

**San Luis Obispo County – Workforce Investment Act
Budget Narrative
For Fiscal Year 2014-2015 at October 31, 2014**

1. DSS Administrative and Fiscal cost

These expenses are for DSS salaries and actual time spent on the WIA Program. This includes WIB support, administrative support, program monitoring, data management, fiscal management and support, and auditing costs. The staff includes the WIA administrative services manager, program manager, program support staff, DSS fiscal manager, fiscal support staff and County auditing staff.

DSS Employees use a time study report to code their work time to the WIA. The salary costs for October are \$37,875.

2. Operating Expenses

These monthly expenses are detailed on the WIA Budget Excel document. When looking at the Excel worksheet click on the “Monthly Expenditures” tab at the bottom of the screen, move the cursor on each monthly figure and a comment box will pop up identifying each operating expense. Operating expenses for this time period include the following:

- Travel Expenses – R. Bear, D. Boulanger, D. Ensign
- Office Supplies/Compression software for WIB Website

3. WIB Set-Aside Expenses

Expenses are detailed on the Excel WIA Monthly Expenditure and WIB Set-Aside monthly budget reports. When looking at the Excel spreadsheet, move the cursor on each monthly figure, a comment box will pop up identifying each Set-Aside expense. There are no expenses for this time period.

4. Contracted Expenses

All other expenditures are for WIA contracts approved and executed by the Board of Supervisors. Monthly payments are made in accordance with the contract specifications, such as payments for Goodwill WIA One Stop (\$102,024).

WIA FY14/15 Budget & Expenditures-through
Fiscal Year 2014-2015

October, 2014

		<i>See TABs for details</i>		
		Budget	Actuals-YTD	Percent Expended
WIB & AE Salary & Benefits	<i>DSS staff costs for WIB Support, Program Monitoring & Data management, Financial and Expenditure Budgeting/Reporting</i>	\$ 504,323	\$ 162,660	32.25%
DSS Operating	<i>Expenses for travel, Audits, CWA Registration (AE), office supplies & equipment, legal notices, other program costs</i>	\$ 19,700	\$ 7,298	37.05%
Goodwill Industries <i>(Includes \$20K paid by DSS funds for 5 Cities Space)</i>	<i>WIA America's Job Center of California (AJCC) One-stop system operator (Adult, Dislocated Worker, Youth)</i>	\$ 1,399,046	\$ 308,313	22.04%
Service & System Purchase Orders		\$ 10,800	\$ -	0.00%
WIB Set-Aside	<i>Expenses for WIB Initiatives, Program Expansion, Conference, Travel and Memberships</i>	\$ 40,750	\$ 5,663	13.90%
TOTAL:		\$ 1,974,619	\$ 483,934	24.51%
			<i>Target thru Oct:</i>	<i>33.33%</i>

WIA WIB & Admin Entity - DSS Salaries & Benefits

Fiscal Year 2014-2015

DSS Staff	Annual Salary & Benefits	WIA % of time	Budget	Actuals-YTD	MONTHLY EXPENDITURES											
					July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Reva Bear <i>WIA Services Manager</i>	\$ 144,364	100%	\$ 144,364	\$ 48,716	12,589.16	11,494.46	12,043.02	12,589.20								
Dawn Boulanger <i>WIA Program Manager</i>	107,288	100%	\$ 107,288	\$ 35,137	9,080.73	8,291.09	8,685.04	9,079.81								
Felipe Gonzalez <i>WIA Administrative Assist.</i>	14,008	100%	\$ 14,008	\$ 14,008	5,535.78	5,108.76	3,363.29	0.00								
Mike Coughlin <i>WIA Administrative Assist.</i>	49,772	100%	\$ 49,772	\$ -												
Sarah Hayter <i>WIA Program Review Specialist</i>	87,803	100%	\$ 87,803	\$ 29,760	7,644.03	7,033.68	7,373.11	7,709.03								
Dustin Ensign <i>WIA Program Review Specialist</i>	87,803	100%	\$ 87,803	\$ 29,497	7,575.83	6,971.41	7,308.61	7,640.82								
Gladys Kintz <i>DSS Fiscal Manager (7% FTE)</i>	171,246	7%	\$ 11,987	\$ 5,110	1,163.41	1,494.95	1,703.60	747.57								
Gail Ybarra <i>DSS Fiscal (1% FTE)</i>	112,893	1%	\$ 1,298	\$ 433	108.44	108.09	108.48	108.44								
TOTAL:			\$ 504,323	\$ 162,660	\$ 43,697	\$ 40,502	\$ 40,585	\$ 37,875	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DSS Operating Expenditure Budget

Fiscal Year 2014/2015

	MONTHLY EXPENDITURES													
	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Travel - AE	\$ 10,000	\$ 5,552	362.42	4,084.24	110.00	995.00								
Auditing (County Auditor)	\$ 5,000	\$ -												
CWA Registration (AE)	\$ 2,500	\$ 1,445				1,445.45								
Office Supplies	\$ 2,000	\$ 301			260.78	40.00								
Other Program (legal notices, etc)	\$ 200	\$ -												
Total:	\$ 19,700	\$ 7,298	\$ 362	\$ 4,084	\$ 371	\$ 2,480	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Goodwill Industries-AJCC One Stop system Operator

Fiscal Year 2014/2015

	MONTHLY EXPENDITURES													
	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Salaries & Benefits	\$ 522,103	\$ 127,349	45,154.70	39,691.09	42,502.89									
Operations	\$ 72,099	\$ 22,190	9,226.64	7,123.93	5,839.01									
Participant Training	\$ 172,319	\$ 24,593	3,824.78	7,638.60	13,129.26									
Participant Supportive Services	\$ 17,500	\$ 782	205.49	306.50	270.00									
Cuesta Youth Program Subcontract	\$ 595,025	\$ 133,400	46,414.65	46,702.58	40,282.70									
Space Costs @ 5 Cities paid by DSS	\$ 20,000	\$ -	0.00											
Total:	\$ 1,399,046	\$ 308,313	\$ 104,826	\$ 101,463	\$ 102,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

WIA Services & Systems Purchase Orders

Fiscal Year 2014/2015

		MONTHLY EXPENDITURES												
	Budget	Actuals-YTD	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
		\$ -												
EMSI	<i>Labor Mkt Subscript</i>	\$ 10,800												
		\$ -												
		\$ -												
		\$ -												
Total:	\$ 10,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

WIA - Workforce Investment Board (WIB) Set-Aside Budget

Fiscal Year 2014/2015

		Budget	Actuals-YTD	MONTHLY EXPENDITURES											
				July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Strategic Initiatives	<i>WIB Initiatives</i>	\$ 25,000	109	108.82											
Job/employer Fairs Youth	<i>Program Expansion</i>	\$ 1,000	0												
Job/employer Fairs (Vets, South & JSA's)	<i>Program Expansion</i>	\$ 4,000	0												
NAWB / NWA Conferences	<i>Conference/Travel/Memb</i>	\$ 3,000	0												
CWA (Youth/Spring/Fall) Conf (1 WIB member per conf)	<i>Conference/Travel/Memb</i>	\$ 3,000	1,024		575	449.34									
Membership Renewals	<i>Conference/Travel/Memb</i>	\$ 4,500	4,530	4,250.00	280										
Recognition	<i>Conference/Travel/Memb</i>	\$ 250	0												
Total:		\$ 40,750	\$ 5,663	\$ 4,359	\$ 855	\$ 449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	