

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

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

**February 25, 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. Fiscal Report .....
  - b. Update on Jobs for California Graduates Closeout .....
  - c. Update on Volunteer Income Tax Assistance (VITA) Program .....
  7. Chair Comments .....
  8. Next Meeting Date – March 31, 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**



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**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

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**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**

**TO: Finance Committee**

**DATE: February 25, 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 January 31, 2004 and the Contracts Report showing the status of contracts through February 17, 2004. Staff will be present at the meeting to answer questions.

**ATTACHMENT(S):**

1. Fiscal Report
2. 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 1/31/04**

Target 58.33%

		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	Balance	Percent Expended to Date	Total Committed Funds	Available after Obligations	
<b>ADULT</b>		Core A	\$ 395,760	\$ 148,748		\$ 153,016	\$ 697,524	\$ 367,614	\$ 329,910	52.70%	\$329,910	\$ -
03/04 Allocation	\$ 1,712,311	Core B	\$ 322,884	\$ 120,142		\$ 49,268	\$ 492,294	\$ 344,203	\$ 148,091	69.92%	\$148,091	\$ -
02/03 Carryover	\$ 635,662	Intensive	\$ 163,297	\$ 62,931		\$ (85,828)	\$ 140,400	\$ 85,385	\$ 55,015	60.82%	\$55,015	\$ -
Incentive Funds	\$ 10,006	Training	\$ 659,139	\$ 240,285			\$ 899,424	\$ 281,366	\$ 618,058	31.28%	\$618,058	\$ -
		Admin	\$ 171,231	\$ 63,556		\$ (116,456)	\$ 118,331	\$ 54,711	\$ 63,620	46.24%	\$63,620	\$ -
		Other				\$ 10,006	\$ 10,006		\$ 10,006	0.00%	\$0	\$ 10,006
		<b>Total</b>	<b>\$ 1,712,311</b>	<b>\$ 635,662</b>	<b>\$ 10,006</b>	<b>\$ -</b>	<b>\$ 2,357,979</b>	<b>\$ 1,133,279</b>	<b>\$1,224,700</b>	<b>48.06%</b>	<b>\$1,214,694</b>	<b>\$10,006</b>
<b>DISPLACED WORKER</b>		Core A	\$ 416,806	\$ 42,927	\$ 3,998		\$ 463,731	\$ 270,937	\$ 192,794	58.43%	\$192,794	\$ -
03/04 Allocation	\$ 1,653,263	Core B	\$ 443,981	\$ 45,993	\$ 3,998		\$ 493,972	\$ 270,030	\$ 223,942	54.67%	\$223,942	\$ -
02/03 Carryover	\$ 170,344	Intensive	\$ 252,582	\$ 26,063			\$ 278,645	\$ 121,548	\$ 157,097	43.62%	\$157,097	\$ -
DW Recap[t]ure Funding	\$ 7,996	Training	\$ 374,568	\$ 38,327			\$ 412,895	\$ 142,148	\$ 270,747	34.43%	\$270,747	\$ -
		Admin	\$ 165,326	\$ 17,034			\$ 182,360	\$ 49,025	\$ 133,335	26.88%	\$133,335	\$ -
		<b>Total</b>	<b>\$ 1,653,263</b>	<b>\$ 170,344</b>	<b>\$ 7,996</b>	<b>\$ -</b>	<b>\$ 1,831,603</b>	<b>\$ 853,688</b>	<b>\$ 977,915</b>	<b>46.61%</b>	<b>\$977,915</b>	<b>\$0</b>
<b>YOUTH</b>		* In School	\$ 1,271,075	\$ 219,165			\$ 1,490,240	\$ 869,727	\$ 620,513	58.36%	\$534,648	\$ 85,865
03/04 Allocation	\$ 2,017,580	* Out of School	\$ 544,747	\$ 511,383	\$ 3,219	\$ 60,414	\$ 1,119,763	\$ 571,903	\$ 547,860	51.07%	\$530,532	\$ 17,328
02/03 Carryover	\$ 811,720	Admin	\$ 201,758	\$ 81,172		\$ (60,414)	\$ 222,516	\$ 82,816	\$ 139,700	37.22%	\$14,515	\$ 125,185
Youth Recap[t]ure Funding	\$ 3,219											
		<b>Total</b>	<b>\$ 2,017,580</b>	<b>\$ 811,720</b>	<b>\$ 3,219</b>	<b>\$ -</b>	<b>\$ 2,832,519</b>	<b>\$ 1,524,446</b>	<b>\$ 1,308,073</b>	<b>53.82%</b>	<b>\$1,079,695</b>	<b>\$228,378</b>
<b>RAPID RESPONSE</b>									\$ -			
03/04 Allocation	\$ 375,000		\$ 375,000				\$ 375,000	\$ 140,334	\$ 234,666	37.42%	\$94,247	\$ 140,419
02/03 Supplemental	\$ 100,000		\$ 100,000				\$ 100,000	\$ 70,529	\$ 29,471	70.53%	\$15,314	\$ 14,157
			<b>\$ 475,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 475,000</b>	<b>\$ 210,863</b>	<b>\$ 264,137</b>	<b>44.39%</b>	<b>\$109,561</b>	<b>\$154,576</b>
<b>All Programs</b>	<b>\$ 7,497,101</b>		<b>\$ 5,858,154</b>	<b>\$ 1,617,726</b>	<b>\$ 21,221</b>	<b>\$ -</b>	<b>\$ 7,497,101</b>	<b>\$ 3,722,276</b>	<b>\$3,774,825</b>	<b>49.65%</b>	<b>\$3,381,865</b>	<b>\$392,960</b>

**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.

**Youth Expenditures %'s**

In-School Youth 60.3%  
Out-of-School Youth 39.7%

**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	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)	2003132	\$ 22,284	07/01/03	06/30/04	\$ 22,084.66	\$ 22,284.00	\$ 199.34		Dec '03	1%	
Chamber of Commerce	2002188	\$ 20,000	07/01/02	12/31/03	\$ 488.01		\$ 19,511.99		Dec '03	98%	
Merced College-LB Campus PLATO Lab	2002236	\$ 127,820	07/01/02	06/30/04	\$ 37,464.83	\$ 60,019.00	\$ 90,355.17		Jan '04	71%	
Merced College-LVN	2002120	\$ 90,000	07/01/02	12/31/03	\$ 28,800.00	\$ 45,000.00	\$ 45,000.00	\$ 16,200.00	Dec '03	68%	Just rec'd/Pending review
Merced College-LVN	2003264	\$ 101,822	01/01/04	06/30/05	\$ 101,822.00	\$ 33,942.00	\$ 0.00			0%	
Merced College-RN	2002119	\$ 137,340	07/01/02	06/30/04	\$ 54,936.00	\$ 96,138.00	\$ 41,202.00	\$ 41,202.00	Dec '03	60%	Just rec'd/Pending review
Merced College-CA Wellness Foundation	2003190	\$ 85,428	04/01/03	03/31/06	\$ 78,072.31	\$ 29,569.00	\$ 7,355.69		Jan '04	9%	
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 finalization of MCOE payments to JCG
Merced County Office of Education	2003122	\$ 1,322,726	07/01/03	06/30/04	\$ 627,903.21	\$ 1,322,726.00	\$ 543,895.54	\$ 150,927.25	Dec '03	53%	Pending corr to invoice
Merced County Office of Education	2003266	\$ 849,869	09/22/03	06/30/04	\$ 612,097.56	\$ 849,869.00	\$ 154,516.27	\$ 83,255.17	Jan '04	28%	Pending corr to invoice
Merced County Business Economic Opp.	2002247	\$ 66,496	10/01/02	06/30/03	\$ -		\$ 66,496.00		June '03	100%	
Yosemite Community College	10503	\$ 3,606.00	11/01/02	06/30/03	\$ 2,854.00	\$ 2,478.00	\$ 752.00		Dec '03	21%	
		<b>\$ 11,195,147.00</b>			<b>\$ 4,792,992.15</b>	<b>\$ 3,255,622.00</b>	<b>\$ 5,962,064.57</b>	<b>\$ 440,090.28</b>			

\* 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.