

TO: Workforce Investment Board (WIB)

DATE: 9/11/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: JCG Out-of-School Contract

PROPOSED MOTION(S): Information Only

DISCUSSION: On September 2, 2003, key individuals from Jobs for California Graduates, the Department of Workforce Investment, and the Youth Council met to discuss the progress of this year's WIA Out-of-school contract. JCG was congratulated on exceeding their enrollment expectations for last year's contract. They were enthusiastic about the upcoming exits of clients recruited and trained by JCG.

Administration, program and fiscal issues were then discussed. The following corrective action plan was developed and agreed upon by the attendees:

- 1. JCG will attend EDD Fiscal training in Fresno, September 17, 2003.**
- 2. Dept of WI will conduct training concerning (a) the definition of "sub-recipient" and what is expected of JCG as the sub-recipient of this contract; (b) budget modifications and when they are required; and, (c) invoicing procedures.**
- 3. Dept of WI will provide written instructions concerning invoicing and provide examples of all required back up material.**
- 4. The JCG contract will be amended and the Dept of WI will advance 1/24 of the JCG salaries each pay period to be reconciled to the actual billing to enhance cash flow.**
- 5. Dept of WI will assume the responsibility to pay client salaries for paid work experience. A contract amendment will be accomplished to address this change.**

It was noted that JCG's contract performance in providing client services has been satisfactory, however their fiscal and administrative procedures and knowledge require improvement. A 30-day follow-up meeting to evaluate the progress of the collaborative corrective action plan will be held.

ATTACHMENT(S): N/A