

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

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

September 29, 2004, 7:30-9:00 a.m.

Meeting Agenda



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1. Call to Order
 2. Approve Agenda
 3. Approve Minutes (June 30, 2004)
 4. Public Opportunity to Speak
 5. Discussion/Action
 - a. WIB Strategic Scorecard
 6. Information Agenda
 - a. Meeting Notes (August 25, 2004)
 - b. Fiscal Report
 - c. National Emergency Grant – Contract w/San Jose for Training Funds
 7. Chair Comments
 8. Next Meeting Date – October 27, 2004
 9. Adjourn

Workforce Investment Board of Merced County
Finance Committee
Department of Workforce Investment (Small Conf Rm)
1880 W. Wardrobe Ave, Merced, CA
Wednesday, June 30, 2004, 7:30–9:00 a.m.
Meeting Minutes



Members Present: Lee Andersen, Andrea Baker, John Fowler, Vann (Mike) Smith (Chair)

Members Absent: Ed Anderson, Alfonse Peterson (Vice Chair)

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

- 1. Call to Order:** The Chair called the meeting to order at 7:39 a.m. A sign-in sheet was used in lieu of roll call.
- 2. Approve Agenda:** It was *M/S/C Fowler/Andersen* to approve the agenda as published.
- 3. Approve Minutes (April 26, 2004):** It was *M/S/C Andersen/Baker* to approve the April 26, 2004 minutes.
- 4. Public Opportunity to Speak:** None.

5. Discussion:

a. 501-3c Information Update: Mr. John Fowler noted he received the final report on the feasibility study for the nonprofit Community Development Corporation (501-3c). The report recommended creating a 501-3c with limited scope by deferring the connection with education and workforce, and concentrating solely on the financial aspect. It contained suggestions of how the 501-3c should be structured, and the costs for its first year of operation.

He noted the financing (seed money) was discussed with the County Executive staff, but due to the current budget restrictions, it was recommended the creation of a 501-3c be postponed for about one year. In a briefing given to the Board of Supervisors (BOS) in May 2004, it was recommended that the BOS defer this project until budget year 2005/2006.

The Grant Writer, Ms. Kirsten Lee, is looking for any possible grants that will help fund this project. Mr. Fowler will check on getting a copy of the report on a CD to the Finance Committee.

6. Information Agenda:

a. Fiscal Report: Staff provided handouts of the Allocations, Obligations and Expenses for FY 2003/04 (July 1, 2003-June 30, 2004) through May 31, 2004, gave an overview of the report, and answered specific questions.

Staff noted adult expenditures are at approximately 70 percent, dislocated worker is approximately 66 percent, and youth is over 60 percent. This includes the current year's funding plus carryover.

There will be a carryover next year for the Youth Program, which is already obligated in the new contract. Staff will verify the accuracy of the contract balance for In-School-Youth.

On the WIA Contracts, it was recommended for reporting purposes that the total contract amount (first column) be reduced by the anticipated amount not to be expended.

b. Fiscal Year 2004/2005 Allocations: Staff provided a WIA formula fund comparison graph showing the allocation for this year and comparing it to the allocations for 2002/2003. The biggest drop over the three-year period is in the youth allocation.

c. Five-Year Strategic Plan Modification: Staff noted this is the yearly modification required by the Workforce Investment Act to show how we plan to expend our allocations. It will be submitted to the Executive Committee with a recommendation for approval and signature in July 2004.

d. Jobs for California Graduates Closeout Report: Staff noted the final payment of \$3,314.97 was made to Jobs for California Graduates. Per request of the fiduciary to County Counsel, the payment was made directly to County Bank. The Department will respond to the state on how it will prevent this happening again, and then the state will issue a final report.

It was recommended that the Workforce Investment Board set some guidelines for nonprofit boards/audit committees by having them attend training on financial oversight before a contract is awarded, or request documentation of such training.

7. Chair Comments: The Chair asked if it was possible for the Finance Committee to meet the week before the Executive Committee has its meeting. Staff noted a fiscal report could not be prepared that early in the month.

8. Next Meeting Date: The next meeting is July 28, 2004, 7:30-9:00 a.m., in the Wardrobe Large Conference Room.

9. Adjourn: The meeting adjourned at 8:32 a.m.

Minutes prepared by Devilla D. Knight.

TO: WIB Finance Committee

DATE: 9/29/04

FROM: WIB Staff



For Action



For Information



For Discussion

SUBJECT: WIB Strategic Scorecard

PROPOSED MOTION(S): To discuss and accept the Measurement Categories assigned to the Finance Committee.

DISCUSSION: The Merced County Workforce Investment Board Strategic Scorecard has been completed and is now being reviewed by each committee. The scorecard will be a tool used to evaluate fundamental performance areas that are vital to the WIB, and create a set of measures for each area. Once all applicable committees have reviewed the scorecard, it will be sent to the Workforce Investment Board for approval.

The Executive Committee has not formally reviewed the scorecard, but was provided the scorecard during its August meeting and voiced approval.

ATTACHMENT(S):
WIB Strategic Scorecard

MERCED COUNTY WORKFORCE INVESTMENT BOARD STRATEGIC SCORECARD

WIB GOALS

Goal # I Train and attract adaptable workers to fill industry needs.

Goal # II Influence the K-12 education system to design and implement strategies that provide students knowledge of employee skills and attitudes and develop metrics to assure success.

Goal # III Become an active advocacy voice and take political action on workforce development issues at the local, state, and national levels.

Measurement Category: Customer Perspective

| Measure/Indicator | Metrics | Method | How Often Review | Responsible WIB Committee |
|---|--|--|------------------|---------------------------|
| 1. Business Customer Satisfaction | | | | |
| a. Employer Needs Are Being Met | 80% Satisfaction Rate & Increase in the # of Employers using Worknet Services | Face to face 10 Question Survey of 30 Employers | Annually | QA & BSU |
| b. Are the Right Industries Targeted • Economic Development Targeted Industries • Growth Industries | Compare targets and adjust industry focus, if necessary | Review LMI (Growth Industries & Early Warning Data (in development)) | Biannually | PP&D |
| 2. Job Seeker Customer Satisfaction | | | | |
| a. Job Seeker Needs Are Being Met | 90% | Worknet Day Pass | Monthly | QA |
| b. Input from Customers Is Used To Improve Services | Rating to meet or exceed | Benchmark to similar service organizations | Biannually | QA |
| 3. Workforce Development Advocacy/Awareness | # Of Face to Face Meetings compared to previous year # Of Written | Meetings with Legislators Written Communication with | Biannually | Executive |

MERCED COUNTY WORKFORCE INVESTMENT BOARD STRATEGIC SCORECARD

| | | | | |
|--|--|--|--|--|
| | <p>Communications compared to previous year</p> <p>Voting record of Legislators</p> <p>Positive impact to Support Local Control</p> <p>Stable or increased WIA Funding</p> | <p>Legislators (requesting a response from them)</p> <p>Invitations to WIB Meetings</p> <p>Invitations to Worknet, i.e., for a tour, Chamber Mixer, etc.</p> | | |
|--|--|--|--|--|

Measurement Category: Internal Operations/Organizational Effectiveness

| Measure/Indicator | Metrics | Method | How Often Review | Responsible WIB Committee |
|---|--|---------------------|------------------|---------------------------|
| 1. Program Accountability: | | | | |
| a. Plan vs. Actual Participant Activity | | | | |
| • Numbers | Planned vs. Actual | Participant Reports | Monthly | QA |
| • Demographics | Participants vs. Merced Co. Demographics | Participant Reports | Biannually | QA |
| • Performance Measures | Attain 80% level on Goals | Performance Reports | Quarterly | QA |
| b. Report Results: | | | | |
| • Audits | Zero Findings | County Audit | Annually | QA |

MERCED COUNTY WORKFORCE INVESTMENT BOARD STRATEGIC SCORECARD

| | | | | |
|---|---|---|------------------------|------|
| <ul style="list-style-type: none"> • Monitoring • Youth Quarterly Program Reports <p style="padding-left: 40px;">Out-of-School Youth</p> <p style="padding-left: 40px;">Younger Youth</p> <p>c. Resources are Allocated Appropriately:</p> <ul style="list-style-type: none"> • Pilot Program in a specific Industry cluster (offering career ladders or move up strategy) • Quality Controls • Productivity | Zero Findings | EDD Monitoring WI Monitoring | Annually Biannually | QA |
| | Acceptable Progress based on contract timeline | Report from MCOE | Quarterly | YC |
| | Acceptable Progress based on contract timeline | Report from MCOE | Quarterly | YC |
| | Review results of training job and placements in the industry | Identify and select an Industry cluster | Biannually | PP&D |
| | Improved Scores | Customer Satisfaction Data | Yearly | QA |
| Attainment | Performance Measures | Yearly | QA | |

Measurement Category: Financial/Market Perspective

| Measure/Indicator | Metric | Method | How Often Review | Responsible WIB Committee |
|---|-----------------------------|----------------|------------------|---------------------------|
| 1. Expenditures including: <ul style="list-style-type: none"> • Obligations • Accruals (Expenses) • Encumbrances • By funding source • By service • Plan vs. Actual | 80% Expended by End of Year | Fiscal Reports | Monthly | Finance |

MERCED COUNTY WORKFORCE INVESTMENT BOARD STRATEGIC SCORECARD

| | | | | |
|-------------------------|---|-----------|------------|---------|
| 2. Revenue & Resources: | | | | |
| a. Grants | #s Applied for and Source #s Received and \$\$ Amounts | WI Report | Biannually | Finance |
| b. Revenue Generation | # of Sources Amount of \$\$ | WI Report | Biannually | Finance |

Measurement Category: Learning and Innovation

| Measure/Indicator | Metric | Method | How Often Review | Responsible WIB Committee |
|--|--|--|------------------|---------------------------|
| 1. Progress in Preparation for Worknet Recertification | On Schedule | Report from Worknet LT on Time Line | Bimonthly | QA |
| 2. Influence the Workforce Investment System | | | | |
| a. Education | Report on Activity | Participate on the P-16 Council | Quarterly | PP&D |
| b. Economic Development/Castle Development | New Jobs Created Jobs Lost | Reports by MCEDCO, BEO and EDAC. Reports on Rapid Response activity | Quarterly | PP&D |
| c. Workforce Housing | # of New Units Built # of building permits issued for workforce housing | Support the WIB Policy on Workforce Housing | Yearly | Executive |

Glossary

- BSU - Dept. of WI Business Services Unit**
- Executive - WIB Executive Committee**
- Finance - WIB Finance Committee**
- PP&D - WIB Program Planning & Development Committee**
- QA - WIB Quality Assurance Committee**
- YC - Youth Council**

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



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

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 30th 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.

TO: Finance Committee

DATE: 9/29/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Fiscal Report

PROPOSED MOTION(S): None. Information Only.

DISCUSSION: Attached is the Fiscal Report through August 31, 2004. 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 2004/05
July 1, 2004 - June 30, 2005
Through 8/31/04**

Target 16.67%

| 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 | Accrued Expenditures FY to Date | Available | Percent Expended to Date | Total Obligated Funds | Available after Obligations | Percent Spent + Obligated |
| | | | | | | | | | | | |
| ADULT | | | Core A | \$ 648,203 | \$ 891,197 | \$ 113,219 | \$ 777,979 | 12.70% | \$ 42,031 | \$ 735,948 | 17.42% |
| 04/05 Allocation | | \$ 1,710,129 | Core B | \$ 375,384 | \$ 516,105 | \$ 86,165 | \$ 429,940 | 16.70% | \$ 29,321 | \$ 400,619 | 22.38% |
| Universal Access Grant | | \$ 76,247 | Intensive | \$ 62,341 | \$ 85,711 | \$ 20,728 | \$ 64,982 | 24.18% | \$ 6,896 | \$ 58,086 | 32.23% |
| PY Cash Balances 6/30/04 | | | Training | \$ 453,188 | \$ 623,076 | \$ 85,856 | \$ 537,220 | 13.78% | \$ 269,697 | \$ 267,524 | 57.06% |
| Adult Funds | \$ 641,081 | | Admin | \$ 171,013 | \$ 235,121 | \$ 20,856 | \$ 214,265 | 8.87% | \$ 6,603 | \$ 207,662 | 11.68% |
| Incentive Funds | \$ 21,157 | | Other | \$ 76,247 | \$ 97,404 | \$ - | \$ 97,404 | 0.00% | \$ - | \$ 97,404 | 0.00% |
| | \$ 662,238 | \$ 1,786,376 | Total | \$ 1,786,376 | \$ 2,448,614 | \$ 326,824 | \$ 2,121,790 | 13.35% | \$ 354,547 | \$ 1,767,243 | 27.83% |
| DISPLACED WORKER | | | Core A | \$ 451,648 | \$ 627,156 | \$ 119,770 | \$ 507,386 | 19.10% | \$ 48,165 | \$ 459,221 | 26.78% |
| 04/05 Allocation | | \$ 1,445,485 | Core B | \$ 428,172 | \$ 594,558 | \$ 79,690 | \$ 514,868 | 13.40% | \$ 28,003 | \$ 486,865 | 18.11% |
| PY Cash Balances 6/30/04 | \$ 561,709 | | Intensive | \$ 180,836 | \$ 251,108 | \$ 33,715 | \$ 217,393 | 13.43% | \$ 11,969 | \$ 205,424 | 18.19% |
| | | | Training | \$ 240,281 | \$ 333,653 | \$ 55,286 | \$ 278,368 | 16.57% | \$ 112,753 | \$ 165,614 | 50.36% |
| | | | Admin | \$ 144,548 | \$ 200,719 | \$ 24,039 | \$ 176,681 | 11.98% | \$ 7,544 | \$ 169,137 | 15.73% |
| | \$ 561,709 | \$ 1,445,485 | Total | \$ 1,445,485 | \$ 2,007,194 | \$ 312,499 | \$ 1,694,695 | 15.57% | \$ 208,434 | \$ 1,486,261 | 25.95% |
| YOUTH | | | * In School | \$ 1,203,220 | \$ 2,341,345 | \$ 311,255 | \$ 2,030,090 | 13.29% | \$ 1,428,265 | \$ 601,826 | 74.30% |
| 04/05 Allocation | | \$ 1,909,873 | * Out of School | \$ 515,666 | \$ 1,003,434 | \$ 184,151 | \$ 819,282 | 18.35% | \$ 741,052 | \$ 78,231 | 92.20% |
| PY Cash Balances 6/30/04 | \$ 1,806,548 | | Admin | \$ 190,987 | \$ 371,642 | \$ 20,563 | \$ 351,079 | 5.53% | \$ 5,940 | \$ 345,139 | 7.13% |
| | \$ 1,806,548 | \$ 1,909,873 | Total | \$ 1,909,873 | \$ 3,716,421 | \$ 515,969 | \$ 3,200,452 | 13.88% | \$ 2,175,257 | \$ 1,025,195 | 72.41% |
| All Programs | \$ 3,030,495 | \$ 5,141,734 | | \$ 5,141,734 | \$ 8,172,229 | \$ 1,155,292 | \$ 7,016,937 | \$ 0 | \$ 2,738,238 | \$ 4,278,698 | 47.64% |
| * RAPID RESPONSE | | | Rapid Response | \$ 91,901 | \$ 298,198 | \$ 74,508 | \$ - | | \$ 15,934 | \$ 207,756 | 30.33% |
| 04/05 Allocation | | \$ 91,901 | | | | | \$ 223,690 | 24.99% | | | |
| PY Cash Balances 6/30/04 | \$ 206,297 | | Total | \$ 91,901 | \$ 298,198 | \$ 74,508 | \$ 223,690 | 24.99% | \$ 15,934 | \$ 207,756 | 30.33% |
| | \$ 206,297 | \$ 91,901 | | | | | | | | | |

* RAPID RESPONSE: All funding available thru 9/30/2005

BUDGET: Includes all funds available for fiscal year based on Plan submitted to EDD

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 62.83%
Out-of-School Youth 37.17%

TO: WIB Finance Committee

DATE: 9/29/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: National Emergency Grant Contract

PROPOSED MOTION(S): Information Only

DISCUSSION: The Department of Workforce Investment has negotiated a contract with the City of San Jose to provide Workforce Investment Act services for up to 50 individuals who live in or near Merced County, but who previously worked and were laid off in Santa Clara County. Funds to support the training of these individuals are provided by a Technology and Transportation National Emergency Grant (NEG) administered through the San Jose Silicon Valley Workforce Investment Area (City of San Jose).

The collaborative agreement requires the Merced County Department of Workforce Investment to enroll the displaced workers and provide case management services. The San Jose Silicon Valley Workforce Investment Area (City of San Jose), through the Technology and Transportation NEG, will pay for the participants' training. All participants to be served must be enrolled prior to September 30, 2004. The contract will run from August 1, 2004 through March 31, 2005, and will provide up to \$257,500 in revenue to the Department of Workforce Investment.

The Merced County Board of Supervisors approved this contract on September 21, 2004.

ATTACHMENT(S): None