



## Budget and Finance Committee Meeting

Wednesday, October 16, 2024

1550 Main 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. August 21, 2024.....p. 2 - 3

### DISCUSSION/ACTION AGENDA

### INFORMATIONAL AGENDA

4. 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 Budget and Finance Committee Meeting, February 19, 2025, at 12:00 p.m.**

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.



**MINUTES**  
**MEETING OF THE**  
**WORKFORCE DEVELOPMENT BOARD**  
**BUDGET AND FINANCE COMMITTEE MEETING**

August 21, 2024, at 12:00 P.M.  
1250 Main Street  
El Centro, CA 92243

**MEMBERS PRESENT:** Robert Rubio, Erik Freeman, Tom Dubose, Elvira Anaya, Mark Gran, Ruth Duarte

**ABSENT:** Efrain Silva

**STAFF:** Jeff Burquist, Sabrina Rubin, Veronica Curiel, Allison Duran, Francisca German, Camilo Garcia, Priscilla Lopez

**GUESTS:** David Baquerizo

**AGENDA ITEMS**

**1. Call to order:**

The meeting was called to order by ICWDB Committee Chair, Robert Rubio, at 12:05 p.m. with a quorum present.

a. **Conflict of Interest forms:** None

**2. Approval of Meeting Agenda:**

**MOTION** by Mr. Freeman, Second by Ms. Anaya, to approve meeting agenda. Motion carried.

**3. Approval of Minutes of February 21, 2024:**

**MOTION** by Mr. Freeman, Second by Ms. Anaya, to approve meeting minutes of February 21, 2024. Opposed: None. Abstained: None. Motion carried.

**DISCUSSION/ACTION AGENDA**

**4. Discussion action to approve the updated PY 2024 – 2025 Training Fund Expenditure plan**

Mr. Burquist provided an overview of the item and recommended to approve the PY 2024 – 2025 Training Expenditure Plan. Mr. Burquist shared that the State has approved the Waiver applications for the On-the-Job Training and Transitional Job programs,

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which has been factored into the budget. Mr. Freeman recommends to remove the allotted slots from work experience and only list the funding amount of \$8,612.

**MOTION** by Mr. Freeman, Second by Ms. Anaya, to approve the PY 2024 -2025 Training Expenditure Plan with revisions. Opposed: None. Abstained: None. Motion carried.

**INFORMATIONAL AGENDA**

**5. Financial Statement:**

Ms. Duran reviewed the Preliminary Budget for PY 2024 – 2025.

**6. Public Comments:**

Director Lopez spoke about the Departments activity in applying for grants. The Recompete Grant was not approved by the State, but other grant applications are being worked on.

**ADJOURNMENT**

- 7. The meeting was adjourned at 12:55 p.m. The next regularly scheduled meeting date on October 16, 2024, at 12:00 p.m.

**Imperial County Workforce and Economic Development Office  
Financial Statement  
As of August 31, 2024**

FY 2024-2025 WIOA Allocation		\$	8,316,105			
FY 2022-2025 Lithium Project		\$	679,074			
FY 2023-2024 WIOA Carryover		\$	5,763,681			
Total Budget FY 2024-2025		\$	14,758,860			
		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	762,553	109,474	653,079	14%
2	Workforce Development Office Benefits (10 Staff)	30-Jun-25	346,769	49,097	297,672	14%
3	Workforce Development Office Cost	30-Jun-25	583,264	69,467	513,797	12%
4	Workforce Development Board Salaries (3 Staff)	30-Jun-25	339,243	36,297	302,946	11%
5	Workforce Development Board Benefits (3 Staff)	30-Jun-25	161,161	13,515	147,646	8%
6	Workforce Development Board Cost	30-Jun-25	231,812	14,184	217,628	6%
7	One Stop Operational Salaries (16 Staff)	30-Jun-25	1,004,904	116,495	888,409	12%
8	One Stop Operational Benefits (16 Staff)	30-Jun-25	328,954	66,991	261,963	20%
9	One Stop Operational Cost	30-Jun-25	1,447,293	194,998	1,252,295	13%
10	Business Center Salaries (3 Staff)	30-Jun-25	160,825	24,084	136,741	15%
11	Business Center Benefits (3 Staff)	30-Jun-25	142,351	8,190	134,161	6%
12	Business Center Cost	30-Jun-25	397,490	75,957	321,533	19%
13	CWA Membership Dues	30-Jun-25	14,260	-	14,260	0%
14	National Association of Workforce Boards (NAWB)	30-Jun-25	2,300	-	2,300	0%
15	LIGHTCAST-EMSI Analyst Software	30-Jun-25	9,250	-	9,250	0%
16	Placer.ai - Software	30-Jun-25	27,562	-	27,562	0%
17	Career EDGE - Annual License	30-Jun-25	31,500	-	31,500	0%
18	SIERRA HR Hotline	30-Jun-25	10,008	-	10,008	0%
19	WDB Members, Meals, Travel, Conferences	30-Jun-25	55,000	1,302	53,698	2%
20	WDB/WDO Marketing & Other Services	30-Jun-25	60,000	1,152	58,848	2%
21	Propath Inc., - AJCC Operator 25-26	31-Dec-25	75,000	-	75,000	0%
22	Professional Consulting Services - David K Shinder	30-Jun-25	40,000	3,464	36,536	9%
<b>Year Round Youth 2024-2025</b>						
23	IVROP Operational Cost	30-Jun-25	1,075,794	-	1,075,794	0%
24	IVROP Work Experience/Stipends	30-Jun-25	1,119,900	70,779	1,049,121	6%
25	IVROP Supportive Services	30-Jun-25	11,763	890	10,873	8%
26	EQUUS Operational Cost	30-Jun-25	1,002,338	-	1,002,338	0%
27	EQUUS Work Experience	30-Jun-25	386,705	-	386,705	0%
28	EQUUS Supportive Services	30-Jun-25	3,500	-	3,500	0%
<b>Workers Compensation &amp; ADP WIOA Participant Fees</b>						
29	Workers Compensation WIOA Participant Fees	30-Jun-25	100,000	11,278	88,722	11%
30	ADP Participant WIOA Processing Fees	30-Jun-25	30,000	3,125	26,875	10%
31	Adult WIOA Supportive Services	30-Jun-25	170,000	22,102	147,898	13%
<b>201/501 30% Training Expenditure FY 2024-2025</b>						
32	Adult Vocational ITA 24-25	30-Jun-25	853,780	25,591	828,189	3%
33	OJT One Stop Centers 24-25	30-Jun-25	378,000	9,459	368,541	3%
34	Incumbent Worker Training (IWT) 24-25	30-Jun-25	50,000	-	50,000	0%
35	Transitional Jobs	30-Jun-25	443,671	5,236	438,435	1%
<b>Adult Work Experience(WEX) FY2024-2025</b>						
36	WEX-Adult Work Experience 24-25	30-Jun-25	86,120	6,959	79,161	8%
<b>Nursing Mentorship Programs FY 2024-2025</b>						
37	IVROP Registered Nurse Mentorship Program XIII 24-25	30-Jun-25	550,000	-	550,000	0%
38	IVROP Licensed Vocational Nurse Mentorship Program III 24-25	30-Jun-25	338,108	-	338,108	0%
<b>Carry over Obligated Training Expenditure FY 2023-2024</b>						
39	Adult Vocational ITA 23-24	30-Jun-25	240,000	84,174	155,826	35%
40	OJT One Stop Centers 23-24	30-Jun-25	102,855	48,738	54,117	47%
41	Transitional Jobs	30-Jun-25	105,441	41,997	63,444	40%
42	IVROP Registered Nurse Mentorship Program XII 23-24	30-Jun-25	179,568	22,332	157,236	12%
43	IVROP Registered Nurse Mentorship Program XIII 24-25	30-Jun-25	339,116	37,593	301,523	11%
44	IVROP Licensed Vocational Nurse Mentorship Program II 24-25	30-Jun-25	146,713	22,373	124,340	15%
<b>Adult Work Experience(WEX) 2023-2024</b>						
45	WEX-Adult Work Experience 23-24	30-Jun-25	97,915	61,915	36,000	63%
46	Propath Inc., - AJCC Operator 23-24	31-Dec-24	37,000	4,600	32,400	12%
47	Lithium Valley Assessment Project (Rapid Response)	30-Jun-25	679,074	30,000	649,074	4%
Total Funds Allocated			14,758,860	1,293,808	13,465,052	
Funds available to be allocated			-	-	-	
<b>Grand Total</b>			<b>14,758,860</b>	<b>1,293,808</b>	<b>13,465,052</b>	
Percentage of Expenditures						9%