

**Workforce Investment Board  
 Joint Meeting  
 Executive Committee/Finance Committee  
 1880 Wardrobe Ave.  
 April 26, 2004, 7:30 – 9:00 a.m.  
 Meeting Agenda**



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- I. Call to Order/Roll Call .....
  - II. Approval of Agenda .....
  - III. Approval of March 29, 2004 Executive Committee Minutes ..... Executive Committee
  - IV. Approval of March 31, 2004 Finance Committee Minutes ..... Finance Committee
  - V. Public Opportunity to Speak .....
  - VI. The Alliance – Stanislaus Model Presentation..... Terry Plett (15 min)
  - VII. Information Agenda
    - a. Fiscal Report ..... Jackie Walther-Parnell
    - b. Fundraising..... Mike Smith
    - c. Update on VITA Program.....Jackie Walther-Parnell
  - VIII. Action Agenda
    - a. Policy Statement for Fundraising.....Finance/Executive Committee
    - b. RFP Recommendation for Older & Younger Youth Programs ..... Youth Council RFP Review Committee
  - IX. Committee Reports..... (20 min)
  - X. Director’s Comments ..... (5 min)
  - XI. Chair Comments..... (5 min)
  - XII. Other .....
  - XIII. Next Executive Committee Meeting – May 24, 2004, 7:30-9:00 a.m. ....
  - XIV. Next Finance Committee Meeting – May 26, 2004 7:30 – 9:00 a.m.....
  - XV. Adjourn.....

**Workforce Investment Board  
Executive Committee  
1880 Wardrobe Ave.  
March 29, 2004, 7:30 – 9:00 a.m.  
Meeting Minutes**



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**Members Present:**

John Heading	Albert Montejano	Rick Osorio
Mike Smith		

**Members Absent:**

Kathleen Crookham	Nellie McGarry	Mike Sullivan
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**Others Present:**

Andrea Baker	Dave Davis	Sarah Greene
Donna Ornelas	Joanne Presnell	John Spevak
Jackie Walther-Parnell		

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- I. Call to Order/Roll Call – The meeting was called to order by the Chair John Heading and roll taken by Donna Ornelas.
- II. Approval of Agenda – The agenda was approved as written.
- III. Approval of Minutes- It was *M/S/C Osorio/Smith* to approve the minutes of January 26, 2004.
- IV. Public Opportunity to Speak - none
- V. Information Agenda
  - a. One-Stop Success Tele-Conference – April 27, 2004, 10 a.m.-12 p.m., MCOE Room J2.
  - b. Central Valley Agri-Food Research Institute Update – A discussion followed which centered on the appropriateness of the WIB raising non-WIA funds. The Chair directed that the issue would be brought to the May 13 WIB meeting where a policy statement will be developed defining the WIB’s actions concerning future fundraising efforts.
  - c. Status of Youth Program RFP
- VI. Action Agenda
  - a. RN Program Continuation – It was *M/S/C Osorio/Montejano* to continue the Registered Nurse Training Program with Merced College at a continued enrollment level of 24 WIA sponsored RN students per year for the period July 1, 2004 through June 30, 2005. In addition, Mr. Heading asked that Merced College and staff coordinate with former students for a personal testimony and share statistics on the program and job retention at the next WIB meeting.
  - b. Self-Sufficiency Wage – It was *M/S/C Osorio/Montejano* to adopt a new methodology for establishing the Self-Sufficiency Wage to incorporate family size and primary living expenses.
- VII. *(The Chair asked to combine item IX - WIB Goals and Opportunities for Improvement with Item VII - Committee Reports)*

John Heading reporting on behalf of the Executive Committee and Goal #2 - *Influence the K-12*

*education system to design and implement strategies that provide students knowledge of employee skills and attitudes and develop metrics to assure success.* The WIB was asked to participate with Education and Economic Development, along with public/private representation on a workgroup. The P-16 Council was formed and has broad representation. The Council is working on a plan on how to link private industry with necessary skills sets. The group is also working to understand the educational system and studying disparity of test scores.

John Headding spoke on Goal #3 - *Become an active advocacy voice and take political action on workforce development issues at the local, state and national levels.* Recently, Andrea Baker, Nellie McGarry and John Headding attended a national press conference in Washington. The purpose was to advocate for WIA reauthorization, and provide education on workforce issues in the state. Mr. Headding noted that he is working with WIB staff to develop a “State of the Workforce in Merced County” This talking paper will be used when sharing the message with elected officials and the media. The paper will include public policy statements addressing workforce issues important to the of the WIB. A draft will be available to the full WIB in a couple of months.

Rick Osorio reported on Goal #1 - *Train and attract adaptable workers to fill industry needs.* Mr. Osorio noted that the Program Planning and Development Committee identified construction trades as an industry to focus on. In addition, he noted the group also felt that auto repair would be another industry that would be suitable. He stated that the Merced Chamber of Commerce is working with this industry to identify needs and while the WIB will support their efforts, it would be a duplication of effort if the WIB were to undertake that industry as well.

Rick Osorio reported on the Youth Employability Card. He noted that participation from employers has been low. The Committee is looking for new strategies and possibly redefining the program. He also noted this will be on the agenda for the next Program Planning and Development Committee meeting for input and recommendations.

Mike Smith reported the Finance Committee has developed a new process for reporting on the budget at each WIB meeting. In addition, the budget reports now show planned versus actual expenditures. Lastly, there are plans to coordinate a joint meeting of the Finance and Executive Committee.

Albert Montejano reported the Quality Assurance Committee recently had an update from the Worknet Leadership Team’s group that is addressing Category 7 – Business Results. The two areas for improvement they are looking at are the day pass and marketing to better serve employers. The Quality Assurance committee will be conducting an evaluation of the RN & LVN programs reviewing placement and retention. This committee will begin to establish benchmarks and measures of success using a balanced scorecard. Mr. Kirkpatrick and Mr. Montejano will provide examples of scorecards from their businesses.

- VIII. Nominating Committee – The WIB election is scheduled for May. The nominating committee will consist of four business sector representatives. The members will be: Steve Tinetti, Rick Osorio, Al Romero, and Sharon Cresswell.
- IX. WIB Goals and Opportunities for Improvement (see item VII above)
- X. Director’s Comments – Andrea Baker reported that this week, she will be attending a meeting sponsored by NAWB on serving Migrant Seasonal Farmworkers in the One-Stops. The organization has held two similar forums in other regions of the Country and the information will be compiled from these sessions throughout the US. She will go to Washington to complete recommendations on how to better serve the migrant seasonal farmworkers at the one-stops. Mr. Osorio inquired about the President’s budget

initiative. Ms. Baker will provide a report to the full WIB.

- XI. Chair Comments - no further comments
- XII. Other - Rick Osorio noted that he is interested in further information on the models for workforce investment from both Stanislaus County and Tulare County. It was suggested that either the Executive Committee visit the counties or have a presenter from Stanislaus and Tulare come to the Executive Committee meeting. Staff will coordinate this and provide details to the Committee.
- XIII. Next Meeting – April 26, 2004, 7:30-9:00 a.m.
- XIV. Adjourn – Meeting Adjourned

**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.

**TO: FINANCE COMMITTEE  
& EXECUTIVE COMMITTEE**

**DATE: April 26, 2004**

**FROM: WIB STAFF**

**For Action**

**For Information**

**For Discussion**

**SUBJECT:** Fiscal Report for FY2003/04 – 3<sup>rd</sup> Quarter

**PROPOSED MOTION(S):** None. Information Only.

**DISCUSSION:** Attached are the Fiscal Report through the third quarter of fiscal year 2004/04 (March 31, 2004) and the Contracts Report showing the status of contracts through April 15, 2004. Staff will be present at your meeting to answer questions.

**ATTACHMENT(S):** Fiscal Report and 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 3/31/04**

Target 75.00%

		BUDGET					ACTUAL			OBLIGATIONS	AVAILABLE	
		Planned for New Funds	Carryover	****Adjust	Additional	Budget	Accrued	Percent	Total	Available		
		Based on Plan Mod 7/1/03 to 6/30/04	Funds From 02/03	to Carryover FY 02/03	Funds	for Available Funds	Expenditures FY to Date	Expended to Date	Committed Funds	after Obligations		
<b>ADULT</b>		Core A	\$ 395,760	\$ 148,748	\$ 17,620	\$ 562,128	\$ 456,392	\$ 105,736	81.19%	\$ 73,033	\$ 32,703	
03/04 Allocation	\$ 1,712,311	Core B	\$ 322,884	\$ 120,142	\$ 14,231	\$ 457,257	\$ 403,213	\$ 54,044	88.18%	\$ 52,475	\$ 1,569	
02/03 Carryover	\$ 635,662	Intensive	\$ 163,297	\$ 62,931	\$ 7,455	\$ 233,683	\$ 97,630	\$ 136,053	41.78%	\$ 12,543	\$ 123,510	
Incentive Funds	\$ 10,006	Training	\$ 659,139	\$ 240,285	\$ 28,463	\$ 927,887	\$ 370,588	\$ 557,299	39.94%	\$ 113,612	\$ 443,687	
		Admin	\$ 171,231	\$ 63,556	\$ 7,530	\$ 242,317	\$ 71,753	\$ 170,564	29.61%	\$ 13,574	\$ 156,990	
		Other				\$ 10,006	\$ -	\$ 10,006	0.00%	\$ -	\$ 10,006	
		<b>Total</b>	<b>\$ 1,712,311</b>	<b>\$ 635,662</b>	<b>\$ 75,299</b>	<b>\$ 2,433,278</b>	<b>\$ 1,399,576</b>	<b>\$ 1,033,702</b>	<b>57.52%</b>	<b>\$ 265,237</b>	<b>\$ 768,465</b>	
<b>DISPLACED WORKER</b>		Core A	\$ 416,806	\$ 42,927	\$ 22,325	\$ 486,056	\$ 353,322	\$ 132,734	72.69%	\$ 60,157	\$ 72,577	
03/04 Allocation	\$ 1,653,263	Core B	\$ 443,981	\$ 45,993	\$ 23,918	\$ 517,890	\$ 324,316	\$ 193,574	62.62%	\$ 43,858	\$ 149,716	
02/03 Carryover	\$ 170,344	Intensive	\$ 252,582	\$ 26,063	\$ 13,553	\$ 292,198	\$ 146,800	\$ 145,398	50.24%	\$ 19,103	\$ 126,295	
DW Recapitulation Funding	\$ 7,996	Training	\$ 374,568	\$ 38,327	\$ 19,932	\$ 432,827	\$ 177,518	\$ 255,309	41.01%	\$ 61,606	\$ 193,703	
		Admin	\$ 165,326	\$ 17,034	\$ 8,859	\$ 191,219	\$ 64,330	\$ 126,889	33.64%	\$ 11,130	\$ 115,759	
		<b>Total</b>	<b>\$ 1,653,263</b>	<b>\$ 170,344</b>	<b>\$ 88,587</b>	<b>\$ 1,920,190</b>	<b>\$ 1,066,286</b>	<b>\$ 853,904</b>	<b>55.53%</b>	<b>\$ 195,854</b>	<b>\$ 658,050</b>	
<b>YOUTH</b>		* In School	\$ 1,271,075	\$ 219,165	\$ 311,108	\$ 1,801,348	\$ 1,183,987	\$ 617,361	65.73%	\$ 387,273	\$ 230,088	
03/04 Allocation	\$ 2,017,580	* Out of School	\$ 544,747	\$ 511,383	\$ 725,920	\$ 1,785,269	\$ 654,920	\$ 1,130,349	36.68%	\$ 469,205	\$ 661,144	
02/03 Carryover	\$ 811,720	Admin	\$ 201,758	\$ 81,172	\$ 115,225	\$ 398,155	\$ 103,036	\$ 295,119	25.88%	\$ 17,127	\$ 277,992	
Youth Recapture Funding	\$ 3,219									\$ -	\$ -	
		<b>Total</b>	<b>\$ 2,017,580</b>	<b>\$ 811,720</b>	<b>\$ 1,152,253</b>	<b>\$ 3,219</b>	<b>\$ 3,984,772</b>	<b>\$ 1,941,943</b>	<b>\$ 2,042,829</b>	<b>48.73%</b>	<b>\$ 873,605</b>	<b>\$ 1,169,224</b>
<b>*** RAPID RESPONSE</b>								\$ -				
03/04 Allocation	\$ 375,000		\$ 375,000			\$ 375,000	\$ 193,081	\$ 181,919	51.49%	\$ 43,093	\$ 138,826	
02/03 Supplemental	\$ 100,000		\$ 100,000			\$ 100,000	\$ 75,206	\$ 24,794	75.21%	\$ 3,295	\$ 21,499	
			\$ 475,000	\$ -	\$ -	\$ 475,000	\$ 268,287	\$ 206,713	56.48%	\$ 46,388	\$ 160,325	
<b>All Programs</b>	<b>\$ 7,497,101</b>		<b>\$ 5,858,154</b>	<b>\$ 1,617,726</b>	<b>\$ 1,316,139</b>	<b>\$ 21,221</b>	<b>\$ 8,813,240</b>	<b>\$ 4,676,092</b>	<b>\$ 4,137,148</b>	<b>53.06%</b>	<b>\$ 1,381,084</b>	<b>\$ 2,756,064</b>

**BUDGET:**

Includes all funds available for fiscal year based on Plan submitted to EDD

Youth Expenditures %'s

\* 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.

In-School Youth 51.3%

\*\* Budget Adjustments are based on participants' current usage of the One Stop. There has been an increased demand for Core A & B services.

Out-of-School Youth 39.7%

\*\*\* 03/04 Rapid Response Funds are available for use through 9/30/04

\*\*\*\* Adjustments to carryover for 2002/03 after all contracts have been paid and funds unencumbered

**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	\$ 744,258.59	\$ 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	\$ 21,602.24	\$ 22,284.00	\$ 274.76	\$ 407.00	Feb '04	3%	Pending backup documentation
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		Mar '04	71%	
Merced College-LVN	2002120	\$ 90,000	07/01/02	12/31/03	\$ 28,800.00	\$ 45,000.00	\$ 61,200.00		Dec '03	68%	
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	\$ 56,462.00	\$ 96,138.00	\$ 80,878.00		Dec '03	59%	
Merced College-CA Wellness Foundation	2003190	\$ 85,428	04/01/03	03/31/06	\$ 78,072.31	\$ 29,569.00	\$7,355.69		Mar '04	9%	
Merced County Office of Education-ISY	200115	\$ 6,433,643	09/25/00	06/30/03	\$ 2,270,809.19		\$ 4,162,833.81		June '03	65%	
Merced County Office of Education-ISY	2003122	\$ 1,322,726	07/01/03	06/30/04	\$ 470,420.61	\$ 1,322,726.00	\$693,612.84	\$ 158,692.55	Feb '04	64%	Pending corr to invoice
Merced County Office of Education-OSY	2003266	\$ 603,623	09/22/03	06/30/04	\$ 575,485.35	\$ 603,623.00	\$0.00	\$ 28,137.65	Feb '04	5%	Pending corr to invoice/addl b/u documents
Merced County Office of Education-OSY	2003266	\$ 246,246	07/01/03	09/19/03	\$ 44,523.15	\$ 246,246.00	\$201,722.85		Feb '05	82%	
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>\$ 4,697,895.70</b>	<b>\$ 3,255,622.00</b>	<b>\$ 6,306,699.13</b>	<b>\$ 190,552.17</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.

**TO: FINANCE COMMITTEE  
& EXECUTIVE COMMITTEE**

**DATE: April 26, 2004**

**FROM: WIB STAFF**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Fundraising**

**PROPOSED MOTION(S):** None

**DISCUSSION:** At the Workforce Investment Board meeting on March 11, 2004, there was considerable discussion regarding fundraising and what can and cannot be done by the WIB and its committees. The following is to clarify the rules and regulations pertaining to fundraising.

The restrictions below refer only to the use of federal funds, which includes the time of staff paid by federal funds. OMB Circular A-87 does not, however, restrict the activities of the Workforce Investment Board or its non-federally funded members.

OMB Circular A-87, Cost Principles for State and Local Governments, addresses only what can and cannot be done with Federal Funds. It states:

**21. Fund raising and investment management costs.**

a. Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.

b. Costs of investment counsel and staff and similar expenses incurred to enhance income from investments are unallowable. However, such costs associated with investments covering pension, self-insurance, or other funds which include Federal participation allowed by this Circular are allowable.

c. Fund raising and investment activities shall be allocated an appropriate share of indirect costs under the conditions described in subsection C.3.b. of Attachment A.

**ATTACHMENT(S):** None

**TO:** Workforce Investment Board

**DATE:** April 26, 2004

**FROM:** WIB Staff

**For Action**

**For Information**

**For Discussion**

**SUBJECT:** Volunteer Income Tax Assistance Program

**PROPOSED MOTION(S):** Information Only

**DISCUSSION:** This is the second year of the Volunteer Income Tax Assistance (VITA) program in Merced County located at the Worknet Employment Resource Center in Merced.

In 2004 the program operated only two (2) evenings per week. The program operated 17 days in 2004 compared to 33 days in 2003. The VITA program was run entirely by volunteers, including the training portion of the program. These volunteers prepared 147 returns from February 17<sup>th</sup> through April 14<sup>th</sup>. The volunteers prepared 147 returns in 2004 compared to 169 returns in 2003. Refunds in 2004 totaled \$116,666 with Earned Income Credits totaling \$70,142.

Based on the economic impact multiplier of 3.5 provided by the Internal Revenue Service, these refunds generated an economic impact of \$408,331 to the Merced Community.

**TO: FINANCE COMMITTEE  
& EXECUTIVE COMMITTEE**

**DATE: April 26, 2004**

**FROM: WIB STAFF**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Policy Statement on Fundraising**

**PROPOSED MOTION(S):** Recommend that the Workforce Investment Board establish a policy that Workforce Investment Board members who are not federally funded may raise funds for Workforce Investment activities and services deemed appropriate by the Workforce Investment Board with the concurrence of the Merced County Board of Supervisors.

**DISCUSSION:** There has been considerable discussion at the Workforce Investment Board meetings, the Executive Committee meetings and the Finance Committee meetings regarding fund-raising by the WIB and its members. The previous agenda item clarifies the federal laws relating to fund raising using federal funds and/or by individuals whose salaries are paid with federal funds.

After discussion, the Finance Committee and the Executive Committee should determine whether to recommend a policy to the Workforce Investment Board regarding fund raising. If it is decided that a policy should be established, these committees should make a recommendation of how that policy should be worded.

**ATTACHMENT(S):** None

**TO: WIB Executive Committee**

**DATE: 04/26/2004**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Selection of WIA Youth Program Providers**

**PROPOSED MOTION(S):** Accept the recommendations of the RFP Evaluation Committee and direct Workforce Investment to bring the recommendations and negotiated contracts to BOS for approval.

**DISCUSSION:** On January 8, 2004, the Workforce Investment Board directed that a Request for Proposal be issued for 2004-05 WIA Youth Programs. That RFP was issued February 27, 2004 and closed April 6, 2004. February 11, 2004, the Youth Council selected an Evaluation Committee to rate proposals to the RFP. That committee met April 13 and selected MCOE/ROP as the provider for both the younger youth and out-of-school youth programs.

MCOE/ROP is the current provider for both programs. They propose to serve 520 active younger youth participants during the 2004-2005 program year, to include 250 new enrollments. In addition, 250 youth will receive follow-up services. Cost of program will be approximately \$1,470,000. The program for out-of-school youth will serve 313 active participants, with new enrollments totaling 108, with 127 youth in follow-up, at an estimated cost of \$630,000.

**ATTACHMENT(S): RFP Summary**

Request for Proposal 5905  
for  
In-School Youth Program  
and/or  
Out-of-School Youth Program

RFP Summary

Request for Proposal #5905 for In-School Youth Program and/or Out-of-School Youth Program was let February 27, 2004 and closed April 6, 2004. The request solicited proposals from organizations interested in providing services for two targeted youth populations for WIA year-round programs. The services requested included academic enrichment, job skills/readiness training, job placement, leadership development, mentoring supportive services, counseling and follow-up. These services are to be provided in one or both WIA programs (in-school and out-of-school) for educationally and/or economically disadvantaged Merced County youth, 14-21 years of age.

The RFP provided background information concerning the prior and present enrollments of current programs and explained that any future providers would be required to accept case loads and follow-up requirements if chosen to replace a present provider. An extensive Scope of Work was presented with Target Groups of eligible participants defined. Those to be served are County-wide youth, school dropouts, those deficient in basic literacy skills, court involved youth, those in foster care or who have ever been in foster care, homeless or runaway, pregnant or parents, and, individuals who require additional assistance to complete an educational program or to secure employment.

The RFP then explained required Performance Measures, the design components for each youth program, the ten WIA required program elements, the requirements for a detailed work plan and budget/budget narrative.

Three responses were received to the RFP. All proposals were evaluated/rated against the Work Statement and program requirements of the RFP. Scoring was accomplished using the published Evaluation Criteria from Section 7.3 of the RFP. MCOE/ROP proposed programs for both in-school and out-of-school programs. CVOC proposed a program for only the out-of-school youth program.

MCOE's in-school proposal is to serve 520 active participants, to include 270 continuing participants. In addition to the 520, approximately 250 youth will receive follow-up services. The program will be for the period of July 1, 2004 through June 30, 2005 at a cost of \$1,470,000. Cost per participant is \$2,826.92 and is mainly a result of 40% of the program costs being participant Work Experience wages. The proposal met or exceeded every requirement of the RFP. The present and proposed in-school program is linked with local organizations to include Recovery Assistance for Teens, Youth Accountability Board, County Probation, Public Health, Mental Health, Merced College, Boys & Girls Club, and EDD. Lastly, the services and the individuals involved for each program partner, Dos Palos/Oro Lomo Unified School District, Employment Development Department, and the Merced Unified High School District were included in the RFP response.

MCOE's out-of-school proposal is to serve 313 active participants to include 205 continuing participants. In addition, approximately 127 youth will receive follow-up services. The program covers the period July 1, 2004 through June 30, 2005 at a cost of \$630,000. Cost per participant is \$2,012.78, much less than previous programs offered through other providers. The proposal met or exceeded every requirement of the RFP. Two new program elements not required by WIA are in MCOE's proposed program; On-the-job training opportunities and financial literacy skills. They are also incorporating the computerized PESCO assessment system which significantly increases assessment capabilities. The proposal included detailed work statements and work plans for MCOE and each of its partners, Community Action Agency, EDD, Merced Adult School, and Merced College. The work plan laid out a detailed schedule for each of the 15 program elements to be offered to each participant. Examples of the Individual Service Strategy and Customer Evaluation Survey were also included in the Proposal.

CVOC's proposal is to serve 50 rural youth to be enrolled and served during the program year at a cost of \$251,681. Cost per participant would be \$5,033.62. The proposal did not meet all the requirements of the RFP. CVOC did request an exception to the RFP in that it proposed to only target rural communities. In general, the proposal addressed the RFP program design components, program elements, a detailed work plan, and program activities. However, the proposal did not respond totally to the requirements of the RFP. Performance measures for enrolled youth ages 17-18 were not addressed. Older youth performance measures were addressed, but not in the format requested by the RFP. The timelines for the program were indefinite. Lastly, a compressed participant flow caused concern for evaluators. The participant flow assumes 25 participants transferred from an unspecified program with 50 new clients enrolling during the year and 50 of those 75 exiting the same year. The Evaluation Committee ranked the CVOC proposal below the minimum score required for funding.