



Mark Gordon
Governor

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Department of Workforce Services

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Elizabeth Gagen, J.D.
Director

MEMORANDUM

To: WWDC Strategic Performance & Finance Committee

From: Trevor Mansfield, Deputy Administrator

Date: May 7, 2024

Re: Transfer of \$150,000 from Admin to WIOA Adult

The Department of Workforce Services (DWS) is requesting Workforce Innovation and Opportunity Act (WIOA) funding, which is currently categorized as administrative expenses, to be moved to WIOA Adult participant funding. The amount of this request is \$150,000. This will allow the workforce centers to continue serving participants without interruption until the new grant funding is received after June 30, 2024.

Current Budget			
	State Set Aside	Amount Remaining	% Spent
Program (Operations)	9,549,345		
Administration	1,330,426		
Participants (Breakout Below)	4,092,793		
Adult Participants	2,005,186	92,870	95.4%
Dislocated Worked Participants	482,985	74,225	84.6%
Youth Participants	2,054,623	345,159	83.2%
Total	14,972,565		

Proposed Budget			
	State Set Aside	Amount Remaining	% Spent
Program (Operations)	9,549,345		
Administration	1,180,426		
Participants (Breakout Below)	4,092,793		
Adult Participants	2,155,186	242,870	88.7%
Dislocated Worked Participants	482,985	74,225	84.6%
Youth Participants	2,054,623	345,159	83.2%
Total	14,822,565		

The yellow highlighted area denotes the decrease of \$150,000 from administration and the subsequent increase to Adult Participants.

DWS has seen a slower rate of administrative expenses over PY23 and attributes a portion of the lowered administrative costs to the transition to the new Management Information System (MIS).

Of note, the requested transfer of these funds is not an additional request for funding from the council's budget. Rather, these funds are from the allotment for DWS and are merely transfers between categories to ensure that the agency remains able to continue its seamless service of participants.

The Strategic Performance and Finance Committee reviewed the request and recommended that it be approved at the May council meeting.

Suggested Motion: I move to approve the transfer of \$150,000 out of Administration Expenses to WIOA Adult.

Alternative Motion: I move to approve the transfer of \$xxx,xxx out of Administration Expenses to WIOA Adult.

If you have any questions, please do not hesitate to reach out to me directly at trevor.mansfield@wyo.gov or 307-777-7807.