

Workforce Investment Board of Merced County
Finance Committee
Department of Workforce Investment (Small Conf Rm)
1880 W. Wardrobe Ave, Merced, CA
Wednesday, February 25, 2004, 7:30–9:00 a.m.
Meeting Minutes



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

Members Absent: Lee Andersen

Staff Present: Dee Knight, Joanne Presnell, 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 Fowler/Peterson* to approve the agenda as published.

3. Approve Minutes (November 26, 2003): It was *M/S/C Peterson/Baker* to approve the November 26, 2003 minutes.

4. Public Opportunity to Speak: None.

5. Discussion:

a. Great Valley Agri-Food Research Institute: Ms. Baker noted that given the questions asked at the January 8, 2004 Workforce Investment Board (WIB) meeting, this item was brought back to the committee to clarify the solicitation of funds (\$10,000) by the WIB.

Mr. Fowler noted the Great Valley Agri-Food Research Institute proposal was submitted and accepted, and included in that proposal was that the WIB would support the fund-raising efforts. Great Valley will be coming back to the WIB asking for support in raising \$10,000.

It was recommended the Finance Committee give the WIB a full update on this proposal, and reiterate the need for support of this project.

6. Information Agenda:

a. Fiscal Report: Staff provided handouts of the Allocations, Obligations and Expenses for FY 2003/04 (July 1, 2003-June 30, 2004) through January 31, 2004, gave an overview of the report, and answered specific questions.

Staff noted the Department has been very frugal in its spending; therefore, the monies spent is less than 50 percent of budget, so there may be carryover money for next fiscal year. The largest expense has been in Core A and B services, but the demand in other services has been lower.

The Department has received an additional \$200,000 in Rapid Response funds. These funds are available for use through the end of September.

b. Update on Jobs for California Graduates (JCG) Closeout: After reviewing the invoices submitted by the fiduciary, it was noted the Department owes JCG \$3,314.97, and County Counsel will determine how these monies will be disbursed.

It was recommended that the funds being deobligated from the JCG contract be reflected on the fiscal report that will be submitted at the March 11, 2004 WIB meeting.

Merced County Office of Education could not locate 50 of the enrolled participants turned over from JCG. Staff was asked to research and find out when contact was lost with the participants.

c. Update on Volunteer Income Tax Assistance (VITA) Program: The program has 8 trained volunteers participating on Tuesday and Wednesday nights from 5:30 p.m. to 8:00 p.m.

It was recommended that staff and/or the trainer research the Enterprise Zone employee credit for taxpayers who qualify.

It was also recommended that the WIB be informed of the program by acknowledging what was accomplished last year and the progress of this year's program, and that information/flyer be given out regarding the Enterprise Zone employee credit.

6. Chair Comments: None.

7. Next Meeting Date: The next meeting is Wednesday, March 31, 2004, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

8. Adjourn: It was *M/S/C Fowler/Peterson* to adjourn the meeting at 8:17 a.m.

Minutes prepared by Devilla D. Knight.