

Workforce Investment Board of Merced County
Finance Committee
Department of Workforce Investment (Small Conf Rm)
1880 W. Wardrobe Ave, Merced, CA
Wednesday, June 4, 2003, 7:30 – 9:00 a.m.
Meeting Minutes



Members Present: Lee Andersen, Andrea Baker, John Fowler, Vann (Mike) Smith (Chair)

Members Absent: Susan Armstrong, Alfonse Peterson (Vice Chair)

Staff Present: Dee Knight, Ed McLaughlin, Pang Vang

1. Call to Order: The Chair called the meeting to order at 7:34 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/Fowler* to approve the May 7, 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-Apr 30, 2003) and FY 2002/03 WIA Contracts status, gave an overview of the report, and answered specific questions.

Fiscal is working with the Plato Lab to correct some of its billing. Staff is also meeting with Merced County Office of Education representatives on June 12, 2003, to work out the discrepancies in its invoices. The ARBOR contract balance will be reallocated to the Older Youth program.

b. Grant Application Status Report: Ms. Andrea Baker noted no grant applications have been submitted since the last meeting. Actions going to the Board of Supervisors are: 1) A \$65,000 Career Ladder Program to help fund the LVN Program in the fall; and 2) The Stuart Foundation grant application can't be submitted until December because their funds are limited right now.

The Department is also looking for some initiative to help noncustodial parents who are seen at the Worknet ERC.

6. Discussion With Possible Action:

a. WIA Allocation Reduction Impacts for 2003/2004: Ms. Baker gave a report on the immediate initiatives the Department has taken to lower expenses. There has been a total RIF of 39 positions.

The travel budget will be reduced 68%. The Department is looking at every expense, and trying to find ways to cut costs. Ms. Baker gave additional examples of expenses being reviewed.

The Department was asked to investigate other options to keep the Worknet ERC open on Saturday in order to accommodate the customer; i.e., one of the partners using the facility on Saturday instead of during the week, or the provider for Action Business Center's childcare initiative could hold the classes at the Worknet facility on Saturday, and the Department would just have to provide a staff person to monitor the customers using the core services. Staff was asked to furnish data showing utilization during the week, peak hours of utilization, and determine how many come in on Saturday. Also, what it cost for one day's operation.

A request has gone to the Board to eliminate both lease agreements with Employment Development Department (EDD) and the building at 1108 W. 16th Street (Training Annex). Staff at EDD will relocate to the Wardrobe office, and the PESCO Lab will be moved to Wardrobe. Community Action Agency has notified the Department they will be moving from the Wardrobe location as of July 1, 2003; therefore, the Department is looking for a tenant to rent the enclosed back office space (separate entrance).

7. Chair Comments: None.

8. Next Meeting Date: The next meeting is Wednesday, July 2, 2003, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

9. Adjourn: The meeting was adjourned at 8:38 a.m.

Minutes prepared by Devilla D. Knight.