

CAEP Consortium Fiscal Reporting 19 Glendale Community College District Regional Consortium

2020-21 Fiscal Year

Certification

Certified By

MaryAnn Pranke
GlendaleLEARNS Coordinator

Quarter 1 Status Quarter 2 Status Quarter 3 Status Quarter 4 Status
Certified Certified Certified Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Glendale CCD	Submitted	Submitted	Submitted	Submitted
Verdugo Workforce Development Board*	Submitted	Submitted	Submitted	Submitted

Glendale CCD

Glendale CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$40,990	\$40,990	100%	\$273,266	15%	\$232,276
2000 - Non-Instructional Salaries	\$17,822	\$17,822	100%	\$118,811	15%	\$100,989
3000 - Employee Benefits	\$11,762	\$11,762	100%	\$78,416	15%	\$66,654
4000 - Supplies and Materials	\$750	\$750	100%	\$5,000	15%	\$4,250
5000 - Other Operating Expenses and Services	\$8,000	\$8,000	100%	\$53,334	15%	\$45,334
6000 - Capital Outlay	\$1,500	\$1,500	100%	\$10,000	15%	\$8,500
7000 - Other Outgo	\$4,041	\$4,041	100%	\$26,941	15%	\$22,900
Indirect Costs	\$4,243	\$4,243	99.99%	\$28,289	15%	\$24,046
Totals	\$89,108	\$89,109	100%	\$594,057	15%	\$504,949

Corrective Action Plan

There are no line items that fall below targets. Targets were set at 15% for each object code and those expenditures were met in this first quarter of PY 20-21.

Summary of Activities:

Virtual summer classes continued in this first quarter (July through September 2020) including our ESL, ASE, ABE and skills training. Our Medical Assistant Career Pathway also continued during this reporting period. Los Angeles continues with a Safer at Home Order and a Phase 1 in the reopening process, requiring Glendale Community College to continue distance learning through the fall semester. This quarter was also dedicated to ensuring all students had the technology needed to participate in distance learning. Career Counseling and DSPS services continue on a virtual basis to ensure that all students have the support they need.

**Status
Submitted**

Glendale CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$119,802	\$81,980	146.14%	\$273,266	43.84%	\$153,464
2000 - Non-Instructional Salaries	\$26,591	\$35,643	74.6%	\$118,811	22.38%	\$92,220
3000 - Employee Benefits	\$25,663	\$23,525	109.09%	\$78,416	32.73%	\$52,753
4000 - Supplies and Materials	\$1,500	\$1,500	100%	\$5,000	30%	\$3,500
5000 - Other Operating Expenses and Services	\$16,000	\$16,000	100%	\$53,334	30%	\$37,334
6000 - Capital Outlay	\$3,000	\$3,000	100%	\$10,000	30%	\$7,000
7000 - Other Outgo	\$8,082	\$8,082	100%	\$26,941	30%	\$18,859
Indirect Costs	\$8,487	\$8,487	100%	\$28,289	30%	\$19,802
Totals	\$209,125	\$178,217	117.34%	\$594,057	35.2%	\$384,932

Summary of Activities:

This quarter was dedicated to outreach of ELL throughout the community to offer ESL and increase enrollment. The American Medical Assistant career pathway continued with its second cohort and instructors, GlendaleLEARNS and the Verdugo Jobs Center worked together to co-enroll these students in WIOA I to receive assistance with entering paid externship and subsequent employment. The team also continued recruiting for the next cohort which will begin in February. Through GlendaleLEARNS, Glendale Community College participated in multiple meetings with AJCC Partners and GlendaleLEARNS partners to provide input into the Local Workforce Development Plan. Continued remote education functions have been instituted and we are continually responding to student's needs. We are also responding to a discontinued lease agreement for our vocational program which we are working to relocate.

Status
Submitted

Allocation Year Closeout: 2018-19

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Dr. Alfred Ramirez, Administrative Dean, Continuing and Community Education
Glendale Learn MaryAnn Pranke, GlendaleLEARNS Coordinator

Glendale CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$146,506	\$122,970	119.14%	\$273,266	53.61%	\$126,760
2000 - Non-Instructional Salaries	\$53,465	\$53,465	100%	\$118,811	45%	\$65,346
3000 - Employee Benefits	\$36,013	\$35,287	102.06%	\$78,416	45.93%	\$42,403
4000 - Supplies and Materials	\$2,250	\$2,250	100%	\$5,000	45%	\$2,750
5000 - Other Operating Expenses and Services	\$24,000	\$24,000	100%	\$53,334	45%	\$29,334
6000 - Capital Outlay	\$4,500	\$4,500	100%	\$10,000	45%	\$5,500
7000 - Other Outgo	\$12,123	\$12,123	100%	\$26,941	45%	\$14,818
Indirect Costs	\$12,730	\$12,730	100%	\$28,289	45%	\$15,559
Totals	\$291,587	\$267,326	109.08%	\$594,057	49.08%	\$302,470

Summary of Activities:

Quarter 3 was dedicated to completing Winter courses and beginning the Spring Semester. Distance learning continues for all classes; however, Glendale Community College (GCC) is planning on soft reopening beginning next Winter. The Medical Assistant career pathway also began its spring courses and instructors are working closely with the Verdugo Jobs Center to develop work-based learning opportunities for career pathway students. GCC and GlendaleLEARNS also provided input into the Local and Regional Workforce Development Plans. The Verdugo Workforce Development Board conducted a presentation at our GlendaleLEARNS meeting to walk through both plans and allowed the Consortium to provide final input prior to their completion and submission to the state. A significant budget adjustment is anticipated to account for remote learning adjustments.

Status
Submitted

Glendale CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$273,266	\$273,266	100%	\$273,266	100%	\$0
2000 - Non-Instructional Salaries	\$118,811	\$118,811	100%	\$118,811	100%	\$0
3000 - Employee Benefits	\$78,416	\$78,416	100%	\$78,416	100%	\$0
4000 - Supplies and Materials	\$5,000	\$5,000	100%	\$5,000	100%	\$0
5000 - Other Operating Expenses and Services	\$53,334	\$53,334	100%	\$53,334	100%	\$0
6000 - Capital Outlay	\$10,000	\$10,000	100%	\$10,000	100%	\$0
7000 - Other Outgo	\$26,941	\$26,941	100%	\$26,941	100%	\$0
Indirect Costs	\$28,289	\$28,289	100%	\$28,289	100%	\$0
Totals	\$594,057	\$594,057	100%	\$594,057	100%	\$0

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Summary of Activities:

The fourth quarter of Program Year 2020-2021 was dedicated to completing spring courses and career pathways such as Medical Assistant, and preparing for summer courses. Construction continues as the Garfield campus completes reorganization to maximize space efficiency. Construction to expand its parking lot will begin to increase access for students once the campus reopens for students. Governor Newsom lifted California's shutdown orders in June, allowing non-essential businesses to reopen; however, stringent guidelines are required to ensure health and safety. Glendale Community College (GCC) looks forward to reopening to the public for the Winter session, if not the Fall. GCC, as the administrative entity and active member of GlendaleLEARNS also participated in the planning activities and discussions that will be used to develop the Annual Plan for Program Year 2021-2022.

**Status
Submitted**

Verdugo Workforce Development Board*

Verdugo Workforce Development Board* Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$30,285	\$30,285	100%	\$201,902	15%	\$171,617
3000 - Employee Benefits	\$20,190	\$20,190	100%	\$134,601	15%	\$114,411
4000 - Supplies and Materials	\$0	\$900	0%	\$6,000	0%	\$6,000
5000 - Other Operating Expenses and Services	\$0	\$32,081	0%	\$213,872	0%	\$213,872
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$50,475	\$83,456	60.48%	\$556,375	9.07%	\$505,900

Corrective Action Plan

Two line items are below target of 15% expenditure: Supplies and Materials and Other Operating Expenses. With GlendaleLEARNS Coordinator continuing to work virtually and staff working virtually on a rotational basis, supplies and materials were not incurred this quarter. Contracts were executed this quarter and no invoices were submitted yet for services provided. Expenses are expected to be incurred in the next quarter.

Summary of Activities:

This quarter was dedicated to preparing for the 20-21 program year. July was dedicated to finalizing input into the Annual Plan and completing the plan which was submitted in August. Due to the impact of the pandemic, the Verdugo Workforce Development Board has conducted environmental scans to prepare the Annual Plan and continues updates during meetings to keep the Consortium informed. Environmental Scans include unemployment rates, Unemployment Insurance claims, demographics of the unemployed, and layoff activity, Contracts and MOUs with partners were also generated and signed. Co-enrollments continue with ESL students and WIOA Title I to access additional services including supportive services to assist with living expenses during these challenging times.

Status
Submitted

Verdugo Workforce Development Board* Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$60,571	\$60,571	100%	\$201,902	30%	\$141,331
3000 - Employee Benefits	\$40,380	\$40,380	100%	\$134,601	30%	\$94,221
4000 - Supplies and Materials	\$3,621	\$1,800	201.17%	\$6,000	60.35%	\$2,379
5000 - Other Operating Expenses and Services	\$21,101	\$64,162	32.89%	\$213,872	9.87%	\$192,771
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$125,673	\$166,913	75.29%	\$556,375	22.59%	\$430,702

Corrective Action Plan

Operating Expenses falls below target due to delay in invoices being submitted and processed. Also, some providers have been delayed in providing services due to closures and converting to virtual platforms. This may continue to impact this line item; however, will be analyzed in March for needed changes to accomplish related goals.

Summary of Activities:

Monthly GlendaleLEARNs meetings continued to be held in Q2, although, November meeting was cancelled due to participation in conferences for workforce and education. Monthly meetings were used for professional development as each partner has been conducting presentations on their services. In addition the VWDB has provided labor market and economic landscape presentations at each meeting to keep the partnership up to date on the impact of COVID-19 pandemic and subsequent shut down on our businesses, worker, and students. The partnership also used its December meeting to provide input into the Local Workforce Development Plan. GlendaleLEARNs began its marketing/branding effort in this quarter to develop a strategy for increasing enrollments. Copy & Design has been hired to assist us in this effort and has conducted multiple interviews with members and partners to begin developing a creative direction.

Status
Submitted

Allocation Year Closeout: 2018-19

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Judith Velasco

Glendale Learn MaryAnn Pranke, GlendaleLEARNS Coordinator

Verdugo Workforce Development Board* Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$75,843	\$90,856	83.48%	\$201,902	37.56%	\$126,059
3000 - Employee Benefits	\$50,562	\$60,570	83.48%	\$134,601	37.56%	\$84,039
4000 - Supplies and Materials	\$4,604	\$2,700	170.52%	\$6,000	76.73%	\$1,396
5000 - Other Operating Expenses and Services	\$22,301	\$96,242	23.17%	\$213,872	10.43%	\$191,571
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$153,310	\$250,369	61.23%	\$556,375	27.56%	\$403,065

Corrective Action Plan

Expenditures fell below target for salaries and other operating expenses as a result of the pandemic and delays in meeting deadlines due to the prolonged shut down. For example, delays occurred in coordinating work-based learning opportunities through our workforce board because so many businesses had closed their doors. Los Angeles County began reopening in April 2021 and activities have resumed. Contracts for services including marketing and outreach, are up and running after a delay due to the pandemic and services are now up and running with full expenditure expected by Q4.

Summary of Activities:

This third quarter was dedicated to employer outreach to develop work-based learning opportunities for our Medical Assistant students as well as other adult ed students that need income to support their studies. GlendaleLEARNS partners continue meeting monthly to review marketing/outreach materials developed to assist in increasing enrollments during this pandemic emergency event. Partners are presenting their programs at each meeting to update the group on changes to services as a result of the pandemic and shutdown. Partner presentations at each meeting are in alignment with the Consortium's professional development activities delineated in the three-year plan.

GlendaleLEARNS was featured in two panel discussions during this quarter: one panel was hosted by International Rescue Committee and the other was hosted by Early Care & Education Pathways to Success.

Status
Submitted

Verdugo Workforce Development Board* Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
2000 - Non-Instructional Salaries	\$201,902	\$201,902	100%	\$201,902	100%	\$0
3000 - Employee Benefits	\$134,601	\$134,601	100%	\$134,601	100%	\$0
4000 - Supplies and Materials	\$6,000	\$6,000	100%	\$6,000	100%	\$0
5000 - Other Operating Expenses and Services	\$213,872	\$213,872	100%	\$213,872	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$556,375	\$556,375	100%	\$556,375	100%	\$0

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program Guidance: Yes

Summary of Activities:

This last quarter in 2020-2021 was dedicated in completing the WIOA co-enrolled students in Medical Assistant career pathway and transitioning them to paid externships. Students were able to return to campus in June to complete their lab work prior to beginning their externship. The lifting of the shutdown executive order by Governor Newsom, allowed healthcare facilities to reopen and provide in-person services instead of telehealth. This change now provides hands-on experience for the externs who will now work directly with patients instead of telehealth. The GlendaleLEARNs Coordinator has completed the environmental scan which includes Glendale demographics, poverty levels, educational attainment, languages spoken, median income and population numbers to understand the community and potential barriers. Labor market, employment and unemployment benefit data are also included to understand the impact of the pandemic on Glendale's workforce and use all data to prepare the Annual Plan.

**Status
Submitted**



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