

Workforce Development Board

Kane, Kendall and DeKalb Counties

Executive Committee

Thursday, February 28, 2018, 8:00 A.M.

Kane County Government Center

4th Floor Conference Room

719 S. Batavia Avenue

Geneva, IL 60134

Meeting Agenda

- I. **Call to Order:**
 - A. Attendance

- II. **Approval of Meeting Minutes:**
 - A. June 21, 2018 (*Attachment*)

- III. **Public Comment**

- IV. **Program Updates:**
 - A. WIOA Financial Reports (*Attachments*)
 - B. Appointment of One-Stop Committee / New Executive Committee Member

- V. **New Business:**
 - A. **Action Item:** Approval of New Training Programs (*Attachments*)

- VII. **Adjournment**

Memorandum

To: WDB Executive Committee
From: Matt Hoffman, Fiscal Manager
Date: February 28, 2019
Re: Monthly Fiscal Report

WIOA17 Budget report

We have currently expended and obligated 99% of this grant. We have until June 30, 2019 to spend the remaining balance.

WIOA18 Budget report

As of December, we have expended and obligated 34% of this grant. Our direct training requirement is 50%; we are currently at 54.78%. We have until June 30, 2020 to spend the remainder of this grant.

Trade 17 Budget report

Currently, it is 31% spent and obligated. We have until September 30, 2019 to spend the remaining budgeted amount.

WIOA Rapid Response Layoffs and Closings report

As of the end of December, we have fully expended this grant. We have received a new, fully executed, grant agreement, but have yet to expend any of it.

WIOA Local Incentive

There are no new updates for this grant at this time.

WIOA 17 Budget-Expenditure Summary Report

Prepared by Kane County

Report Period: 07/01/2017 through 12/31/2018

Grant Year-Number: 17-681005

	Budget	Expenditures through 12/31/2018	Obligations Reported through 12/31/2018	Balance	% of budget spent and obligated
1000 SALARY	\$ 428,870.00	\$ 393,329.05	\$ -	\$ 35,540.95	
1010 OTHER ADMIN	2,016.00	42,319.27	-	(40,303.27)	
1050 FRINGE BENEFITS	184,451.00	174,214.65	-	10,236.35	
TOTAL ADMIN:	\$ 615,337.00	\$ 609,862.97	\$ -	\$ 5,474.03	99.1%
2000 YOUTH-I/S SALARY	\$ 18,261.00	\$ 7,341.74	\$ -	\$ 10,919.26	
2010 YOUTH-I/S OTHER PROGRAM COSTS	140,130.00	130,927.29	-	9,202.71	
2050 YOUTH-I/S FRINGE BENEFITS	5,745.00	1,827.87	-	3,917.13	
2100 YOUTH-I/S DIRECT TRAINING COSTS	-	5,237.98	-	(5,237.98)	
2140 YOUTH-I/S WORK BASED TRAINING	68,959.00	77,971.32	-	(9,012.32)	
TOTAL YOUTH-IN SCHOOL:	\$ 233,095.00	\$ 223,306.20	\$ -	\$ 9,788.80	95.8%
3000 YOUTH-O/S SALARY	\$ 54,784.00	\$ 45,604.97	\$ -	\$ 9,179.03	
3010 YOUTH-O/S OTHER PROGRAM COSTS	894,350.00	879,163.27	-	15,186.73	
3050 YOUTH-O/S FRINGE BENEFITS	17,228.00	12,919.44	-	4,308.56	
3100 YOUTH-O/S DIRECT TRAINING COSTS	202,462.00	264,339.95	-	(61,877.95)	
3140 YOUTH-O/S WORK BASED TRAINING	524,885.00	501,470.17	-	23,414.83	
TOTAL YOUTH-OUT OF SCHOOL:	\$ 1,693,709.00	\$ 1,703,497.80	\$ -	\$ (9,788.80)	100.6%
4000 ADULT - SALARY	\$ 312,986.00	\$ 260,634.46	\$ -	\$ 52,351.54	
4010 ADULT - OTHER PROGRAM COSTS	275,328.00	276,794.85	-	(1,466.85)	
4050 ADULT - FRINGE BENEFITS	159,794.00	118,355.53	-	41,438.47	
4100 ADULT - DIRECT TRAINING COSTS	841,000.00	1,015,037.08	-	(174,037.08)	
4140 ADULT - ADULT WORK BASED TRAINING	90,000.00	8,286.08	-	81,713.92	
TOTAL ADULT:	\$ 1,679,108.00	\$ 1,679,108.00	\$ -	\$ -	100.0%
5000 DISLOCATED WRK - SALARY	\$ 484,229.00	\$ 247,605.30	\$ -	\$ 236,623.70	
5010 DISLOCATED WRK - OTHER PROGRAM COSTS	383,963.00	441,874.81	25,715.15	(83,626.96)	
5050 DISLOCATED WRK - FRINGE BENEFITS	259,199.00	104,995.94	-	154,203.06	
5100 DISLOCATED WRK - DIRECT TRAINING COSTS	769,000.00	1,157,559.80	-	(388,559.80)	
5140 DISLOCATED WRK - WORK BASED TRAINING	85,000.00	3,640.00	-	81,360.00	
TOTAL DW:	\$ 1,981,391.00	\$ 1,955,675.85	\$ 25,715.15	\$ -	100.0%
GRAND TOTAL:	\$ 6,202,640.00	\$ 6,171,450.82	\$ 25,715.15	\$ 5,474.03	

FINANCIAL BENCHMARKS

Grant 99% expended as of 12/31/2018. Grant must be fully expended by 6/30/2019.

WIOA 17 Expenditure Detail Report

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 12/31/2018

GRS Category	Account Number	Account Description	Expenditures through December 2018	Accruals through December 2018	Total Expenditures			
Fund 480 - Department 98117 - WIOA 17								
Sub-Department 98100 - Administration								
Salary	40000	Salaries and Wages	393,329.05	.00	393,329.05	Subtotals:		
Other Admin	45000	Healthcare Contribution	.01	.00	.01			
Other Admin	45100	FICA/SS Contribution	.01	.00	.01			
Fringe	45390	Fringe	161,945.47	.00	161,945.47	Salary	\$	393,329.05
Other Admin	50340	Software Licensing Cost	10,161.24	.00	10,161.24	Fringe	\$	174,214.63
Other Admin	50590	Professional Services	7,615.22	.00	7,615.22	Other Admin	\$	42,319.29
Other Admin	52130	Repairs & Maint - Computers	6,730.37	.00	6,730.37		\$	609,862.97
Other Admin	52180	Building Space Rental	8,785.68	.00	8,785.68			TRUE
Other Admin	52190	Equipment Rental	70.99	.00	70.99			
Fringe	53000	Liability Insurance	6,053.64	.00	6,053.64			
Fringe	53010	Workers Comp	6,215.52	.00	6,215.52			
Other Admin	53100	Conferences and Meetings	608.47	.00	608.47			
Other Admin	53110	Employee Training	195.08	.00	195.08			
Other Admin	53120	Employee Mileage Expense	428.21	.00	428.21			
Other Admin	53130	General Association Dues	89.08	.00	89.08			
Other Admin	60000	Office Supplies	2,969.50	.00	2,969.50			
Other Admin	60040	Postage	233.44	.00	233.44			
Other Admin	60490	Equipment<\$1000	530.41	.00	530.41			
Other Admin	60500	Equipment >\$1000	3,255.45	.00	3,255.45			
Other Admin	64000	Telephone	362.95	.00	362.95			
Other Admin	64010	Cellular Phone	75.55	.00	75.55			
Other Admin	64020	Internet	207.63	.00	207.63			
Other Admin		Admin Other	.00	.00	.00			
Administration Expense Totals			\$609,862.97	\$0.00	\$609,862.97			
Sub-Department 98200 - Youth In School								
Salary	40000	Salaries and Wages	7,341.74	.00	7,341.74	Subtotals:		
Fringe	45390	Fringe	1,679.68	.00	1,679.68	Salary	\$	7,341.74
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00	Fringe	\$	1,827.87
Other Program Cost	50590	Professional Services	2,032.76	.00	2,032.76	Other Program Cost	\$	130,927.29
Other Program Cost	52010	Janitorial Services	1.46	.00	1.46	Direct Training	\$	5,237.98
Other Program Cost	52130	Repairs & Maint - Computers	98.29	.00	98.29	Work Based Training	\$	77,971.32
Other Program Cost	52160	Repairs & Maint - Equipment	2.72	.00	2.72		\$	223,306.20
Other Program Cost	52180	Building Space Rental	151.65	.00	151.65			TRUE
Other Program Cost	52190	Equipment Rental	4.03	.00	4.03			
Fringe	53000	Liability Insurance	73.11	.00	73.11			
Fringe	53010	Workers Compensation	75.08	.00	75.08			
Other Program Cost	53100	Conference and Meetings	272.12	.00	272.12			
Other Program Cost	53120	Employee Mileage Expense	31.87	.00	31.87			
Other Program Cost	53130	General Association Dues	2.00	.00	2.00			
Other Program Cost	55000	Miscellaneous Contractual Exp	81,594.46	46,690.52	128,284.98			
Work Based Training	55025	Work Based Learning Activities	56,711.62	21,259.70	77,971.32			
Direct Training	55061	Youth Supportive Services	3,848.68	983.92	4,832.60			
Direct Training	55064	Academin/Pre-Vocational Svc	405.38	.00	405.38			
Other Program Cost	60000	Office Supplies	31.21	.00	31.21			
Other Program Cost	60040	Postage	4.86	.00	4.86			
Other Program Cost	63010	Utilities - Electric	1.24	.00	1.24			
Other Program Cost	64000	Telephone	3.94	.00	3.94			
Other Program Cost	64010	Cellular Phone	.62	.00	.62			
Other Program Cost	64020	Internet	3.54	.00	3.54			
Other Program Cost	64020	Other	.00	.00	.00			
Youth In School Expense Totals			\$154,372.06	\$68,934.14	\$223,306.20			
Sub-Department 98250 - Youth Out School								
Salary	40000	Salaries and Wages	45,604.97	.00	45,604.97	Subtotals:		
Fringe	45390	Fringe	11,633.30	.00	11,633.30	Salary	\$	45,604.97
Other Program Cost	50130	Certified Audit Contract	86.00	.00	86.00			
Other Program Cost	50340	Software Licensing Cost	59.62	.00	59.62	Fringe	\$	12,919.44
Other Program Cost	50590	Professional Services	6,131.51	.00	6,131.51	Other Program Cost	\$	879,163.27
Other Program Cost	52010	Janitorial Services	19.56	.00	19.56	Direct Training	\$	264,339.95
Other Program Cost	52130	Repairs & Maint - Computers	1,302.91	.00	1,302.91	Work Based Training	\$	501,470.17
Other Program Cost	52160	Repairs & Maint - Equipment	34.64	.00	34.64		\$	1,703,497.80
Other Program Cost	52180	Building Space Rental	2,193.21	.00	2,193.21			TRUE
Other Program Cost	52190	Equipment Rental	108.28	.00	108.28			
Fringe	53000	Liability Insurance	634.59	.00	634.59			
Fringe	53010	Workers Compensation	651.55	.00	651.55			
Other Program Cost	53100	Conference and Meetings	298.67	.00	298.67			
Other Program Cost	53120	Employee Mileage Expense	81.40	.00	81.40			
Other Program Cost	53130	General Association Dues	20.94	.00	20.94			
Other Program Cost	55000	Miscellaneous Contractual Exp	717,196.37	151,073.70	868,270.07			
Work Based Training	55025	Work Based Learning Activities	371,245.00	.00	371,245.00			
Direct Training	55060	Youth ITA	166,981.53	20,943.97	187,925.50			
Direct Training	55061	Youth Supportive Services	51,860.19	8,963.68	60,823.87			
Work Based Training	55062	Youth WBL ITA	3,707.00	106,502.10	110,209.10			
Work Based Training	55063	Youth OJT	20,016.07	.00	20,016.07			
Direct Training	55064	Academin/Pre-Vocational Svc	12,642.60	2,947.98	15,590.58			

WIOA 17 Expenditure Detail Report

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 12/31/2018

GRS Category	Account Number	Account Description	Expenditures through December 2018	Accruals through December 2018	Total Expenditures		
Other Program Cost	60000	Office Supplies	380.03	.00	380.03		
Other Program Cost	60040	Postage	52.38	.00	52.38		
Other Program Cost	63010	Utilities - Electric	16.63	.00	16.63		
Other Program Cost	64000	Telephone	54.76	.00	54.76		
Other Program Cost	64010	Cellular Phone	8.96	.00	8.96		
Other Program Cost	64020	Internet	43.70	.00	43.70		
Other Program Cost		Other	.00	.00	.00		
Youth Out School Expense Totals			\$1,413,066.37	\$290,431.43	\$1,703,497.80		
Sub-Department 98300 - Adult							
Salary	40000	Salaries and Wages	260,634.46	.00	260,634.46	Subtotals:	
Fringe	45390	Fringe	110,291.75	.00	110,291.75	Salary	\$ 260,634.46
Other Program Cost	50130	Certified Audit Contract	181.00	.00	181.00		
Other Program Cost	50340	Software Licensing Cost	678.01	.00	678.01	Fringe	\$ 118,355.53
Other Program Cost	50590	Professional Services	273.49	.00	273.49	Other Program Cost	\$ 276,794.85
Other Program Cost	52010	Janitorial Services	79.06	.00	79.06	Direct Training	\$ 1,015,037.08
Other Program Cost	52130	Repairs & Maint - Computers	4,400.96	.00	4,400.96	Work Based Training	\$ 8,286.08
Other Program Cost	52140	Repairs & Maint - Copiers	.00	.00	.00		TRUE
Other Program Cost	52160	Repairs & Maint - Equipment	367.43	.00	367.43		
Other Program Cost	52180	Building Space Rental	21,672.70	.00	21,672.70		
Other Program Cost	52190	Equipment Rental	885.59	.00	885.59		
Fringe	53000	Liability Insurance	3,951.71	.00	3,951.71		
Fringe	53010	Workers Compensation	4,112.07	.00	4,112.07		
Other Program Cost	53020	Unemployment Claims	.00	.00	.00		
Other Program Cost	53040	General Advertising	.00	.00	.00		
Other Program Cost	53070	Legal Printing	21.28	.00	21.28		
Other Program Cost	53100	Conference and meetings	.00	.00	.00		
Other Program Cost	53120	Employee Mileage Expense	1,738.32	.00	1,738.32		
Other Program Cost	53130	General Association Dues	3,685.88	.00	3,685.88		
Other Program Cost	55000	Miscellaneous Contractual Exp	237,112.12	.00	237,112.12		
Other Program Cost	60000	Office Supplies	2,420.25	.00	2,420.25		
Other Program Cost	60040	Postage	362.28	.00	362.28		
Other Program Cost	60500	Equipment>\$1000	.00	.00	.00		
Other Program Cost	63000	Utilities - Natural Gas	3.39	.00	3.39		
Other Program Cost	63010	Utilities - Electric	34.39	.00	34.39		
Other Program Cost	64000	Telephone	1,922.41	.00	1,922.41		
Other Program Cost	64010	Cellular Phone	131.62	.00	131.62		
Other Program Cost	64020	Internet	824.67	.00	824.67		
Direct Training	82015	DT ITA	881,468.55	56,546.11	938,014.66		
Work Based Training	82040	DT OJT (On the Job Training)	7,628.08	658.00	8,286.08		
Direct Training	82100	SS Transportation Assistance	72,588.39	.00	72,588.39		
Direct Training	82160	SS Child Care	.00	.00	.00		
Direct Training	82170	SS Other Supportive Services	4,434.03	.00	4,434.03		
Other Program Cost		Adult Other	.00	.00	.00		
Adult Expense Totals			\$1,621,903.89	\$57,204.11	\$1,679,108.00		
Sub-Department 98400 - Dislocated Worker							
Salary	40000	Salaries and Wages	247,605.30	.00	247,605.30	Subtotals:	
Fringe	45390	Fringe	96,775.15	.00	96,775.15	Salary	\$ 247,605.30
Other Program Cost	50130	Certified Audit Contract	71.00	.00	71.00		
Other Program Cost	50340	Software Licensing Cost	3,516.97	.00	3,516.97	Fringe	\$ 104,995.94
Other Program Cost	50590	Professional Services	90,455.97	.00	90,455.97	Other Program Cost	\$ 441,874.81
Salary and Fringe	50600	Temporary Help	.00	.00	.00	Direct Training	\$ 1,157,559.80
Other Program Cost	52010	Janitorial Services	8,146.82	.00	8,146.82	Work Based Training	\$ 3,640.00
Other Program Cost	52130	Repairs & Maint - Computers	20,628.51	.00	20,628.51		TRUE
Other Program Cost	52140	Repairs & Maint - Copiers	1,259.16	.00	1,259.16		
Other Program Cost	52160	Repairs & Maint - Equipment	1,260.40	.00	1,260.40		
Other Program Cost	52180	Building Space Rental	60,558.13	.00	60,558.13		
Other Program Cost	52190	Equipment Rental	2,330.63	.00	2,330.63		
Fringe	53000	Liability Insurance	4,056.15	.00	4,056.15		
Fringe	53010	Workers Compensation	4,164.64	.00	4,164.64		
Other Program Cost	53070	Legal Printing	55.77	.00	55.77		
Other Program Cost	53120	Employee Mileage Expense	2,246.55	.00	2,246.55		
Other Program Cost	53130	General Association Dues	5,034.66	.00	5,034.66		
Other Program Cost	55000	Miscellaneous Contractual Exp	230,721.44	.00	230,721.44		
Other Program Cost	60000	Office Supplies	4,011.46	.00	4,011.46		
Other Program Cost	60040	Postage	423.40	.00	423.40		
Other Program Cost	63000	Utilities - Natural Gas	652.31	.00	652.31		
Other Program Cost	63010	Utilities-Electric	3,354.91	.00	3,354.91		
Other Program Cost	64000	Telephone	4,144.98	.00	4,144.98		
Other Program Cost	64010	Cellular Phone	236.71	.00	236.71		
Other Program Cost	64020	Internet	2,765.03	.00	2,765.03		
Direct Training	82015	DT ITA	998,239.38	114,517.71	1,112,757.09		
Work Based Training	82040	DT OJT (On the Job Training)	3,640.00	.00	3,640.00		
Direct Training	82100	SS Transportation Assistance	41,431.48	.00	41,431.48		
Direct Training	82160	SS Child Care	.00	.00	.00		
Direct Training	82170	SS Other Supportive Services	3,371.23	.00	3,371.23		

WIOA 17 Expenditure Detail Report

Grant Year-Number: 17-681005

Report Period: 07/01/2017 through 12/31/2018

GRS Category	Account Number	Account Description	Expenditures through December 2018	Accruals through December 2018	Total Expenditures
Other Program Cost		DW Other	.00	.00	.00
	Dislocated Worker	Expense Totals	\$1,841,158.14	\$114,517.71	\$1,955,675.85
Fund 480 - Department 98117 - WIOA 17 Totals			\$5,640,363.43	\$531,087.39	\$6,171,450.82

WIOA 18 Budget-Expenditure Summary Report

Prepared by Kane County

Grant Year-Number: 18-681005

Report Period: 07/01/2018 through 12/31/2018

	Budget	Expenditures through 12/31/2018	Obligations Reported through 12/31/2018	Balance	% of budget spent and obligated
1000 SALARY	\$ 390,152.00	\$ 12,337.92	\$ -	\$ 377,814.08	
1005 FRINGE BENEFITS	145,311.00	2,347.26	-	142,963.74	
1010 OTHER ADMIN	2,902.00	1,982.14	-	919.86	
TOTAL ADMIN:	\$ 538,365.00	\$ 16,667.32	\$ -	\$ 521,697.68	3.1%
2000 YOUTH-I/S SALARY	\$ 16,283.00	\$ 1,295.54	\$ -	\$ 14,987.46	
2005 YOUTH-I/S FRINGE BENEFITS	4,298.00	221.92	-	4,076.08	
2010 YOUTH-I/S OTHER PROGRAM COSTS	86,604.00	362.85	41,731.88	44,509.27	
2100 YOUTH-I/S DIRECT TRAINING COSTS	550.00	-	266.51	283.49	
2140 YOUTH-I/S WORK BASED TRAINING	35,163.00	-	24,935.72	10,227.28	
TOTAL YOUTH-IN SCHOOL:	\$ 142,898.00	\$ 1,880.31	\$ 66,934.11	\$ 74,083.58	48.2%
3000 YOUTH-O/S SALARY	\$ 48,852.00	\$ 2,481.98	\$ -	\$ 46,370.02	
3005 YOUTH-O/S FRINGE BENEFITS	12,897.00	747.09	-	12,149.91	
3010 YOUTH-O/S OTHER PROGRAM COSTS	678,849.00	86,989.89	578,897.71	12,961.40	
3100 YOUTH-O/S DIRECT TRAINING COSTS	289,371.00	-	12,209.32	277,161.68	
3140 YOUTH-O/S WORK BASED TRAINING	535,891.00	-	368,792.10	167,098.90	
TOTAL YOUTH-OUT OF SCHOOL:	\$ 1,565,860.00	\$ 90,218.96	\$ 959,899.13	\$ 515,741.91	67.1%
4000 ADULT - SALARY	\$ 268,561.00	\$ 9,589.70	\$ -	\$ 258,971.30	
4005 ADULT - FRINGE BENEFITS	130,174.00	1,642.73	-	128,531.27	
4010 ADULT - OTHER PROGRAM COSTS	503,126.00	21,276.30	115,530.71	366,318.99	
4100 ADULT - DIRECT TRAINING COSTS	554,139.00	129,723.07	-	424,415.93	
4140 ADULT - ADULT WORK BASED TRAINING	50,000.00	2,493.92	-	47,506.08	
TOTAL ADULT:	\$ 1,506,000.00	\$ 164,725.72	\$ 115,530.71	\$ 1,225,743.57	18.6%
5000 DISLOCATED WRK - SALARY	\$ 341,740.00	\$ 12,090.34	\$ -	\$ 329,649.66	
5005 DISLOCATED WRK - FRINGE BENEFITS	167,672.00	2,071.10	-	165,600.90	
5010 DISLOCATED WRK - OTHER PROGRAM COSTS	225,857.00	10,888.14	309,700.01	(94,731.15)	
5100 DISLOCATED WRK - DIRECT TRAINING COSTS	820,261.00	104,237.92	-	716,023.08	
5140 DISLOCATED WRK - WORK BASED TRAINING	75,000.00	-	-	75,000.00	
TOTAL DW:	\$ 1,630,530.00	\$ 129,287.50	\$ 309,700.01	\$ 1,191,542.49	26.9%
GRAND TOTAL:	\$ 5,383,653.00	\$ 402,779.81	\$ 1,452,063.96	\$ 3,528,809.23	

FINANCIAL BENCHMARKS

Grant 34% expended and obligated as of 12/31/2018. Grant must be fully expended by 6/30/2020.

FUNDING STREAM	BUDGET	TOTAL FUNDS OBLIGATED through 12/31/18	TOTAL OBLIGATION % at 12/31/18	TOTAL DIRECT TRAINING % as of December 2018
Adult	\$ 1,506,000	\$ 280,256	19%	54.78%
Dislocated Worker	\$ 1,630,530	\$ 438,988	27%	
Totals	\$ 3,136,530	\$ 719,244		

FUNDING STREAM	BUDGET	TOTAL FUNDS OBLIGATED through 12/31/18	TOTAL OBLIGATION % at 12/31/18	TOTAL YOUTH OUT OF SCHOOL % as of December 2018	TOTAL WORK BASED LEARNING % as of December 2018
Youth	\$ 1,708,758	\$ 1,118,933	65%	5%	0%

The 80% obligation requirement for the Adult, Dislocated Worker and Youth funding streams and the 50% direct training requirement for adult and dislocated worker funding streams need to be satisfied by June 30, 2019. These are the two benchmarks that are required to be met within the first year of the 2 year WIOA grant.

WIOA 18 Expenditure Detail Report

Grant Year-Number: 18-681005

Report Period: 07/01/2018 through 12/31/2018

GRS Category	Account Number	Account Description	Expenditures through December 2018	Accruals through December 2018	Total Expenditures		
Fund 480 - Department 98118 - WIOA 18							
Sub-Department 98100 - Administration							
Salary	40000	Salaries and Wages	12,337.92	.00	12,337.92	Subtotals:	
Fringe	45390	Fringe	2,347.26	.00	2,347.26		
Other Admin	50340	Software Licensing Cost	.00	.00	.00		
Other Admin	50590	Professional Services	22.30	.00	22.30	Salary	12,337.92
Other Admin	52130	Repairs & Maint - Computers	1,418.59	.00	1,418.59	Fringe	2,347.26
Other Admin	52180	Building Space Rental	.00	.00	.00	Other Admin	<u>1,982.14</u>
Other Admin	52190	Equipment Rental	.00	.00	.00		
Fringe	53000	Liability Insurance	.00	.00	.00		16,667.32 TRUE
Fringe	53010	Workers Comp	.00	.00	.00		
Other Admin	53020	Unemployment Claims	.00	.00	.00		
Other Admin	53040	General Advertising	.00	.00	.00		
Other Admin	53060	General Printing	.00	.00	.00		
Other Admin	53070	Legal Printing	.00	.00	.00		
Other Admin	53100	Conferences and Meetings	15.00	.00	15.00		
Other Admin	53120	Employee Mileage Expense	.00	.00	.00		
Other Admin	53130	General Association Dues	.00	.00	.00		
Other Admin	60000	Office Supplies	268.77	.00	268.77		
Other Admin	60040	Postage	.00	.00	.00		
Other Admin	60500	Equipment >\$1000	.00	.00	.00		
Other Admin	60570	Office furniture & equip - Non cap	.00	.00	.00		
Other Admin	64000	Telephone	188.77	.00	188.77		
Other Admin	64010	Cellular Phone	.00	.00	.00		
Other Admin	64020	Internet	68.71	.00	68.71		
Other Admin		Admin Other	.00	.00	.00		
Administration Expense Totals			\$16,667.32	\$0.00	\$16,667.32		
Sub-Department 98200 - Youth In School							
Salary	40000	Salaries and Wages	1,295.54	.00	1,295.54	Subtotals:	
Fringe	45390	Fringe	221.92	.00	221.92		
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00	Salary	\$ 1,295.54
Other Program Cost	50590	Professional Services	3.62	.00	3.62	Fringe	\$ 221.92
Other Program Cost	52010	Janitorial Services	.00	.00	.00	Other Program Cost	\$ 362.85
Other Program Cost	52130	Repairs & Maint - Computers	260.45	.00	260.45	Direct Training	\$ -
Other Program Cost	52160	Repairs & Maint - Equipment	.00	.00	.00	Work Based Training	\$ -
Other Program Cost	52180	Building Space Rental	.00	.00	.00		\$ 1,880.31 TRUE
Other Program Cost	52190	Equipment Rental	.00	.00	.00		
Fringe	53000	Liability Insurance	.00	.00	.00		
Fringe	53010	Workers Compensation	.00	.00	.00		
Other Program Cost	53020	Unemployment Claims	.00	.00	.00		
Other Program Cost	53070	Legal Printing	.00	.00	.00		
Other Program Cost	53100	Conference and Meetings	7.50	.00	7.50		
Other Program Cost	53120	Employee Mileage Expense	.00	.00	.00		
Other Program Cost	53130	General Association Dues	.00	.00	.00		
Other Program Cost	55000	Miscellaneous Contractual Exp	.00	.00	.00		
Work Based Training	55025	Work Based Learning Activities	.00	.00	.00		
Direct Training	55061	Youth Supportive Services	.00	.00	.00		
Direct Training	55064	Academin/Pre-Vocational Svc	.00	.00	.00		
Other Program Cost	60000	Office Supplies	46.47	.00	46.47		
Other Program Cost	60040	Postage	.00	.00	.00		
Other Program Cost	60500	Equipment >\$1000	.00	.00	.00		
Other Program Cost	63010	Utilities - Electric	.00	.00	.00		
Other Program Cost	64000	Telephone	33.63	.00	33.63		
Other Program Cost	64010	Cellular Phone	.00	.00	.00		
Other Program Cost	64020	Internet	11.18	.00	11.18		
Other Program Cost	64020	Other	.00	.00	.00		
Youth In School Expense Totals			\$1,880.31	\$0.00	\$1,880.31		
Sub-Department 98250 - Youth Out School							
Salary	40000	Salaries and Wages	2,481.98	.00	2,481.98	Subtotals:	
Fringe	45390	Fringe	425.16	.00	425.16		
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00	Salary	\$ 2,481.98
Other Program Cost	50590	Professional Services	8.31	.00	8.31	Fringe	\$ 425.16
Other Program Cost	52130	Repairs & Maint - Computers	534.08	.00	534.08	Other Program Cost	\$ 87,311.82
Other Program Cost	52160	Repairs & Maint - Equipment	.00	.00	.00	Direct Training	\$ -
Other Program Cost	52180	Building Space Rental	.00	.00	.00	Work Based Training	\$ -
Other Program Cost	52190	Equipment Rental	.00	.00	.00		\$ 90,218.96 TRUE
Fringe	53000	Liability Insurance	.00	.00	.00		
Fringe	53010	Workers Compensation	.00	.00	.00		
Other Program Cost	53020	Unemployment Claims	.00	.00	.00		
Other Program Cost	53070	Legal Printing	.00	.00	.00		
Other Program Cost	53100	Conference and Meetings	7.50	.00	7.50		
Other Program Cost	53120	Employee Mileage Expense	.00	.00	.00		
Other Program Cost	53130	General Association Dues	.00	.00	.00		
Other Program Cost	55000	Miscellaneous Contractual Exp	.00	.00	.00		
Work Based Training	55025	Work Based Learning Activities	.00	.00	.00		
Direct Training	55060	Youth ITA	.00	.00	.00		

WIOA 18 Expenditure Detail Report

Grant Year-Number: 18-681005

Report Period: 07/01/2018 through 12/31/2018

GRS Category	Account Number	Account Description	Expenditures through December 2018	Accruals through December 2018	Total Expenditures
Direct Training	55061	Youth Supportive Services	.00	.00	.00
Work Based Training	55062	Youth WBL ITA	.00	.00	.00
Work Based Training	55063	Youth OJT	.00	.00	.00
Direct Training	55064	Academin/Pre-Vocational Svc	.00	.00	.00
Other Program Cost	60000	Office Supplies	100.69	.00	100.69
Other Program Cost	60040	Postage	.00	.00	.00
Other Program Cost	60500	Equipment >\$1000	.00	.00	.00
Other Program Cost	64000	Telephone	70.89	.00	70.89
Other Program Cost	64010	Cellular Phone	.00	.00	.00
Other Program Cost	64020	Internet	25.62	.00	25.62
Other Program Cost		Other	.00	86,564.73	86,564.73
Youth Out School Expense Totals			\$3,654.23	\$86,564.73	\$90,218.96

Sub-Department 98300 - Adult

Salary	40000	Salaries and Wages	9,589.70	.00	9,589.70
Fringe	45390	Fringe	1,642.73	.00	1,642.73
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00
Other Program Cost	50590	Professional Services	47.98	.00	47.98
Other Program Cost	52010	Janitorial Services	.00	.00	.00
Other Program Cost	52130	Repairs & Maint - Computers	2,855.34	.00	2,855.34
Other Program Cost	52140	Repairs & Maint - Copiers	.00	.00	.00
Other Program Cost	52160	Repairs & Maint - Equipment	.00	.00	.00
Other Program Cost	52180	Building Space Rental	.00	.00	.00
Other Program Cost	52190	Equipment Rental	.00	.00	.00
Fringe	53000	Liability Insurance	.00	.00	.00
Fringe	53010	Workers Compensation	.00	.00	.00
Other Program Cost	53020	Unemployment Claims	.00	.00	.00
Other Program Cost	53040	General Advertising	.00	.00	.00
Other Program Cost	53070	Legal Printing	.00	.00	.00
Other Program Cost	53100	Conference and meetings	15.00	.00	15.00
Other Program Cost	53120	Employee Mileage Expense	.00	.00	.00
Other Program Cost	53130	General Association Dues	.00	.00	.00
Other Program Cost	55000	Miscellaneous Contractual Exp	17,050.93	.00	17,050.93
Other Program Cost	60000	Office Supplies	559.89	.00	559.89
Other Program Cost	60040	Postage	.00	.00	.00
Other Program Cost	60500	Equipment>\$1000	.00	.00	.00
Other Program Cost	63000	Utilities - Natural Gas	.00	.00	.00
Other Program Cost	63010	Utilities - Electric	.00	.00	.00
Other Program Cost	64000	Telephone	503.37	.00	503.37
Other Program Cost	64020	Internet	243.79	.00	243.79
Direct Training	82015	DT ITA	6,854.56	119,431.55	126,286.11
Work Based Training	82040	DT OJT (On the Job Training)	.00	2,493.92	2,493.92
Direct Training	82100	SS Transportation Assistance	3,197.96	.00	3,197.96
Direct Training	82170	SS Other Supportive Services	239.00	.00	239.00
Other Program Cost		Adult Other	.00	.00	.00
Adult Expense Totals			\$42,800.25	\$121,925.47	\$164,725.72

Subtotals:

Salary	\$	9,589.70	
Fringe	\$	1,642.73	
Other Program Cost	\$	21,276.30	
Direct Training	\$	129,723.07	
Work Based Training	\$	2,493.92	
	\$	164,725.72	TRUE

Sub-Department 98400 - Dislocated Worker

Salary	40000	Salaries and Wages	12,090.34	.00	12,090.34
Fringe	45390	Fringe	2,071.10	.00	2,071.10
Other Program Cost	50340	Software Licensing Cost	.00	.00	.00
Other Program Cost	50590	Professional Services	85.77	.00	85.77
Salary and Fringe	50600	Temporary Help	.00	.00	.00
Other Program Cost	52010	Janitorial Services	750.00	.00	750.00
Other Program Cost	52130	Repairs & Maint - Computers	5,787.12	.00	5,787.12
Other Program Cost	52160	Repairs & Maint - Equipment	.00	.00	.00
Other Program Cost	52180	Building Space Rental	.00	.00	.00
Other Program Cost	52190	Equipment Rental	.00	.00	.00
Fringe	53000	Liability Insurance	.00	.00	.00
Fringe	53010	Workers Compensation	.00	.00	.00
Other Program Cost	53020	Unemployment Claims	.00	.00	.00
Other Program Cost	53040	General Advertising	.00	.00	.00
Other Program Cost	53070	Legal Printing	.00	.00	.00
Other Program Cost	53120	Employee Mileage Expense	.00	.00	.00
Other Program Cost	53130	General Association Dues	.00	.00	.00
Other Program Cost	55000	Miscellaneous Contractual Exp	.00	.00	.00
Other Program Cost	60000	Office Supplies	1,092.49	.00	1,092.49
Other Program Cost	60040	Postage	.00	.00	.00
Other Program Cost	60500	Equipment>\$1000	.00	.00	.00
Other Program Cost	63000	Utilities - Natural Gas	28.51	.00	28.51
Other Program Cost	63010	Utilities-Electric	591.04	.00	591.04
Other Program Cost	64000	Telephone	1,625.16	.00	1,625.16
Other Program Cost	64020	Internet	928.05	.00	928.05
Direct Training	82015	DT ITA	.00	104,237.92	104,237.92
Work Based Training	82040	DT OJT (On the Job Training)	.00	.00	.00
Direct Training	82100	SS Transportation Assistance	.00	.00	.00
Direct Training	82170	SS Other Supportive Services	.00	.00	.00
Other Program Cost		DW Other	.00	.00	.00
Dislocated Worker Expense Totals			\$25,049.58	\$104,237.92	\$129,287.50

Subtotals:

Salary	\$	12,090.34	
Fringe	\$	2,071.10	
Other Program Cost	\$	10,888.14	
Direct Training	\$	104,237.92	
Work Based Training	\$	-	
	\$	129,287.50	TRUE

WIOA 18 Expenditure Detail Report

Grant Year-Number: 18-681005

Report Period: 07/01/2018 through 12/31/2018

GRS Category	Account Number	Account Description	Expenditures through December 2018	Accruals through December 2018	Total Expenditures
Fund 480 - Department 98118 - WIOA 18 Totals			\$90,051.69	\$312,728.12	\$402,779.81

Office of Community Reinvestment - Workforce Development Division
 Trade Adjustment Assistance/DCEO grant
 10/01/2018 - 09/30/2019
 Expenses through December 2018

Description	Payment Processing	Training	Total
October-18			-
November-18			-
December-18	3,681.84	70,744.62	74,426.46
January-19			-
February-19			-
March-19			-
April-19			-
May-19			-
June-19			-
July-19			-
August-19			-
September-19			-
GRANT YEAR TOTAL	3,681.84	70,744.62	74,426.46
	T	T	T

Accruals through December 2018	-	-	-
Obligations through December 2018	-	-	-
Subtotal actuals, accruals, and obligations	<u>3,681.84</u>	<u>70,744.62</u>	<u>74,426.46</u>
			T

Approved Current Budget Amount:	15,163.00	223,220.65	238,383.65
Approved Budget Modifications:	-	-	-
Approved Budget Amount:	15,163.00	223,220.65	238,383.65
Available amount:	\$ 11,481.16	\$ 152,476.03	\$ 163,957.19
Budget to Actual Variance:	24%	32%	31%

Office of Community Reinvestment - Workforce Development Division			
WIOA Rapid Response Layoffs and Closings/DCEO grant			
07/01/17 - 12/31/18			
Expenses through December 2018			
Description	Case Management - Salaries	Case Management - Fringes	Total
July-17	-	-	-
August-17	-	-	-
September-17	-	-	-
October-17	-	-	-
November-17	-	-	-
December-17	-	-	-
January-18	-	-	-
February-18	11,991.14	5,853.93	17,845.07
March-18	10,316.58	5,007.14	15,323.72
April-18	3,514.40	4,055.84	7,570.24
May-18	7,165.74	4,240.99	11,406.73
June-18	11,416.79	5,568.94	16,985.73
July-18	8,222.54	4,526.56	12,749.10
August-18	8,375.62	4,999.35	13,374.97
September-18	8,758.57	5,948.34	14,706.91
October-18	8,385.58	5,402.54	13,788.12
November-18	8,844.08	3,755.52	12,599.60
December-18	3,434.76	(410.95)	3,023.81
GRANT YEAR TOTAL	90,425.80	48,948.20	139,374.00
	T	T	T
Approved Budget Amount:	88,421.77	50,952.23	139,374.00
Available amount:	\$ (2,004.03)	\$ 2,004.03	\$ (0.00)
Budget to Actual Variance:	102%	96%	100%

Office of Community Reinvestment - Workforce Development Division			
WIOA Rapid Response Layoffs and Closings/DCEO grant			
10/1/2018 - 06/30/2020			
Expenses through December 2018			
Description	Case Management - Salaries	Case Management - Fringes	Total
October-18	-	-	-
November-18	-	-	-
December-18	-	-	-
January-19	-	-	-
February-19	-	-	-
March-19	-	-	-
April-19	-	-	-
May-19	-	-	-
June-19	-	-	-
July-19	-	-	-
August-19	-	-	-
September-19	-	-	-
October-19	-	-	-
November-19	-	-	-
December-19	-	-	-
January-20	-	-	-
February-20	-	-	-
March-20	-	-	-
April-20	-	-	-
May-20	-	-	-
June-20	-	-	-
GRANT YEAR TOTAL	-	-	-
	T	T	T
Approved Budget Amount:	38,030.04	22,260.96	60,291.00
Available amount:	\$ 38,030.04	\$ 22,260.96	\$ 60,291.00
Budget to Actual Variance:	0%	0%	0%

Office of Community Reinvestment - Workforce Development Division		
WIOA Local Incentive		
05/01/18 - 06/30/19		
Expenses through December 2018		
Description	Local Incentive Funds	Total
May-18	-	-
June-18	-	-
July-18	-	-
August-18	-	-
September-18	-	-
October-18	1,721.61	1,721.61
November-18	-	-
December-18	-	-
January-19	-	-
February-19	-	-
March-19	-	-
April-19	-	-
May-19	-	-
June-19	-	-
GRANT YEAR TOTAL	1,721.61	1,721.61
	T	T
Accruals through December 2018		
	-	-
Obligations through December 2018		
	-	-
Subtotal actuals, accruals, and obligations	<u>1,721.61</u>	<u>1,721.61</u>
Approved Original Budget Amount:		
	25,039.00	25,039.00
Available amount:	\$ 23,317.39	\$ 23,317.39
Budget to Actual Variance:	7%	7%

Workforce Development Board
Executive Committee
New Program Detail

Background: The Illinois Department of Commerce and Economic Opportunity (DCEO) WIOA policy guidance which calls for the Workforce Development Board to review and approve local training providers and programs. All training providers and program submissions must meet a set of criteria to be eligible to receive WIOA funding.

For training providers, these include being approved and/or accredited by a post-secondary body, recognized by the U.S. Department of Labor as an Apprenticeship program or recognized by the industry as meeting the standards necessary for approval or accreditation. For training programs, these criteria include an anticipated outcome of employment in a demand occupation through attainment of an occupational skills certificate, degree or industry recognized certification/licensure.

- A. **New Programs** – New programs were submitted for approval by Waubonsee Community College and Northern Illinois University (both existing training providers) which met the established criterion as described below.

Recommendation: Approve the new training programs as presented.

Waubonsee Community College

Program Title: Operating Room Patient Care Technician
Delivery Method: Classroom / Credit Hours: 12
Costs: Tuition: \$1632 / Books \$140 / Supplies: \$100 / Other: \$75 / Total: \$1947
Course Description: Certificate program that prepares students for entry-level position in perioperative service careers. The certificate focuses on training operation room personnel in providing quality patient care while improving operating room turnover times. Basic Nurse Assistant Training is completed while simultaneously completing coursework in communication strategies in Healthcare Careers and Perioperative Patient Care.
In-Demand Anticipated Occupational Outcome: 31-1014 Nurse Assistant Median Wage \$27,280 ONET designates this career as a “Bright Outlook” (Expected to grow rapidly)
Degree, Certificate or Licensure: IL Department of Health Basic Nurse Assistant License. Waubonsee Community College Certificate of Completion.

Northern Illinois University

Program Title: Middle Level Teaching and Learning, B.S. Ed.

Delivery Method: Classroom Delivery / Credit Hours: 120 Semester Hours

Costs: Tuition: \$41,861 / Books \$5,600 / Other \$ 10,124* / Total: \$57,585

*A combination of NIU general fees and technology fees over four years/eight semesters.

Course Description: Interdisciplinary program designed to prepare future practitioners with the content knowledge and pedagogical approaches necessary to serve the needs of youth adolescent learners in specific disciplines for teacher licensure in middle level education, grades 5-8. Candidates who complete the program requirements are recommended for Illinois Educator Licensure for teaching in two content endorsement areas in middle grades, 5-8.

In-Demand Anticipated Occupational Outcome: 25-2022- Middle School Teachers, except Special and Career Tech Education – Median Wage \$57,720.

Degree, Certificate or Licensure: B.S. Ed, Middle Level Teaching and Learning

Program Title: Management Information Systems, M.S

Delivery Method: Classroom Delivery / Credit Hours: 30 Semester Hours

Costs: Tuition: \$20,881 / Books \$2,000 / Total: \$22,881

Course Description: The program prepares students for a leadership role in the area of business information systems and business analytics. The program effectively integrates the technical area of computer technology with business operations. Student's learn how to use current information technologies and contemporary information management theories to maximize organization performance in the new economy. The program consists of two phases. Phase One is designed to address deficiencies in undergraduate course work considered to be prerequisite for the Phase Two graduate course work.

In-Demand Anticipated Occupational Outcome: 15-1121 – Computer Systems Analyst – Median Wage \$88,270.

Degree, Certificate or Licensure: M.S, Management Information Systems

Northern Illinois University (continued)

Program Title: Mechanical Engineering, M.S

Delivery Method: Classroom Delivery / Credit Hours: 33 Semester Hours (Non-thesis option)

Costs: Tuition: \$18,300 / Books \$3,300 / Total: \$21,600

Course Description: The program broadens skills through advanced research and hands-on experiences. Students collaborate with professors on papers and participate in professional seminars that sets students on a course for a successful career as a leader in the field. Opportunities are provided to develop systems, components or processes in specialty areas, such as applied mechanics or computer-aided manufacturing. The curriculum also positions students to better identify and solve engineering problems, use modern tools and conduct specialized research to address real-world questions.

In-Demand Anticipated Occupational Outcome: 17-2141 – Mechanical Engineers / \$95,576 Median Salary

Degree, Certificate or Licensure: M.S, Mechanical Engineering. Program accredited by ABET (Accreditation Board for Engineering and Technology)

Program Title: Data Analytics, M.S

Delivery Method: Online Delivery / Credit Hours: 36 Semester Hours

Costs: Tuition: \$28,200 / Books \$2,600 / Other \$800 Total: \$31,600

Course Description: Program prepares student for data-driven leadership and problem-solving. Students learn to approach business decision-making more rigorously and confidently, while effectively communicating data finding, interpreting complex data to make more informed and actionable strategic decisions. Each course is offered in a ten-week format. Program can be completed in as little as one year.

In-Demand Anticipated Occupational Outcome: 13-2099 Financial Quantitative Analyst, Median Salary \$75,133 / 15-2031 Operations Research Analyst, Median Wage \$78,630

Degree, Certificate or Licensure: M.S, Data Analytics. Program accredited by AACSB (Association to Advance Collegiate Schools of Business)

Northern Illinois University (continued)

Program Title: Master of Accountancy

Delivery Method: Classroom Delivery / Credit Hours: 36 Semester Hours

Costs: Tuition: \$24,633 / Books \$2,000 / Total: \$26,633

Course Description: Program prepares students who have an undergraduate degree in a discipline other than accounting for success in the accounting field and qualifies the student to sit for the Certified Public Accountant (CPA) Examination in Illinois. Two years to degree completion when taking two courses per semester; Courses taught by nationally-ranked faculty leading to CPA exam eligibility; Access to recruiters from over 50 firms at NIU Accountancy Career Fairs.

In-Demand Anticipated Occupational Outcome: 13-2011 Accountants and Auditors, Median Salary \$66,000

Degree, Certificate or Licensure: NIU Master of Accountancy. Program accredited by AACSB (Association to Advance Collegiate Schools of Business)

Program Title: Master of Accounting Science (Leadership)

Delivery Method: Classroom Delivery / Credit Hours: 30 Semester Hours

Costs: Tuition: \$24,633 / Books \$2,000 / Total: \$26,633

Course Description: Program prepares students to integrate professional accounting knowledge with leadership and professional skills needed to be successful in a variety of career paths. Students must have Phase I Accountancy courses completed before beginning coursework. Admission to the Master of Accounting Science program is competitive.

In-Demand Anticipated Occupational Outcome: 13-2011 Accountants and Auditors, Median Salary \$66,000

Degree, Certificate or Licensure: NIU Master of Accounting Science (MAS) Accounting. Program accredited by AACSB (Association to Advance Collegiate Schools of Business)

Northern Illinois University (continued)

Program Title: Certificate of Graduate Study, Finance
<p>Delivery Method: Classroom Delivery / Credit Hours: 12 Semester Hours</p> <p>Costs: Tuition: \$9,900 / Books: \$800 / Other: \$800 / Total: \$11,500</p> <p>Course Description: Program prepares graduate students with a set of courses focused on the development of financial skills sets that are utilized in business and not for profit organizations. Students benefit from an expanded knowledge of investment and financing fundamentals that can be used at an individual level. The certificate is designed to provide the student with a foundation of theoretical and practical tools to understand financial issues facing a global economy.</p> <p>In-Demand Anticipated Occupational Outcome: 13-2099 Financial Quantitative Analyst, Median Salary \$75,133, Financial Analyst 13-2051, Median Salary \$65,817.</p> <p>Degree, Certificate or Licensure: NIU Certificate of Graduate Study, Finance. Program accredited by AACSB (Association to Advance Collegiate Schools of Business)</p>