

**Workforce Investment Board of Merced County**  
**Finance Committee**  
**Department of Workforce Investment (Small Conf Rm)**  
**1880 W. Wardrobe Ave, Merced, CA**  
**Wednesday, July 2, 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 7:32 a.m. A sign-in sheet was used in lieu of roll call.
2. **Approve Agenda:** It was *M/S/C Andersen/Baker* to approve the agenda as published.
3. **Approve Minutes (June 4, 2003):** It was *M/S/C Fowler/Andersen* to approve the June 4, 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-May 31, 2003) and FY 2002/03 WIA Contracts status, gave an overview of the report, and answered specific questions.

After this report was published, Fiscal received notification that the Department would be receiving an additional \$100,000 in Rapid Response funding that has to be used by the end of September. The Department has received an extension until December 31, 2003 for the Dept of Labor grant funds for the Greater Merced Chamber of Commerce Workforce Academies.

**b. Grant Application Status Report:** Ms. Andrea Baker noted the Department, together with MCAG (the lead organization), has submitted a Continuum of Care grant application. The application is for \$201,000. It will be for three years, and is to focus serving 40 homeless youth (ages 18-24) being dropped from foster care. It was approved by the Board of Supervisors (BOS), and will be presented at the next Workforce Investment Board (WIB) meeting.

Mr. John Fowler noted that Business Economic Opportunities finally received its money for the feasibility study on setting up a nonprofit corporation. The contract for the selected vendor will go to the BOS on July 15, 2003. The study will take 6-8 weeks.

**6. Discussion With Possible Action:**

**a. Change of Meeting Dates:** Staff noted both the WIB and Executive Committee changed meeting dates. It was recommended the Finance Committee change its meeting date to coincide with getting needed information to the Executive Committee in time for the WIB meeting.

It was *M/S/C Baker/Peterson* to hold the meeting the last Wednesday of each month at 7:30 a.m. Staff will e-mail the new dates to all members.

**b. Changes in Fiscal Report Format:** In connection with information provided by Ms. Barbara Shaw, staff asked members to review the monthly report format and make suggestions for any improvements. The following suggestions were made:

- 1) Specify the columns by labeling "Budget", "Obligations", "Expenses", and "Projections" across the top of the page.
- 2) Provide a brief description or summary of the columns.
- 3) Take the "total" available (delete Rescission and Reserve), and do changes to that "total" available and identify what the changes are.
- 4) At all meetings where the fiscal report is presented, have someone give a detailed explanation of just one line saying, "this is an example of where we are with this particular part of the budget, and ask if anyone has a question about any other part of the budget."

Staff will make these changes on the next report, and the committee will review and comment at its next meeting.

**c. Possible Options and Sources for Funding:** Ms. Baker noted that the regular grant application dollars are being targeted to increase services at the Worknet Center for persons with disabilities, for both youth and adult funding, independent living for ex-foster kids, and women in nontraditional jobs. The traditional foundation funding is not available anymore, so there is a need for some creative ways to acquire additional funding for programs of the WIB. The following was recommended:

- 1) Develop corporate partnerships with businesses and provide workshops for employers.
- 2) Initiate a "fee for services" program.
- 3) Become an "HR" function for small businesses.
- 4) Charge for approved vouchering services to large organizations that go through a broker or consultant.

**7. Chair Comments:** None.

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

**9. Adjourn:** The meeting was adjourned at 8:36 a.m.