

**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**