who may not be able to keep up or be ahead. This is a one time shot ARAR funds that needs to be expended by June 30, 2011.

**Recommendation:** to enter into a contract with Mt. Diablo Adult Education to provide Microsoft Office Suite training services to eligible dislocated and adult workers in Contra Costa County.

<b>MOVED BY</b> ..... <b>Jim Kennedy</b>
<b>SECOND BY</b> ..... <b>Norm Hattich</b>
<b>MOTION</b> ..... <b>CARRIED</b>

**A5 Approve Application and Resignation to and from Youth Council**

Resignations of YC member Loretta Bisio and Past Chair Rulon McKay were regrestfully accepted. The application of Emily Brizendine to fill Education seat #2 was accepted.

<b>MOVED BY</b> ..... <b>Jim Kennedy</b>
<b>SECOND BY</b> ..... <b>Yolanda Vega</b>
<b>MOTION</b> ..... <b>CARRIED</b>

**A6 Approve Formation of Public Relations Ad Hoc Committee**

ED Stephen Baiter stated that there is no need to make this a long process since we know what our needs are. We need to come up with recommendations for the Board to consider and approve how we want to pursue our PR efforts in 2010. He is looking at having just one meeting.

Suggestions/Comments

- Do some preparation work at home
- One meeting may not be enough. We need to define ways how to evaluate the effectiveness of devices that we already have.
- Staff should assemble detailed background/concerns with statistics and controversies that people had on current PR provider
- Send invitation to all members of the board to participate in the Ad Hoc
- Look at strategies how to move forward
- Look at developing a strong website

**Recommendation:** form an Ad Hoc Committee of the WDB to discuss the public relations and communications priorities of the Board.

<b>MOVED BY</b> .....	<b>Brad Nail</b>
<b>SECOND BY</b> .....	<b>Yolanda Vega</b>
<b>MOTION</b> .....	<b>CARRIED</b>

**DISCUSSION ITEMS**

**D1 Review and Discuss October 2009 Expenditure Report**

ED Stephen Baiter presented the WDB Expenditure Report through October 31, 2009. He stated that the November report was received a day or two after the packets were mailed. On balance, we are under spending our formula funds based on our projections and budget; however, we are aggressively spending our ARRA funds. Within certain funding streams and line items we are either over or under budget. ED Stephen Baiter will endeavor to bring the November and December expenditure reports in January in time for the next Exec Meeting. It is hoped that the December report will be completed in time to be included in the January 2010 meeting packet. He stated that there will be a need to adopt a formal mid-year revision to our budget for the final six months. The suggestion to provide flexibility to incorporate additional funding streams and categories on the budget format that needed to be watched was noted and taken into consideration.

**D2 Discuss 2007-2008 WIA Performance and Reporting**

ED Stephen Baiter stated the background and discussion on WIA Performance Measure for PY 08-09. Attachment D2a shows our performance against annual goals, which then spawned additional discussion about the staff looking at ways on how to improve performance reporting for the Youth Council and P3 Committees. Although we did well overall, we did not meet our Literacy and Numeracy goals for out-of-school youth. The staff will be looking into this in more detail and is also currently looking at contractors' performance.

**CHAIR'S REPORT**

Chair Bette Felton encouraged the committee to schedule a special board meeting to attend the Career Pathways Graduation. She reported that Vice Chair Laurie Fox, Exec Director Stephen Baiter and herself interviewed two applicants for our facilitation contract for our board retreats and had selected Glenn Price Group based in El Cerrito, CA. Chair Bette Felton also reported that there are two more sessions planned with the health care sector to assemble regionally to look at allied health careers in January 26, 2010. The venue of the meeting is to be determined.

**EXECUTIVE DIRECTOR'S REPORT**

- The Executive Committee retreat date is still not set, but will most likely be in February. He encouraged the committee to use the response system on doodle.com to indicate their availability to attend.
- ED Stephen Baiter attended the CWA Board of Directors' Meeting in San Diego where they talked about the new jobs bill and WIA re-authorization, the latter of which may or may not move ahead in the upcoming legislative session.
- With the closure of NUMMI with 4,300 individuals affected, 8% of which are Contra Costa County residents, there are efforts underway to gather information for one or more grant proposals to Sacramento. Alameda is currently serving as the lead.
- A meeting with community colleges across the Bay Area with ten Workforce Investment Boards across the region was held emphasizing on stronger integrated partnership, collaboration, and improved communication towards green projects.
- Pending Grant Proposals. Two (2) grant proposals are currently pending. The first one is through the US Department of Labor (DOL) to partner with other boards to provide services to lower income and high risk population, and the second one, a California Workforce Investment Board (CWIB) grant is the Cluster Opportunity grant which will be used to effectively help us map out the green economy in the East Bay and

define what is called the “East Bay Innovation Zone.” There were 13 proposals submitted and 10 will be funded.

- There will be proposals coming shortly under the New Start Funding which is targeting individuals coming out of the prison system.
- There may be is additional money from the jobs bill that can that can sustain Summer Youth Employment Program into 2010. Even without these funds we should be able to run a scaled down version of the program.

**SET NEXT MEETING DATE AND ADJOURN**

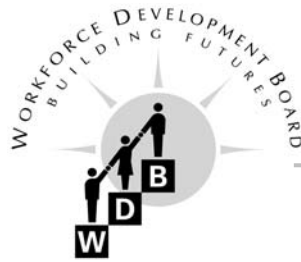
**The next meeting will be held on Wednesday, January 20, 2010 from 11:30 a.m. to 1:30 p.m.**

**THE MEETING WAS ADJOURNED AT 10:30 a.m.**

Respectfully Submitted,

Lenn Mendoza, Board Secretary

Lm/SB



**DATE:** January 20, 2010

**TO:** EXECUTIVE COMMITTEE

**FROM:** Stephen Baiter, Executive Director

**RE:** **Authorize WDB staff to allocate funds to leverage Contra Costa Community College District's Clean Energy Workforce Training Program (CEWTP)**

This item brings forward a request to release up to \$720,000 in Workforce Investment Act (WIA) American Recovery and Reinvestment Act (ARRA) funds to fulfill the commitment of the Workforce Development Board of Contra Costa County to support the Contra Costa Community College District' (CCCCD) Clean Energy Workforce Training Program (CEWTP).

## **A. BACKGROUND AND DISCUSSION**

In February 2009, American Recovery and Reinvestment Act (ARRA) funds were awarded to Workforce Boards with the specific goal of stimulating the economy. For the Workforce Boards, this means addressing the needs of more individuals overall and providing them with the training opportunities that are most likely to lead to employment and re-employment.

At the WDB planning retreat in May, Board and staff met to establish priorities for these funds. The board wanted to ensure provision of immediate assistance to those most in need, and also to invest for a longer term impact on competitiveness of our workers. The areas of priority include:

- Enhance Current Services
- New Innovative Services
- Expanded Services to Underserved
- Increased System Capacity
- Support of Our Ongoing Sector Work

Appropriation of ARRA funds to leverage the Clean Energy Workforce Education Program (CEWTP) falls under the priority areas of Increased System Capacity and support of sector work.

## B. CURRENT SITUATION

On September 15, 2009, the Contra Costa Community College District (CCCCD) submitted a proposal in response to a Solicitation for Proposals (SFP) through the California Employment Development Department (EDD) to operate “clean energy training programs” funded through a variety of sources. Workforce Development Board staff were involved in meetings and planning efforts related to this proposal, and provided a letter of support to the proposal offering a minimum commitment of resources nearing \$200,000 (actual amount was \$198,321).

On October 2, 2009, Governor Arnold Schwarzenegger announced that the CCCC CD proposal was one of the thirty-four (34) successful respondents to the CEWTP SFP. Since that time, there have been a few planning meetings between WDB staff, One-Stop staff, and representatives from all three community colleges in our county to discuss CEWTP implementation efforts. The programs associated with this endeavor offer a timely opportunity for the WDB to further its efforts related to “green” jobs. A partial list of programs associated with this includes:

- Certified Green Building Professional (linked to Build It Green – [www.builditgreen.org](http://www.builditgreen.org) certification)
- Home Energy Rater
- Building Analyst/Envelope Specialist
- Solar Thermal Technician
- Accredited Green Plumber
- Weatherization Specialist/Auditor
- Sustainable HVAC/R

In addition to the training programs, the CEWTP grant will also support the development of a green employer council focused on green building practices. It is anticipated that the WDB will be an instrumental player in supporting t

## C. FISCAL IMPACT

This proposed action will enable the WDB staff to release up to \$720,000 in WIA ARRA funds (multiple funding streams) to the One-Stop Operator Consortium and/or to other organizations supporting efforts related to the recruitment, outreach, assessment, enrollment, and job placement of participants accepted into classes and training programs funded through CEWTP. (Per the existing WDB 2009-2010 budget, a placeholder amount of \$675,000 in WIA ARRA DW funds has already been designated for release to the One-Stop Operator Consortium.)

If the fully proposed amount is actually released, this would equate to an average of \$3,000 per participant.

As a reminder, ARRA funds are one-time funds and must be expended by June 30, 2011. Staff has reviewed the budget and there is funding available to cover this initiative.

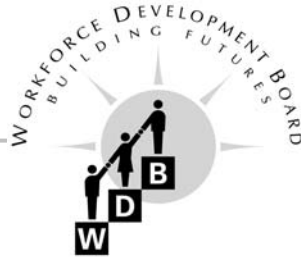
If approved, a budget modification (which will be wrapped into the 2009-2010 midyear budget revision) will be forthcoming.

#### **D. CUSTOMER IMPACT**

The WDB's ARRA funds that are being proposed to leverage this endeavor will ensure that CEWTP is successful in meeting its target of enrolling 180 individuals into sever additional individuals using the WDB's (ARRA) Workforce Investment Act (WIA) Adult funds.

#### **E. SCHEDULE**

Staff will move quickly to obligate funds. With acceptance of this item, staff will continue working on implementation details and bring back periodic updates of progress. Actual expenditures will continue to be reviewed by the Executive Committee, and programmatic outcomes will be monitored through the P3 Committee.



**DATE:** January 20, 2010  
**TO:** Executive Committee  
**FROM:** Stephen Baiter, Executive Director  
**RE:** **Workforce Development Board Expenditure Report through November 30, 2009**

This report presents the Workforce Development Board Expenditure Report for the most recent period available ending November 30, 2009.

## A. CURRENT SITUATION

1. The November 2009 Expenditure Report shows the following:
  - Total WIA/Title V/SBDC year-to-date expenditures - \$2,116,821 (27% of budget)
  - Total ARRA year-to-date expenditures - \$2,285,964 (44% of budget)
  - Total expenditures for the month of November 2009 was \$610,680 (4.7% of budget)
  - A total of \$408,879 was paid out to contractors
  - The One-Stop Operator Consortium has expended 20% of their annual budget (including designated ARRA funds)
2. Per federal and state requirements, 80% of PY 2009-10 program funds allocated to adult, youth, and dislocated workers must be obligated by the end of June 30, 2010. All ARRA funds must be expended by June 30, 2011.
3. As discussed at the December 2009 Executive Committee, while the WDB's expenditures are within budget in aggregate, several line items and a few funding categories are either over or under-expended, necessitating a mid-year budget revision for the remainder of Fiscal Year 2009-2010. The Executive Director is working with EHSD Fiscal Unit staff on this and will be bringing forward a revised FY2009-2010 budget to the Executive Committee at its February 17, 2010 meeting for approval.

## B. FISCAL IMPACT

As of November 30, 2009, the WDB has expended \$3,724,279 or 29% of its total budget.

## C. ATTACHMENT

**D1a** – WDB Expenditure Report for the period ended November 30, 2009



# Workforce Development Board Expenditure Report FY 2009-10 November 2009

	WIA Adult				WIA Dislocated Worker				WIA Youth				WIA Rapid Response			
	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date
<b>Salaries &amp; Benefits</b>	\$ 33,569	\$ 224,867	\$ 191,298	15%	\$ 40,026	\$ 200,798	\$ 160,772	20%	\$ 80,444	\$ 259,229	\$ 178,785	31%	\$ 7,007	\$ 100,656	\$ 93,649	7%
Office Supplies & Expenses	\$ 655	\$ 10,566	\$ 9,911	6%	\$ 851	9,392	\$ 8,541	9%	\$ 2,806	6,248	\$ 3,442	45%	\$ 238	2,133	\$ 1,895	11%
Equipment Costs	36	11,774	11,738	0%	75	10,271	10,196	1%	2,583	10,520	7,937	25%	10	2,606	2,596	0%
Food	-	951	951	0%	-	830	830	0%	-	847	847	0%	-	372	372	0%
Memberships	211	2,961	2,750	7%	458	2,583	2,125	18%	1,095	2,639	1,544	41%	58	1,158	1,100	5%
Occupancy Costs - Bldg.	7,980	41,129	33,149	19%	7,236	37,112	29,876	19%	16,220	47,414	31,194	34%	1,247	20,487	19,240	6%
Repairs & Maintenance	115	433	318	27%	91	378	287	24%	266	386	120	69%	144	169	25	85%
Transportation & Travel	776	7,392	6,616	10%	1,390	6,449	5,059	22%	1,846	6,903	5,057	27%	117	2,892	2,775	4%
Contracted Services	78,350	118,812	40,462	66%	73,391	198,812	125,421	37%	564,695	1,727,177	1,162,482	33%	15,039	5,828	(9,211)	258%
Other InterDept Charges	80	4,975	4,895	2%	113	4,340	4,227	3%	210	4,432	4,222	5%	23	1,099	1,076	2%
Misc. Svcs. & Supplies	1,998	3,318	1,320	60%	1,687	2,888	1,201	58%	4,867	3,825	(1,042)	127%	466	1,752	1,286	27%
One-Stop Operator Consortium	270,543	1,250,000	979,457	22%	357,001	1,600,000	1,242,999	22%	-	-	-	0%	51,936	110,000	58,064	47%
<b>Total Services &amp; Supplies</b>	<b>\$ 360,742</b>	<b>\$ 1,452,311</b>	<b>\$ 1,091,569</b>	<b>25%</b>	<b>\$ 442,294</b>	<b>\$ 1,873,055</b>	<b>\$ 1,430,761</b>	<b>24%</b>	<b>\$ 594,588</b>	<b>\$ 1,810,391</b>	<b>\$ 1,215,803</b>	<b>33%</b>	<b>\$ 69,279</b>	<b>\$ 148,496</b>	<b>\$ 79,217</b>	<b>47%</b>
<b>Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>
<b>Total Direct Charges</b>	<b>\$394,312</b>	<b>\$ 1,677,178</b>	<b>\$ 1,282,867</b>	<b>24%</b>	<b>\$ 482,320</b>	<b>\$ 2,073,853</b>	<b>\$ 1,591,533</b>	<b>23%</b>	<b>\$ 675,032</b>	<b>\$ 2,069,620</b>	<b>\$ 1,394,588</b>	<b>33%</b>	<b>\$ 76,286</b>	<b>\$ 249,152</b>	<b>\$ 172,866</b>	<b>31%</b>
<b>Indirect Costs</b>	<b>1,941</b>	<b>22,791</b>	<b>20,850</b>	<b>9%</b>	<b>2,995</b>	<b>20,275</b>	<b>17,280</b>	<b>15%</b>	<b>7,399</b>	<b>26,273</b>	<b>18,874</b>	<b>28%</b>	<b>785</b>	<b>11,352</b>	<b>10,567</b>	<b>7%</b>
<b>Total Expenditures</b>	<b>\$396,252</b>	<b>\$ 1,699,969</b>	<b>\$ 1,303,717</b>	<b>23%</b>	<b>\$ 485,315</b>	<b>\$ 2,094,128</b>	<b>\$ 1,608,813</b>	<b>23%</b>	<b>\$ 682,431</b>	<b>\$ 2,095,893</b>	<b>\$ 1,413,462</b>	<b>33%</b>	<b>\$ 77,071</b>	<b>\$ 260,504</b>	<b>\$ 183,433</b>	<b>30%</b>

Percentage of year elapsed 42%

The WDB Salaries and Benefits are low for the core grants because staff has been concentrating more on the ARRA fund:



# Workforce Development Board Expenditure Report FY 2009-10 November 2009

	WIA NEG				WIA Economic Assistance				WIA New Start				Total - WIA			
	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date
<b>Salaries &amp; Benefits</b>	\$ 9,833	\$ 24,070	\$ 14,237	41%	\$ -	\$ 6,740	\$ 6,740	0%	\$ -	\$ 899	\$ 899	0%	\$ 170,879	\$ 817,259	\$ 646,380	21%
Office Supplies & Expenses	\$ 216	560	\$ 344	39%	\$ -	1,238	\$ 1,238	0%	\$ -	567	\$ 567	0%	\$ 4,766	\$ 30,704	\$ 25,938	16%
Equipment Costs	22	337	315	7%	-	452	452	0%	-	-	-	0%	2,727	35,960	33,233	8%
Food	-	-	-	0%	-	-	-	0%	-	-	-	0%	-	3,000	3,000	0%
Memberships	138	-	(138)	0%	-	-	-	0%	-	-	-	0%	1,959	9,341	7,382	21%
Occupancy Costs - Bldg.	1,445	5,759	4,314	25%	-	1,372	1,372	0%	-	183	183	0%	34,129	153,456	119,327	22%
Repairs & Maintenance	23	49	26	47%	-	64	64	0%	-	-	-	0%	639	1,479	840	43%
Transportation & Travel	379	840	461	45%	-	1,010	1,010	0%	-	1,200	1,200	0%	4,507	26,686	22,179	17%
Contracted Services	66	16,516	16,450	0%	6,498	-	(6,498)	0%	-	-	-	0%	738,039	2,067,145	1,329,106	36%
Other InterDept Charges	27	565	538	5%	-	591	591	0%	-	-	-	0%	454	16,002	15,549	3%
Misc. Svcs. & Supplies	544	-	(544)	0%	-	-	-	0%	-	36,547	36,547	0%	9,563	48,330	38,767	20%
One-Stop Operator Consortium	-	53,933	53,933	0%	-	58,125	58,125	0%	-	-	-	0%	679,480	3,072,058	2,392,578	22%
<b>Total Services &amp; Supplies</b>	\$ 2,861	\$ 78,559	\$ 75,698	4%	\$ 6,498	\$ 62,852	\$ 56,354	10%	\$ -	\$ 38,497	\$ 38,497	0%	\$ 1,476,261	\$ 5,464,161	\$ 3,987,900	27%
<b>Fixed Assets</b>	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
<b>Total Direct Charges</b>	\$ 12,693	\$ 102,629	\$ 89,936	12%	\$ 6,498	\$ 69,592	\$ 63,094	9%	\$ -	\$ 39,396	\$ 39,396	0%	\$ 1,647,141	\$ 6,281,420	\$ 4,634,279	26%
<b>Indirect Costs</b>	737	2,715	1,978	27%	0	760	760	0%	0	101	101	0%	\$ 13,858	\$ 84,267	70,409	16%
<b>Total Expenditures</b>	\$ 13,431	\$ 105,344	\$ 91,913	13%	\$ 6,498	\$ 70,352	\$ 63,854	9%	\$ -	\$ 39,497	\$ 39,497	0%	\$ 1,660,998	\$ 6,365,687	\$ 4,704,689	26%

Percentage of year elapsed 42%

No staff time was charged to Economic Assistance or New Start so the Salaries and benefits are at 0%.  
(if staff performs activities for these funding streams they can write it in on the time study)

No case Manager time was charged to the NEG or Economic Assistance.

New Start doesn't have a separate ORG number. It is a title I under the Adult program. Any expense that should be charged to New Start should be coded to the Adult program with New Start in the descri



# Workforce Development Board Expenditure Report FY 2009-10 November 2009

	Other - SSA Title V				Other - SBDC				Total - Other				Total - WIA & Other			
	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date
<b>Salaries &amp; Benefits</b>	\$ 6,783	\$ 10,902	\$ 4,119	62%	\$ 169,392	\$ 403,013	\$ 233,621	42%	\$ 176,175	\$ 413,915	\$ 237,740	43%	\$ 347,054	\$ 1,231,174	\$ 884,120	28%
Office Supplies & Expenses	\$ 184	1,127	\$ 943	16%	\$ 2,526	\$ 23,815	\$ 21,289	11%	\$ 2,710	\$ 24,942	\$ 22,232	11%	\$ 7,476	\$ 55,646	\$ 48,170	13%
Equipment Costs	15	658	643	2%	6,383	-	(6,383)	0%	6,398	658	(5,740)	972%	9,125	36,618	27,493	25%
Food	-	53	53	0%	-	-	-	0%	-	53	53	0%	-	3,053	3,053	0%
Memberships	100	166	66	60%	(1)	-	1	0%	99	166	67	60%	2,058	9,507	7,449	22%
Occupancy Costs - Bldg.	1,748	2,219	471	79%	150	19,779	19,629	1%	1,897	21,998	20,101	9%	36,026	175,454	139,428	21%
Repairs & Maintenance	11	24	13	47%	386	-	(386)	0%	397	24	(373)	1653%	1,036	1,503	467	69%
Transportation & Travel	358	412	54	87%	3,234	6,035	2,801	54%	3,591	6,447	2,856	56%	8,098	33,133	25,035	24%
Contracted Services	245,718	762,109	516,391	32%	1	-	(1)	0%	245,719	762,109	516,390	32%	983,757	2,829,254	1,845,497	35%
Other InterDept Charges	21	15,226	15,205	0%	-	-	-	0%	21	15,226	15,205	0%	474	31,228	30,754	2%
Misc. Svcs. & Supplies	317	250	(67)	127%	10	86,093	86,083	0%	327	86,343	86,016	0%	9,889	134,673	124,784	7%
One-Stop Operator Consortium	-	-	-	0%	-	-	-	0%	-	-	-	0%	679,480	3,072,058	2,392,578	22%
<b>Total Services &amp; Supplies</b>	<b>\$ 248,472</b>	<b>\$ 782,244</b>	<b>\$ 533,772</b>	<b>32%</b>	<b>\$ 12,687</b>	<b>\$ 135,722</b>	<b>\$ 123,035</b>	<b>9%</b>	<b>\$ 261,159</b>	<b>\$ 917,966</b>	<b>\$ 656,807</b>	<b>28%</b>	<b>\$1,737,420</b>	<b>\$ 6,382,127</b>	<b>\$ 4,644,707</b>	<b>27%</b>
<b>Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Direct Charges</b>	<b>\$ 255,255</b>	<b>\$ 793,146</b>	<b>\$ 537,891</b>	<b>32%</b>	<b>\$ 182,079</b>	<b>\$ 538,735</b>	<b>\$ 356,656</b>	<b>34%</b>	<b>\$ 437,334</b>	<b>\$1,331,881</b>	<b>\$ 894,547</b>	<b>33%</b>	<b>\$2,084,474</b>	<b>\$ 7,613,301</b>	<b>\$ 5,528,827</b>	<b>27%</b>
<b>Indirect Costs</b>	<b>721</b>	<b>1,230</b>	<b>509</b>	<b>59%</b>	<b>17,768</b>	<b>45,453</b>	<b>27,685</b>	<b>39%</b>	<b>18,489</b>	<b>46,683</b>	<b>28,194</b>	<b>40%</b>	<b>\$ 32,346</b>	<b>\$ 130,950</b>	<b>98,604</b>	<b>25%</b>
<b>Total Expenditures</b>	<b>\$ 255,975</b>	<b>\$ 794,376</b>	<b>\$ 538,401</b>	<b>32%</b>	<b>\$ 199,847</b>	<b>\$ 584,188</b>	<b>\$ 384,341</b>	<b>34%</b>	<b>\$ 455,822</b>	<b>\$1,378,564</b>	<b>\$ 922,742</b>	<b>33%</b>	<b>\$2,116,821</b>	<b>\$ 7,744,251</b>	<b>\$ 5,627,430</b>	<b>27%</b>

Percentage of year elapsed 42%

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# Workforce Development Board Expenditure Report FY 2009-10 November 2009

	ARRA Adult				ARRA Dislocated Worker				ARRA Youth				ARRA Rapid Response			
	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date
<b>Salaries &amp; Benefits</b>	\$ 42,743	\$ 237,884	\$ 195,141	18%	\$ 153,605	\$ 351,706	\$ 198,101	44%	\$ 133,197	\$ 36,156	\$ (97,041)	368%	\$ 22,267	\$ 45,000	\$ 22,733	49%
Office Supplies & Expenses	\$ 1,043	11,178	\$ 10,135	9%	\$ 5,137	16,450	\$ 11,313	31%	\$ 2,395	1,297	\$ (1,098)	185%	\$ 446	1,660	\$ 1,214	27%
Equipment Costs	10,222	12,455	2,233	82%	20,361	17,990	(2,371)	113%	966	2,184	1,218	44%	42	1,851	1,809	2%
Food	-	1,006	1,006	0%	-	1,453	1,453	0%	-	176	176	0%	-	149	149	0%
Memberships	2,444	3,132	688	78%	4,108	4,525	417	91%	5,354	548	(4,806)	977%	1,964	465	(1,499)	422%
Occupancy Costs - Bldg.	7,320	43,510	36,190	17%	31,220	64,328	33,108	49%	12,422	6,930	(5,492)	179%	4,512	8,231	3,719	55%
Repairs & Maintenance	144	458	314	31%	409	662	253	62%	151	80	(71)	189%	64	68	4	95%
Transportation & Travel	1,079	7,820	6,741	14%	3,706	11,296	7,590	33%	3,197	270	(2,927)	1184%	1,055	1,162	107	91%
Contracted Services	5,664	202,204	196,540	3%	60,438	687,729	627,291	9%	1,487,370	2,253,173	765,803	66%	30,278	149,500	119,222	20%
Other InterDept Charges	108	5,262	5,154	2%	437	7,601	7,164	6%	300	920	620	33%	56	782	726	7%
Misc. Svcs. & Supplies	2,574	3,510	936	73%	8,628	5,059	(3,569)	171%	18,516	831	(17,685)	2228%	1,236	704	(532)	176%
One-Stop Operator Consortium	26,394	-	(26,394)	0%	31,675	675,000	643,325	5%	25,801	-	(25,801)	0%	127	60,000	59,873	0%
<b>Total Services &amp; Supplies</b>	\$ 56,993	\$ 290,535	\$ 233,542	20%	\$ 166,119	\$1,492,093	\$1,325,974	11%	\$1,556,472	\$2,266,409	\$ 709,937	69%	\$ 39,778	\$ 224,572	\$ 184,794	18%
<b>Fixed Assets</b>	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
<b>Total Direct Charges</b>	\$ 99,737	\$ 528,419	\$ 428,682	19%	\$ 319,724	\$1,843,799	\$1,524,075	17%	\$1,689,669	\$2,302,565	\$ 612,896	73%	\$ 62,046	\$ 269,572	\$ 207,526	23%
<b>Indirect Costs</b>	4,050	24,110	20,060	17%	15,805	35,646	19,841	44%	14,061	3,840	(10,221)	366%	1,545	4,561	3,016	34%
<b>Total Expenditures</b>	\$ 103,787	\$ 552,529	\$ 448,742	19%	\$ 335,529	\$1,879,445	\$1,543,916	18%	\$1,703,730	\$2,306,405	\$ 602,675	74%	\$ 63,590	\$ 274,133	\$ 210,543	23%

Percentage of year elapsed 42%

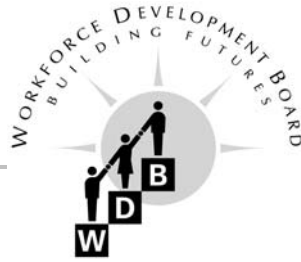
It appears the amount budgeted in Salaries and Benefits for ARRA Youth was understated due to the activity generated by the summer program ARRA Adult Salaries and Benefits is low. It appears that staff was concentrating more on D/W and Youth activities.



# Workforce Development Board Expenditure Report FY 2009-10 November 2009

	Total WIA - ARRA				ARRA - SSA Title V				Total - ARRA				Grand Total WIA, Other, and ARRA			
	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date	Year-to-Date	Budget	Balance	% to date
<b>Salaries &amp; Benefits</b>	\$ 351,813	\$ 670,746	\$ 318,933	52%	\$ 313	\$ 8,138	\$ 7,825	4%	\$ 352,126	\$ 678,884	\$ 326,758	52%	\$ 699,180	\$ 1,910,058	\$ 1,210,878	37%
Office Supplies & Expenses	\$ 9,021	\$ 30,585	\$ 21,564	29%	\$ 1	450	\$ 449	0%	\$ 9,021	\$ 31,035	\$ 22,014	29%	\$ 16,498	\$ 86,681	\$ 70,183	19%
Equipment Costs	31,591	34,480	2,889	92%	1	275	274	0%	31,592	34,755	3,163	91%	40,716	71,373	30,657	57%
Food	-	2,784	2,784	0%	-	38	38	0%	-	2,822	2,822	0%	-	5,875	5,875	0%
Memberships	13,869	8,670	(5,199)	160%	7	119	112	6%	13,876	8,789	(5,087)	158%	15,934	18,296	2,362	87%
Occupancy Costs - Bldg.	55,475	122,999	67,524	45%	4	1,268	1,264	0%	55,479	124,267	68,788	45%	91,505	299,721	208,216	31%
Repairs & Maintenance	769	1,268	499	61%	-	250	250	0%	769	1,518	749	51%	1,805	3,021	1,216	60%
Transportation & Travel	9,037	20,548	11,511	44%	1	298	297	0%	9,038	20,846	11,808	43%	17,136	53,979	36,843	32%
Contracted Services	1,583,750	3,292,606	1,708,856	48%	78,907	158,636	79,729	50%	1,662,658	3,451,242	1,788,585	48%	2,646,415	6,280,496	3,634,081	42%
Other InterDept Charges	901	14,565	13,664	6%	0	200	200	0%	901	14,765	13,864	6%	1,375	45,993	44,618	3%
Misc. Svcs. & Supplies	30,954	10,104	(20,850)	306%	75	222	147	34%	31,029	10,326	(20,703)	300%	40,918	144,999	104,081	28%
One-Stop Operator Consortium	83,997	735,000	651,003	11%	-	-	-	0%	83,997	735,000	651,003	11%	763,477	3,807,058	3,043,581	20%
<b>Total Services &amp; Supplies</b>	<b>\$ 1,819,363</b>	<b>\$ 4,273,609</b>	<b>\$ 2,454,246</b>	<b>43%</b>	<b>\$ 78,996</b>	<b>\$ 161,756</b>	<b>\$ 82,760</b>	<b>49%</b>	<b>\$ 1,898,358</b>	<b>\$ 4,435,365</b>	<b>\$ 2,537,007</b>	<b>43%</b>	<b>\$ 3,635,779</b>	<b>\$ 10,817,492</b>	<b>\$ 7,181,713</b>	<b>34%</b>
<b>Fixed Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Total Direct Charges</b>	<b>\$ 2,171,175</b>	<b>\$ 4,944,354</b>	<b>\$ 2,773,180</b>	<b>44%</b>	<b>\$ 79,309</b>	<b>\$ 169,894</b>	<b>\$ 90,585</b>	<b>47%</b>	<b>\$ 2,250,485</b>	<b>\$ 5,114,248</b>	<b>\$ 2,863,764</b>	<b>44%</b>	<b>\$ 4,334,959</b>	<b>\$ 12,727,549</b>	<b>\$ 8,392,591</b>	<b>34%</b>
<b>Indirect Costs</b>	<b>\$ 35,461</b>	<b>\$ 68,157</b>	<b>32,696</b>	<b>52%</b>	<b>19</b>	<b>918</b>	<b>899</b>	<b>2%</b>	<b>\$ 35,480</b>	<b>\$ 69,075</b>	<b>33,595</b>	<b>51%</b>	<b>\$ 67,826</b>	<b>\$ 200,025</b>	<b>132,199</b>	<b>34%</b>
<b>Total Expenditures</b>	<b>\$ 2,206,636</b>	<b>\$ 5,012,511</b>	<b>\$ 2,805,876</b>	<b>44%</b>	<b>\$ 79,328</b>	<b>\$ 170,812</b>	<b>\$ 91,484</b>	<b>46%</b>	<b>\$ 2,285,964</b>	<b>\$ 5,183,323</b>	<b>\$ 2,897,360</b>	<b>44%</b>	<b>\$ 4,402,785</b>	<b>\$ 12,927,574</b>	<b>\$ 8,524,790</b>	<b>34%</b>

Percentage of year elapsed 42%



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**Date:** January 20, 2010

**To:** Workforce Development Board

**From:** Workforce Development Board Staff

**Subject:** Local Workforce Investment Area (LWIA) Local Plan Modification PY 2009-2010

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This report brings forward a presentation on the draft modifications to the Workforce Development Board's *Workforce Investment Area Local Strategic Plan*. The modifications are for program year (fiscal year) 2009-10, which runs from July 1, 2009 through June 30, 2010.

## **A. BACKGROUND and DISCUSSION**

Local Workforce Investment Areas (LWIAs) across the State are requested each year by the Workforce Investment Division of the State Employment Development Department (EDD) to provide modifications to their "Strategic Five-Year Local Plans", guidance around which is now in its fifth year of extension from the EDD and U.S. Department of Labor (DOL). Because reauthorization of the Workforce Investment Act (WIA) has not occurred, it is understood that should the Act require changes, the local Boards will provide additional changes and information at the direction of the State. Typically, the local plan has included only updates on funds and client numbers, and any updates to the local labor market.

Given the tremendous shift in the economy, the State is requesting far more detailed information in the Local Plan:

- Comprehensive overview of the local labor market as a result of the economic downturn and including the effect on our workforce;
- Updates on WIA formula funding and client numbers ( typical data requested)
- Adjustments and plans for adjustments in meeting the increased demand on the workforce system locally;
- ARRA Planning- a subsection of the Plan devoted to projects and processes we are funding or plan to fund with ARRA
- Specific questions relating to last summer's Summer Youth Employment program

This year's timeline has been significantly pushed back due to a variety of factors. The draft Directive setting out the questions and forms for the Local Modifications has not been finalized as the time of this staff report and is open for public comment through Thursday, January 21, 2010. The State has proposed a condensed timeline that requires draft local plans to be submitted only five (5) weeks after the final Directive is issued. In order to be responsive, we have laid out the following schedule:

- **Wednesday, January 20, 2010:** Executive Committee will hear a presentation on the general requirements of the Plan and an overview of the timeline staff has established.
- **Monday, January 25, 2010:** Full Board takes action to approve draft plan for release thus beginning the mandatory 30-day public comment period. Full Board grants approval for Staff changes based on language in final forms and Directive when it is issued; staff is also approved to issue draft for public response with the action item including attachment of any public comment, and submittal to the Board of Supervisors for action and signature. (This action will allow Staff to move from draft to final document approval without additional action or review by the Board and in order to meet the time requirement of the State.)
- **Friday, February 26, 2010:** Thirty day Public Comment period will end approximately February 24. Staff will have ensured placement on the Board of Supervisor's agenda at their next available meeting for approval and signature. Staff will send a Letter of Transmittal with the draft document indicating approximate date final original signed document(s) will be sent to the State.

With the exception of potential adjustments based on the final Directive, this process is identical to the process we have used in previous years.

As was the case in the submission of the original Workforce Investment Area Local Strategic Plan and all subsequent yearly modifications, expenditure and budget plans are "informed" projections of what the Board reasonably expects to expend over the next year. The same can be said for participant plan summaries. These are "informed" projections of the number of customers that are targeted to be served. Both expenditure plans and participant plans projections are based largely on the policy desires of the Board and the Program Year 2008-09 experiences of the One-Stop Operator. ARRA expenditures, planning and projections will be included as well.

The State Workforce Investment Board recognizes the fluidity of local labor markets and economic conditions and, therefore, provides local workforce investment boards with an opportunity to modify their local workforce investment plans to reflect possible changes in these conditions. Plan modifications also allow for expenditure targets to be amended so that resources are flowing in the direction that best meets the overall needs of each local workforce investment area.

This process may very well be repeated in the coming months to address planning for the 2010-11 fiscal year.

## **B. SCHEDULE**

The updated Plan must be made available for public review for a 30-day period, and then approved by the Contra Costa County Board of Supervisors. Comments received from the public will be attached to the Plan. Once signed by the Board Chair and the designee of the Board of Supervisors, the local plan modification will be filed with the State.