

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

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

March 31, 2004, 7:30-9:00 a.m.

Meeting Agenda



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1. Call to Order
 2. Approve Agenda
 3. Approve Minutes (February 25, 2004)
 4. Public Opportunity to Speak
 5. Discussion
 - a. Joint Meeting with Executive Committee
 - b. MCOE Older Youth Contract – Status of Expenditures and Update on Program
 6. Information Agenda
 - a. Fiscal Report
 - b. Update on Volunteer Income Tax Assistance (VITA) Program
 7. Chair Comments
 8. Next Meeting Date – TBA.....
 9. Adjourn

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.

TO: Finance Committee

DATE: March 31, 2004

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Joint Meeting with Executive Committee

PROPOSED MOTION(S): None

DISCUSSION: On October 27, 2003, the Executive Committee approved the WIB Goals established at the October 2, 2003 WIB Strategic Planning Session. At the August 2003 WIB meeting Opportunities for Improvement were identified by Barbara Shaw and accepted by the WIB. The Opportunities for Improvement list includes, under **Finance Committee**, "Have a joint Executive/Finance Committee meeting to look at options for dealing with funding changes. Meeting to be held quarterly or twice a year."

At their meeting on March 29, 2004, the Executive Committee will be reviewing the WIB goals and Opportunities for Improvement. A date needs to be determined that is mutually acceptable to both the Executive Committee and the Finance Committee to hold a joint meeting. At this meeting a determination can be made by the committees regarding whether a joint meeting should be held quarterly, twice a year, or at some other interval.

A suggested date for this joint meeting would be the regular Executive Committee meeting date of April 26, 2004, at 7:30 a.m. This would then take the place of the April Finance Committee meeting, which would otherwise take place on April 28th.

ATTACHMENTS(S): N/A

TO: Finance Committee

DATE: March 31, 2004

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Merced County Office of Education (MCOE) Older Youth Contract

PROPOSED MOTION(S): None

DISCUSSION: Representatives from MCOE will be present at the meeting to provide an update on the status of their program and their plans for the remainder of the contract. Expenditures in this contract have been low to date. MCOE staff will provide insight into their projections for expending funds through the end of June 2004.

ATTACHMENT(S): None

TO: Finance Committee

DATE: March 31, 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 February 28, 2004 and the Contracts Report showing the status of contracts through March 22, 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 2/28/04

Target 66.67%

		BUDGET					ACTUAL			OBLIGATIONS	OBLIGATIONS	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	Contracts, ITA's and Other Obligations	Committed for Operations	Total Committed Funds	Available after Obligations	
ADULT		Core A	\$ 395,760	\$ 148,748		\$ 153,016	\$ 697,524	\$ 404,886	\$ 292,638	58.05%	\$ 59,081	\$ 59,081	\$ 233,557	
03/04 Allocation	\$ 1,712,311	Core B	\$ 322,884	\$ 120,142		\$ 49,268	\$ 492,294	\$ 367,924	\$ 124,370	74.74%	\$ 65,423	\$ 65,423	\$ 58,947	
02/03 Carryover	\$ 635,662	Intensive	\$ 163,297	\$ 62,931		\$ (85,828)	\$ 140,400	\$ 90,390	\$ 50,010	64.38%	\$ 12,983	\$ 12,983	\$ 37,027	
Incentive Funds	\$ 10,006	Training	\$ 659,139	\$ 240,285			\$ 899,424	\$ 322,073	\$ 577,351	35.81%	\$ 127,770	\$ 127,770	\$ 449,581	
		Admin	\$ 171,231	\$ 63,556		\$ (116,456)	\$ 118,331	\$ 58,864	\$ 59,467	49.75%	\$ 8,302	\$ 8,302	\$ 51,165	
		Other				\$ 10,006	\$ 10,006		\$ 10,006	0.00%			\$ 10,006	
		Total	\$ 1,712,311	\$ 635,662	\$ 10,006	\$ -	\$ 2,357,979	\$ 1,244,137	\$ 1,113,842	52.76%	\$ 273,559	\$ -	\$ 273,559	\$ 840,283
DISPLACED WORKER		Core A	\$ 416,806	\$ 42,927		\$ 3,998	\$ 463,731	\$ 310,966	\$ 152,765	67.06%	\$ 48,282	\$ 48,282	\$ 104,483	
03/04 Allocation	\$ 1,653,263	Core B	\$ 443,981	\$ 45,993		\$ 3,998	\$ 493,972	\$ 296,775	\$ 197,197	60.08%	\$ 48,370	\$ 48,370	\$ 148,827	
02/03 Carryover	\$ 170,344	Intensive	\$ 252,582	\$ 26,063			\$ 278,645	\$ 137,159	\$ 141,486	49.22%	\$ 20,732	\$ 20,732	\$ 120,754	
DW Recap[ture Funding	\$ 7,996	Training	\$ 374,568	\$ 38,327			\$ 412,895	\$ 153,476	\$ 259,419	37.17%	\$ 63,859	\$ 63,859	\$ 195,560	
		Admin	\$ 165,326	\$ 17,034			\$ 182,360	\$ 53,671	\$ 128,689	29.43%	\$ 6,793	\$ 6,793	\$ 121,896	
		Total	\$ 1,653,263	\$ 170,344	\$ 7,996	\$ -	\$ 1,831,603	\$ 952,047	\$ 879,556	51.98%	\$ 188,036	\$ -	\$ 188,036	\$ 691,520
YOUTH		* In School	\$ 1,271,075	\$ 219,165		\$ (50,981)	\$ 1,439,259	\$ 931,950	\$ 507,309	64.75%	\$ 485,184	\$ 485,184	\$ 22,125	
03/04 Allocation	\$ 2,017,580	* Out of School	\$ 544,747	\$ 511,383		\$ 3,219	\$ 1,110,330	\$ 607,207	\$ 503,123	54.69%	\$ 503,123	\$ 503,123	\$ -	
02/03 Carryover	\$ 811,720	Admin	\$ 201,758	\$ 81,172			\$ 282,930	\$ 94,540	\$ 188,390	33.41%	\$ 17,417	\$ 17,417	\$ 170,973	
Youth Recapture Funding	\$ 3,219												\$ -	
		Total	\$ 2,017,580	\$ 811,720	\$ 3,219	\$ -	\$ 2,832,519	\$ 1,633,697	\$ 1,198,822	57.68%	\$ 988,307	\$ 17,417	\$ 1,005,724	\$ 193,098
RAPID RESPONSE									\$ -					
03/04 Allocation	\$ 375,000		\$ 375,000				\$ 375,000	\$ 162,891	\$ 212,109	43.44%	\$ 28,128	\$ 28,128	\$ 183,981	
02/03 Supplemental	\$ 100,000		\$ 100,000				\$ 100,000	\$ 72,771	\$ 27,229	72.77%	\$ 12,699	\$ 12,699	\$ 14,530	
			\$ 475,000	\$ -		\$ -	\$ 475,000	\$ 235,662	\$ 239,338	49.61%	\$ 12,699	\$ 28,128	\$ 40,827	\$ 198,511
All Programs	\$ 7,497,101		\$ 5,858,154	\$ 1,617,726	\$ 21,221	\$ -	\$ 7,497,101	\$ 4,065,543	\$ 3,431,558	54.23%	\$ 1,462,601	\$ 45,545	\$ 1,508,146	\$ 1,923,412

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.

NOTE: Contracts will be reconciled at end of March after all JCG and subcontractor corrections with an adjusted (decreased) accrued expenditures in Youth Funds expected.

OBLIGATIONS:

Includes funds obligated in contracts and ITA's

Includes funds committed for One Stop Operations and Administration

AVAILABLE:

Balance after expenditures and obligations

Youth Funds Accrued Expenditures FY to date Youth Expenditures %s

In School	In-School Youth	60.4%
Out of School	Out-of-School Youth	39.7%

**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	\$ 744,258.59	\$ 793,597.00	\$ 46,023.44	\$ 3,314.97	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		Jan '04	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		Feb '04	71%	
Merced College-LVN	2002120	\$ 90,000	07/01/02	12/31/03	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00		Dec '03	50%	
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	\$ 96,138.00	\$ 96,138.00	\$ 41,202.00		Dec '03	30%	
Merced College-CA Wellness Foundation	2003190	\$ 85,428	04/01/03	03/31/06	\$ 76,447.15	\$ 29,569.00	\$7,355.69	\$ 1,625.16	Feb '04	11%	Pending Budget Revision Request from MC
Merced County Office of Education-ISY	200115	\$ 6,433,643	09/25/00	06/30/03	\$ 2,125,324.55		\$ 4,162,833.81	\$ 145,484.64	June '03	67%	Resolved issues, payment in process
Merced County Office of Education-ISY	2003122	\$ 1,322,726	07/01/03	06/30/04	\$ 696,505.95	\$ 1,322,726.00	\$543,895.54	\$ 82,324.51	Jan '04	47%	Resolved issues, payment in process
Merced County Office of Education-OSY	2003266	\$ 603,623	09/22/03	06/30/04	\$ 531,675.24	\$ 603,623.00	\$0.00	\$ 71,947.76	Feb '04	12%	Resolved issues, payment in process
Merced County Office of Education-OSY	2003266	\$ 246,246	07/01/03	09/30/03	\$ 91,729.73	\$ 246,246.00	\$154,516.27		Feb '04	63%	
Merced County Business Economic Opp.	2002247	\$ 66,496	10/01/02	06/30/03	\$ -		\$66,496.00		June '03	100%	
		\$ 11,191,541.00			\$ 4,833,772.13	\$ 3,253,144.00	\$ 6,053,071.83	\$ 304,697.04			

* 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.