

**Workforce Investment Board of Merced County**  
**Finance Committee**  
**Department of Workforce Investment (Small Conf Rm)**  
**1880 W. Wardrobe Ave, Merced, CA**  
**Wednesday, August 25, 2004, 7:30–9:00 a.m.**  
**Working Group Notes**



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**Members Present:** Andrea Baker, Alfonse Peterson (Vice Chair), Vann (Mike) Smith (Chair)

**Members Absent:** Lee Andersen, Ed Anderson, John Fowler

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

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**1. Call to Order:** At 7:36 a.m. the Chair noted the regular meeting would be canceled due to lack of a quorum. The Chair convened a working group to discuss the agenda items.

**2. Discussion:**

**a. Costs for Staff Support to Youth Programs:** The Chair recommended an addendum be added to the minutes to summarize any presentation that is made to a committee or the Workforce Investment Board. This would provide more in-depth information to those members who were unable to attend the meeting. He also recommended using someone in the work experience program at Merced County Office of Education to record the highlights of all presentations.

**3. Information Agenda:**

**a. Year-End Fiscal Report:** Staff provided handouts of the Allocations, Obligations and Expenses for FY 2003/04 (July 1, 2003-June 30, 2004) through June 30, 2004, gave an overview of the report, and answered specific questions.

Total unobligated funds carried over to PY 2004/2005 for Adult is \$164,528, and Displaced Worker is \$288.950. In both categories, the Department exceeded the federally recommended 70% expenditure goal.

Ms. Andrea Baker noted the state is proposing the following formula for next year's Rapid Response allocation:

- 1) 30% will be divided equally between each Workforce Investment Area,
- 2) 45% will be based on how many people were served the previous year, and
- 3) 25% will be provided through a Request for Proposal that the Workforce Investment Area will have to submit.

Staff noted the following additional sources of funds were allocated for 2004/05:

- 1) Enterprise Zone Vouchering offset (discussed below in 3.d.),
- 2) A \$70,000 grant to be used for WIA-eligible youth, and
- 3) A \$76,240 grant in partnership with Merced College/Dept of Rehab to be used for improving the visually and hearing impaired areas.

**b. Youth Funds – PY 03/04 Contracts:** More funds have been expended for youth than anticipated. All carried forward funds were obligated in the youth contracts for PY 2004/05. Youth funding for PY 2004/05 is approximately 1.9 million dollars. Total expenditures for PY 2003/04 were 2.7 million dollars.

**c. Grants Update:** Ms. Baker noted that the grant submitted for youth with disabilities was not awarded. She also noted that the Department's Grant Writer, Ms. Kirsten Lee, has accepted a position with Merced County Office of Education, and this is her last week. This past year, Ms. Lee procured over \$2,500,000.00 in grants for Merced County. The following suggestions were made for hiring a full-time grant writer:

- 1) Get qualified staff/partner staff trained in grant writing,
- 2) Ask Dennis Haines to make a presentation on grants to the Finance Committee, or
- 3) Have an assistant assigned to the grant writer for continuity.

It was recommended that all of the above suggestions be submitted to the Worknet Leadership Team to determine the best direction to take in hiring a new grant writer.

**d. Enterprise Zone Vouchering:** Staff noted the Board of Supervisors had approved the Department's Ordinance establishing a \$40 fee for Enterprise Zone/LAMBRA Voucher Application processing for employers, which is to offset some of the Department's costs. The state will also charge a \$10 fee, and the Department will collect that on behalf of the state.

**4. Chair Comments:** The Chair noted he would be on vacation during the September 30<sup>th</sup> meeting.

**5. Next Meeting Date:** The next meeting is September 30, 2004, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

**6. Adjourn:** The workgroup meeting adjourned at 8:19 a.m.

Minutes prepared by Devilla D. Knight.