

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

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

August 31, 2005, 7:30-9:00 a.m.

Meeting Agenda



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1. Call to Order
 2. Approve Agenda
 3. Approve Minutes (June 29, 2005)
 4. Public Opportunity to Speak
 5. Information Agenda
 - a. Close Out of MCOE Contracts for 04/05
 - b. Carry Forward Funding from MCOE's 04/05 Contracts
 - c. Review of MCOE Monitoring Report
 - d. Review of 04/05 Year-End Fiscal Report
 - e. July 2005 Fiscal Report
 - f. Monthly Contracts Report
 6. Chair Comments
 7. Next Meeting Date – September 28, 2005
 8. Adjourn

Workforce Investment Board of Merced County
Finance Committee
Department of Workforce Investment (Small Conf Rm)
1880 W. Wardrobe Ave, Merced, CA
Wednesday, June 29, 2005, 7:30–9:00 a.m.
Meeting Minutes



<http://web.co.merced.ca.us/wi/wib/subcommittees/subcommittees.html>

Members Present: Lee Andersen, John Fowler, Alfonse Peterson (Vice Chair), Vann (Mike) Smith (Chair)

Members Absent: Andrea Baker, Ed Anderson

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

1. Call to Order: The Chair called the meeting to order at 7:30 a.m. A sign-in sheet was used in lieu of roll call.

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

3. Approve Minutes (April 27, 2005): It was *M/S/C Fowler/Peterson* to approve the April 27, 2005 minutes.

4. Public Opportunity to Speak: None.

5. Information Agenda:

a. Fiscal Report: Staff provided handouts of the Allocations, Obligations and Expenses for FY 2004/05 (July 1, 2004-June 30, 2005) through May 31, 2005, gave an overview of the report and answered specific questions.

It was noted that up to 20% of unobligated funds could be carried over to FY 2005/06. The Demo Grant (for visual and hearing impaired equipment) will be expended by the end of June 2005, as stipulated by the grant. Any unused monies for Administration (10% of total formula grants are available for administration) can be reallocated to program.

b. Contracts Status Report: All contracts are on target, and have been renewed. The Department is waiting for WIA Reauthorization. Determination of how the youth funds are allocated for younger and older youth will depend on Reauthorization.

c. Enterprise Zone Voucher Program: This program is scheduled to end December 31, 2006, and there has been no decision to extend it. LAMBRA was extended through calendar year 2012. The Department will be recalculating to determine if the fee charged is covering the processing cost.

d. Fiscal and Procurement Monitoring: Staff provided the Final Monitoring Report from the Employment Development Department for PY 2004/05, which was for the Workforce Investment Act (WIA) grant funds. The report concluded the Department is meeting all WIA requirements for financial management and procurement, and there were no findings.

6. Chair Comments: The Chair asked committee members for comments.

a. Mr. John Fowler noted Commerce, Aviation and Economic Development is waiting to hear from some of the 10-12 companies they have invited to reside on Castle Airport property.

Merced County Office of Education (MCOE) has leased a building at Castle Airport to operate an Automotive Skills Training Program for high school students and adults. The program will be channeled through automotive dealers.

b. Mr. Lee Andersen noted the Merced County P-16 Council was spotlighted for its collaboration at the Long Beach Statewide Conference last week. The Council was well represented, and Ms. Nellie McGarry described the development of Merced's Council. The P-16 Council will be applying for a \$50,000 State Grant that has been created for P-16 Councils.

c. MCOE is starting up the operation of two childcare/preschool programs—1) An Alternative Payment Program (subsidies to low income families for childcare) that was previously operated by Children's Services Network; and 2) Merced Head Start.

MCOE will be promoting childcare support for employers, particularly if employers are coming to Merced County and looking at availability of childcare, or to link up existing large employers with nearby childcare centers.

d. Staff noted the Department is collaborating with Merced College on a grant application that will give assistance in mentoring RN students who have failed in some area(s) to help them get back on track. When the grant is received the Department will provide eligibility and participant reporting.

7. Next Meeting Date: The next meeting is July 27, 2005, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

8. Adjourn: Meeting adjourned at 8:02 a.m.

Minutes prepared by Devilla D. Knight.

TO: Finance Committee

DATE: August 31, 2005

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Close Out of Merced County Office of Education Contracts for 04/05

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Merced County Office of Education (MCOE) has submitted their final invoices for FY 2004/05. Invoices are being processed for payment. The Older Youth invoice is pending waiting for further documentation from MCOE regarding a questioned cost. At this time it appears that the Younger Youth Contract will have approximately \$209,566 remaining after the final invoice, and the Older Youth Contract will have approximately \$119,339 remaining for a total of \$328,905.

Total expenditures for the 2004/05 Youth contracts were \$1,415,434 for Younger Youth, and \$825,661 for Older Youth, a split of approximately 37% to Older Youth and 63% to Younger Youth. Current Federal requirements are that at least 30% of Youth program funds go to Older Youth programs.

ATTACHMENT(S): None (For Contracts Report see Item F)

TO: Finance Committee

DATE: August 31, 2005

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Youth Funds Carry Forward

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: After submission of final invoices by Merced County Office of Education (MCOE) for their contracts ending June 30, 2005, there is approximately \$328,905 remaining - \$119,339 in the Older Youth Contract, and \$209,566 in the Younger Youth contract. These funds may be made available to be added to FY 2005/06 contracts.

Current WIA regulations require that **at least** 30% of Youth Program funds be spent on Older Youth Programs. It is important that, if these carry-forward funds are added to MCOE's FY 2005/06 contracts, the funds must be allocated to ensure required percentages of Older Youth expenditures to meet WIA requirements. In addition to the current requirement of 30% to Older Youth, it is very possible that there will soon be a change in the regulation to require that more than 30% is to be spent on Older Youth. In fact, the new percentages could be changed to as high as 70% required for Older Youth with only 30% allocated to Younger Youth.

At this time, the 05/06 contracts with MCOE are allocated 40% to Older Youth and 60% to Younger Youth. If the carry-forward funds were allocated to the 05/06 contracts in the same percentages, the maximum to be added to the Younger Youth contract would be \$197,343, with the remaining \$141,562 added to the Older Youth Contract. This would not, however, guarantee that the required percentages would not change during the life of the contracts.

ATTACHMENT(S): None

TO: Finance Committee

DATE: August 31, 2005

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: MCOE Monitoring Report

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: WIA regulations require that Department of Workforce Investment staff monitors perform monitoring of contractors and subrecipients at least annually. The monitoring of MCOE's contracts for FY 2004/05 has now been completed. Staff will be available at the meeting to provide a summary of the monitoring reports.

ATTACHMENT(S):

TO: Finance Committee

DATE: August 31, 2005

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Status at Year-End FY 2004/05

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Attached is the Fiscal Report for the period July 1, 2004 through June 30, 2005. This report shows all funds available for Fiscal Year 2004/05, accrued expenditures through June 30, 2005, and obligations as of June 30, 2005. Staff will be present at the meeting to answer questions.

ATTACHMENT(S):

FY 2004/05 Year-End Fiscal Report

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
FISCAL REPORT FOR FINANCE COMMITTEE
For Fiscal Year 2004/05
July 1, 2004 - June 30, 2005
Through 06/30/05 (Accrued expenses & obligations subject to adjustment)**

AVAILABLE FUNDS			BUDGET				ACTUAL			OBLIGATIONS	AVAILABLE		
	Carryover Funds From 03/04	Appropriation FY 04/05	Planned for New Funds Based on Plan Mod 7/1/04 to 6/30/05	Budget for Available Funds	Budget Adjustments	Revised Budget	Accrued Expenditures FY to Date	Available	Percent Expended to Date	Total Obligated Funds	Available after Obligations	Percent of Total Spent + Obligated	
ADULT			Core A \$ 648,203	\$ 891,197	\$ (157,928)	\$ 733,270	\$ 468,252	\$ 265,018	63.86%	\$ 23,392	\$ 241,625	67.05%	
04/05 Allocation		\$ 1,710,129	Core B \$ 375,384	\$ 516,105	\$ 90,513	\$ 606,618	\$ 573,271	\$ 33,347	94.50%	\$ 33,347	\$ -	100.00%	
Universal Access Grant		\$ 76,247	Intensive \$ 62,341	\$ 85,711	\$ 67,414	\$ 153,125	\$ 143,202	\$ 9,923	93.52%	\$ 9,923	\$ -	100.00%	
Health Link (Nurse) Grant		\$ 44,846	Training \$ 453,188	\$ 623,076		\$ 623,076	\$ 517,413	\$ 105,663	83.04%	\$ 92,195	\$ 13,468	97.84%	
PY- Cash Balances - Adult Funds	\$ 641,081		Admin \$ 171,013	\$ 235,121	\$ (9,392)	\$ 225,729	\$ 119,350	\$ 106,379	52.87%	\$ 8,082	\$ 98,297	56.45%	
- Incentive Funds	\$ 21,157		Other \$ 121,093	\$ 142,250	\$ 9,392	\$ 151,642	\$ 136,221	\$ 15,421	89.83%	\$ 15,421	\$ -	100.00%	
	\$ 662,238	\$ 1,831,222	Total	\$ 1,831,222	\$ 2,493,460	\$ -	\$ 2,493,460	\$ 1,957,709	\$ 535,751	78.51%	\$ 182,360	\$ 353,390	85.83%
DISPLACED WORKER			Core A \$ 451,648	\$ 627,156	\$ (47,350)	\$ 579,806	\$ 464,880	\$ 114,927	80.18%	\$ 22,398	\$ 92,528	84.04%	
04/05 Allocation		\$ 1,445,485	Core B \$ 428,172	\$ 594,558	\$ (30,551)	\$ 564,006	\$ 521,798	\$ 42,208	92.52%	\$ 32,263	\$ 9,945	98.24%	
PY Cash Balances 6/30/04	\$ 561,709		Intensive \$ 180,836	\$ 251,108		\$ 251,108	\$ 220,900	\$ 30,208	87.97%	\$ 16,135	\$ 14,073	94.40%	
			Training \$ 240,281	\$ 333,653	\$ 77,901	\$ 411,554	\$ 358,450	\$ 53,104	87.10%	\$ 53,104	\$ 0	100.00%	
			Admin \$ 144,548	\$ 200,719		\$ 200,719	\$ 120,041	\$ 80,678	59.81%	\$ 7,190	\$ 73,488	63.39%	
	\$ 561,709	\$ 1,445,485	Total	\$ 1,445,485	\$ 2,007,194	\$ -	\$ 2,007,194	\$ 1,686,070	\$ 321,125	84.00%	\$ 131,090	\$ 190,035	90.53%
YOUTH			* In School \$ 1,203,220	\$ 2,341,345	\$ (219,631)	\$ 2,121,714	\$ 2,025,393	\$ 96,320	95.46%	\$ 73,821	\$ 22,499	98.94%	
04/05 Allocation		\$ 1,909,873	* Out of School \$ 515,666	\$ 1,003,434	\$ 219,631	\$ 1,223,065	\$ 1,121,089	\$ 101,976	91.66%	\$ 74,020	\$ 27,957	97.71%	
PY Cash Balances 6/30/04	\$ 1,806,548		Admin \$ 190,987	\$ 371,642		\$ 371,642	\$ 107,987	\$ 263,655	29.06%	\$ 7,054	\$ 256,601	30.95%	
High-C Eligible Youth Grant (648)	\$ 70,000		Other \$ -	\$ 70,000		\$ 70,000	\$ 70,000	\$ -	100.00%	\$ -	\$ -	100.00%	
	\$ 1,876,548	\$ 1,909,873	Total	\$ 1,909,873	\$ 3,786,421	\$ -	\$ 3,786,421	\$ 3,324,469	\$ 461,952	87.80%	\$ 154,895	\$ 307,057	91.89%
All Programs	\$ 3,100,495	\$ 5,186,580		\$ 5,186,580	\$ 8,287,075	\$ -	\$ 8,287,075	\$ 6,968,248	\$ 1,318,827	84.09%	\$ 468,345	\$ 850,482	89.74%
* RAPID RESPONSE			Rapid Response \$ 187,793	\$ 376,763		\$ 376,763	\$ 376,763	\$ -	100.00%	\$ -	\$ -	100.00%	
04/05 Allocation		\$ 187,793	Special Project \$ 25,000	\$ 25,000		\$ 25,000	\$ 22,063	\$ 2,937	88.25%	\$ 2,937	\$ 0	100.00%	
PY Cash Balances 6/30/04	\$ 188,970		Total	\$ 187,793	\$ 376,763	\$ 25,000	\$ 401,763	\$ 398,826	\$ 2,937	99.27%	\$ 2,937	\$ 0	100.00%

* RAPID RESPONSE: Funding term end date changed to 6/30/2005 for all but special project.

BUDGET:	Includes all funds available for fiscal year based on Plan submitted to EDD Rapid Response Special Project Budget Change resizes FY 04/05 Budget to \$25,000. High-C Eligible Youth Grant (15% Discretionary Funds) adds \$70,000 to FY03/04 Appropriation. Health Link (Nurse) Grant (15% Discretionary Funds) adds \$44,846 to FY04/05 Appropriation	Youth Expenditures %'s to date In-School Youth 64.37% Out-of-School Youth 35.63%
OBLIGATIONS:	Includes funds obligated in contracts and ITA's Does NOT include funds committed for operations or Funds Obligated under new Youth Contracts	
AVAILABLE:	Balance after expenditures and obligations	

TO: Finance Committee

DATE: August 31, 2005

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Fiscal Report

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Attached is the Fiscal Report for the period July 1, 2005 through July 31, 2005. This report shows all funds available for Fiscal Year 2005/06, accrued expenditures for the first month of the fiscal year, and obligations as of July 31, 2005. Carry-forward funds are shown on a cash basis. Staff will be present at the meeting to answer questions.

ATTACHMENT(S):
Fiscal Report

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
FISCAL REPORT FOR FINANCE COMMITTEE
For Fiscal Year 2005/06
July 1, 2005 - June 30, 2006
Through 07/31/05**

Target 8.33%

AVAILABLE FUNDS			BUDGET				ACTUAL			OBLIGATIONS	AVAILABLE	
	Carryover Funds From 04/05	Appropriation FY 05/06	Planned for New Funds Based on Plan Mod 7/1/05 to 6/30/06	Budget for Available Funds	Budget Adjustments	Revised Budget	Accrued Expenditures FY to Date	Available	Percent Expended to Date	Total Obligated Funds	Available after Obligations	Percent Spent + Obligated
ADULT			Core A \$ 417,733	\$ 565,434		\$ 565,434	\$ 61,281	\$ 504,154	10.84%	\$ 39,662	\$ 464,492	17.85%
05/06 Allocation		\$ 1,661,856	Core B \$ 504,998	\$ 683,554		\$ 683,554	\$ 67,950	\$ 615,604	9.94%	\$ 44,572	\$ 571,032	16.46%
PY Cash Balances 6/30/05			Intensive \$ 124,332	\$ 168,293		\$ 168,293	\$ 12,011	\$ 156,282	7.14%	\$ 8,282	\$ 148,000	12.06%
- Health Link (Nurse) Grant (693)	\$ 656,953		Training \$ 448,608	\$ 607,226		\$ 607,226	\$ 66,212	\$ 541,014	10.90%	\$ 228,968	\$ 312,046	48.61%
- Adult Formula Funds	\$ 587,596		Admin \$ 166,185	\$ 224,944		\$ 224,944	\$ 16,344	\$ 208,601	7.27%	\$ 9,352	\$ 199,248	11.42%
- Incentive Funds	\$ 19,746		Other \$ -	\$ 676,699		\$ 676,699	\$ 11,983	\$ 664,716	1.77%	\$ 208,179	\$ 456,538	32.53%
	\$ 1,264,295	\$ 1,661,856	Total \$ 1,661,856	\$ 2,926,151	\$ -	\$ 2,926,151	\$ 235,780	\$ 2,690,371	8.06%	\$ 539,015	\$ 2,151,356	26.48%
DISPLACED WORKER			Core A \$ 412,310	\$ 521,550		\$ 521,550	\$ 64,532	\$ 457,017	12.37%	\$ 41,831	\$ 415,186	20.39%
05/06 Allocation		\$ 1,447,654	Core B \$ 453,168	\$ 573,233		\$ 573,233	\$ 76,372	\$ 496,861	13.32%	\$ 50,318	\$ 446,543	22.10%
PY Cash Balances 6/30/05	\$ 383,549		Intensive \$ 189,693	\$ 239,951		\$ 239,951	\$ 26,261	\$ 213,690	10.94%	\$ 17,579	\$ 196,111	18.27%
			Training \$ 247,718	\$ 313,350		\$ 313,350	\$ 49,046	\$ 264,304	15.65%	\$ 102,202	\$ 162,102	48.27%
			Admin \$ 144,765	\$ 183,120		\$ 183,120	\$ 16,257	\$ 166,863	8.88%	\$ 9,288	\$ 157,575	13.95%
	\$ 383,549	\$ 1,447,654	Total \$ 1,447,654	\$ 1,831,203	\$ -	\$ 1,831,203	\$ 232,467	\$ 1,598,736	12.69%	\$ 221,218	\$ 1,377,517	24.78%
YOUTH			* In School \$ 1,137,183	\$ 1,818,345		\$ 1,818,345	\$ 243,534	\$ 1,574,811	13.39%	\$ 995,385	\$ 579,426	68.13%
05/06 Allocation		\$ 1,805,052	* Out of School \$ 487,364	\$ 779,291		\$ 779,291	\$ 88,862	\$ 690,428	11.40%	\$ 650,076	\$ 40,352	94.82%
PY Cash Balances 6/30/05	\$ 1,081,210		Admin \$ 180,505	\$ 288,626		\$ 288,626	\$ 13,598	\$ 275,029	4.71%	\$ 7,791	\$ 267,238	7.41%
			Other \$ -	\$ -		\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	\$ 1,081,210	\$ 1,805,052	Total \$ 1,805,052	\$ 2,886,262	\$ -	\$ 2,886,262	\$ 345,994	\$ 2,540,268	11.99%	\$ 1,653,252	\$ 887,016	69.27%
All Programs	\$ 2,729,054	\$ 4,914,562	\$ 4,914,562	\$ 7,643,616	\$ -	\$ 7,643,616	\$ 814,242	\$ 6,829,375	10.65%	\$ 2,413,485	\$ 4,415,889	42.23%
* RAPID RESPONSE			Rapid Response \$ 211,238	\$ 211,238		\$ 211,238	\$ 61,713	\$ 149,525	29.21%	\$ 37,618	\$ 111,907	47.02%
05/06 Allocation		\$ 211,238	Special Project \$ 158,692	\$ 158,692	\$ -	\$ 158,692	\$ 9,717	\$ 148,976	6.12%	\$ 5,719	\$ 143,257	9.73%
PY Cash Balances 6/30/05	\$ 158,692		Total \$ 211,238	\$ 369,930	\$ -	\$ 369,930	\$ 71,429	\$ 298,501	19.31%	\$ 43,337	\$ 255,164	31.02%

* RAPID RESPONSE: Funding term end date is 3/31/2006 for special project, 6/30/2006 for all other.

BUDGET: Includes all funds available for fiscal year based on Plan submitted to EDD
Rapid Response PY Cash Balances DO NOT include \$9,013.36 Grant 541 Funds Liquidated by June '05 Accruals
Youth PY Cash Balances DO NOT include \$14,932.69 Grant 648 Funds Liquidated by June '05 Accruals
Health Link (Nurse) Grant (693) Funds have a term end date of 03/31/2007

OBLIGATIONS: Includes funds obligated in contracts and ITA's
Does NOT include funds committed for operations.

AVAILABLE: Balance after expenditures and obligations

Youth Expenditures %'s to date
In-School Youth 73.27%
Out-of-School Youth 26.73%

TO: Finance Committee

DATE: August 31, 2005

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Contracts Status Report

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Attached is the Contracts Status Report for Fiscal Year 2005/06 through July 2005. This report shows contracts for WIA funds for the fiscal year and the status of invoices and payments. Contracts not yet closed out for Fiscal Year 2004/05 are included in the report. Staff will be present at the meeting to answer questions.

ATTACHMENT(S):
Contracts Status Report

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
WIA CONTRACTS**

Contract/Vendor Name	Contract Number	Total Contract Amt	Start Date	End Date	Contract Balance	Budget 2005/06 Only	* Expenditures To-Date	** Inv's Rec'd Not Yet Pd	*** Inv Through	**** % Billed	Comments
Merced Adult School, PLATO Lab (ERC)	2005142	\$ 25,185	07/01/05	06/30/06	\$ 25,184.82	\$ 25,184.82	\$0.00	\$ -		0%	
Merced College-LB Campus PLATO Lab	2005141	\$ 62,039	07/01/05	06/30/06	\$ 61,987.69	\$ 62,039.33	\$51.64		July '05	0%	
Merced College-LVN	2005108	\$ 106,914	07/01/05	06/30/06	\$ 106,914.00	\$ 106,914.00	\$0.00			0%	
Merced College-RN	2005109	\$ 135,926	07/01/05	06/30/06	\$ 135,926.00	\$ 135,926.00	\$0.00	\$ -		0%	
Merced College-CA Wellness Foundation	2003190	\$ 85,428	04/01/03	03/31/06	\$ 30,509.31	\$ 25,754.00	\$54,918.69		June '05	64%	
Merced County Office of Education-ISY	2004135	\$ 1,625,000	07/01/04	06/30/05	\$ 209,566.40	\$ 1,625,000.00	\$1,254,942.06	\$ 160,491.54	June '05	87%	Holding for backup
Merced County Office of Education-ISY	2005135	\$ 847,434	07/01/05	06/30/06	\$ 817,151.28	\$ 847,434.00	\$0.00	\$ 30,282.72	July '05	4%	Inv just rec'd
Merced County Office of Education-OSY	2005136	\$ 564,956	07/01/05	06/30/06	\$ 536,579.38	\$ 564,956.00	\$0.00	\$ 28,376.62	July '05	5%	Inv just rec'd
Merced County Office of Education-OSY	2004132	\$ 945,000	07/01/04	06/30/05	\$ 119,338.66	\$ 945,000.00	\$825,661.34		June '05	87%	
					\$ 4,397,882.15	\$ 2,043,157.54	\$ 4,338,208.15	\$ 2,135,573.73	\$ 219,150.88		

* 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.

Updated 08/26/05