

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

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

September 28, 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. Carry Forward Funding from MCOE's 04/05 Contracts
 - b. Review of MCOE Monitoring Report
 - c. Review of 04/05 Year-End Fiscal Report
 - d. August 2005 Fiscal Report
 - e. Monthly Contracts Report
 6. Chair Comments
 7. Next Meeting Date – October 26, 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: 09/28/05

FROM: Youth Council

For Action

For Information

For Discussion

SUBJECT: Carry Forward Funding from MCOE's 04-05 Contracts

PROPOSED MOTION(S): Information Only

DISCUSSION: The Youth Council awarded MCOE/ROP its current Youth contracts beginning July 1, 2004 with the option to renew the contract for up to two years beyond the original contract date. During the period July 1, 2004 through June 30, 2005, the Workforce Investment Act was scheduled for reauthorization. A point of contention in the reauthorization process was a disagreement between the House's and Senate's bills concerning the percentage split of youth monies between younger and out-of-school youth programs.

In order to respond to the unknown, future program fund split, the Youth Council voted to contract for the present year without the addition of PY 2004/05 carryover dollars. Those funds were to be added in the proper percentages when the future program split was known. The Youth Council also voted to fund the current programs at a 60% younger youth/40% out-of-school youth split. Now, with the current political realities in Washington, the chances of the Act being reauthorized are extremely slim. The youth programs need their carryover dollars to serve the clients they have contracted for.

On September 14, 2005, the Youth Council approved the addition of \$197,372 for YOP and \$131,581 for Empower to fund the two programs at \$1,044,806 (60%) and \$696,537 (40%), respectively. The addition of these dollars will not result in more clients being served or those enrolled clients receiving more services. What these additions will do is to increase the line items in budgets planned by MCOE and approved by the Youth Council with the agreement that when the proper time had arrived, carryover monies would be added to the present contracts.

ATTACHMENTS: N/A

TO: FINANCE COMMITTEE

DATE: Sept. 28, 2005

FROM: WIB STAFF

For Action

For Information

For Discussion

SUBJECT: Review of 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 your meeting to provide a summary of the monitoring reports.

ATTACHMENT(S):

TO: FINANCE COMMITTEE

DATE: Sept. 28, 2005

FROM: WIB STAFF

For Action

For Information

For Discussion

SUBJECT: Review of 04/05 Year-End Fiscal Report

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Attached is the Year-End Fiscal Report for Fiscal Year 2004/05. This report shows all funds available for Fiscal Year 2004/05, accrued expenditures through June 30, 2005, and obligations as of June 30, 2005. Adjustments to accrued expenditures and obligations after the close of the fiscal year are not included in this report, but are included in Fiscal Year 2005/06 reports. Obligations requirements for FY 04/05 funds are that they be at least 80% obligated by June 30, 2005, and 100% spent on an accrual basis by June 30, 2006. The obligation requirement was met and the spending requirement is on target. Staff will be present at your 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
End of Year Report**

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

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

Youth Expenditures %'s to date
In-School Youth 64.37%
Out-of-School Youth 35.63%

TO: FINANCE COMMITTEE

DATE: Sept. 28, 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 August 31, 2005. This report shows all funds available for Fiscal Year 2005/06, accrued expenditures for the first two months of the fiscal year, and obligations as of August 31, 2005. Carry-forward funds are shown on a cash basis. Staff will be present at your 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 08/31/05**

Target 16.67%

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	Available	Percent Expended to Date	Total Obligated Funds	Available after Obligations	Percent Spent + Obligated
							FY to Date					
ADULT			Core A \$ 417,733	\$ 565,434		\$ 565,434	\$ 91,429	\$ 474,005	16.17%	\$ 31,548	\$ 442,458	21.75%
05/06 Allocation		\$ 1,661,856	Core B \$ 504,998	\$ 683,554		\$ 683,554	\$ 111,224	\$ 572,330	16.27%	\$ 44,385	\$ 527,945	22.76%
PY Cash Balances 6/30/05			Intensive \$ 124,332	\$ 168,293		\$ 168,293	\$ 24,030	\$ 144,263	14.28%	\$ 11,635	\$ 132,628	21.19%
- Health Link (Nurse) Grant (693)	\$ 656,953		Training \$ 448,608	\$ 607,226		\$ 607,226	\$ 122,693	\$ 484,533	20.21%	\$ 211,150	\$ 273,383	54.98%
- Adult Formula Funds	\$ 587,596		Admin \$ 166,185	\$ 224,944		\$ 224,944	\$ 23,830	\$ 201,114	10.59%	\$ 7,184	\$ 193,930	13.79%
- Incentive Funds	\$ 19,746		Other \$ -	\$ 676,699		\$ 676,699	\$ 35,930	\$ 640,769	5.31%	\$ 195,128	\$ 445,641	34.14%
	\$ 1,264,295	\$ 1,661,856	Total \$ 1,661,856	\$ 2,926,151	\$ -	\$ 2,926,151	\$ 409,136	\$ 2,517,016	13.98%	\$ 501,031	\$ 2,015,985	31.10%
DISPLACED WORKER			Core A \$ 412,311	\$ 516,364		\$ 516,364	\$ 98,464	\$ 417,901	19.07%	\$ 34,855	\$ 383,046	25.82%
05/06 Allocation		\$ 1,447,654	Core B \$ 486,212	\$ 608,916		\$ 608,916	\$ 122,443	\$ 486,473	20.11%	\$ 48,146	\$ 438,327	28.02%
- Grant 511 Supplement		\$ 72,156	Intensive \$ 203,525	\$ 254,888		\$ 254,888	\$ 46,479	\$ 208,409	18.24%	\$ 20,637	\$ 187,773	26.33%
PY Cash Balances 6/30/05	\$ 383,549		Training \$ 265,781	\$ 332,855		\$ 332,855	\$ 81,183	\$ 251,672	24.39%	\$ 91,301	\$ 160,371	51.82%
			Admin \$ 151,981	\$ 190,336		\$ 190,336	\$ 24,782	\$ 165,554	13.02%	\$ 7,917	\$ 157,638	17.18%
	\$ 383,549	\$ 1,519,810	Total \$ 1,519,810	\$ 1,903,359	\$ -	\$ 1,903,359	\$ 373,350	\$ 1,530,009	19.62%	\$ 202,855	\$ 1,327,153	30.27%
YOUTH			* In School \$ 1,137,183	\$ 1,818,345	\$ (44,784)	\$ 1,773,561	\$ 591,003	\$ 1,182,558	33.32%	\$ 850,359	\$ 332,199	81.27%
05/06 Allocation		\$ 1,805,052	* Out of School \$ 487,364	\$ 779,291	\$ 44,784	\$ 824,075	\$ 201,297	\$ 622,778	24.43%	\$ 622,778	\$ -	100.00%
PY Cash Balances 6/30/05	\$ 1,081,210		Admin \$ 180,505	\$ 288,626		\$ 288,626	\$ 20,858	\$ 267,769	7.23%	\$ 6,500	\$ 261,268	9.48%
			Other \$ -	\$ -		\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	\$ 1,081,210	\$ 1,805,052	Total \$ 1,805,052	\$ 2,886,262	\$ -	\$ 2,886,262	\$ 813,157	\$ 2,073,105	28.17%	\$ 1,479,637	\$ 593,467	79.44%
All Programs	\$ 2,729,054	\$ 4,986,718	\$ 4,986,718	\$ 7,715,772	\$ -	\$ 7,715,772	\$ 1,595,643	\$ 6,120,129	20.68%	\$ 2,183,523	\$ 3,936,605	48.98%
* RAPID RESPONSE			Rapid Response \$ 211,238	\$ 211,238		\$ 211,238	\$ 72,153	\$ 139,085	34.16%	\$ 15,235	\$ 123,850	41.37%
05/06 Allocation		\$ 211,238	Special Project	\$ 158,692	\$ -	\$ 158,692	\$ 25,518	\$ 133,174	16.08%	\$ 12,750	\$ 120,424	24.11%
PY Cash Balances 6/30/05	\$ 158,692		Total \$ 211,238	\$ 369,930	\$ -	\$ 369,930	\$ 97,671	\$ 272,259	26.40%	\$ 27,985	\$ 244,275	33.97%

* 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
\$72,156 Dislocated Worker Funds added to CY Appropriation by Grant 511.

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 74.59%
Out-of-School Youth 25.41%

** High % ISY due to July/Aug ISY Work Experience

TO: FINANCE COMMITTEE

DATE: Sept. 28, 2005

FROM: WIB STAFF

For Action

For Information

For Discussion

SUBJECT: Monthly Contracts Report

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Attached is the Contracts Status Report for Fiscal Year 2005/06 through September 14, 2005. This report shows contracts for WIA funds for the fiscal year and the status of invoices and payments. Staff will be present at your 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
Ctr for Public Policy Studies, CSU Stanislaus	10666	\$ 3,359.68	3/1/2005	04/29/05	\$ 61.62	\$ 3,359.68	\$ 3,298.06		Aug '05	98%	
MaryAnne Pranke		\$ 8,000.00			\$ 6,545.00	\$ 6,545.00	\$0.00	\$ 1,455.00	June '05	18%	Contract pending signatures from ETN.
Merced Adult School, PLATO Lab (ERC)	2005142	\$ 25,185	07/01/05	06/30/06	\$ 23,349.52	\$ 25,184.82	\$1,835.30	\$ -	Aug '05	7%	
Merced College-LB Campus PLATO Lab	2005141	\$ 62,039	07/01/05	06/30/06	\$ 54,915.32	\$ 62,039.33	\$51.64	\$ 7,072.37	Aug '05	11%	
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	\$ 29,278.81	\$ 25,754.00	\$54,918.69	\$ 1,230.50	Aug '05	66%	Pending correction to invoice
Merced County Office of Education-ISY	2004135	\$ 1,625,000	07/01/04	06/30/05	\$ 209,615.52	\$ 1,625,000.00	\$1,415,384.48		June '05	87%	
Merced County Office of Education-ISY	2005135	\$ 847,434	07/01/05	06/30/06	\$ 634,939.99	\$ 847,434.00	\$29,735.67	\$ 182,758.34	Aug '05	25%	Inv just rec'd
Merced County Office of Education-OSY	2005136	\$ 564,956	07/01/05	06/30/06	\$ 495,496.75	\$ 564,956.00	\$28,292.62	\$ 41,166.63	Aug '05	12%	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%	
Yosemite Community College	10503	\$ 6,090.00	11/01/02	06/30/05	\$ 5,338.00	\$ 2,484.00	\$ 752.00		Aug '05	12%	
		\$ 4,403,972.15			\$ 1,815,112.57	\$ 4,340,692.15	\$ 2,356,631.74	\$ 232,227.84			

* 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 09/14/05