

**Workforce Investment Board of Merced County
Finance Committee**

**Dept of Workforce Investment Small Conference Room
1880 W. Wardrobe Ave, Merced, CA**

January 28, 2004, 7:30-9:00 a.m.

Meeting Agenda



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1. Call to Order
 2. Approve Agenda
 3. Approve Minutes (November 26, 2003)
 4. Public Opportunity to Speak
 5. Discussion
 - a. Great Valley Agri-Food Research Institute
 6. Information Agenda
 - a. Grant Application Status Report
 - b. Fiscal Report
 - c. Update on Jobs for California Graduates Closeout
 - d. Update on Merced County Office of Education Older Youth Contract
 7. Chair Comments
 8. Next Meeting Date – February 25, 2004
 9. Adjourn

Workforce Investment Board of Merced County
Finance Committee
Department of Workforce Investment (Small Conf Rm)
1880 W. Wardrobe Ave, Merced, CA
Wednesday, November 26, 2003, 7:30–9:00 a.m.
Meeting Minutes



Members Present: Lee Andersen, Andrea Baker, John Fowler, Alfonse Peterson (Vice Chair), Vann (Mike) Smith (Chair)

Staff Present: Dave Davis, Dee Knight, Jackie Walther-Parnell

1. Call to Order: The Chair called the meeting to order at 7:32 a.m. A sign-in sheet was used in lieu of roll call.

2. Approve Agenda: It was *M/S/C Fowler/Baker* to approve the agenda as published.

3. Approve Minutes (September 24, 2003): It was *M/S/C Andersen/Fowler* to approve the September 24, 2003 minutes.

4. Public Opportunity to Speak: None.

5. Information Agenda:

a. Grant Application Status Report: Ms. Baker noted the Department's grant writer has been diligently looking for grants. The grant market is very bleak, and the turnaround is unforeseen. The grant writer is preparing position papers on the status of our workforce and the skill's crisis for future use in informing our legislature.

b. Fiscal Report: Staff provided handouts of the Allocations, Obligations and Expenses for FY 2003/04 (July 1, 2003-June 30, 2004) through October 30, 2003, gave an overview of the report, and answered specific questions.

Some budgeted expenditures are over and some are under because of varying participant needs for services at the One-Stop. The Rapid Response figure is down, but will balance out at the end of the month because two responses were conducted this month.

c. Update on Jobs for California Graduates (JCG) Closeout: Three invoices were received from the JCG fiduciary—one for last fiscal year and two for this fiscal year. Staff is awaiting one more invoice and bank statement from JCG to reconcile all expenditures. An Incident Report has been filed with the State Employment Development Department and Department of Labor, and staff is preparing a Fact-Finding and Resolution Report for the State as follow-up to the Incident Report.

The Chair recommended that, after all information is received and the reconciliation completed, that staff prepare a concise report, to be submitted to JCG's Board of Directors, of expenses invoiced by JCG for the Out-of-School Youth Program, payments made to JCG and amounts netted out due to previous overpayments.

d. Update on Merced County Office of Education (MCOE) Older Youth Contract: The Board of Supervisors (BOS) approved the MCOE contract on November 25, 2003. The contract will commence as of September 22, 2003. During the transition period, the BOS gave the Department approval to pay participants (approximately 10) for supportive services and salaries, and this will be turned over to MCOE December 1, 2003.

6. Chair Comments: None.

7. Other Comments: Mr. Fowler noted the following:

a. Merced County Business Economic Opportunities (MCBEO) should be receiving the feasibility study final report on the 501c3 very soon. MCBEO will be submitting a request to the BOS to create a nonprofit Community Development Corporation specifically for business financing startup. There are some startup costs; i.e., application to the State for nonprofit status, and first year operational costs that have to be provided by the private sector. The objective of this corporation is to bring other financial incentive dollars and investment dollars into Merced County. When the final report is received, each member will be given a copy.

b. Mr. Fowler met with a Great Valley Center representative on November 25, 2003, regarding bringing hi-tech activities to the agricultural industry (amounting to 25% of the valley's workforce). Great Valley has formed a collaborative with UC Merced and the US Economic Development Administration (EDA) to create an Agri-Food Institute for hi-tech research in laboratories. The Business Plan would not only be for research, but how it intersects with business development. It would include the creation of a business park, either on the campus or on Castle Park. The project will take a year to complete at a cost of \$180,000. EDA will contribute approximately one-half, and the private sector has pledged approximately \$60,000; therefore, they need \$30,000. The grant has to be written and submitted to EDA by the end of December 2003. Mr. Fowler was asked if he could find \$10,000 to contribute. It was recommended this information be presented to the WIB Executive Committee on Monday, December 29, 2003.

c. Mr. Lee Andersen noted that Senator Cardoza had a roundtable discussion with ROP/YOP students this past week. He also visited a Firm Build construction site and other areas of Merced.

8. Next Meeting Date: The next meeting is Wednesday, December 31, 2003, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

9. Adjourn: The meeting was adjourned at 8:36 a.m.

Minutes prepared by Devilla D. Knight.

TO: Finance Committee

DATE: January 28, 2004

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Fund-raising Efforts for Central Valley Agri-Food Research Institute

PROPOSED MOTION(S): None

DISCUSSION: The Great Valley Center proposes a project to develop a business plan to create a Central Valley Agri-Food Research Institute at UC Merced. The purpose of the institute is to expand the economic diversity of the Central Valley around its primary agricultural base, create high paying jobs, provide training opportunities for the local workforce, and enhance economic growth in a region that is underserved, has high unemployment, low paying jobs, and the fastest projected growth rate in the state.

At the Workforce Investment Board meeting on January 8, 2004 a motion was passed to support fund-raising efforts to develop a Central Valley Agri-Food Research Institute at UC Merced. There was some discussion regarding fund-raising by the WIB, and whether it can be done and/or supported.

ATTACHMENT(S): Creating the Central Valley Agri-Food Research Institute

Creating the Central Valley Agri-Food Research Institute

Project Concept

The Great Valley Center proposes a project to develop a business plan to create a Central Valley Agri-Food Research Institute at UC Merced. The purpose of the institute is to expand the economic diversity of the Central Valley around its primary agricultural base, create high paying jobs, provide training opportunities for the local workforce, and enhance economic growth in a region that is underserved, has high unemployment, low paying jobs, and the fastest projected growth rate in the state.

A Unique Institute

The Institute will bring together agriculture, engineering, technology, and business to focus on the application of information science to the agri-food industry from seed production to product delivery including such areas as regulatory compliance, environmental impact monitoring, and quality assurance. It will identify, research, develop, apply, and transfer information-, analysis-, and communications-technologies to help agri-food and related businesses and organizations become more efficient, competitive, sustainable, and responsive to the changing global marketplace and regulatory environment. The Institute will be unique because it will research and develop information- and communications-based technologies for the agri-food sector that can help businesses reduce costs, make more efficient use of resources, and create higher value products.

The Institute will encourage the formation and growth of companies developing and marketing products and services utilizing informatics, a new field of research that brings together the activities of data collection and analysis for decision making. Agri-food and related industries will participate in collaborative research, educational programs, training, technology transfer, conferences, and publications pertaining to a broad range of crops as well as dairy and livestock. The Institute will work in collaboration with public and private research, development, and educational organizations to identify and address challenges in areas related to its mission.

Two Phase Process

The Agri-Food Research Institute will be created in two phases:

1. Development of the business plan, coordinated by the Great Valley Center.
2. Implementation of the research and educational programs, conducted by UC Merced.

The Great Valley Center will seek competitive proposals to complete the scope of work. It will hire and supervise the consultant(s) who will prepare the business plan. Preparation of the business plan will be done collaboratively with UC Merced, industry, government, and additional interested parties to ensure that the plan has the support of interested stakeholders.

At the completion of the development of the business plan, the expectation is that UC Merced will take responsibility for the operation of the Institute with some on-going support from the Great Valley Center. The business plan will help provide information to UC Merced as it develops related plans including incubators and a potential adjacent research park.

Creating the Central Valley Agri-Food Research Institute

Anticipated Benefits

The goal of the Institute is to generate new ideas and technologies that can be put to practical use to benefit industry, the economy, and the environment.

The Institute will conduct research that is expected to have ancillary benefits for the following significant regional issues:

- Developing regionally appropriate economic development strategies for agri-food businesses.
- Helping agri-food businesses use computing and communications technologies to become more competitive.
- Encouraging job creation and local workforce training in new and existing businesses serving the agri-food industry.
- Helping resolve agriculture-related natural resources issues including land use, water, and air quality.
- Fostering collaboration among the diverse sectors of the agri-food industry.
- Raising the reputation of California's Central Valley as a center for innovation.

The Institute will serve as a gathering point for agri-technologists to talk, to network, and to develop technologies that might be spun off to start or support local business. It will attract compatible investment, encourage a new cluster of related business, and create new jobs.

The Agri-Food Research Institute will help transform the Valley's agri-food industry and the regional economy. It will be an important catalyst connecting the research community with the private sector and developing a network to enhance innovative agri-technology.

It is appropriately placed in California's Central Valley, premier producer of agricultural and food products.

Proposed Time Line

This 12 month project will begin in January 2004 and be completed by January 2005.

For further information

Carol Whiteside
President

Great Valley Center
201 Needham Avenue
Modesto, CA 95354
(209) 522-5103
Carol@greatvalley.org

Sheila Hurst
Community Projects Coordinator

Great Valley Center
201 Needham Avenue
Modesto, CA 95354
(209) 522-5103
sheila@greatvalley.org

TO: Finance Committee

DATE: January 28, 2004

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Fiscal Report

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Attached are the Fiscal Report through December 31, 2003 and the Contracts Report showing the status of contracts through January 13, 2004. Staff will be present at your meeting to answer questions.

ATTACHMENT(S): Fiscal Report and Contracts Status Report

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
FISCAL REPORT FOR FINANCE COMMITTEE
For Fiscal Year 2003/04
July 1, 2003 - June 30, 2004
Through 12/31/03**

Target 50.00%

		BUDGET					ACTUAL			OBLIGATIONS	AVAILABLE	
		Planned for New Funds Based on Plan Mod 7/1/03 to 6/30/04		Carryover Funds From 02/03	Additional Funds	** Budget Adjustments	Budget for Available Funds	Accrued Expenditures FY to Date	Percent Expended to Date	Total Committed Funds	Available after Obligations	
ADULT		Core A	\$ 395,760	\$ 148,748		\$ 153,016	\$ 697,524	\$ 308,749	\$ 388,775	44.26%	\$388,775	\$ -
03/04 Allocation	\$ 1,712,311	Core B	\$ 322,884	\$ 120,142		\$ 49,268	\$ 492,294	\$ 310,367	\$ 181,927	63.05%	\$181,927	\$ -
02/03 Carryover	\$ 635,662	Intensive	\$ 163,297	\$ 62,931		\$ (85,828)	\$ 140,400	\$ 73,514	\$ 66,886	52.36%	\$66,886	\$ -
Incentive Funds	\$ 10,006	Training	\$ 659,139	\$ 240,285			\$ 899,424	\$ 245,866	\$ 653,558	27.34%	\$653,558	\$ -
		Admin	\$ 171,231	\$ 63,556		\$ (116,456)	\$ 118,331	\$ 44,174	\$ 74,157	37.33%	\$74,157	\$ -
		Other			\$ 10,006		\$ 10,006	\$ -	\$ 10,006	0.00%	\$0	\$ 10,006
		Total	\$ 1,712,311	\$ 635,662	\$ 10,006	\$ -	\$ 2,357,979	\$ 982,670	\$1,375,309	41.67%	\$1,365,303	\$10,006
DISPLACED WORKER		Core A	\$ 416,806	\$ 42,927	\$ 3,998		\$ 463,731	\$ 226,054	\$ 237,677	48.75%	\$233,679	\$ 3,998
03/04 Allocation	\$ 1,653,263	Core B	\$ 443,981	\$ 45,993	\$ 3,998		\$ 493,972	\$ 240,576	\$ 253,396	48.70%	\$249,398	\$ 3,998
02/03 Carryover	\$ 170,344	Intensive	\$ 252,582	\$ 26,063			\$ 278,645	\$ 109,572	\$ 169,073	39.32%	\$169,073	\$ -
DW Recap[ture Funding	\$ 7,996	Training	\$ 374,568	\$ 38,327			\$ 412,895	\$ 141,286	\$ 271,609	34.22%	\$271,609	\$ -
		Admin	\$ 165,326	\$ 17,034			\$ 182,360	\$ 41,052	\$ 141,308	22.51%	\$141,308	\$ -
		Total	\$ 1,653,263	\$ 170,344	\$ 7,996	\$ -	\$ 1,831,603	\$ 758,540	\$ 1,073,063	41.41%	\$1,065,067	\$7,996
YOUTH		* In School	\$ 1,271,075	\$ 219,165			\$ 1,490,240	\$ 778,864	\$ 711,376	52.26%	\$611,008	\$ 100,368
03/04 Allocation	\$ 2,017,580	* Out of School	\$ 544,747	\$ 511,383	\$ 3,219	\$ 60,414	\$ 1,119,763	\$ 675,660	\$ 444,103	60.34%	\$420,539	\$ 23,564
02/03 Carryover	\$ 811,720	Admin	\$ 201,758	\$ 81,172		\$ (60,414)	\$ 222,516	\$ 71,270	\$ 151,246	32.03%	\$34,834	\$ 116,412
Youth Recapture Funding	\$ 3,219											
		Total	\$ 2,017,580	\$ 811,720	\$ 3,219	\$ -	\$ 2,832,519	\$ 1,525,794	\$ 1,306,725	53.87%	\$1,066,381	\$240,344
RAPID RESPONSE									\$ -			
03/04 Allocation	\$ 375,000		\$ 375,000				\$ 375,000	\$ 107,471	\$ 267,529	28.66%	\$107,471	\$ 160,058
02/03 Supplemental	\$ 100,000		\$ 100,000				\$ 100,000	\$ 69,101	\$ 30,899	69.10%	\$15,836	\$ 15,063
			\$ 475,000	\$ -		\$ -	\$ 475,000	\$ 176,572	\$ 298,428	37.17%	\$123,307	\$175,121
All Programs	\$ 7,497,101		\$ 5,858,154	\$ 1,617,726	\$ 21,221	\$ -	\$ 7,497,101	\$ 3,443,576	\$4,053,525	45.93%	\$3,620,058	\$433,467

BUDGET: Includes all funds available for fiscal year based on Plan submitted to EDD
 * In School and Out of School Plan Mods were based on 30/70 split, prior to actual contracts being set for FY 2003/04. Costs include contracts and Department of WI costs.
 ** Budget Adjustments are based on participants' current usage of the One Stop. There has been an increased demand for Core A & B services.

OBLIGATIONS: Includes funds obligated in contracts and ITA's
 Includes funds committed for One Stop Operations and Administration

AVAILABLE: Balance after expenditures and obligations

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
WIA CONTRACTS**

Contract/Vendor Name	Contract Number	Total Contract Amt	Start Date	End Date	Contract Balance	Budget 2003/04 Only	* Expenditures To-Date	** Inv's Rec'd Not Yet Pd	*** Inv Through	**** % Billed	Comments
Jobs-for-California Graduates	2002105	\$1,140,516.00	04/01/02	06/30/03	\$ 264,833.42		\$ 875,682.58		June '03	77%	
Jobs-for-California Graduates	2003121	\$793,597.00	07/01/03	06/30/04	\$ 744,552.34	\$ 793,597.00	\$ 46,023.44	\$ 3,021.22	Aug '03	6%	Pending County Counsel direction
Merced Adult School, PLATO Lab (ERC)	9115	\$ 229,182	07/01/94	06/30/03	\$ 76,888.54		\$ 152,293.46		June '03	66%	Savings due to ADA
Merced Adult School, PLATO Lab (ERC)	2003132	\$ 22,284	07/01/03	06/30/04	\$ 22,084.66	\$ 22,284.00	\$ 199.34		Sept '03	1%	Savings due to ADA
Chamber of Commerce	2002188	\$ 20,000	07/01/02	12/31/03	\$ 461.00		\$ 17,359.38	\$ 2,179.62	Dec '03	98%	Pending corr to invoice/budget mod
Merced College-LB Campus PLATO Lab	2002236	\$ 127,820	07/01/02	06/30/04	\$ 40,278.46	\$ 60,019.00	\$ 87,541.54		Dec '03	68%	
Merced College-LVN	2002120	\$ 90,000	07/01/02	12/31/03	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00		May '03	50%	Invoice by semester - Fall semester not received
Merced College-LVN	2003264	\$ 101,822	01/01/04	06/30/05	\$ 101,822.00		\$0.00			0%	New Contract
Merced College-RN	2002119	\$ 137,340	07/01/02	06/30/04	\$ 96,138.00	\$ 96,138.00	\$ 41,202.00		May '03	30%	Invoice by semester - Fall semester not received
Merced College-CA Wellness Foundation	2003190	\$ 85,428	04/01/03	03/31/06			\$4,107.24	\$ 4,762.51	Dec '03	10%	Pending review
Merced County Office of Education	200115	\$ 6,433,643	09/25/00	06/30/03	\$ 2,217,083.81		\$ 4,071,074.55	\$ 145,484.64	June '03	66%	Pending corr to invoice
Merced County Office of Education	2003122	\$ 1,322,726	07/01/03	06/30/04	\$ 699,547.86	\$ 1,322,726.00	\$543,895.54	\$ 79,282.60	Nov '03	47%	Pending corr to invoice
Merced County Office of Education	2003266	\$ 849,869	09/22/03	06/30/04	\$ 695,352.73	\$ 849,869.00	\$146,581.12	\$ 7,935.15	Aug '03	18%	Pending corr to invoice
Yosemite Community College	10503	\$ 1,128.00	11/01/02	06/30/03	\$ 376.00	\$ -	\$ 752.00		Dec '03	67%	
		\$ 11,355,355.00			\$ 5,004,418.82	\$ 3,189,633.00	\$ 6,031,712.19	\$ 242,665.74			

* Expenditures To-Date include entire contract period.

** Inv's Rec'd Not Yet Pd include invoices recently received and invoices requiring corrections/backup.

*** Invoiced Through shows latest dates of service covered by invoices.

**** % Billed is of entire contract, not just current year.