

Workforce Investment Board of Merced County

WIB Finance Committee

Department of Workforce Investment (Small Conf Rm)

1880 W. Wardrobe Ave, Merced, CA

Thursday, February 6, 2003, 7:30 – 9:00 a.m.

Meeting Minutes



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

Members Absent: Susan Armstrong, Alfonse Peterson

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

1. **Call to Order:** The Chair called the meeting to order at 7:35 a.m. A sign-in sheet was used in lieu of roll call.
2. **Approve Agenda:** It was *M/S/C Baker/Fowler* to approve the agenda as published.
3. **Public Opportunity to Speak:** Ms. Baker noted that the Dept of Workforce Investment is going to submit a grant application to the Dept of Labor in the amount of \$50,000 for the One-Stop. This is for transportation planning of all One-Stop partners in order to consolidate the transportation services.
4. **Action Agenda:**
 - a. **Appointment of Vice Chair:** It was *M/S/C Andersen/Fowler* to make Mr. Alfonse Peterson the Vice Chair. Mr. Fowler will inform Mr. Peterson of this appointment.
 - b. **Select 2 Private Sector Volunteers for the Worknet Certification Process Examination Team:** The only persons eligible is the Chair and Ms. Susan Armstrong, because Mr. Peterson is a member of the One-Stop Leadership Team. The Chair noted he could not participate because he does not have the time. Ms. Baker will talk to Ms. Armstrong, let her know the estimated time commitment for the Examination Team, and see if she would be interested in serving on the team.
 - c. **Limited Funds Policy:** Staff noted there are no priorities in the Workforce Investment Board's (WIB) existing policy. Due to the state of the economy and the budget, it is imminent that some restrictions will have to be made.

It was *M/S/C Andersen/Fowler* that the WIB Program Planning and Development Committee have a study made of the limited funds policy, and give a report of that study to the Finance Committee. After reviewing the report, the Finance Committee will recommend to the full WIB that it consider declaring limited funds restrictions based upon current and next fiscal year's anticipated resources.

5. Information Agenda:

a. Fiscal Report: Staff provided handouts showing the Allocations, Obligations and Expenses for Fiscal Year 2002/03, gave an overview of the report, and answered specific questions.

One thing driving the expenses is the overhead costs associated with the loss of funding in the CalWORKs contract because some of the overhead must be reallocated. After the January figures are received, it is expected we will have a better picture of this situation. A maximum of 20% of nonobligated WIA funds can be carried forward next fiscal year.

Ms. Baker noted that in a recent statewide Executive Leadership meeting, many WIB executives stated they had already stopped doing ITAs and any new enrollments. The Dept of Workforce Investment is doing a Rapid Response for PDC who will be laying off approximately 60 people in March 2003.

6. Discuss Purpose and Goals of Committee: There were no comments from committee members on this topic.

7. Chair Comments: The Chair announced that on February 19, 2003, at 4:00 p.m., the Youth Council will have a forum on the 501-3(c) presented by Attorney Mark Garcia, Ms. Patti Dossetti, Ms. Kirsten Lee and Mr. Dennis Haines. Staff provided the Chair a list of all the 501-3(c) organizations in the community.

Mr. Fowler noted the Merced County Business Economic Opportunities' Request for Proposal (RFP) is awaiting clearance from the state to release it for the feasibility study. Also, all the other agencies, public and private, were added to the proposal. It is hoped the RFP will be released by February 10, 2003. He doesn't anticipate it taking more than 30 days for the study.

The Chair noted that in the meantime if any grant becomes available or anybody knows of one that could be used for our programs, an interim solution for the collaborative would be to request the United Way serve as the disbursing agent. The Chair will be meeting with them today, and will let them know Ms. Baker will be calling regarding this request.

8. Next Meeting Date: The next meeting is Wednesday, March 5, 2003, 7:30-9:00 a.m., in the Wardrobe Small Conference Room. **Note:** The regularly scheduled meeting day has been changed to the 1st Wednesday after the 1st Monday of the month.

9. Other Comments: Mr. Fowler noted he had downloaded the Workforce Assessment from the Strategic Planning Study (173 pages), there is an Executive Summary and 2 pages of recommendations. It's in draft format. Ms. Baker noted she had also downloaded it. Ms. Baker is going to e-mail WIB members with the link, and indicate the pertinent sections to read.

10. Adjourn: The meeting was adjourned at 8:25 a.m.