
MEMORANDUM

To: Workforce Solutions Alamo Board

From: George Hempe, CEO

Presented by: George Hempe, CEO

Regarding: Annual Budget Approval

SUMMARY: The board staff prepares a budget based on assumption of planned allocation from Texas Workforce Commission and anticipated carryover funds from existing contracts.

The Source of funds outlines the method to finance, the budget, and then the use of funds is based in the following sections:

- Board Administration or Corporate Budget
- Facilities Budget – Rent and support of the facilities and other items to support the contractor staff, software, supplies and equipment.
- Special Projects- Rapid Response, Child Care Attendance, and Workforce Initiatives.
- Contractor Budget, primarily Adult Contractor, Youth Contractor and Childcare contractor.

STAFF RECOMMENDATION:

Discussion and Possible Action to approve the Annual Budget for the period of October 1, 2018 to September 30, 2019. The budget will be amended after final allocation and close-out of Fiscal Year 10/01/2017-09/30/2018, expected to bring realignment in December 2018. The child care carryover amount is unknown at this time.

STRATEGIC OBJECTIVE:

The adoption of the budget provides direction and authority to implement a plan for delivery of services. The core process for expenditure control and strategic allocation of resources for the entity. Provides structure for guidance.

- Planning
- Coordination
- Resource Allocations
- Performance Review

Board Budget

Listed below are the major changes in Fiscal Year 2018-2019, as compared to the Original Budget for FY 2017-2018.

Personnel reflects the following changes

	FY 2018-2019	FY 2017-2018 Original Budget	Comments
FTE	39	40	Eliminated five positions: 2 Monitors, 1 Fraud Investigator, 1 Deputy Director, and 1 Purchaser Changes include four positions: Add 2 Navigators (Grant funded positions), 1 Business Service, and 1 Chief of staff for this fiscal year Net Change: One less position
Salary Schedule Reconciliation			
Base Salary FY 2017-2018	\$2,394,233	\$2,394,233	
Decrease 5FTEs	(304,362)		
Increase 4FTEs	249,000		
Adjustment	<u>132,534</u>		Adjustment includes new staff at higher pay scale due to experience and paying market salary, plus adjustment to current staff for additional work load and adjustments and two additional grant funded Navigator positions.
Base Salary	\$2,471,405		
COLA	75,545		Potential Cost of living increase to staff - 3.5%
Merit	38,000		Increase includes CEO and revisit some positions
PTO	75,000	89,418	Paid leave accrual or adjustments
Total Salary	\$2,659,951	\$2,483,651	Increase \$176,300 - 7%
Personnel including fringes & Travel	\$3,580,735	\$3,286,028	Increase \$294,707 Increase to wages, health insurance, and staff travel of 9% increase.

Facility reflects the following changes.

	2018-2019	2017-2018 Original Budget	Comments
Budget Rent	\$400,000	\$322,952	Increase \$77,048 Items that were under budget last year: Rent based amount \$315,075 Parking \$49,215 Alarm and other \$35,000 Increase of 24%

Profession Services reflects the following changes

	FY 2018-2019	FY 2017-2018 Original Budget	Comments
Budget Monitoring	\$400,000	\$100,000	Increase \$300,000 Changes to staffing and have outsource program monitoring.

Overall Budget

	FY 2018-2019	FY 2017-2018 Original Budget	Comments
Board Budget	\$5,002,735	\$ 4,340,380	Increase \$662,355 Changes to staffing and have outsource program monitoring

Facility Budget

Listed below is the major changes in the Facility Budget.

With the addition of Texas Workforce Commission Vocational Rehabilitation staff, WSA has both a housing need, and the additional resources to open a new space. We maintain five (5) centers in San Antonio and eleven (11) centers in the adjacent counties. This year we are looking to realign staffing and procure additional space for when the Hillcrest lease expire to bring in TWC VR staff to that location in mid July 2019.

We have several rural offices that have TWC VR staff and currently in the process of developing a plan to move additional TWC VR staff into several centers in the Urban.

	2018-2019	2017-2018 Original Budget	Comments
Reserve Facility	\$1,535,441	\$50,830	Increase of \$1,517,854 Potential Move from South Flores \$428,458 Move E. Houston office to EETC \$311,206 Move new office Hillcrest \$795,746.00

Reserve

	2018-2019	2017-2018 Original Budget	Comments
Reserve	\$2,096,743	\$955,150	Increase of \$1,141,593 Estimate childcare carryover budget

Contractors

	2018-2019	2017-2018 Original Budget	Comments
Budget	\$83,722,987	\$64,541,001	Increase of \$19,181,986 The majority is childcare funds - \$18.9 million

ATTACHMENTS:

- Budget and Allocations
- Method of Finance
- Proposed Budget
- Org. Chart

**WORKFORCE SOLUTIONS ALAMO
BUDGET & ALLOCATIONS
OCTOBER 01, 2018- SEPTEMBER 30, 2019**

FUNDING SOURCE	REVENUE			EXPENDITURES				
	CARRYOVER	ALLOCATIONS	ANNUAL BUDGET 2018 2019	BOARD BUDGET	FACILITIES	PROJECTS	CONTRACTORS	RESERVED-UNOBLIGATED
WIOA ADULT	871,734	3,476,239	4,347,973	652,731	580,442		3,114,801	(0)
WIOA DISLOCATED	48,409	3,360,174	3,408,583	652,731	549,892		2,205,960	0
WIOA YOUTH	58,190	3,956,231	4,014,421	777,322	679,859		2,482,239	75,000
WIOA RAPID RESPONSE		59,326	59,326	-		59,326		-
TANF		5,547,913	5,547,913	848,723	947,036		3,752,154	(0)
SNAP E&T		1,073,671	1,073,671	252,009	274,946		546,716	0
NON CUSTODIAL PARENT		414,028	414,028	5,000	22,780		386,248	(0)
CHILD CARE CCF\CCM	2,200,000	60,583,349	62,783,349	1,178,384	527,752		59,055,749	2,021,464
CHILD CARE CCP		10,384,725	10,384,725	403,000			9,981,725	-
TRADE ACT SERVICES	50,000	400,000	450,000	7,500	10,000		432,500	-
EMPLOYMENT SERVICES	45,653	602,387	648,040	12,000	636,040			(0)
RESOURCE ADMIN GRANT		11,081	11,081	-	10,802		-	279
VETERANS EMPLOYMENT SERVICE		233,460	233,460	5,836	227,624			-
CHILD CARE ATTENDANCE AUTOMATION		282,761	282,761			282,761	-	-
CCQ QUALITY		1,236,395	1,236,395	7,500	64,000		1,164,895	-
WORKFORCE COMMISSION INITIATIVES		97,390	97,390	-	16,395	80,995		-
EXTERNSHIP FOR TEACHERS			-	-				-
VR Summer Earn and Navigator	800,000	-	800,000	200,000			600,000	-
VR Co-location Share		545,482	545,482		545,482			-
TOTAL	\$ 4,073,986	\$ 92,264,612	\$ 96,338,598	\$ 5,002,735	\$ 5,093,051	\$ 423,082	\$ 83,722,987	\$ 2,096,743

Workforce Solutions Alamo
Board Fiscal Year October 1, 2018 - September 30, 2019
Budget

	A	B	C	D	(D - A) / A	D - A
	Annual Budget 2017-2018	Projected Oct 1 to Sept 18	% Expensed	Proposed Annual Budget 2018-2019	Percentage Change	Dollar Change
PERSONNEL						
Salaries/Wages	\$ 2,483,651	\$ 2,437,361	98%	\$ 2,659,951	7%	\$ 176,300
Fringe Benefits	725,377	683,160	94%	820,784	13%	95,407
Staff Travel	52,000	64,475	124%	70,000	35%	18,000
Staff Training/Development	25,000	21,416	86%	30,000	20%	5,000
PERSONNEL SUBTOTAL:	\$ 3,286,028	\$ 3,206,412	98%	\$ 3,580,735	9%	\$ 294,707
FACILITY						
Rent	\$ 322,952	\$ 399,048	124%	\$ 400,000	24%	\$ 77,048
Building Out/Moving Expenses	-	-	-	-	-	-
FACILITY SUBTOTAL:	\$ 322,952	\$ 399,048	124%	\$ 400,000	24%	\$ 77,048
EQUIPMENT/RELATED COSTS						
Equipment Purchases	\$ 45,000	\$ 45,000	100%	\$ 30,000	-33%	\$ (15,000)
Equipment Rental	12,500	16,718	134%	16,000	28%	3,500
Repair & Maintenance-Equipment	2,000	-	0%	2,000	0%	-
Software Licenses	14,000	3,422	24%	10,000	-29%	(4,000)
Software Maintenance & Support	25,000	25,934	104%	30,000	20%	5,000
EQUIPMENT/RELATED COSTS SUBTOTAL:	\$ 98,500	\$ 91,074	92%	\$ 88,000	-11%	\$ (10,500)
GENERAL OFFICE EXPENSES						
Communications	\$ 25,000	\$ 54,188	217%	\$ 55,000	120%	\$ 30,000
Advertising	3,000	-	0%	5,000	67%	2,000
Insurance	75,000	76,238	102%	75,000	0%	-
Office Supplies	24,000	11,841	49%	24,000	0%	-
Postage/Shipping/Other	4,000	2,292	57%	4,000	0%	-
Printing, Binding & Reproduction	5,500	1,314	24%	5,500	0%	-
Publications & Subscriptions	5,500	3,079	56%	5,500	0%	-
Dues	18,000	29,263	163%	25,000	39%	7,000
Storage	6,500	8,000	123%	8,000	23%	1,500
Marketing (External)	73,500	30,000	41%	50,000	-32%	(23,500)
Miscellaneous Costs	10,000	1,800	18%	10,000	0%	-
GENERAL OFFICE EXP SUBTOTAL:	\$ 250,000	\$ 218,015	87%	\$ 267,000	7%	\$ 17,000
PROFESSIONAL SERVICES						
Legal-General Corporate Matters	\$ 60,000	\$ 60,000	100%	\$ 65,000	8%	\$ 5,000
Legal-Other Corporate Matters	60,000	50,000	83%	60,000	0%	-
Audit	80,000	78,000	98%	80,000	0%	-
Monitoring (Contractor)	100,000	141,000	141%	400,000	300%	300,000
Professional Services	47,900	4,000	8%	32,000	-33%	(15,900)
Payroll Fees	16,000	18,272	114%	-	-100%	(16,000)
PROFESSIONAL SERVICES SUBTOTAL:	\$ 363,900	\$ 351,272	97%	\$ 637,000	75%	\$ 273,100
BOARD EXPENSES						
Board Member Travel	\$ 8,000	\$ 8,000	100%	\$ 8,000	0%	\$ -
Board Member Training/Development	7,000	7,000	100%	7,000	0%	-
Board Meetings/Misc.	4,000	15,000	375%	15,000	275%	11,000
BOARD EXPENSES SUBTOTAL:	\$ 19,000	\$ 30,000	158%	\$ 30,000	58%	\$ 11,000
TOTAL WSA CORPORATE BUDGET	\$ 4,340,380	\$ 4,295,822	99%	\$ 5,002,735	15%	\$ 662,355

Workforce Solutions Alamo
Board Fiscal Year October 1, 2018 - September 30, 2019
Budget

SUMMARY:

Personnel	\$ 3,286,028	\$ 3,206,412	98%	\$ 3,580,735	9%	\$ 294,707
Facility	322,952	399,048	124%	400,000	24%	77,048
Equipment/Related Costs	98,500	91,074	92%	88,000	-11%	(10,500)
General Office Expenses	250,000	218,015	87%	267,000	7%	17,000
Professional Services	363,900	351,272	97%	637,000	75%	273,100
Board Expenses	19,000	30,000	158%	30,000	58%	11,000
TOTAL WSA CORPORATE BUDGET	\$ 4,340,380	\$ 4,295,822	99%	\$ 5,002,735	15%	\$ 662,355

FACILITY & INFRASTRUCTURE BUDGET

Facility Related Occupancy	\$ 2,349,679			\$ 2,348,485	0%	\$ (1,194)
Equipment Related	69,096			148,810	115%	79,714
Rental of Equipment	178,703			157,860	-12%	(20,843)
Software Related	296,522			549,417	85%	252,895
Communications	298,236			213,693	-28%	(84,542)
General Office	85,278			103,759	22%	18,481
Travel Mileage	26,406				-100%	(26,406)
Other	220,447			35,585	-84%	(184,862)
Reserve facility	50,830			1,535,441	2921%	1,484,612
TOTAL FACILITY & INFRASTRUCTURE BUDGET	\$ 3,575,197		0%	\$ 5,093,051	42%	\$ 1,517,854

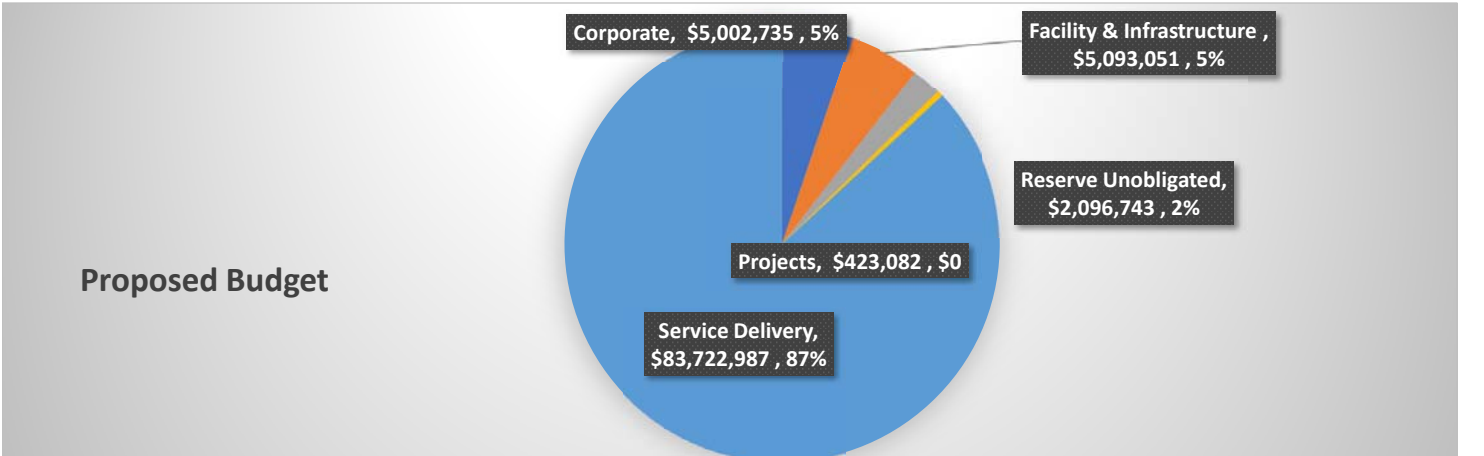
RESERVE UNOBLIGATED	\$ 955,150			\$ 2,096,743	120%	\$ 1,141,593
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PROJECTS				\$ 423,082		\$ 423,082
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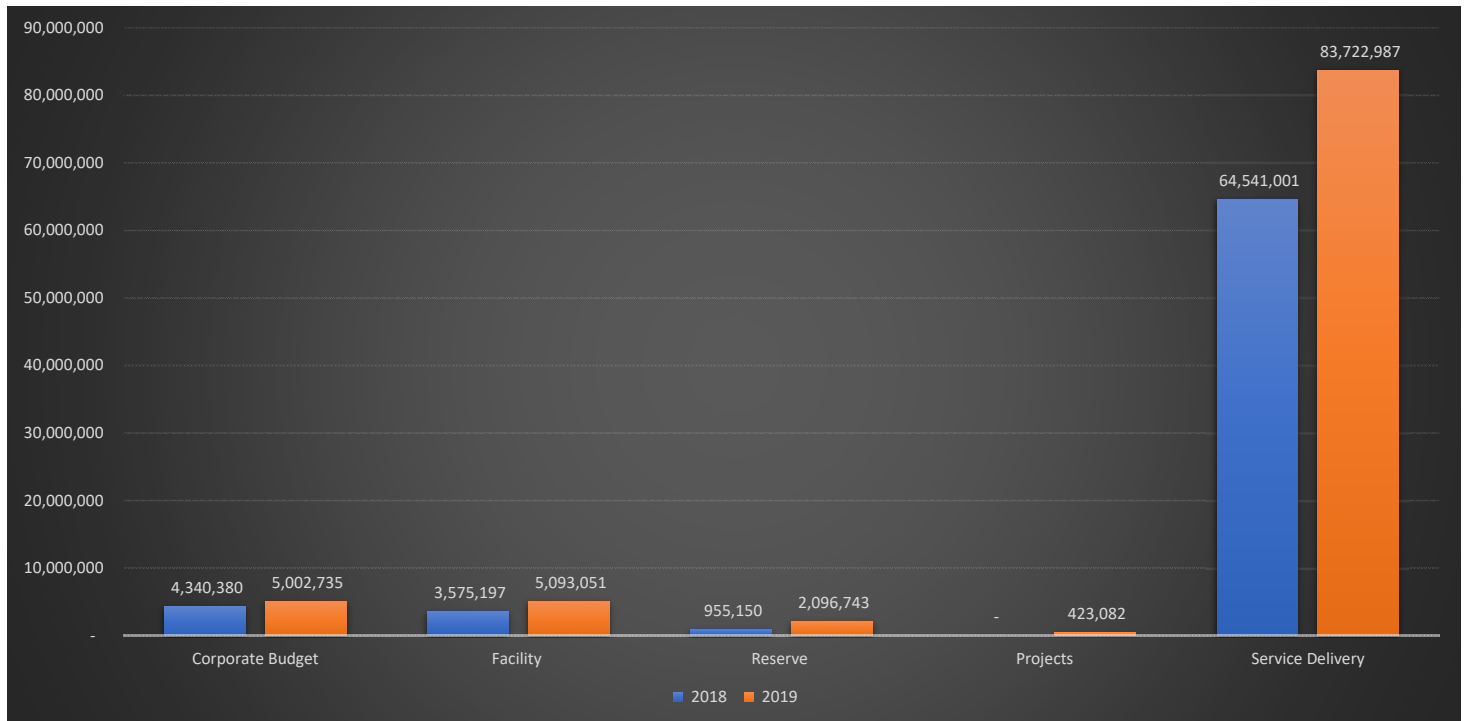
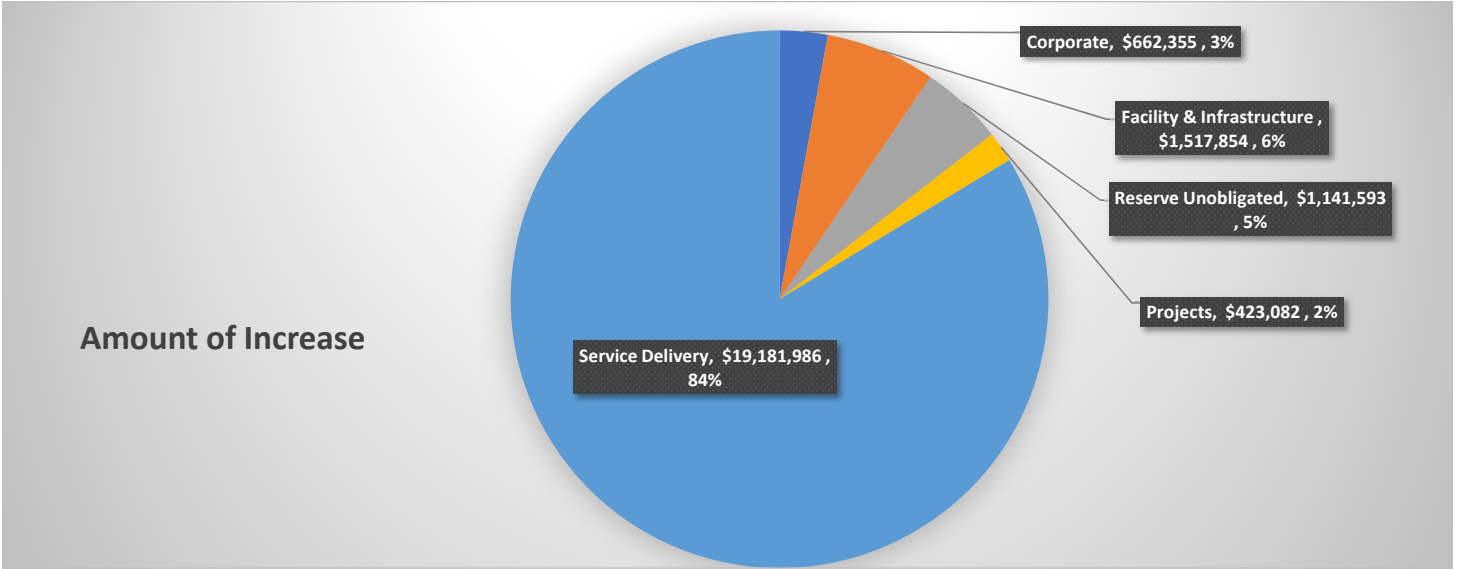
SERVICE DELIVERY BUDGET

WIOA ADULT	\$ 2,509,089			\$ 3,114,801	24%	\$ 605,712
WIOA DISLOCATED	2,415,215			2,205,960	-9%	(209,255)
WIOA YOUTH	2,670,688			2,482,239	-7%	(188,449)
WIOA RAPID RESPONSE	51,824				-100%	(51,824)
TANF	3,484,017			3,752,154	8%	268,137
SNAP E&T	730,600			546,716	-25%	(183,884)
NON CUSTODIAL PARENT	407,058			386,248	-5%	(20,810)
CHILD CARE CCF\CCM	32,283,705			59,055,749	83%	26,772,044
CHILD CARE CCP\CCC	17,804,329			9,981,725	-44%	(7,822,604)
TRADE ACT SERVICES	382,036			432,500	13%	50,464
CHILD CARE ATTENDANCE AUTOMATION	282,761			-	-100%	(282,761)
CCQ QUALITY	1,178,962			1,164,895	-1%	(14,067)
EXTERNSHIP FOR TEACHERS	238,568			-		(238,568)
AEL SITE BASED LEADERSHIP				-		-
MILITARY FAMILY SUPPORT	102,149			-		(102,149)
VR Summer and Earn				600,000		600,000
SERVICE DELIVERY BUDGET	\$ 64,541,001	\$ -	0%	\$ 83,722,987	30%	\$ 19,181,986

TOTAL	\$ 73,411,728			\$ 96,338,598	31%	\$ 22,926,870
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**Workforce Solutions Alamo
Board Fiscal Year October 1, 2018 - September 30, 2019
Budget**



WORKFORCE SOLUTIONS ALAMO
Board Fiscal Year October 01, 2018 - September 30, 2019
Method of Finance

GRANT	STATUS	CARRYOVER	NEW FUNDS	ANNUAL BUDGET 2018-2019	PRIOR BUDGET 2017-2019	DIFFERENCE
WIOA Adult	Active	-				
WIOA Adult	Active	181,126				
WIOA Adult	New 7/1/2018 est.	690,608				
WIOA Adult	New 10/1/2018 est.		3,012,554			
WIOA Adult			463,685			
		871,734	3,476,239	4,347,973	3,512,058	835,915
WIOA Dislocated	Active	-				
WIOA Dislocated	Active	-				
WIOA Dislocated	New 7/1/2018 est.	48,409				
WIOA Dislocated	New 10/1/2018 est.		2,959,764			
WIOA Dislocated			400,410			
		48,409	3,360,174	3,408,583	3,363,036	45,547
WIOA Youth	New 7/1/2018 est.	58,190				
WIOA Youth	Prorated 9/12		3,257,429			
WIOA Youth	New 7/1/2019 est.		698,802			
		58,190	3,956,231	4,014,421	3,724,734	289,687
WIOA Rapid Response			59,326	59,326	51,824	7,502
TANF	Active	-				
TANF	New 10/1/2018 planning #	-	5,547,913	5,547,913	4,769,459	778,454
SNAP E&T ABAWD	New 10/1/2018 planning #	-	1,073,671	1,073,671	1,069,308	4,363
Non Custodial Parent	New 9/1/2018 planning #	-	414,028	414,028	448,798	(34,770)
Child Care CCF	Carryover	1,000,000				
Child Care CCF	New 10/1/2018 planning #		53,517,026			
Child Care Match	Carryover	1,200,000				
Child Care Match	New 10/1/2018 planning #		7,066,323			
		2,200,000	60,583,349	62,783,349	35,184,079	27,599,270
Child Care CCP	New 9/1/2018 planning		9,585,900			
Child Care CCP	New 9/1/2019 planning		798,825			
		-	10,384,725	10,384,725	17,988,420	(7,603,695)
TAA	Carryover	50,000	-	50,000		50,000
TAA	New 10/1/2018	-	400,000	400,000	400,555	(555)
Employment Services	Active	45,653				
Employment Services	New 10/1/2018 planning #		602,387			
		45,653	602,387	648,040	601,653	46,387
Resource Admin Grant	New 10/1/2018 planning #		11,081	11,081	11,081	-
Veterans	New 10/1/2018 planning #		233,460	233,460	245,124	(11,664)
Child Care Attendance Auton	New 10/1/2018 planning #		282,761	282,761	282,761	-
CCQ Quality	New 10/1/2018 planning #		1,236,395	1,236,395	1,181,241	55,154
Workforce Commision Initiati	New 10/1/2018 planning #		97,390	97,390	220,447	(123,057)
Externship for Teachers	Unsure			-	250,000	(250,000)
Military Family Support	One time			-	108,149	(108,149)
3018VRS130 Navigator		200,000		200,000		200,000
3018VRS101 Summer Earn & Learn		600,000		600,000		600,000
3019VRS COR/Co-location			545,482	545,482		545,482
Total		\$ 4,073,986	\$ 92,264,612	\$ 96,338,598	\$ 73,412,727	\$ 22,925,871