

W. J. E. 2.

**AGENDA COVER MEMORANDUM**

**DATE:** November 5, 2003

**TO:** Lane County Board of Commissioners

**FROM:** Chuck Forster, Executive Director  
Lane Workforce Partnership, Department 37, Fund 249

**SUBJECT:** ORDER/IN THE MATTER OF INCREASING THE LIMIT FOR THE IMPREST CASH ACCOUNT IN THE LANE WORKFORCE PARTNERSHIP DEPARTMENT (37), FUND 249, FOR ADMINISTRATION OF FEDERAL & STATE EMPLOYMENT AND TRAINING PROGRAMS

**I. MOTION**

ORDER/IN THE MATTER OF INCREASING THE LIMIT FOR THE IMPREST CASH ACCOUNT IN THE LANE WORKFORCE PARTNERSHIP DEPARTMENT (37), FUND 249, FOR ADMINISTRATION OF FEDERAL & STATE EMPLOYMENT AND TRAINING PROGRAMS.

**II. ISSUE OR PROBLEM**

The Lane Workforce Partnership Department administers federal and state employment and training programs throughout Lane County.

The Workforce Investment Act of 1998 comprises a major source of the department funding. The Act requires the local Workforce Investment Board and the Lane Workforce Partnership Board of Directors to establish and maintain a formal policy for the payment of participant supportive services. In addition, the Lane Workforce Partnership is required to establish and maintain a workforce system which includes a one-stop center, *The Workforce Network*.

The participant supportive services enable a registered client to remain in the program or to retain employment. Under the prior federal legislation, the Job Training Partnership Act of 1982, a revolving fund Imprest Account was established for the department for a similar purpose.

Beginning July 1, 2003, the Department assumed supportive services payments for participants registered at The Workforce Network satellite center located on the campus of Lane Community College. Previously, Lane County made these payments to Lane Community College under contract.

The current accounts payable cycle of the Lane County Financial Management System produces payable checks on a one-week cycle. This cycle is unable to meet the emergency needs of participants. Additionally, procedures under the existing Imprest Cash Account for the previous employment and training program (JTPA) were limited to rent, auto repair, or tools necessary to a get client work.

Current federal legislation provides for a broader array of services such as child care, transportation and other necessary expenses. During the prior fiscal year the demand on this fund exceeded the available limit of \$15,000 several times.

### **III. DISCUSSION**

#### **A. Background**

Under previous federal employment and training legislation, the Lane Workforce Partnership Department administered an Imprest Cash Account (Petty Cash) under Board Order in the original amount of \$15,000. This account was established for the purpose of providing emergency supportive services to clients. The account originally was made up of funds provided by the Job Training Partnership Act of 1982 (JTPA). In 1994, upon review by a grantor agency, the JTPA funds were removed and substituted with funds wholly owned by the Lane Workforce Partnership Board of Directors and held in trust by Lane County. The account dates back before 1986 and has been used by the Department to meet the immediate and exigent needs of participants enrolled in programs who are experiencing difficulty either remaining in training programs or being retained in employment following training.

The Lane Workforce Partnership Board of Directors is required by federal legislation to establish and maintain a formal written policy for the disbursement of emergency supportive services to registered participants county-wide. In addition, there are strict federal rules and regulations, which govern the allowability and use of these supportive services funds.

Under the current Board Order the limit per transaction is \$200.00. The Lane Workforce Partnership Department is now altering the current one-stop service delivery model to include disbursements on behalf of participants in the one-stop satellite center located on the campus of Lane Community College.

Under current federal legislation the federal Workforce Partnership Act of 1998 specifically expands the role of the Lane Workforce Partnership Board in establishing policy and coordination for supportive services throughout Lane County for participants registered under the Workforce Investment Act. In addition, the categories of supportive services have been redefined and expanded to include child care, transportation and such other assistance as is necessary to ensure registrants under WIA are able to remain enrolled in and successfully complete their training activity. This includes an expanded provision for persons already employed with retention up to 12 months following exit from active training participation.

**B. Analysis**

1. The County currently holds in trust funds belonging to the Lane Workforce Partnership Board of Directors. The Lane Workforce Partnership Board of Directors wishes to transfer a portion of these funds to the Imprest Cash Account for Participant Supportive Services. Approval of this Board Order would transfer \$15,000 from the departments Fund Balance to Cash in Bank - Revolving Fund (U.S. Bank account). Please note: per the Lane Workforce Partnership's agreement with Lane County government, the Lane Workforce Partnership Board of Directors determines its own budget.
2. The prior federal legislation (JTPA) has been replaced by revised federal legislation, which establishes and redefines participant needs and expands the required use of the Lane County Workforce Partnership Department Imprest Cash Account for participant emergency supportive services.
3. There are sufficient non-County funds in the Lane Workforce Partnership budget to support this account. Funding is available in subsequent years for continued support of the Imprest Cash Account.
4. The Lane Workforce Partnership Board has reviewed and approved the redefinition of this administrative system.
5. The Lane Workforce Partnership maintains its own accounting system for federal compliance reporting, will have its own financial and compliance audit performed and administers a formal debt collection process pursuant to federal law.

The County's Finance Manager, Becky Koble presented and discussed this increase with the Finance and Audit Committee. The Committee directed that this matter be referred to the full Board of County Commissioners.

**C. Alternatives/Options**

This Imprest Cash Account is necessary to meet the federal legislative mandate requirements of the Workforce Investment Act and other federal and state employment and training programs.

**D. Recommendation**

To establish the Lane Workforce Partnership Department's Imprest Cash Account in an amount not to exceed \$30,000 for client emergency supportive services and to expand the allowable purchases to include those services provided in Title 20 Code of Federal Regulations (CFR) 663.800 Subpart H with limits on individual disbursements consistent with those adopted in The Workforce Network's Supportive Services Policy & Procedures directive.

**E. Timing**

Effective upon signature of the Board Order.

**IV. IMPLEMENTATION**

Staff will coordinate and implement the changes between the Lane Workforce Partnership Board and Lane County Finance.

**V. ATTACHMENTS**

1. Board Order

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**}IN THE MATTER OF INCREASING THE  
}LIMIT FOR THE IMPREST CASH  
}ACCOUNT IN THE LANE WORKFORCE  
}PARTNERSHIP DEPARTMENT (37),  
}FUND 249, FOR ADMINISTRATION OF  
}FEDERAL & STATE EMPLOYMENT AND  
}TRAINING PROGRAMS**

**ORDER NO.**

**WHEREAS**, Lane County holds in trust, funds belonging to the Lane Workforce Partnership Board of Directors; and

**WHEREAS**, the Lane Workforce Partnership Board of Directors is required to establish a county wide policy and implement the coordination of client supportive services under the Workforce Investment Act of 1998 in and for Lane County; and

**WHEREAS**, the Lane Workforce Partnership Board of Directors has reviewed and approved a change in the administration of participant supportive services; and

**WHEREAS**, there is sufficient funds wholly owned by the Lane Workforce Partnership Board of Directors and these funds are in the department budget; and

**WHEREAS**, the Board of County Commissioners as the governing body of Lane County may authorize the increase to the Lane Workforce Partnership Department Imprest Cash Account, it is hereby

**RESOLVED AND ORDERED** that the County increase the Imprest Cash Account for the exclusive use of the Lane Workforce Partnership Department (37), Fund (249) for the purposes authorized by Title 20 Code of Federal Regulations (CFR) 663.800 Subpart H by transferring \$15,000 from Cash In Bank (110030) to Petty Cash Funds (110020) to bring the total of this Imprest Cash Account to an amount not to exceed \$30,000.

Dated this \_\_\_\_\_ day of November 2003

\_\_\_\_\_  
Peter Sorenson, Chair  
Lane County Board of Commissioners

**APPROVED AS TO FORM**  
Date 10/28/03 Lane County  
*Jeres*  
**OFFICE OF LEGAL COUNSEL**

**IN THE MATTER OF INCREASING THE LIMIT FOR THE IMPREST CASH ACCOUNT IN THE LANE WORKFORCE PARTNERSHIP DEPARTMENT (37), FUND 249, FOR ADMINISTRATION OF FEDERAL & STATE EMPLOYMENT AND TRAINING PROGRAMS.**