

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

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

June 30, 2004, 7:30-9:00 a.m.

Meeting Agenda



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1. Call to Order
 2. Approve Agenda
 3. Approve Minutes (April 26, 2004)
 4. Public Opportunity to Speak
 5. Discussion
 - a. 501-3c Information Update John Fowler
 6. Information Agenda
 - a. Fiscal Report
 - b. Fiscal Year 2004/2005 Allocations
 - c. Five-Year Strategic Plan Modification
 - d. Jobs for California Graduates Closeout Report
 7. Chair Comments
 8. Next Meeting Date – July 28, 2004
 9. Adjourn

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



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- I. Call to Order/Roll Call – The meeting was called to order by the WIB Chair, John Headding. Roll call was taken by Donna Ornelas
 - II. Approval of Agenda – It was M/S/C Fowler/Smith to approve the agenda as written.
 - III. Approval of Executive Committee Minutes – It was M/S/C Smith/Sullivan to approve the minutes of March 29, 2004.
 - IV. Approval of Finance Committee Minutes - It was M/S/C Fowler/Baker to approve the minutes of March 31, 2004.
 - V. Public Opportunity to Speak - None
 - VI. The Alliance – Stanislaus Model Presentation - Terry Plett spoke about the model being used in Stanislaus County where workforce development and economic development are integrated. Mr. Plett provided history on how this came to be and the work involved in making it happen. Mr. Plett pointed out the benefits as well as the challenges to this system. He provided a brief overview of the mechanics of the work done through the Alliance. Lastly, Mr. Plett answered questions from committee members related to the model.
 - VII. Information Agenda
 - a. Fiscal Report – Jackie Walther-Parnell reported that the contract with JCG has been cleared and there is youth money to carry forward to next year. It is expected that this will offset the lower allocation for the next PY.
 - b. Fundraising
 - c. Update on VITA Program
 - VIII. Action Agenda
 - a. Policy Statement for Fundraising – It was M/S/C McGarry/Fowler to approve the recommendation that the WIB establish a policy that WIB members who are not federally funded may raise funds for Workforce Investment activities and services deemed appropriate by the Merced County Board of Supervisors.
 - b. RFP Recommendation for Older & Younger Youth Programs- It was M/S/C McGarry/Smith (abstention - Andersen) to accept the recommendations of the RFP Evaluation Committee and direct the Workforce Investment to bring the recommendations and negotiated contracts to the BOS for approval.
 - IX. Committee Reports –
 - a. Mr. Smith reported that the Finance Committee has been very involved in looking at the budget and the current levels of spending.

- b. Nellie McGarry reported the Youth Council will resume monthly meetings. It was the consensus of the group to resume the monthly schedule as the bi-monthly schedule was not often enough.
 - c. Joanne Presnell reported on behalf of the Quality Assurance Committee. She noted the committee has received a report from the Business Services Unit, the Worknet Leadership Team provided an update on opportunities for improvement, the committee is also working on performance measures negotiations, and they will be looking a couple of balance scorecard models.
- X. Director's Comments – Andrea Baker reported that the department is working with the State Committee for Rapid Response. She explained that the State is proposing a change to the formula for which rapid response funds are allocated. Due to the proposed change, there would be significant impact to the valley WIAs. Ms. Baker also noted that she recently participated in a migrant season farm worker dialogue. She has also been asked to attend a meeting in Washington with a group of individuals selected nationally. The group will put together a paper on how to better serve the migrant seasonal farm workers. Lastly Ms. Baker reported that she will also be working on an intermediary project to devise a plan to improve education. The working sessions for this project will take place the week of April 26.
- XI. Chair Comments – Mr. Headding discussed the topics he recently heard at the National Association of Workforce Boards meeting. He noted that throughout the conference the common thread was collaboration of economic development, workforce development and education. He noted that locally, Lee Andersen has formed the P-16 Council in an attempt to close the gap on this issue. Mr. Headding also discussed his desire to move the WIB in the direction of the strategic goals. He noted that he is working with staff to put together a workforce paper to be used in reciting advocacy, provide education and share information.
- XII. Other - none
- 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

TO: Finance Committee

DATE: June 30, 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 May 31, 2004 and the Contracts Report showing the status of contracts through May 21, 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 5/31/04**

Target 91.67%

	BUDGET						ACTUAL			OBLIGATIONS	AVAILABLE
	Planned for New Funds	Carryover	****Adjust	Additional	Adjustments	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	04/09/04	for Available Funds	Expenditures FY to Date	Balance	Expended to Date	Committed Funds	after Obligations
ADULT	Core A	\$ 395,760	\$ 148,748	\$ 17,620		\$ 562,128	\$ 566,930	\$ (4,802)	100.85%	\$ 73,033	\$ (77,835)
03/04 Allocation	Core B	\$ 322,884	\$ 120,142	\$ 14,231		\$ 457,257	\$ 472,402	\$ (15,145)	103.31%	\$ 52,475	\$ (67,620)
	Intensive	\$ 163,297	\$ 62,931	\$ 7,455		\$ 233,683	\$ 110,739	\$ 122,944	47.39%	\$ 12,543	\$ 110,401
	Training	\$ 659,139	\$ 240,285	\$ 28,463	\$ (8,003)	\$ 919,884	\$ 453,114	\$ 466,770	49.26%	\$ 82,866	\$ 383,904
	Admin	\$ 171,231	\$ 63,556	\$ 7,530		\$ 242,317	\$ 87,854	\$ 154,463	36.26%	\$ 13,574	\$ 140,889
	Other					\$ 10,006		\$ 10,006	0.00%	\$ -	\$ 10,006
	Total	\$ 1,712,311	\$ 635,662	\$ 75,299	\$ 10,006	\$ 2,425,275	\$ 1,691,039	\$ 734,236	69.73%	\$ 234,491	\$ 499,745
DISPLACED WORKER	Core A	\$ 416,806	\$ 42,927	\$ 22,325	\$ 3,998	\$ 486,056	\$ 435,337	\$ 50,719	89.57%	\$ 60,157	\$ (9,438)
03/04 Allocation	Core B	\$ 443,981	\$ 45,993	\$ 23,918	\$ 3,998	\$ 517,890	\$ 372,424	\$ 145,466	71.91%	\$ 43,858	\$ 101,608
	Intensive	\$ 252,582	\$ 26,063	\$ 13,553		\$ 292,198	\$ 167,937	\$ 124,261	57.47%	\$ 19,103	\$ 105,158
	Training	\$ 374,568	\$ 38,327	\$ 19,932	\$ (428)	\$ 432,399	\$ 215,539	\$ 216,860	49.85%	\$ 47,496	\$ 169,364
	Admin	\$ 165,326	\$ 17,034	\$ 8,859		\$ 191,219	\$ 77,902	\$ 113,317	40.74%	\$ 11,130	\$ 102,187
	Total	\$ 1,653,263	\$ 170,344	\$ 88,587	\$ 7,996	\$ 1,919,762	\$ 1,269,139	\$ 650,623	66.11%	\$ 181,744	\$ 468,879
YOUTH	* In School	\$ 1,271,075	\$ 219,165	\$ 311,108		\$ 1,801,348	\$ 1,396,639	\$ 404,709	77.53%	\$ 183,060	\$ 221,649
03/04 Allocation	* Out of School	\$ 544,747	\$ 511,383	\$ 725,920	\$ 3,219	\$ 1,785,269	\$ 896,928	\$ 888,341	50.24%	\$ 256,859	\$ 631,482
	Admin	\$ 201,758	\$ 81,172	\$ 115,225		\$ 398,155	\$ 128,918	\$ 269,237	32.38%	\$ 17,127	\$ 252,110
	Total	\$ 2,017,580	\$ 811,720	\$ 1,152,253	\$ 3,219	\$ 3,984,772	\$ 2,422,485	\$ 1,562,287	60.79%	\$ 457,046	\$ 1,105,241
*** RAPID RESPONSE	03/04 Allocation	\$ 375,000				\$ 375,000	\$ 253,137	\$ 121,863	67.50%	\$ 43,093	\$ 78,770
02/03 Supplemental		\$ 100,000				\$ 100,000	\$ 80,803	\$ 19,197	80.80%	\$ 5,622	\$ 13,575
	Total	\$ 475,000	\$ -	\$ -	\$ -	\$ 475,000	\$ 333,940	\$ 141,060	70.30%	\$ 48,715	\$ 92,345
All Programs		\$ 5,858,154	\$ 1,617,726	\$ 1,316,139	\$ 21,221	\$ 8,804,809	\$ 5,716,603	\$ 3,088,206	64.93%	\$ 921,996	\$ 2,166,210

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.
- *** 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

Youth Expenditures %'s

In-School Youth	63.9%
Out-of-School Youth	36.1%

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	\$ 49,338.41		Aug '03	6%	County Counsel direction taken 5/27/04
Merced Adult School, PLATO Lab (ERC)	2003132	\$ 22,284	07/01/03	06/30/04	\$ 19,872.13	\$ 22,284.00	\$ 2,411.87		May '04	11%	
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		May '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	\$ 63,639.50	\$ 33,942.00	\$38,182.50		May '04	37%	
Merced College-RN	2002119	\$ 137,340	07/01/02	06/30/04	\$ 9,156.00	\$ 96,138.00	\$ 128,184.00		May '04	93%	
Merced College-CA Wellness Foundation	2003190	\$ 85,428	04/01/03	03/31/06	\$ 59,513.42	\$ 29,569.00	\$25,914.58		May '04	30%	
Merced County Office of Education-ISY	200115	\$ 6,433,643	09/25/00	06/30/03	\$ 2,126,845.05		\$ 4,306,797.95		June '03	67%	
Merced County Office of Education-ISY	2003122	\$ 1,322,726	07/01/03	06/30/04	\$ 277,547.44	\$ 1,322,726.00	\$858,429.84	\$ 186,748.72	May '04	79%	Pending corr to invoice
Merced County Office of Education-OSY	2003266	\$ 603,623	09/22/03	06/30/04	\$ 287,106.23	\$ 603,623.00	\$129,504.83	\$ 187,011.94	May '04	52%	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%	
		\$ 11,195,147.00			\$ 3,966,901.77	\$ 3,255,622.00	\$ 6,854,484.57	\$ 373,760.66			

* 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

DATE: June 30, 2004

FROM: WIB Staff

For Action

For Information

For Discussion

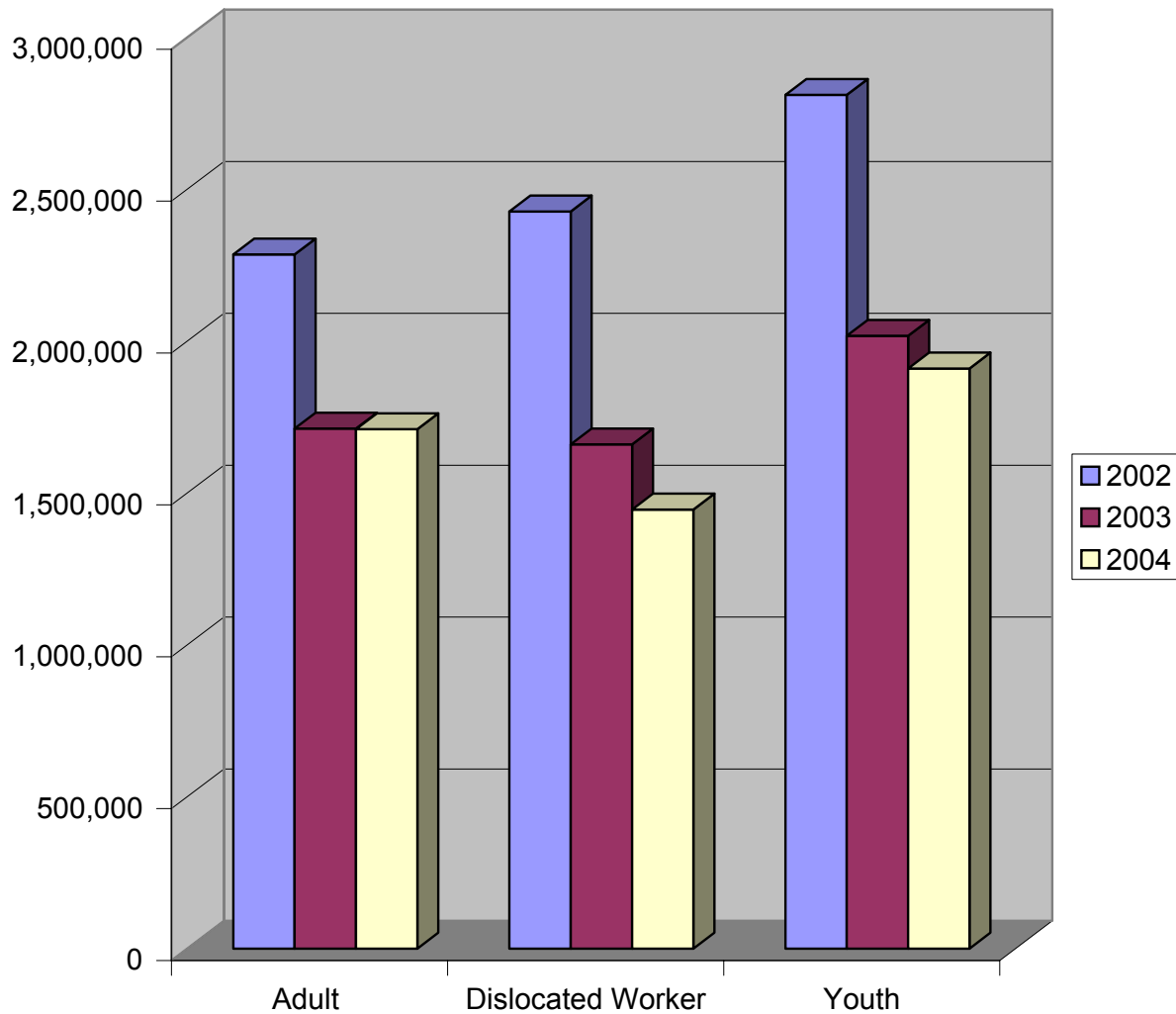
SUBJECT: Fiscal Year 2004/2005 Allocations

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Notification of funding allocations for Fiscal Year 2004/2005 has been received. Attached is a chart showing allocations for Adult, Dislocated Worker and Youth funds. Further details will be available at a future meeting showing carryover funds from FY 2003/2004 that will be available for FY 2004/2005.

ATTACHMENT(S): Chart

WIA Formula Funding Comparison



<u>Year of Appropriation</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
Adult	2,285,260	1,712,311	1,710,129
Dislocated Worker	2,426,759	1,659,995	1,445,485
Youth	2,810,555	2,017,580	1,909,873

TO: Finance Committee

DATE: June 30, 2004

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Five-Year Strategic Plan Modification

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: On September 20, 2000, the Merced County Board of Supervisors approved the local Five-Year Strategic Plan as required by the Workforce Investment Act of 1998. Pursuant to Title 20 of the Code of Federal regulations, Part 661.355, the Governor of California has published procedures governing the modification of the local Five-Year Strategic Plan. The Workforce Investment Board last modified the plan (Fourth Year Modification) at its meeting on September 11, 2003.

The attached was approved by the Program Planning and Development Committee on June 23, 2004, and will go to the Executive Committee at their July 26, 2004 meeting.

ATTACHMENT(S): Five-Year Strategic Plan Modification

TO: Finance Committee

DATE: June 30, 2004

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Jobs for California Graduates Closeout Status

PROPOSED MOTION(S): Information Only

DISCUSSION: On September 19, 2003, Jobs for California Graduates – Merced County Inc (JCG) issued a resolution to dissolve. In March 2004 a second resolution was issued to dissolve the Board. On September 29, 2003, JCG terminated its contract with Merced County for Older Youth Program services.

As required by WIA regulations, an Incident Report was sent to the California Employment Development Department and the Department of Labor regarding the above. Information for this report was coordinated with County Counsel and the Auditor/Controller's Office.

After reconciliation of all invoices submitted by JCG, it was determined that the amount remaining to be paid was \$3,314.97. After conferring with County Counsel, the Merced County Auditor/Controller sent a letter to Ms. Irene Ayers, who was appointed as fiduciary by JCG, and per her direction the final payment of \$3,314.97 was paid to County Bank in May 2004.

In addition to the contract between Merced County and JCG for the Older Youth Program, JCG was also a subcontractor of Merced County Office of Education (MCOE) in the contract between Merced County and MCOE for the Younger Youth Program. MCOE was recently invoiced by JCG and they have made their final payment to JCG under that contract.