

EXECUTIVE COMMITTEE



May 11, 2009
8:30 a.m. – 10:00 a.m

Employment & Human Services Dept.
500 Ellinwood Way
Board Room, 1st 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.

May 11, 2009
8:30 a.m. – 10:00 a.m.
500 Ellinwood Way
First Floor Board Room
Pleasant Hill, CA 94520

EXECUTIVE COMMITTEE

AGENDA

8:30 AM CALL TO ORDER AND REMINDER OF POTENTIAL CONFLICT OF INTEREST

PUBLIC COMMENT

8:35 C1 CONSENT AGENDA

Approve March 11, 2009 Executive Committee Minutes

8:40 ACTION ITEM/S

A1 Review, Accept and Forward to the Workforce Board, the WDB 2008-09 3rd Quarter Expenditure Report

A2 Approve \$842,500 in ARRA Youth Funding for Summer Youth Program Contract Services

9:15 AM PRESENTATION ITEM/S

P1 Review and discuss the WDB 2009-10 DRAFT Budget and new Expenditure Report Template

9:40 CHAIR'S REPORT

EXECUTIVE DIRECTOR'S REPORT

10:00 PM SET NEXT MEETING DATE AND ADJOURN

June 10, 2009

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 2425 Bisso Lane, Suite 100, Concord 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.



March 11, 2009
11:30 a.m – 1:30 p.m.
2425 Bisso Lane, Conf. Rms A-D
Concord, California 94521

EXECUTIVE COMMITTEE

Wednesday, March 11, 2009

MINUTES

ESTABLISHMENT OF QUORUM:

Chair Bette Felton noted that a quorum was present

COMMITTEE MEMBERS PRESENT:

Martin Aufhauser, Todd Brantley, Bette Felton, Laurie Fox, Jim Kennedy, Rulon McKay, Pete Murray, and Brad Nail.

MEMBERS EXCUSED:

Norm Hattich and Yolanda Vega

WDB STAFF PRESENT:

Bob Lanter, Joyce Reynolds, Terri Shields, Linda Chandler, George Carter, Karen Daniels, Virginia Perthel, Margie Lippman, Tracey Carter, and Lenn Mendoza

OTHERS PRESENT:

Stephen Baiter, Operator Consortium
Ben Mosely, Operator Consortium
Barbara Vineyard, EDD
Tom Waller, WDB Board member

CALL TO ORDER:

Chair Laurie Fox called the meeting to order at 11:40 a.m. She reminded everyone of the potential conflicts of interest.

PUBLIC COMMENT:

Bette Felton invited everyone to a big gala at the old Ford Plant on April 18, 2009. Proceeds to benefit the Contra Costa Regional Hospital and clinics.

C1 Approve February 18, 2009 Executive Committee Minutes

Minutes Approved

MOVED BY**Bette Felton**
SECOND BY**Peter Murray**
MOTION**CARRIED**

Approve February 23, 2009 Ad Hoc Nominating Committee Minutes
Minutes Approved:

MOVED BY**Rulon McKay**
SECOND BY**Todd Brantley**
MOTION**CARRIED**

ACTION ITEMS:

A1 Review, Accept and Forward to the Workforce Board, the WDB 2008-09 1st and 2nd Quarter Expenditure Reports.

Bob discussed the challenges that affected the WDB' allocation of expenditures for the first half of the year through the claiming process. Bob stated that In order to balance the budget through June 30, 2009, the following options are being applied and researched by the staff.

- WDB staffing and operation charges will be minimized for the Adult Program. Charges to the Adult Program will have to be pre-approved by the Director.
- Maximize expenditures to underutilized funding streams.
- WDB staff work will be re-evaluated and organized around DW and Youth formula grants.
- WDB anticipates additional funding in NEG Grants and possibly Youth Build (\$1M).
- WDB may be able to transfer additional dollars (\$50K) from DW to Adult.
- The stimulus money under the American Recovery and Reinvestment Funds are scheduled to arrive this fiscal year. The initial regulations are out. The law requires that DOL get the money to the States within 30 days; the States have 30 days to turn the money around to local areas. The state takes the federal money and uses current sub-state formula to apply locally.

Questions:

- How does the governor control the 15% discretionary funds? *Response:* Bob stated that this is a competitive bid process that is required by the State Workforce Board. There are some guidelines to follow as to how the money is allocated for Youth, DW, etc.
- Are the DW, Adult and Youth sub-state formula different? *Response:* Yes. The Adult and the Youth formula is the same but are applied to different population (based on poverty). The DW is based on layoffs in local areas.

Other Budget notes:

We are over budget NEG Funding, and the Bio-Tech grant. This is being worked out with Fiscal. We will have to re-allocate expenditures from WDB staff and One- Stop Operators line items from those grants to DW. We have contracts that should have been charged to the current year instead to prior year. It looks like we may have been charged on the Computers for One Stop this year for the first two Phase of the replacement.

We will have a new budget spreadsheet with line items and funding stream accounting that are easy to read. This should also help us do some trend analysis.

Bob further reported that budget and expenditure reports will be regularly seen now that WDB is stand alone entity within Department. This is expected to begin on the 3rd quarter showing our hard costs outside of the claiming system. He explained the difference between the Administrative and Program costs and how these are appropriately time studied by the staff against funding streams.

The WDB 2008-09 1st and 2nd Quarter Expenditure Reports were accepted and to be forwarded to the Board at its March 23, 2009 meeting.

MOVED BY**Bette Felton**
SECOND BY**Brad Nail**
MOTION**CARRIED**

A2 Review, Approve and Forward to WDB, Enhancement to Individual Training Account (ITA) Payment Limit Policy.

Bob reported that the WDB asked the staff to review with the Exec Committee the following and ensure that no additional changes are needed to be made to the policy:

- Are clients that receive training attaining jobs related to the training paid for with ITAs?
- What percentage clients that we currently serve are from outside Contra Costa County?
- Are there alternative means of financial aid that can be offered to clients in lieu of ITAs?

Specific information regarding training over \$3,000.

Below is data for ITAs during PY2007-2008 that were over \$3,000 per person:

54 individuals received ITA's over \$3k

| Class | # Trained | Related Placements | Non-related placements | Pending |
|-----------------|-----------|--------------------|------------------------|---------|
| Truck Driving | 39 | 25 | 4 | 10 |
| Health Care | 4 | 2 | 0 | 2 |
| Info Technology | 7 | 3 | 1 | 3 |
| Cosmetology | 1 | | | 1 |
| HR Mgmt | 1 | | | 1 |
| Paralegal | 2 | | | 2 |

At a meeting with One Stop Consortium, it was agreed that the case managers/One stop operators should be given the authority to grant exceptions on case to case basis to participants needing additional assistance to cover the training costs over \$3,000.00.

Bob stated that WDB staff tracks the ITA training and reports are generated for review.

Questions:

Who interfaces with business that are really hiring? Who ask the question whether this training still meets the needs for this job? *Response:* Bob stated that career centers have employer liaisons who connect people to the jobs, the case managers work with EDD's resource specialists, and some WDB staff who are involved in sector work to make sure that we are getting feedback directly from the businesses to get the most up to date information relative to their vacancies and the type of training to support that. Member Rulon added that from an employer's perspective, there is also an opportunity to leverage some of their resources like computers/equipment to be donated.

From the chart, what happened to the other 24 participants – have they been placed or not placed? *Response:* They are on track to complete the truck driving and get jobs related to truck driving.

The recommendation to lower ITA cap from \$5K to \$3K and provide a clause in the policy for exceptions based on (but not limited to) assessment of labor market demand, the relative value of the training, and the financial situation of the family on a case by case basis as approved by One Stop Operator is accepted and to be forwarded to the Full Board Meeting on March 23, 2009.

MOVED BY**Brad Nail**
SECOND BY**Marty Aufhauser**
MOTION**CARRIED**

DISCUSSION ITEM

D1 Overview of the American Recovery and Reinvestment Act and what it means to Workforce Development in Contra Costa.

Staff Linda Chandler presented the ARRA Power Point. Bob and Linda discussed the various “bubbles” that allow opportunities for us to partner and leverage with infrastructure, science, green, environmental, health care and energy funding. Contra Costa County’s share is estimated at \$5.6M. Policies and regulations that go with this funding are still unavailable. The Youth portion of the funding is estimated at \$2.1M. It includes stipulation for a Summer Youth Program in 2009. The Youth Council will be presenting to the Board at the March 23rd a recommendation to allocate the summer money by region. WIA eligibility is still valid for the summer employment program. This means that the youth served must be low income and have barriers to employment.

Questions:

- How would the youth ages between 20-24 react to being labeled as “youth”? *Response:* They want to be served too, even as an older youth.
- Is the money going to be spread out in the public or private sectors? *Response:* No guidelines yet.
- Could there be a summer youth employment program a “Public” program with placement in private organizations? There are no more public jobs especially with the lay offs? *Response:* We really don’t want all jobs to be in the private sector only.

The Draft Economic Stimulus Plan.

We need to have a local plan and focus on what we do with the \$5.6M that is coming to us. We have been contacted by individuals both from public and private as well as organizations through e-mails and phone calls with their ideas on how to spend the stimulus money. The plan Bob prepared is broken down into Supply and Demand Sides. He stated that the Department of Labor is very clear that the money must be spent quickly but wisely. The following are some of the areas that we need to address.

Adult Fund:

- DOL wants us to serve 50% adult customers
- How do we reach out to the target populations, such as CALWorks recipients, etc.
- How can we co-enroll the older youth (up to age 24?) into the Adult program? How do we leverage the funds wisely?

In the DW money:

- DOL wants to see serve twice as many Dislocated Workers.
- Link to sector initiatives and job fairs based on industries
- Work with EDD and One Stop Career Center in bringing real jobs to the career centers
- Talk and partner with County Economic Developers (EDA) regarding where the jobs are being created with other stimulus funding.
- How to expand and enhance small businesses
- How do you find “Green?” This should be tangible and makes sense.

In the Youth Fund:

- How do we expand the pre-Apprenticeship and our Career Pathway Model in colleges?
- How can we link to K-12 system?
- How do we allocate the summer youth money across the county? What’s the basis for allocation?
- We need to figure out “Work Readiness” and what it means to us locally
- We might expand our youth providers if necessary
- Chair Bette Felton asked Bob to ensure that YC be in charge and responsible and engaged with the contractors.

Bob stated that there is no plan to hire additional staff but may contract a Project Director for the Youth Summer Program. The WDB staff was not reduced in anticipation with the coming of the stimulus monies.

Six Months Goals and Objectives:

- Bob stated that our current plan supports relates to the economic stimulus funding. See updated tables.
- Integration Model – still in the works.
- 501 (c) (3) – meeting has been set to get this off the ground.
- We did not get the Water grant. Youth build and NEG grants are still in the works.
- Community key leaders – met with Supervisors Bonilla, Glover and Gioia, George Miller and Buck McKeon.

The attachments presented the overview of the relevant provisions of the law followed by an overview of the draft planning for the stimulus funds. Bob asked the group to check the website Recovery.Org and the White House.gov. as these are excellent sources of high level information.

D2 Discuss strategies to Improve Board Member engagement

Linda presented the results of the Ad Hoc committee assigned to look at increasing engagement of board members. It was unanimously agreed that it's the individual Committee Chair's responsibility to call on their members when they are absent for multiple meetings. It was commented that constant changes in the meeting schedules is hard on those whose calendars are already busy.

CHAIR'S REPORT

Vice Chair Laurie reported that the NAWB conference was really good. The message she took mostly is that we have a lot of money coming but we need to spend it strategically and quickly. The government is in favor of Board's in re – authorizing the WIA. There are four things that are being looked at: How much money we're getting, how much money we're spending, what did we spend the money spend on and what are the results. She stated that she is anxious to go back next year as she wants to hear the results. ARRA is an opportunity for us to let employers know who we are.

Board Member Tom Waller reported his strong satisfaction about the experience. He recommended it to all Board members. The speaker sessions were full of good information and confirmed great possibilities for local workforce boards to take meaningful leadership roles related to workforce and economic development. At NAWB, he also met workforce board members from various parts of the country and was able to exchange ideas about common issues and challenges. At the upcoming Board meeting, Tom will provide handouts of sample materials from selected NAWB sessions, including the ones on industry sector initiatives, virtual tools (web site upgrade, use of social media, etc.) and return-on-investment (ROA) indicator measurements to track progress and prioritize future workforce projects.

EXECUTIVE DIRECTOR'S REPORT

Bob reported that he felt a lot of energy at the conference. Bill Clinton explained the stimulus bill saying that the stimulus will not cure the country. However, it was created as a bridge. Secretary Solis knows workforce development and supported the youth program.

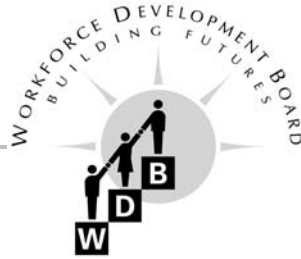
SET NEXT MEETING DATE AND ADJOURN:

Wednesday, April 8, 2009

THE MEETING WAS ADJOURNED AT 1:43 p.m.

Respectfully Submitted,

Lenn Mendoza, Board Secretary



DATE: May 11, 2009
TO: Executive Committee
FROM: Bob Lanter, Executive Director
RE: **Workforce Development Board 2008-09 3rd Qt Expenditure Report**

This report presents the 2008-09 3rd Quarter Expenditure Report for review and acceptance.

A. CURRENT SITUATION

Attached for your review is the Workforce Development Board's Expenditure Report for the period July 1, 2008 through February 28, 2009.

Upon review of the Expenditure Report, the WDB is has expended 76% of its total WIA allocation against budget (75% of Grand Total). While overall we are on budget based on our total rate of expenditure, there are issues within specific funding streams that need to be addressed to ensure a successful financial picture for the remainder of the year.

The following items are of note regarding our current expenditures.

- The Adult funding stream is 92% expended as of February 28, 2009. Based on year-to-date average monthly expenditures of approximately \$181,000, the Adult funding stream was fully expended during the month of March. We knew that this was a possibility due to the mid-year reduction, and discussed the use of the ARRA funds to offset a potential budget shortfall in Adult funding.
- Both the Bio Tech and NEG grants had significant charges that should have been charged to the Dislocated Worker funding stream. A total of \$93,705 in charges to the Bio Tech grant has been charged over to Dislocated Worker and \$99,840 in charges to the NEG has been charged over to Dislocated Worker. These charges are allowable under the Dislocated Worker funding as all participants are co-enrolled.
- Staff continues its analysis to determine if there will be any unspent funds from our WDB Contracts both in prior and current years.

Staff will continue to work with fiscal on the above issues and will communicate any new information or adjustments at the June meeting.

Staff has developed and implemented several strategies to address potential funding shortfalls through June 30th, 2009:

- American Recovery and Reinvestment Funds (ARRA) have been received and are currently being appropriated, programmed and budgeted;
- WDB staff is charging time to the ARRA grants effective March 1, 2009;
- WDB staffing and operations charges are being minimized for the Adult Program;
- Demand for WDB staff time has shifted to DW and Youth formula programs;
- Staff is maximizing expenditures to underutilized funding streams.

Staff continues its work on a new budget model for the FY 2009-10 that will show expenditures by line items and funding streams. A draft budget is on the Executive Committee agenda.

If recommendation is approved, staff will continue to research, monitor and track expenditures against the 2008-09 WDB Budget while working to make any necessary adjustments. A report and any updates will be forwarded to the full Board at its July 2009 meeting.

If recommendation is opposed the appropriate research will be completed, any necessary revisions will be made, and the expenditure report will be resubmitted to the Executive Committee at its next meeting

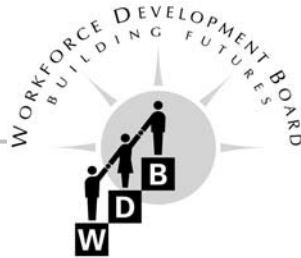
B. RECOMMENDATION

Accept the 2008-09 3rd Quarter Expenditure Reports and forward to the WDB for review.

C. ATTACHMENTS

A1a - Workforce Development Board's 2008-09 3rd Quarter Expenditure Report

| 08-09 WDB 3rd Quarter Report Dec, Jan.,Feb.& CEC | | | | | | | | | | 15% INCENTIVE | WIA REVENUES | GRANTS SSA | LMC Tracking | BIO Tech | GRAND TOTAL | |
|--|-----------------------|----------------------------------|---------------------|-------------------|---------------------|---------------------|--|--|--|-----------------|---------------------|-------------------|------------------|-------------------|---------------------|--|
| WIA ADULT | WIA DISLOCATED WORKER | WIA UNIVERSAL CLIENT (Memo only) | WIA YOUTH | RAPID RESPONSE | NEG-Mortgage | Economic Assistance | | | | | | | | | | |
| REVENUE | | | | | | | | | | | | | | | | |
| PY 2007-08 | \$ 146,864 | \$ 232,320 | \$ 994,332 | \$ 103,329 | | | | | | \$ 5,013 | \$ 1,481,858 | \$ 48,150 | \$ 50,000 | \$ 111,334 | \$ 1,691,342 | |
| Transfer | | | | | | | | | | | \$ - | \$ - | \$ - | \$ - | \$ - | |
| CURRENT 2008-09 | \$ 1,568,598 | \$ 2,082,197 | \$ 1,595,268 | \$ 230,504 | \$ 209,726 | | | | | | \$ 5,686,293 | \$ 726,632 | \$ - | \$ - | \$ 6,412,925 | |
| TOTAL | \$ 1,715,462 | \$ 2,314,517 | \$ 2,589,600 | \$ 230,504 | \$ 103,329 | \$ 209,726 | | | | \$ 5,013 | \$ 7,168,151 | \$ 774,782 | \$ 50,000 | \$ 111,334 | \$ 8,104,267 | |
| WDB STAFFING BUDGET | | | | | | | | | | | | | | | | |
| | \$ 258,375 | \$ 449,974 | \$ 589,105 | \$ 95,504 | \$ 25,675 | \$ 30,972 | | | | \$ - | \$ 1,449,605 | \$ 20,632 | \$ 50,000 | \$ 0 | \$ 1,520,237 | |
| 1st Qtr FY 08-09 Expenditures | \$ 140,063 | \$ 181,748 | \$ 95,923 | \$ 13,785 | \$ 16,464 | \$ - | | | | \$ - | \$ 447,984 | \$ - | \$ 5,889 | \$ - | \$ 453,872 | |
| 2nd Qtr FY 08-09 Expenditures | \$ 124,946 | \$ 165,614 | \$ 85,105 | \$ 24,805 | \$ 9,211 | \$ - | | | | \$ - | \$ 409,681 | \$ - | \$ 11,875 | \$ - | \$ 421,556 | |
| 3rd Qtr FY 08-09 Expenditures | \$ 60,781 | \$ 130,597 | \$ 148,115 | \$ 37,711 | \$ - | \$ - | | | | \$ - | \$ 377,204 | \$ 5,624 | \$ 8,362 | \$ - | \$ 391,191 | |
| 4th Qtr FY 08-09 Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total FY 08-09 Expenditures | \$ 325,791 | \$ 477,959 | \$ 329,143 | \$ 76,301 | \$ 25,675 | \$ - | | | | \$ - | \$ 1,234,869 | \$ 5,624 | \$ 26,126 | \$ - | \$ 1,266,619 | |
| % of Budgeted | 126% | 106% | 56% | 80% | 100% | 0% | | | | 85% | 27% | 52% | 0% | 0% | 83% | |
| OPERATOR CONSORTIUM COSTS ADMN/SUPPORT SUBCONTRACTS | | | | | | | | | | | | | | | | |
| WIA ADULT | WIA DISLOCATED WORKER | WIA UNIVERSAL CLIENT (Memo Only) | WIA YOUTH | RAPID RESPONSE | NEG-Mortgage | Economic Assistance | | | | Incentive 15% | WIA REVENUES | SSA | LMC Tracking | BIO Tech | GRAND TOTAL | |
| \$1,234,100 | \$1,474,900 | | | \$105,000 | \$45,799 | \$50,000 | | | | \$5,013 | \$2,914,812 | \$0 | \$0 | \$51,727 | \$2,966,539 | |
| 1st Qtr FY 08-09 Expenditures | \$ 324,618 | \$ 321,602 | \$ 80,680 | \$ 29,038 | \$ 28,697 | \$ - | | | | \$ - | \$ 703,955 | \$ - | \$ - | \$ 20,212 | \$ 724,166 | |
| 2nd Qtr FY 08-09 Expenditures | \$ 327,174 | \$ 340,199 | \$ 92,396 | \$ 29,643 | \$ 17,102 | \$ - | | | | \$ - | \$ 714,118 | \$ - | \$ - | \$ 31,516 | \$ 745,634 | |
| 3rd Qtr FY 08-09 Expenditures | \$ 380,082 | \$ 430,334 | \$ - | \$ 32,427 | \$ - | \$ - | | | | \$ - | \$ 842,843 | \$ - | \$ - | \$ - | \$ 842,843 | |
| 4th Qtr FY 08-09 Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total FY 08-09 Expenditures | \$ 1,031,874 | \$ 1,092,135 | \$ 173,076 | \$ 91,108 | \$ 45,799 | \$ - | | | | \$ - | \$ 2,260,916 | \$ - | \$ - | \$ 51,727 | \$ 2,312,644 | |
| % of Budgeted | 84% | 74% | - | 87% | 100% | 0% | | | | 0% | 78% | | | | 78% | |
| SUBTOTAL WDB (Direct) Prior Year 07-08 CONTRACTS | | | | | | | | | | | | | | | | |
| WIA ADULT | WIA DISLOCATED WORKER | WIA YOUTH | RAPID RESPONSE | NEG-Mortgage | Economic Assistance | | | | | Incentive 15% | WIA REVENUES | SSA | LMC Tracking | BIO Tech | GRAND TOTAL | |
| \$22,316 | \$66,973 | \$973,352 | \$0 | \$0 | \$0 | | | | | 0 | \$1,062,641 | \$48,150 | \$0 | \$29,607 | \$1,140,398 | |
| Revised for CEC distribution - Budgeted | | | | | | | | | | | | | | | | |
| 1st Qtr FY 08-09 Expenditures | \$ 43,160 | \$ 47,829 | \$ 356,701 | \$ 25,000 | \$ - | \$ - | | | | \$ - | \$ 472,690 | \$ 48,150 | \$ - | \$ - | \$ 520,840 | |
| 2nd Qtr FY 08-09 Expenditures | \$ - | \$ - | \$ 280,922 | \$ - | \$ - | \$ - | | | | \$ - | \$ 280,922 | \$ - | \$ - | \$ - | \$ 280,922 | |
| 3rd Qtr FY 08-09 Expenditures | \$ - | \$ - | \$ 186,921 | \$ - | \$ - | \$ - | | | | \$ - | \$ 186,921 | \$ - | \$ - | \$ 29,607 | \$ 216,528 | |
| 4th Qtr FY 08-09 Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total FY 08-09 Expenditures | \$ 43,160 | \$ 47,829 | \$ 824,545 | \$ 25,000 | \$ - | \$ - | | | | \$ - | \$ 940,534 | \$ 48,150 | \$ - | \$ 29,607 | \$ 1,018,291 | |
| % of Budgeted | 193% | 71% | 85% | 100% | 0% | 0% | | | | 0% | 89% | 100% | 100% | 100% | 89% | |
| SUBTOTAL WDB (Direct) CONTRACTS | | | | | | | | | | | | | | | | |
| WIA ADULT | WIA DISLOCATED WORKER | WIA YOUTH | RAPID RESPONSE | NEG-Mortgage | Economic Assistance | | | | | Incentive 15% | WIA REVENUES | SSA | LMC Tracking | BIO Tech | GRAND TOTAL | |
| \$250,671 | \$272,670 | \$1,026,606 | \$30,000 | \$31,855 | \$100,000 | | | | | \$0 | \$1,711,802 | \$706,000 | \$0 | \$30,000 | \$2,447,802 | |
| Revised for CEC distribution - Budgeted | | | | | | | | | | | | | | | | |
| 1st Qtr FY 08-09 Expenditures | \$ 111 | \$ 84 | \$ 2,502 | \$ 4,453 | \$ - | \$ - | | | | \$ - | \$ 7,151 | \$ 85,771 | \$ - | \$ - | \$ 92,922 | |
| 2nd Qtr FY 08-09 Expenditures | \$ 181,403 | \$ 187,881 | \$ 361,848 | \$ 8,758 | \$ 4,849 | \$ - | | | | \$ - | \$ 744,740 | \$ 179,725 | \$ - | \$ - | \$ 924,465 | |
| 3rd Qtr FY 08-09 Expenditures | \$ 45,783 | \$ 86,483 | \$ 83,211 | \$ 23,000 | \$ 10,828 | \$ - | | | | \$ - | \$ 249,306 | \$ - | \$ - | \$ - | \$ 249,306 | |
| 4th Qtr FY 08-09 Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total FY 08-09 Expenditures | \$ 227,298 | \$ 274,449 | \$ 447,561 | \$ 36,212 | \$ 15,677 | \$ - | | | | \$ - | \$ 1,001,196 | \$ 469,699 | \$ - | \$ - | \$ 1,470,895 | |
| % of Budgeted | 91% | 101% | 44% | 121% | 49% | 0% | | | | 0% | 58% | 0% | 0% | 0% | 60% | |
| BUDGETED GRAND TOTAL | | | | | | | | | | | | | | | | |
| \$1,765,462 | \$2,264,517 | \$0 | \$2,589,063 | \$230,504 | \$103,329 | \$180,972 | | | | \$ 5,013 | \$7,138,860 | \$774,782 | \$50,000 | \$111,334 | \$8,074,976 | |
| 1st Qtr FY 08-09 Expenditures | \$ 507,953 | \$ 551,263 | \$ 80,680 | \$ 455,126 | \$ 72,276 | \$ 45,161 | | | | \$ - | \$ 1,631,780 | \$ 133,921 | \$ 5,889 | \$ 20,212 | \$ 1,791,801 | |
| 2nd Qtr FY 08-09 Expenditures | \$ 633,523 | \$ 693,694 | \$ 92,396 | \$ 727,875 | \$ 63,207 | \$ 31,162 | | | | \$ - | \$ 2,149,462 | \$ 179,725 | \$ 11,875 | \$ 31,516 | \$ 2,372,577 | |
| 3rd Qtr FY 08-09 Expenditures | \$ 486,647 | \$ 647,414 | \$ - | \$ 418,248 | \$ 93,138 | \$ 10,828 | | | | \$ - | \$ 1,656,275 | \$ 209,826 | \$ 8,362 | \$ 29,607 | \$ 1,904,070 | |
| 4th Qtr FY 08-09 Expenditures | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Total FY 08-09 Expenditures | \$ 1,628,123 | \$ 1,892,372 | \$ 173,076 | \$ 1,601,249 | \$ 228,621 | \$ 87,151 | | | | \$ - | \$ 5,437,516 | \$ 523,472 | \$ 26,126 | \$ 81,334 | \$ 6,068,448 | |
| % EXPENDED | 92% | 84% | 0% | 62% | 99% | 84% | | | | 0% | 76% | 68% | 52% | 73% | 75% | |
| Recapture Amount | | | | | | | | | | | | | | | | |
| UNSPENT BALANCE | \$ 137,339 | \$ 372,145 | \$ (173,076) | \$ 987,814 | \$ 1,883 | \$ 16,178 | | | | \$ 5,013 | \$ 1,701,344 | \$ 251,310 | \$ 23,874 | \$ 30,000 | \$ 2,006,528 | |
| TOTAL UNOBLIGATED FUNDS (OVERBUDGETED) | | | | | | | | | | | | | | | | |
| \$ (50,000) | \$ 50,000 | (Memo only) | \$ 537 | \$ - | \$ - | \$ 28,754 | | | | \$ - | \$ 29,291 | \$ - | \$ - | \$ - | \$ 29,291 | |



DATE: May 11, 2009

TO: Executive Committee

FROM: Youth Council

RE: **Approve \$842,500 in ARRA Youth Funding for Summer Youth Program Contract Services**

This report forwards a recommendation by the Youth Council to approve \$842,500 in ARRA Youth Funding for Summer Youth Program Contract Services

A. BACKGROUND AND DISCUSSION

With the authorization of the Workforce Investment Act, stand alone summer youth programs were abolished. However, realizing the importance of these programs, local workforce boards across the State and Country continued offering these services as a component of their year-round programs. Summer Youth programs offer paid work experience to youth who might not otherwise have an opportunity to learn what it is like to work. In addition to the work experience, other benefits for youth who are involved in these programs include: learning valuable vocational skills, earning money during the summer, lowered crime rates as idle time for youth is minimized and business benefits with an additional workforce for the summer months. The Workforce Development Board of Contra Costa (WDB) has coordinated with other local workforce boards and existing service providers to run limited summer youth programs for the past several years.

With the passage of President Obama's economic stimulus package through the American Recovery and Reinvestment Act (ARRA) funding for youth and summer youth employment was included which brings funding that specifically targets this effort. To further plan for the funding earmarked in this economic stimulus package, an Ad Hoc Committee was developed and met on March 10, 2009, acting on the advice of the Youth Council, to determine criteria for serving, and a course of action that will provide the structure to a summer youth employment program. Acting within a limited timeframe, but with solid criteria in place, the Youth Council recommended to the WDB, who approved a three-fold recommendation:

1. Resource allocation of 40% to East/Far East Contra Costa County, 40% to West Contra Costa County, and 20% to Central Contra Costa County;
2. Hiring a Program Manager to oversee and support the efforts of these stand alone funds and anticipated large effort to roll out summer 2009;
3. Leveraging the existing contractors who provide youth services for the WDB.

B. CURRENT SITUATION

Following the recommendation of the Youth Council's Ad Hoc Committee, staff is working with our existing youth service providers to negotiate contracts for the provision of summer youth program services. The current contracts for year-round services will be amended to add the ARRA funds. These contract amendments will include staffing costs, supportive services, agency overhead costs, etc but will not include participant wages. Wages will be held by the WDB's designated employer of record, who will issue paychecks directly to the participant.

At this time, we have received preliminary budgets from our contractors and are reviewing them carefully. Because of the tight timeline for implementing the summer youth program, we asked the Youth Council at their May 5th meeting, to approve contract maximums so that staff can complete negotiations and process contract amendments through the WDB Executive Committee and the Contra Costa County Board of Supervisors.

On May 5, 2009 the Youth Council took action to approve and forward the recommendation below to the Executive Committee

C. RECOMMENDATION

Approve up to \$842,500 in ARRA Youth Funding for Summer Youth Program Contract Services as follows:

- Up to \$340,000 to the Contra Costa County Office of Education for services to 450 in-school youth countywide;
- Up to \$102,500 to The Williams Group, Inc. for services to 100 out-of-school youth in North Richmond;
- Up to \$400,000 to Henkels & McCoy, Inc. for services to 400 out-of-school youth countywide and 50 in-school youth in Bay Point.

D. FISCAL IMPACT

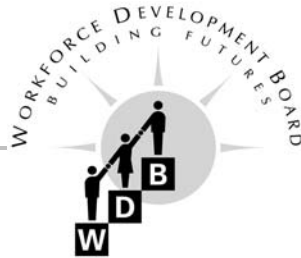
The WDB received \$2.5 million in ARRA Youth funding. Approval of this recommendation will obligate \$842,500 of this funding for summer youth program services. This will leave a balance of approximately \$1.67 million to pay for participant wages, project management, payroll administration/employer of record costs, and a limited year-round ARRA component. WDB staff feels confident that this is a well-balanced funding plan in keeping with the implementation plan of the Youth Council's Ad Hoc Committee and the direction of the Department of Labor.

E. CUSTOMER IMPACT

Approval of this recommendation will allow for summer youth employment and work readiness training for approximately 1,000 youth in Contra Costa County.

F. SCHEDULE

If approved WDB staff will complete contract negotiations with Youth Contractors. Contracts will then be forwarded to the Contra Costa Board of Supervisors for approval. The ARRA summer youth program timeframe is defined as May 1, 2009 through September 30, 2009.



DATE: May 11, 2009

TO: Executive Committee

FROM: WDB Staff

RE: **WDB 2009-10 DRAFT Budget and new Expenditure Report Template**

A. BACKGROUND

During the months of May and June each year, the WDB begins to work on their budget for the upcoming fiscal year. The current fiscal year has been one of change and transition for our reporting processes. A significant budget reduction, a change in fiscal support methodology, and federal economic stimulus funding has created a the need for a significant amount of planning to develop not only a new tracking and report format, but ensure that all of our budget and expenditure amounts are as transparent as possible.

B. CURRENT SITUATION

Staff has been working with Eric Pormento, the finance manager, for the Community Services Bureau to develop our new budget and expenditure reporting format. We are pleased to present the new WDB Budget Format and Expenditure Report Template. Staff will field questions and facilitate a discussion around the information presented. The goal will be to have a Budget presented to the Executive Committee at their June 09 meeting.