

**Workforce Investment Board of Merced County**  
**Finance Committee**  
**Department of Workforce Investment (Small Conf Rm)**  
**1880 W. Wardrobe Ave, Merced, CA**  
**Wednesday, March 31, 2004, 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, Joanne Presnell, Jackie Walther-Parnell

**Others Present:** Ms. Debbie DiGiorgio and Ms. Holly Newlon, Merced County Office of Education Older Youth Program

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1. **Call to Order:** The Chair called the meeting to order at 7:38 a.m. A sign-in sheet was used in lieu of roll call.
2. **Approve Agenda:** It was *M/S/C Peterson/Baker* to approve the agenda as published.
3. **Approve Minutes (February 25, 2004):** It was *M/S/C Peterson/Baker* to approve the February 25, 2004 minutes.
4. **Public Opportunity to Speak:** None. The Chair introduced Ms. Debbie DiGiorgio and Ms. Holly Newlon.
5. **Discussion:**

**a. Joint Meeting with Executive Committee:** The Finance Committee will meet with the Executive Committee on Monday, April 26, 2004, at 7:30 a.m., in the Wardrobe Large Conference Room to discuss 1) Funding Options; i.e., Agri-Food Research Institute, and 2) The 3<sup>rd</sup> Quarter Financial Report and Allocations for FY 2005.

Staff will develop an agenda and e-mail it to committee members for review by April 15, 2004.

**b. MCOE Older Youth Contract – Status of Expenditures and Update on Program:** Ms. Debbie DiGiorgio provided a Financial Summary Report and a Projection of Expenses through June 30, 2004 for the Out-of-School Youth Contract. To date there is a balance of \$409,258.89 in the contract, and she went over the Projection of Expenses that showed how this balance is going to be used.

MCOE currently has 183 active participants enrolled—22 are at Merced College working on certification; 311 are in the program, but 128 are in follow-up. They offer participants incentives for motivating achievement. They have enrolled 37 since beginning their orientation, and have 28 on the waiting list for the orientation on April 8, 2004. The new staff is actively recruiting participants. The orientation process was explained, and participants must demonstrate commitment to the program by completing some practical assignments before being enrolled.

Ms. DiGiorgio noted that they needed a vehicle to transport participants. Staff stated something could be worked out with the Dept of WI for use of one of its vehicles.

**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 February 28, 2004, gave an overview of the report, and answered specific questions.

Staff noted the Department has been very frugal in its spending; therefore, we are at approximately 54 percent of budget overall—adult is approximately 53 percent, and dislocated worker at approximately 52 percent. One of the areas that is low on expenditures is training, and the Department is addressing this item.

The state is looking at the actual expenditures. The accrued expenditures in youth will be decreased in the 3<sup>rd</sup> Quarter Report, which will free up some additional money. There will be no problem with the end-of-the-year obligations because all contracts will be in place at the end of June 2004. Ms. Baker noted that the state has received a 2.1 percent decrease in its federal allocation for youth.

**b. Update on Volunteer Income Tax Assistance (VITA) Program:** A handout was provided regarding the Enterprise Zone employee credit, and volunteers are giving this credit when applicable. As of last week, 97 returns have been prepared with a total federal refund of \$94,019, and earned income credit was \$56,468.

The volunteers are getting recruits for Worknet services. In addition to putting money back into the community, this has been a good outreach program.

**6. Chair Comments:** None.

**7. Next Meeting Date:** The joint meeting with the Executive Committee on April 26, 2004, 7:30-9:00 a.m., in the Wardrobe Large Conference Room.

**8. Adjourn:** The meeting adjourned at 8:43 a.m.

Minutes prepared by Devilla D. Knight.