

# Workforce Investment Board of Merced County

## Finance Committee

Department of Workforce Investment (Small Conf Rm)

1880 W. Wardrobe Ave, Merced, CA

Wednesday, May 7, 2003, 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)

**Members Absent:** Susan Armstrong

**Staff Present:** Dave Davis, Dee Knight, Ed McLaughlin, Joanne Presnell, Jackie Walther-Parnell

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**1. Call to Order:** The Chair called the meeting to order at 7:41 a.m. A sign-in sheet was used in lieu of roll call.

**2. Approve Agenda:** It was *M/S/C Fowler/Andersen* to approve the agenda as published.

**3. Approve Minutes (April 9, 2003):** It was *M/S/C Andersen/Baker* to approve the April 9, 2003 minutes.

**4. Public Opportunity to Speak:** None.

**5. Information Agenda:**

**a. Fiscal Report:** Staff provided handouts of the Allocations, Obligations and Expenses for FY 2002/03 (Jul 1, 2002-Mar 30, 2003) and FY 2002/03 WIA Contracts status, gave an overview of the report, and answered specific questions.

The maximum carryover is 20%. The estimated carryover will be adjusted as more information is received and we get closer to the end of the year, but it will not be near the amount of past years. The Department has instituted some cutbacks in order to free up any possible carryover.

Staff is working with Jobs for California Graduates to make sure they spend the 30% for older youth, and have contacted MCOE and addressed the information needed from them. Staff will also check with Merced College on the items that have not been billed since December 2002.

**b. Grant Application Status Report:** Ms. Andrea Baker noted the request for submission of the Stuart Foundation grant application has gone to the Board of Supervisors for approval. The grant amount is \$500,000 to be used over 36 months. The grant will provide programs for youth transitioning from foster care to independent living. The CA Wellness Foundation grant for \$90,000 was received to help multicultural RN candidates complete the RN program and to attract nontraditional ethnic groups into the program.

**6. Discussion With Possible Action:**

**a. WIA Allocation Reduction Impacts for 2003/2004:** Staff provided handouts reflecting the allocations for 2003/2004, along with a 3-year comparison.

**b. Funding Needs Discussion:** Staff provided a handout of this fiscal year's allocation for spending in the Adult, Dislocated Worker and Youth categories. Also provided was a list of areas of the day-to-day operation (administrative and support functions) that staff is considering in cutting costs.

Ms Baker noted the Youth Council has been asked to consider only one travel for next year and to reduce the dollar amount for its meetings by considering having ad hoc workgroups instead of a subcommittee structure.

Members were asked to look at the list of day-to-day operations to determine if staff omitted something that should be considered, and to give suggestions or ideas on ways to recapture some of the loss; i.e., other types of partnerships, interesting uses of funding that hasn't been considered, etc. Ms Baker noted that if all listed items occur, the Department would be short \$100,000 towards a balanced budget. If all listed items don't occur, the Department will continue to deal with reductions in force.

Mr. Andersen noted he would talk to Ms Evelyn Eagleton regarding subleasing the space that was available. Mr. Fowler noted he had space in his building for the Business Services Unit. It was recommended the Department explore partnering with local private sector companies to provide services and/or activities, and also charge a fee for services.

It was *M/S/C Fowler/Peterson (abstain Baker)* to recommend the WIB Executive Committee add to the WIB agenda of May 22, 2003 the acceptance of staff recommendations regarding the 2003/2004 RN/LVN program services and training adjustments, and the Department's internal plans to reduce costs. The Finance Committee will review these again at the next meeting.

**7. Chair Comments:** None.

**8. Next Meeting Date:** The next meeting is Wednesday, June 4, 2003, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

**9. Adjourn:** The meeting was adjourned at 8:54 a.m.

Minutes prepared by Devilla D. Knight.