

Workforce Investment Board of Merced County
Finance Committee
Department of Workforce Investment (Small Conf Rm)
1880 W. Wardrobe Ave, Merced, CA
Wednesday, June 30, 2004, 7:30–9:00 a.m.
Meeting Minutes



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

Members Absent: Ed Anderson, Alfonse Peterson (Vice Chair)

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

1. **Call to Order:** The Chair called the meeting to order at 7:39 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 26, 2004):** It was *M/S/C Andersen/Baker* to approve the April 26, 2004 minutes.
4. **Public Opportunity to Speak:** None.

5. Discussion:

a. 501-3c Information Update: Mr. John Fowler noted he received the final report on the feasibility study for the nonprofit Community Development Corporation (501-3c). The report recommended creating a 501-3c with limited scope by deferring the connection with education and workforce, and concentrating solely on the financial aspect. It contained suggestions of how the 501-3c should be structured, and the costs for its first year of operation.

He noted the financing (seed money) was discussed with the County Executive staff, but due to the current budget restrictions, it was recommended the creation of a 501-3c be postponed for about one year. In a briefing given to the Board of Supervisors (BOS) in May 2004, it was recommended that the BOS defer this project until budget year 2005/2006.

The Grant Writer, Ms. Kirsten Lee, is looking for any possible grants that will help fund this project. Mr. Fowler will check on getting a copy of the report on a CD to the Finance Committee.

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 May 31, 2004, gave an overview of the report, and answered specific questions.

Staff noted adult expenditures are at approximately 70 percent, dislocated worker is approximately 66 percent, and youth is over 60 percent. This includes the current year's funding plus carryover.

There will be a carryover next year for the Youth Program, which is already obligated in the new contract. Staff will verify the accuracy of the contract balance for In-School-Youth.

On the WIA Contracts, it was recommended for reporting purposes that the total contract amount (first column) be reduced by the anticipated amount not to be expended.

b. Fiscal Year 2004/2005 Allocations: Staff provided a WIA formula fund comparison graph showing the allocation for this year and comparing it to the allocations for 2002/2003. The biggest drop over the three-year period is in the youth allocation.

c. Five-Year Strategic Plan Modification: Staff noted this is the yearly modification required by the Workforce Investment Act to show how we plan to expend our allocations. It will be submitted to the Executive Committee with a recommendation for approval and signature in July 2004.

d. Jobs for California Graduates Closeout Report: Staff noted the final payment of \$3,314.97 was made to Jobs for California Graduates. Per request of the fiduciary to County Counsel, the payment was made directly to County Bank. The Department will respond to the state on how it will prevent this happening again, and then the state will issue a final report.

It was recommended that the Workforce Investment Board set some guidelines for nonprofit boards/audit committees by having them attend training on financial oversight before a contract is awarded, or request documentation of such training.

7. Chair Comments: The Chair asked if it was possible for the Finance Committee to meet the week before the Executive Committee has its meeting. Staff noted a fiscal report could not be prepared that early in the month.

8. Next Meeting Date: The next meeting is July 28, 2004, 7:30-9:00 a.m., in the Wardrobe Large Conference Room.

9. Adjourn: The meeting adjourned at 8:32 a.m.

Minutes prepared by Devilla D. Knight.