



Executive Committee Agenda
May 11, 2021 from 8:30am-9:30am
Virtual Meeting Via Zoom or Phone

- I. 8:30am: Call to Order - Gary North, Chair**
 - a) Consent Agenda: Minutes from April Executive Committee Meeting – vote required
- II. 8:35: April Quarterly Board Meeting Debrief – Gary North, Chair**
- III. 8:45am: Project Orange Update – Heather Ficht, Staff**
 - a) Updated Training Plan – vote required
- IV. 8:55am: PPP Loan Forgiveness – Jamie Kendellen, Staff**
- V. 9:00am: Finances – Heather Ficht and Jamie Kendellen, Staff**
 - a) EC Works Unaudited Financials, July 1, 2021 - March 31, 2022 – vote required
 - b) Draft Program Year 2021 Budget – voted required
- VI. 9:20am: Other Updates - All**

Attachments:

- Draft April Executive Committee Meeting Minutes
- EC Works Unaudited Financials July 1, 2021 – March 31, 2022
- Draft Program Year 21 Budget



DRAFT: Executive Committee Minutes

May 11, 2021 from 8:30am-9:30am

Zoom or Call in ONLY- 1-408-638-0968

Meeting URL: <https://us02web.zoom.us/j/89773299793?pwd=cjdhVVhtSlJLTndkMlEveXpZalg1dz09>

Meeting ID: 897 7329 9793

Passcode: 682196

Board Members Present: Gary North (Chair), Dr. Marta Cronin (Co-Chair), Martin Campos-Davis (Treasurer)

COWC Members Present: None

Others Present: None

Staff Present: Heather Ficht, Jamie Kendellen, Stephanie Tarantino

Board Members Absent: None

- **Consent Agenda:** Meeting called to order at 8:39 am by Chair Gary North. The minutes of the April meeting were presented and the Chair asked for a motion to approve the minutes.

Motion: Martin moved to approve the minutes as presented, Marta seconded, and the minutes were unanimously approved.

- **April Quarterly Board Meeting Debrief:** The Committee agreed the discussion was very robust and meaningful around regional updates and agreed there should be follow-up to keep the conversation going. Heather is meeting with Maggie H. about the ad hoc committee. Gary as Chair can appoint additional Executive Committee members per our bylaws, so he will reach out to David Aiken to see if he would like to serve.
- **Project Orange Update:** Heather let the Committee know that Seneca, the company that they funded for Project Orange had internal miscommunication therefore they did not follow the requisite steps to access the \$30K training grant funds the Ex Com approved for them. Heather met with the company and they identified additional incumbent worker training that would help them for a cost of \$9,600. If this is treated like other incumbent worker grants, the Ex Com would approve half of this amount.

Motion: Marta moved to reduce the grant to **half** of \$9,600, Martin seconded, and the grant was unanimously approved.

- **PPP Loan Forgiveness:** Jamie let the Committee know that we got our loan forgiveness approved through US Bank within three days of submittal. We had under \$150k loaned which was for staff wages.
- **Finances:** Jamie presented the quarterly financials ending in March. Close to end of FY, many resources expired this year, and our target is to spend down with many funds (i.e. WIOA) effected by COVID and other outside influences.



We did have to de-obligate funds from the Apprenti DOL again, which is extremely unusual but have had challenges spending this, but believe we are on track to get everything spend out. Other items of note:

- Current resources require us to spend or obligate down to 20%, and although we have a high amount left, we do not anticipate any issues in obligating down to 20% as by end of year we will have sent out funds to sub-recipients.
- TANF funds may possibly be difficult to spend out due to lack of referrals from DHS and/or youth not interested in participating.

Motion: Martin moved to approve the EC Works Unaudited Financials for July 1, 2020 – March 31, 2021, Marta seconded, and the motion was unanimously approved.

Budget – Jamie reminded the Committee that the process for approval is that the Executive Committee approves, COWC adopts, then the full Board ratifies. This requires a lot of quorum and has to be done by June 30. Jamie highlighted the following:

- Carry In Resources – will increase from what is showing once books are closed, large increase from How To award (\$1 million three year award). Will not spend all in this year.
- Current Year Resources – budgeted for 10% reduction in federal and state resources.
- Expenditures – staffing in this budget increase due to the three additional full year FTEs, two positions started this year specifically paid for by How To award, other position is Accounting Specialist due to managing the regulations surrounding all the different grants, mainly doing accounts payable and tracking. We need Jessica full time on compliance due to all the complexities of funding streams.
- Final reminder on Carry-In, we do not receive the bulk of our funding until October or even later, so we must carry-in enough money to get us through one quarter; target is around \$800k to cover core program.

Motion: Marta moved to accept the draft Program Year 2021 Budget, Martin seconded, and the motion was unanimously approved.

- The meeting was adjourned by Chair Gary North at 9:43 am.

**EAST CASCADES WORKS
BUDGET VS. ACTUAL
JULY 1, 2020 THROUGH MARCH 31, 2021**

Funding Expiration	RESOURCES	ADOPTED BUDGET MOD2	WORKING BUDGET	FUNDS DRAWN/ RECEIVED	REMAINING FUNDS AVAILABLE	BALANCE REMAINING %	NOTES
<u>Carry In Resources</u>							
6/30/2021	WIOA - Future Ready	57,457	57,457	14,569	42,888	75%	
6/30/2021	WIOA Adult	388,121	388,121	388,121	-	0%	
6/30/2021	WIOA Dislocated Worker	487,651	487,651	487,651	-	0%	
6/30/2021	WIOA Youth	407,038	407,038	407,038	-	0%	
6/30/2021	WIOA - HCEY	11,250	11,250	5,422	5,828	52%	
6/30/2021	Admin - Formula	261,189	261,189	22,450	238,739	91%	
11/30/2020	DOL - American Apprenticeship LWP	33,632	33,632	29,335	4,297	13%	
4/30/2021	DOL - Apprenti	87,861	50,361	40,795	9,566	19%	de-obligated \$37,500
3/31/2022	DOL - DWG Disaster & Employment	584,591	584,591	480,210	104,381	18%	
6/30/2021	DOL/State - WTDB COVID Response	78,775	78,775	58,775	20,000	25%	
6/30/2021	State - Compet Strategies (Board)	104,640	104,640	104,640	-	0%	
6/30/2021	State - TWIP (Work Exp)	161,684	161,684	134,201	27,483	17%	
6/30/2021	State - Industry Eng (Sectors)	138,756	138,756	99,361	39,395	28%	
7/31/2022	Local - COHC Health Careers	68,776	68,776	-	68,776	100%	carry over to PY21
12/10/2019	Local - Facebook	83,672	83,672	-	83,672	100%	recognized in prior FY
n/a	Local - YCC (Tykeson)	50,000	50,000	-	50,000	100%	recognized in prior FY
<u>Current Year Resources</u>							
6/30/2022	WIOA Adult	1,087,272	1,087,272	168,151	919,121	85%	} target 20% carry in of each to next year
6/30/2022	WIOA Dislocated Worker	845,299	845,299	116,105	729,194	86%	
6/30/2022	WIOA Youth	1,149,809	1,149,809	280,798	869,011	76%	
6/30/2022	WIOA - HCEY	11,250	11,250	-	11,250	100%	
6/30/2022	Admin - Formula	342,486	342,486	-	342,486	100%	target - as much as poss
12/31/2020	Federal - Paycheck Protection Prog	111,350	111,350	111,350	-	0%	
6/30/2021	Federal/State - PY20 TANF	220,000	220,000	111,745	108,255	49%	
6/30/2021	State - GED Wraparound	42,900	42,900	37,621	5,279	12%	
6/30/2021	State - YDD	-	290,000	79,392	210,608	73%	
3 year	State/Local - HowTo	1,000,000	1,000,000	2,054	997,946	100%	
6/30/2021	Local - YCC (BLPD, Redmond SD)	70,000	132,000	132,000	-	0%	
12/31/2021	Local - PGE Project Zero	-	5,000	-	5,000	100%	
n/a	County - Lake County	14,500	14,500	14,500	-	0%	
n/a	Fiscal Sponsorships	-	-	2,000	(2,000)	0%	
	Program Income	-	-	55,659	(55,659)	0%	
	Unrestricted Inc - Interest & Misc	-	-	466	(466)	0%	
TOTAL AVAILABLE RESOURCES		7,899,959	8,219,459	3,384,411	4,835,048	59%	

BOARD EXPENSES	ADOPTED			YTD SPENDING		
	BUDGET MOD2	WORKING BUDGET	YTD SPENDING	BALANCE REMAINING	BALANCE REMAINING %	as a % of REVENUE
Staffing						
Salaries	658,959	642,105	419,739	222,366	35%	12.40%
Taxes & Benefits	251,723	224,737	129,497	95,240	42%	3.83%
Total Staffing	910,682	866,842	549,236	317,606	37%	16.23%
Operating Expenses						
Temporary staff				-	0%	0.00%
Professional services	30,000	14,000	3,019	10,981	78%	0.09%
Legal services	4,500	4,500	-	4,500	100%	0.00%
Audit services	18,746	20,546	20,300	246	1%	0.60%
Fees/taxes	8,500	8,000	5,349	2,651	33%	0.16%
Phone & internet	16,500	16,500	10,192	6,308	38%	0.30%
Insurance	12,000	13,000	7,150	5,850	45%	0.21%
Facilities	36,000	36,000	23,909	12,091	34%	0.71%
Office supplies/expenses	20,000	20,000	13,498	6,502	33%	0.40%
Memberships	13,500	13,500	9,243	4,257	32%	0.27%
Printing	2,600	2,500	1,485	1,015	41%	0.04%
Postage	300	300	72	228	76%	0.00%
Staff/Board travel	20,000	5,000	699	4,301	86%	0.02%
Meetings	5,000	2,500	297	2,203	88%	0.01%
Staff development	11,500	6,500	1,299	5,201	80%	0.04%
Total Operating Expenses	199,146	162,846	96,513	66,333	41%	2.85%
Board Exp as % of Revenue			19.08%			
Program Expenses						
I-Trac	38,510	38,510	25,299	13,211	34%	0.75%
WSO Exp - Leases, Phone, Tech	42,580	42,450	31,723	10,727	25%	0.94%
One Stop Operator	29,289	29,289	17,978	11,311	39%	0.53%
Program General Expenses	1,114,788	1,060,772	462,144	598,628	56%	13.66%
Program Outreach	-	-	-	-	0%	0.00%
Total Program Expenses	1,225,167	1,171,021	537,144	633,877	54%	15.87%
TOTAL BOARD EXPENSES	2,334,995	2,200,709	1,182,893	1,017,816	46%	34.95%

Contract Expiration	PROVIDER EXPENSES	ADOPTED BUDGET MOD2	WORKING BUDGET	YTD SPENDING	BALANCE	BALANCE %	% of REVENUE
6/30/2021	WIOA Adult	850,000	850,000	418,222	431,778	51%	12.36%
6/30/2021	WIOA Dislocated Worker	860,000	860,000	398,652	461,348	54%	11.78%
6/30/2021	WIOA Youth	988,750	1,017,075	585,827	431,247	42%	17.31%
	WIOA Youth - program income exp	-	-	55,512	(55,512)	0%	1.64%
6/30/2021	WIOA HCEY	11,250	11,250	5,422	5,828	52%	0.16%
12/31/2020	DOL - Disaster/Employment DWGs	460,138	460,138	422,156	37,982	8%	12.47%
6/30/2021	Lake County - WSO Center	10,000	10,000	5,634	4,366	44%	0.17%
6/30/2021	State - Work Experiences (TWIP)	147,383	147,383	121,669	25,714	17%	3.59%
4/30/2021	DOL - Apprenticeship USA	76,158	41,158	33,208	7,950	19%	0.98%
6/30/2021	Future Ready - Warm Springs	35,670	35,670	9,918	25,752	72%	0.29%
6/30/2021	Federal/State - PY20 TANF	193,600	193,600	91,658	101,942	53%	2.71%
6/30/2021	State - YDD	-	279,312	76,466	202,846	73%	2.26%
6/30/2021	State - GED Wraparound	42,900	42,900	37,621	5,279	12%	1.11%
TOTAL PROVIDER EXPENSES		3,675,849	3,948,486	2,261,966	1,686,519	43%	66.83%
CONTINGENCY		10,000	10,000	-	10,000	0%	0.00%
GRAND TOTAL EXPENSES		6,020,844	6,159,195	3,444,859	2,714,335	44%	101.79%
UNEXPENDED FUNDS		1,879,115	2,060,265	(60,448)	2,120,713	103%	-1.79%

Carry In Notes
 \$850k carry in HowTo
 \$69k carry in COHC
 \$1m carry in A/DW/Y

(Loss) Notes
 Entirely due to Facebook grant
 Recognized 100% of revenues last year
 Spending funds in current year

Program General Exp account tracking
acct # 8185

	State/Fed funds					
	Adult	DW	Youth	Sectors	Facebook	Other
Target Population	10,000.00	10,000.00	10,000.00			
YCC Data System			24,000.00			
Sponsorships	2,500.00	2,500.00	2,500.00			
Field Training (Super LLT \$6k)	4,000.00		2,000.00			
Sectors projects - other	34,636.25	34,636.25	30,727.50	5,000.00		
COHC & Match - COCC				58,000.00		
Ranemaker Institute	9,466.00		4,734.00			
COCC - WTDB C N A & Nurse Assistant 06/30/21						
Future Ready - Warm Springs						
Crook County School District					83,671.75	
Incumbent Worker	63,003.95					
Project Orange - cohort	28,000.00					
Project Waterfall - KCEDA Econ Dev - cohort	15,000.00					
Board appreciation						2,000.00
Language Translation Services	3,333.00	3,333.00	3,334.00			
YCC			50,000.00			
YCC - Hold - do not yet contract			111,675.50			
WorkSource Branding	3,721.90		278.10			
Reserve for Future Projects	6,139.00		3,861.00			
Erika McCalpine - DEI	3,333.00	3,333.00	3,334.00			6,500.00
COIC - computers	3,000.00	3,000.00				
HowTo - Direct Expenses						5,409.97
BIPOC focus groups						10,000.00
Fiscal Sponsorships						375.00
Layoff Aversion		88,640.00		5,360.00		
Starting Balance	186,133.10	145,442.25	246,444.10	68,360.00	83,671.75	24,284.97

Program General Exp account tracking
acct # 8185

	YCC	WTDB Covid	HowTo	Future Ready	Totals	Spent YTD	Balance
Target Population					30,000.00		30,000.00
YCC Data System					24,000.00	18,000.00	6,000.00
Sponsorships					7,500.00	500.00	7,000.00
Field Training (Super LLT \$6k)					6,000.00		6,000.00
Sectors projects - other					105,000.00	1,250.00	103,750.00
COHC & Match - COCC					58,000.00	44,370.03	13,629.97
Ranemaker Institute					14,200.00	14,200.00	-
COCC - WTDB C N A & Nurse Assistant 06/30/21		70,000.00			70,000.00	50,000.00	20,000.00
Future Ready - Warm Springs				20,721.01	20,721.01	3,585.93	17,135.08
Crook County School District					83,671.75	83,671.75	-
Incumbent Worker					63,003.95	5,765.75	57,238.20
Project Orange - cohort					28,000.00		28,000.00
Project Waterfall - KCEDA Econ Dev - cohort					15,000.00		15,000.00
Board appreciation					2,000.00		2,000.00
Language Translation Services					10,000.00	51.75	9,948.25
YCC	182,000.00				232,000.00	116,000.00	116,000.00
YCC - Hold - do not yet contract					111,675.50		111,675.50
WorkSource Branding					4,000.00	4,198.64	(198.64)
Reserve for Future Projects					10,000.00	25.00	9,975.00
Erika McCalpine - DEI					16,500.00	15,000.00	1,500.00
COIC - computers					6,000.00	5,739.93	260.07
HowTo - Direct Expenses			34,090.00		39,499.97	5,409.97	34,090.00
BIPOC focus groups					10,000.00		10,000.00
Fiscal Sponsorships					375.00	375.00	-
Layoff Aversion					94,000.00	94,000.00	-
Starting Balance	182,000.00	70,000.00	34,090.00	20,721.01	1,061,147.18	462,143.75	599,003.43

East Cascades Works

Balance Sheet - Unaudited

As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1005 Petty Cash	0.00
1011 General Checking	776,061.05
1025 Special Events Checking	30,119.99
1030 Checking - ACH deposits	39.85
Total Bank Accounts	\$806,220.89
Accounts Receivable	
1200 Accounts Receivable (A/R)	1,965.88
Total Accounts Receivable	\$1,965.88
Other Current Assets	
1202 Grants Receivable	171,339.04
1209 Other Receivable	713.45
1405 Prepaid Expenses	12,817.16
1410 Pay Advance	0.00
1999 Interfund Advances	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$184,869.65
Total Current Assets	\$993,056.42
Other Assets	
1505 Deposits	3,200.00
Total Other Assets	\$3,200.00
TOTAL ASSETS	\$996,256.42
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2011 Accounts Payable (A/P)	716,843.24
Total Accounts Payable	\$716,843.24
Other Current Liabilities	
2015 Other Accrued Expenses	368.00
2020 Wages Payable	15,607.33
2025 Payroll Taxes Payable	9,089.12
2030 Benefits Payable	5,643.70
2040 Deferred Revenue	113,448.85
Total Other Current Liabilities	\$144,157.00
Total Current Liabilities	\$861,000.24
Total Liabilities	\$861,000.24
Equity	
3103 Fund Balance	195,704.18
Opening Balance Equity	0.00
Net Income	-60,448.00
Total Equity	\$135,256.18
TOTAL LIABILITIES AND EQUITY	\$996,256.42

East Cascades Works

Statement of Revenue and Expenditures - Unaudited

July 2020 - March 2021

	TOTAL
Income	
4501 Federal WIOA	2,370,516.03
4510 Federal Grants	233,100.42
4530 State Grants	576,169.21
4590 Local Revenue	146,500.00
4600 Program Income Subrecipient	55,512.39
4625 Donation	2,030.09
4690 Miscellaneous Revenue	375.00
4700 In Kind Revenue	2,000.00
4800 Interest Income - ECW	61.18
4805 Program Income - ECW	147.00
Total Income	\$3,386,411.32
GROSS PROFIT	\$3,386,411.32
Expenses	
5000 EC Works Board Administrative Expenses	
5100 Salaries	419,739.10
5150 Employer Taxes	35,823.90
5160 Employee Benefits	93,673.18
5211 Professional Services	3,018.76
5217 Audit Services	20,300.01
5218 Fees / Taxes	5,349.02
5234 Phone / Internet	10,192.13
5235 Insurance	7,150.21
5236 Office Lease	23,909.36
5261 Office Supplies	13,498.17
5263 Memberships	9,243.00
5264 Printing	1,485.42
5268 Postage	72.05
5280 Travel	699.15
5281 Meetings	296.94
5282 Staff Training	1,298.87
5300 In Kind Expense	2,000.00
Total 5000 EC Works Board Administrative Expenses	647,749.27
8100 EC Works Program Expenses	
8170 ITrac Database	25,299.11
8175 WSO Leases	28,806.72
8178 WSO Phone / Internet	2,916.00
8180 One Stop Operator	17,978.13
8185 Program General Expense 1099 MISC	444,018.74
8186 Program General Expenses 1099 NEC	18,125.00
Total 8100 EC Works Program Expenses	537,143.70

East Cascades Works

Statement of Revenue and Expenditures - Unaudited

July 2020 - March 2021

	TOTAL
8200 Subrecipient Expenses	
8201 Sub Program Admin Comp	61,675.05
8210 Sub Professional Services	15,282.70
8213 Sub Insurance	2,373.91
8219 Sub Office Supplies	8,309.96
8222 Sub Tech/Office Equip	5,632.35
8225 Sub Phone/Internet	11,151.61
8231 Sub Facilities	48,832.29
8237 Sub Travel	8,028.28
8240 Sub Staff Training	1,240.42
8251 Sub Program Delivery Compensation	988,764.17
8260 Sub Licenses & Certifications	35,600.01
8263 Sub Training/ITA	317,361.83
8264 Sub On-the-Job Training	85,296.26
8266 Sub Support Services - Training Related	21,872.82
8267 Sub Support Services - non Training Related	36,656.61
8271 Sub Work Experience	50,211.63
8272 Sub Occupational Skills	29,607.50
8275 Sub Incentives	1,375.92
8281 Sub WEX - Staff Compensation	191,321.36
8282 Sub WEX - Stipends	14,420.16
8283 Sub WEX - Incentives	6,091.71
8286 Sub WEX - Participant Pay	115,016.52
8295 Sub Indirect Expenses	205,843.28
Total 8200 Subrecipient Expenses	2,261,966.35
Total Expenses	\$3,446,859.32
NET OPERATING INCOME	\$ -60,448.00
NET INCOME	\$ -60,448.00

East Cascades Works
Statement of Revenue and Expenditures - Unaudited
 July 2020 - March 2021

	Total 11 WIOA Admin	Total 12 WIOA Adult	Total 13 WIOA DW	Total 14 WIOA Youth	Total 15 WIOA NEG	Total 17 Federal Other	Total 18 State DHS	Total 44 State Funds
Income								
4501 Federal WIOA	22,449.81	570,841.31	603,756.42	693,258.41	480,210.08	-	-	-
4510 Federal Grants	-	-	-	-	-	140,684.51	51,620.89	-
4530 State Grants	-	-	-	-	-	-	60,124.05	244,861.78
4590 Local Revenue	-	-	-	-	-	-	-	-
4600 Program Income Subrecipient	-	-	-	55,512.39	-	-	-	-
4625 Donation	-	-	-	-	-	-	-	-
4690 Miscellaneous Revenue	-	-	-	-	-	-	-	-
4700 In Kind Revenue	-	-	-	-	-	-	-	-
4800 Interest Income - ECW	-	-	-	-	-	-	-	-
4805 Program Income - ECW	108.49	-	-	-	13.47	6.95	6.51	1.96
Total Income	22,558.30	570,841.31	603,756.42	748,770.80	480,223.55	140,691.46	111,751.45	244,863.74
Expenses								
Total 5000 EC Works Board Administrative Expenses	21,837.31	87,739.85	84,834.17	68,159.00	50,711.01	140,687.97	20,083.51	107,052.90
Total 8100 EC Works Program Expenses	720.99	54,961.43	120,270.41	33,849.57	7,356.78	3.49	10.01	61,344.37
Total 8200 Subrecipient Expenses	-	428,140.03	398,651.84	646,762.23	422,155.76	-	91,657.93	76,466.47
Total Expenses	22,558.30	570,841.31	603,756.42	748,770.80	480,223.55	140,691.46	111,751.45	244,863.74
Net Income	-	-	-	-	-	-	-	-

East Cascades Works
Statement of Revenue and Expenditures:
July 2020 - March 2021

	Total 45 State Sectors	Total 46 State GED Wraparound	Total 48 Apprenti	Total 51 State TWIP	Total 85 Lake County	Total 90 Special Events	Total 95 Local Funds	Total 99 Unrestricted General Fund	TOTAL
Income									
4501 Federal WIOA	-	-	-	-	-	-	-	-	2,370,516.03
4510 Federal Grants	-	-	40,795.02	-	-	-	-	-	233,100.42
4530 State Grants	99,361.42	37,621.12	-	134,200.84	-	-	-	-	576,169.21
4590 Local Revenue	-	-	-	-	14,500.00	-	132,000.00	-	146,500.00
4600 Program Income Subrecipient	-	-	-	-	-	-	-	-	55,512.39
4625 Donation	-	-	-	-	-	-	2,000.00	30.09	2,030.09
4690 Miscellaneous Revenue	-	-	-	-	-	-	-	375.00	375.00
4700 In Kind Revenue	-	-	-	-	-	-	-	2,000.00	2,000.00
4800 Interest Income - ECW	-	-	-	-	-	2.06	0.14	58.98	61.18
4805 Program Income - ECW	5.79	-	1.43	2.40	-	-	-	-	147.00
Total Income	99,367.21	37,621.12	40,796.45	134,203.24	14,500.00	2.06	134,000.14	2,464.07	3,386,411.32
Expenses									
Total 5000 EC Works Board Administrative Expenses	48,300.75	-	7,586.39	8,397.64	-	-	-	2,358.77	647,749.27
Total 8100 EC Works Program Expenses	51,066.46	-	2.17	4,136.27	3,375.00	-	200,046.75	-	537,143.70
Total 8200 Subrecipient Expenses	-	37,621.12	33,207.89	121,669.33	5,633.75	-	-	-	2,261,966.35
Total Expenses	99,367.21	37,621.12	40,796.45	134,203.24	9,008.75	-	200,046.75	2,358.77	3,446,859.32
Net Income	-	-	-	-	5,491.25	2.06	(66,046.61)	105.30	(60,448.00)

EC Works BUDGET 2021 - 2022

04.22.21 rev

RESOURCES	2021 - 2022 Budgeted	2020 - 2021 Projected	Variance	
Carry In Resources				
Adult	414,282	388,121	26,161	
Dislocated Worker	253,334	487,651	(234,317)	
Youth	355,575	418,288	(62,713)	
WIOA Admin	342,486	261,189	81,297	
WIOA - Future Ready		57,457	(57,457)	
DOL - American Apprenticeship Initiative		33,632	(33,632)	
DOL - Apprenti		50,361	(50,361)	
DOL - DWG Disaster & Employment		584,591	(584,591)	
DOL/State - WTDB COVID Response		78,775	(78,775)	
State - TWIP		161,684	(161,684)	
State - Industry Engagement (Sectors)		138,756	(138,756)	
State - Competitiveness Strategies (Board Supp)		104,640	(104,640)	
State/Local - HowTo	846,562	-	846,562	
Local - COHC Health Careers	68,776	68,776	-	
Local - Lake County	-	-	-	
Local - Facebook	-	83,672	(83,672)	
Local - YCC (Tykeson)	-	50,000	(50,000)	
	<u>2,281,015</u>	<u>2,967,593</u>	<u>(686,578)</u>	
Current Year Resources				
Adult	978,545	1,087,272	(108,727)	
Dislocated Worker	760,769	845,299	(84,530)	
Youth	1,034,828	1,149,809	(114,981)	
WIOA Admin	308,237	342,486	(34,249)	
WIOA - High Concentration of Eligible Youth	-	11,250	(11,250)	
Federal - Paycheck Protection Program	-	111,350	(111,350)	
Federal/State - TANF Summer Jobs	169,476	220,000	(50,524)	
State - TWIP	257,416	-	257,416	
State - Industry Engagement (Sectors)	190,831	-	190,831	
State - Competitiveness Strategies (Board Supp)	188,352	-	188,352	
State - GED Wraparound	-	42,900	(42,900)	
State - YDD	-	290,000	(290,000)	
State/Local - HowTo	-	1,000,000	(1,000,000)	
Local - YCC (BLPD, Redmond SD)	-	132,000	(132,000)	
Local - PGE Project Zero		5,000	(5,000)	
County - Lake County	14,500	14,500	-	
	<u>3,902,954</u>	<u>5,251,866</u>	<u>(1,348,912)</u>	
Total Resources	6,183,969	8,219,459	(2,035,489)	-24.76%
EXPENDITURES				
Board Expenses				
Staffing				
Salaries	854,098	642,105	211,993	
Employer Taxes	85,410	64,211	21,199	
Employee Benefits	247,688	160,526	87,162	
Total Staffing	<u>1,187,196</u>	<u>866,842</u>	<u>320,354</u>	36.96%
Operating Expenses				
Professional Services	42,000	14,000	28,000	
Legal Services	4,500	4,500	-	
Audit Services	21,200	20,546	654	
Fees/Taxes	9,500	8,000	1,500	
Phone & Internet	18,000	16,500	1,500	
Insurance	16,000	13,000	3,000	
Facilities	26,000	36,000	(10,000)	
Office Supplies/Expenses	16,000	20,000	(4,000)	
Memberships	13,000	13,500	(500)	
Printing	2,500	2,500	-	
Postage	300	300	-	
Staff/Board Travel	28,500	5,000	23,500	
Meetings	2,500	2,500	-	
Staff Development	9,500	6,500	3,000	
Total Operating Expenses	<u>209,500</u>	<u>162,846</u>	<u>46,654</u>	28.65%
Board expense as % of revenue	23%			
Program Expenses				
ITrac Database	28,016	38,510	(10,494)	
WSO Expenses - Leases, Phone/Int, Technology, etc...	42,800	42,450	350	
One Stop Operator	30,000	29,289	711	
Program General Expenses ***	298,950	1,060,772	(761,822)	
Total Program Expenses	<u>399,766</u>	<u>1,171,021</u>	<u>(771,255)</u>	-65.86%
Total Board Expenses	1,796,462	2,200,709	(404,247)	-18.37%

*** See attached schedule of 2021-2022 budgeted Program General Expenses

EC Works BUDGET 2021 - 2022

	<u>2021 - 2022 Budgeted</u>	<u>2020 - 2021 Projected</u>	<u>Variance</u>	
Program Provider Contracts				
Adult	818,481	755,192	63,289	8.4%
Dislocated Worker	695,751	798,055	(102,304)	-12.8%
Youth	896,139	964,325	(68,186)	-7.1%
TANF Summer Jobs	149,139	161,625	(12,486)	-7.7%
DOL DWGs	-	460,138	(460,138)	-100.0%
TWIP	115,837	145,924	(30,087)	-20.6%
Future Ready	-	35,670	(35,670)	-100.0%
DOL Apprenti	-	41,158	(41,158)	-100.0%
GED Wraparound	-	27,900	(27,900)	-100.0%
YDD	-	279,312	(279,312)	-100.0%
Lake County - WSO Center	10,000	7,927	2,073	26.2%
Total Program Provider Contracts	2,685,347	3,677,227	(991,880)	-26.97%
Contingency Fund	10,000	10,000	-	0.00%
Total EC Works Expenses	4,491,809	5,887,936	(1,396,127)	-23.71%
Fiscal Year 2022 - 2023 Quarter 1 Resources	1,692,161	2,331,523	(639,362)	-27.42%
Targeted Carry In 3 Months	812,199			

	<u>2021 - 2022 Budgeted</u>	<u>2020 - 2021 Projected</u>	<u>Variance</u>	
Program Provider Contracts				
Adult	818,481	814,300	4,181	0.5%
Dislocated Worker	695,751	835,920	(140,169)	-16.8%
Youth	896,139	986,000	(89,861)	-9.1%
TANF Summer Jobs	149,139	191,625	(42,487)	-22.2%
DOL DWGs	-	460,138	(460,138)	-100.0%
TWIP	115,837	147,383	(31,546)	-21.4%
Future Ready	-	35,670	(35,670)	-100.0%
DOL Apprenti	-	76,158	(76,158)	-100.0%
DOL IQor	-	-	-	#DIV/0!
GED Wraparound	-	27,900	(27,900)	-100.0%
YDD	-	279,312	(279,312)	-100.0%
Lake County - WSO Center	10,000	10,000	-	0.0%
Total Program Provider Contracts	2,685,347	3,864,407	(1,179,060)	-30.5%
Historical - Program Provider Contracts	2016 - 2017 = \$2,911,261 2017 - 2018 = \$2,339,259 2018 - 2019 = \$2,733,464 2019 - 2020 = \$2,760,001			

Program General Exp account tracking
acct # 8185

	Adult	DW	Youth	IndustryEng(Sectors)	HowToOHA/OHSU	Totals
Target Populations						-
YCC Data System			24,000.00			24,000.00
Sponsorships	2,500.00	2,500.00	2,500.00			7,500.00
Field Training (Super LLT \$6k, OWP conf)	3,750.00	3,750.00	4,750.00			12,250.00
Sectors Projects - contract out Sectors						-
{HOLD}						-
{HOLD}						-
COHC & Match - COCC				50,000.00		50,000.00
{HOLD}						-
Ranemaker Institute	9,466.00		4,734.00			14,200.00
{HOLD}						-
{HOLD}						-
{HOLD}						-
{HOLD}						-
{HOLD}						-
Incumbent Worker	75,000.00					75,000.00
Abilitree						-
NeighborImpact						-
The Tofurky Company						-
Housing Works						-
Aperion Management						-
Cascade Comprehensive Care						-
Project Orange - cohort						-
Project Waterfall - KCEDA Econ Dev - cohort						-
Google						-
{HOLD}						-
YCC			25,000.00			25,000.00
Youth services - Hold - do not yet contract						-
WorkSource Branding	10,000.00					10,000.00
{HOLD}						-
HowTo - Direct Expenses					65,000.00	65,000.00
Website Build	6,000.00					6,000.00
Reserve for Future Projects	6,666.00		3,334.00			10,000.00
Balance	113,382.00	6,250.00	64,318.00	50,000.00	65,000.00	\$ 298,950.00

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