



**Workforce Investment Board
Finance Committee
Private Industry Training Department
Small Conference Room
1880 West Wardrobe Avenue, Merced, CA
September 13, 2001, 8:30 a.m.
Meeting Minutes**

Members Present:	Bob Bittner, Ernie Flores, Leo Lamb, Tom May (Chair), Mike (Van) Smith
Members Absent:	Bob Carpenter, Ben Duran, Alfonse Peterson
PITD Staff Present:	Andrea Baker, John Kasnick, Dee Knight, Ed McLaughlin, Jackie Walther-Parnell
Others Present:	Rick Osorio

1. Call to Order and Roll Call – The Chair called the meeting to order and a sign-in sheet was used in lieu of roll call.

Ms. Andrea Baker introduced the new PITD Fiscal/MIS Manager Ms. Jackie Walther-Parnell, who comes to us from the District Attorney's office.

The Chair gave Ms. Walther-Parnell a brief history on the type of financial report the committee would like her to submit.

2. Approve Agenda/Additions – The agenda was accepted.

3. Approve Minutes – It was *M/S/C Bittner/Smith* to approve the May 3, 2001 minutes.

4. – Comments from the Chair – None.

5. – Public Opportunity to Speak – None.

6. and 7. – Review Financial Statements for Program Year 2000/2001 and July 2001 – Staff provided everyone a financial report, and Ms. Baker gave an explanation of the various allocations and expenditures. After reviewing the various allocations and expenditures, it was recommended that staff change the report as follows:

- a. Money that is contracted out, but not yet spent, should be listed under “Committed” funds.
- b. Have a separate column for uncommitted funds.
- c. Add a column before the “Reserve” column to list the percentage of each allocation.
- d. Add a column for encumbered monies not yet spent.
- e. A narrative should be added for the funds committed.

Mr. Lamb asked if the cost expended for County services, \$311,000, is still negotiated. Ms. Baker explained that this is an “A87” cost, and amount went down this year approximately \$60,000. Staff was asked to provide a historical comparison of “A87” costs consisting of the following: a) What they consist of, b) the formula derived for each department, and c) what costs are associated with the function the County performs.

The Chair asked what process is in place to determine the credit worthiness of a potential contractor, and are the credentials periodically checked for financial stability. Ms. Baker noted that if its part of the RFP, General Services checks the fiscal status, and the state checks ITA contracts. Staff was asked to provide copies of the financial check that was done on ARBOR, Inc. for review.

Mr. Smith asked where the \$160,000 listed under “Rapid Response” was reflected in the carryover—could it be in the \$254,000 figure? Staff didn’t know, but would make the correction.

Mr. Smith asked if Youth Council excess funds could be used for the Motorola project. Staff said it depends on who the beneficiaries are and if they qualify under WIA. With WIA dollars you can do research, and in using Youth, Adult and Dislocated Worker dollars it has to be tied back as being a benefit to that group. The Executive Committee has asked the Merced County Education Business Alliance to provide information regarding how the requested funds will be used.

8. Other Comments – Mr. Lamb noted he was going to ask that the WIB/CLEO Agreement be removed from the consent agenda because it needs to be thoroughly examined before being approved by the WIB. The Chair asked him to write a summary of his objections and what he thinks should be done, and include this in the WIB package. After discussion, it was recommended Mr. Lamb present his objections and/or solutions at the next Policy and Planning Committee on September 26, 2001.

Mr. Lamb also noted that there were complaints about the PITD phone system being too cumbersome for first-time callers. After discussion, it was recommended that PITD have an ongoing public service announcement on TV and radio stating the number to call for direct service. Staff will check with MIS to see how the system can be accessed easier—possibly a separate message for clients. It was recommended to use 1-888-ONE-STOP.

9. Adjournment – Meeting adjourned at 9:30 a.m. Next meeting will be determined at a later date.

Minutes prepared by Devilla D. Knight.