



**Workforce Investment Board
Finance Committee
Private Industry Training Department
Small Conference Room
1880 West Wardrobe Avenue, Merced, CA
March 15, 2001
8:30 a.m. to 10:00 a.m.
Meeting Minutes**

Members Present: Ernie Flores, Leo Lamb, Tom May (Chair), Alfonse Peterson, Mike (Van) Smith, Steve Tinetti

Members Absent: Bob Bittner, Bob Carpenter, Ben Duran

PITD Staff Present: Andrea Baker, Dee Knight, Ed McLaughlin, Carol Silva. Dick Skarke

1. – Call to Order and Roll Call

The Chair called the meeting to order and asked staff to give the status of the WIB budget.

2. – Presentation of WIB Budget

Staff gave everyone a handout of the budget calculations, and said this is how it is reported to the state. This is a 12-month Plan of Operation, July 1, 2000-June 30, 2001. A detailed explanation was given for each column, and how the monies were allocated. All funding is for a two-year period.

The 202 Adult Funding includes the requested 15% transfer from the Dislocated Worker allocation.

A question was asked what is the role of the Finance Committee—is it the traditional role; i.e., approve the budget, see if spending is going according to plan (over or under), and if there is a problem, to recommend how to alleviate the problem.

The Chair said the above statement is what he envisioned as the role of the Finance Committee. In addition to this role, it is also stated in the goals and objectives that the Finance Committee is to look into creating a 501 (C) (3) for foundation funding, and working with the Marketing Committee to move this forward.

It was stated that once the partner MOUs are approved and in place, the Finance Committee would be responsible for monitoring those committed resources.

After much discussion as to what type of financial report should be submitted to the committee, it was decided the report should list the following:

a. Percentage of budgeted planned expenditures versus actual expenditures, along with those funds expensed/obligated, and a narrative if funds are out of a particular deviation range (over or under spent).

“Merced County’s Workforce Investment System will keep pace with new growth, the emerging economy, and the ever-changing needs of the employers by creating a better educated, highly skilled workforce, that’s capable, prepared, and thoroughly knowledgeable.”

- b. The \$148,000 carryover should be pulled out.
- c. Instead of listing "Quarterly Expense," list "Actual Expense" for year to date.
- d. Include "Fixed Overhead Costs" and funds contracted to outside vendors.
- e. Change terminology of "Obligated" to "Uncommitted Budgeted Funds."
- f. Add a "Total" column at the end of the report.
- g. The report should be on legal-sized paper.

It was the consensus of the committee that a "Pie" chart graft should be submitted to the full WIB for information, showing the amount of allocation and expenditures. Letting them know that if there are any questions, to e-mail Tom, Steve or Andrea, and it will be addressed at the next meeting.

3. – Adjournment

The meeting was adjourned at 10:10 a.m. The next meeting will be Thursday, April 19, 2001, at 8:30 am, Wardrobe Small Conference Room.

Minutes prepared by Devilla D. Knight.