

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

Dept of Workforce Investment Small Conference Room

1880 W. Wardrobe Ave, Merced, CA

November 26, 2003, 7:30-9:00 a.m.

Meeting Agenda



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1. Call to Order
 2. Approve Agenda
 3. Approve Minutes (September 24, 2003)
 4. Public Opportunity to Speak
 5. Information Agenda
 - a. Grant Application Status Report
 - b. Fiscal Report
 - c. Update on Jobs for California Graduates Closeout
 - d. Update on Merced County Office of Education Older Youth Contract
 6. Chair Comments
 7. Next Meeting Date – December 31, 2003
 8. Adjourn

Workforce Investment Board of Merced County
Finance Committee
Department of Workforce Investment (Small Conf Rm)
1880 W. Wardrobe Ave, Merced, CA
Wednesday, September 24, 2003, 7:30–9:00 a.m.
Meeting Minutes



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

Members Absent: Lee Andersen

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

1. Call to Order: The Chair called the meeting to order at 7:35 a.m. A sign-in sheet was used in lieu of roll call.

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

3. Approve Minutes (July 30, 2003): It was *M/S/C Peterson/Baker* to approve the July 30, 2003 minutes.

4. Public Opportunity to Speak: None.

5. Information Agenda:

a. Grant Application Status Report: Ms. Baker noted that the Board of Supervisors approved submission of the Employment Development Department Disability Program Navigator grant request on September 23, 2003, which will enhance services to disabled clients at the One-Stop.

The Department should also be receiving a new nursing initiative grant application from the state the end of October. The Department is working with the Human Services Agency and Merced College to help in the transition of those clients in the Independent Living Program.

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

Also provided was an update of the WIA contracts. Ms. Baker announced that Jobs for California Graduates (JCG) has closed its doors. Its Executive Board decided to dissolve the corporate entity on Friday, September 19, 2003, due to a lack of sufficient funds to operate its programs. The Department is awaiting an official notification, which is due sometime today. JCG has hired a Fresno attorney to handle its affairs, and Ms. Irene Ayers has been designated the fiduciary.

After meeting with the Workforce Investment Board (WIB) Executive Committee yesterday, several courses of action were proposed that will be taken to County Counsel for review.

The Department has taken possession of all the client files (approximately 280) from JCG. Any inquiries or communications regarding JCG are to be coordinated and/or directed to Ms. Baker only.

It was recommended that the JCG partners (subcontractors for Older Youth Program) be asked to continue servicing those clients already enrolled, and that a Request for Proposal (RFP) be given for the balance of the Program Year to whoever decides to be the "lead agency". This will allow the Department time to appropriately let an RFP incorporating changes of the law and corrections learned from the JCG experience for the new contract year.

The RFP issue (short-term/long-term) and the public relations factor (depth of investigation) of the Department and JCG will be proposed agenda items for the WIB Executive Board meeting on Monday, September 29, 2003.

Just in case no official word comes from JCG to cancel the contract, it was recommended that a request go to the Board of Supervisors for the October 7, 2003 Board meeting to sever the JCG contract. (Official notice was received September 24, 2003.)

6. Chair Comments: None.

7. Next Meeting Date: The next meeting is Wednesday, October 29, 2003, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

9. Adjourn: The meeting was adjourned at 8:30 a.m.

Minutes prepared by Devilla D. Knight.

TO: Finance Committee

DATE: 11/26/03

FROM: WIB Staff

- For Action**
- For Information**
- Meeting Notes**

SUBJECT: Fiscal Report

PROPOSED MOTION(S): None. Information Only

DISCUSSION: Attached are the Fiscal Report through October 31, 2003, and the Contracts Report showing the status of contracts through November 20, 2003. Staff will be present at the meeting to answer questions.

ATTACHMENT(S):

- A. Fiscal Report for FY 2003/04 through October**
- B. Contracts Report**

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT
FISCAL REPORT FOR FINANCE COMMITTEE
For Fiscal Year 2003/04
July 1, 2003 - June 30, 2004
Through 10/30/03**

Target 34.62%

		BUDGET				ACTUAL			OBLIGATIONS	AVAILABLE	
		Planned for New Funds Based on Plan Mod 7/1/03 to 6/30/04	Carryover Funds From 02/03	** Budget Adjustments	Budget for Available Funds	Accrued Expenditures FY to Date	Balance	Percent Expended to Date	Total Committed Funds	Available after Obligations	
ADULT											
03/04 Allocation	\$ 1,712,311	Core A \$ 395,760	\$ 148,748	\$ 153,016	\$ 697,524	\$ 230,004	\$ 467,520	32.97%	\$467,520	\$ (0)	
02/03 Carryover	\$ 635,662	Core B \$ 322,884	\$ 120,142	\$ 49,268	\$ 492,294	\$ 225,169	\$ 267,125	45.74%	\$267,125	\$ -	
		Intensive \$ 163,297	\$ 62,931	\$ (85,828)	\$ 140,400	\$ 59,828	\$ 80,572	42.61%	\$80,572	\$ -	
		Training \$ 659,139	\$ 240,285		\$ 899,424	\$ 156,071	\$ 743,353	17.35%	\$743,353	\$ -	
		Admin \$ 171,231	\$ 63,556	\$ (116,456)	\$ 118,331	\$ 31,726	\$ 86,605	26.81%	\$86,605	\$ -	
		Other			\$ -				\$0	\$ -	
		Total	\$ 1,712,311	\$ 635,662	\$ -	\$ 2,347,973	\$ 702,798	\$1,645,175	29.93%	\$1,645,175	(\$0)
DISPLACED WORKER											
03/04 Allocation	\$ 1,653,263	Core A \$ 416,806	\$ 42,927		\$ 459,733	\$ 166,571	\$ 293,162	36.23%	\$293,162	\$ -	
02/03 Carryover	\$ 170,344	Core B \$ 443,981	\$ 45,993		\$ 489,974	\$ 181,930	\$ 308,044	37.13%	\$308,044	\$ -	
		Intensive \$ 252,582	\$ 26,063		\$ 278,645	\$ 88,867	\$ 189,778	31.89%	\$189,778	\$ -	
		Training \$ 374,568	\$ 38,327		\$ 412,895	\$ 109,291	\$ 303,604	26.47%	\$303,604	\$ -	
		Admin \$ 165,326	\$ 17,034		\$ 182,360	\$ 31,481	\$ 150,879	17.26%	\$150,879	\$ (0)	
		Total	\$ 1,653,263	\$ 170,344	\$ -	\$ 1,823,607	\$ 578,139	\$ 1,245,468	31.70%	\$1,245,468	(\$0)
YOUTH											
03/04 Allocation	\$ 2,017,580	* In School \$ 1,271,075	\$ 219,165		\$ 1,490,240	\$ 644,822	\$ 845,418	43.27%	\$721,901	\$ 123,517	
02/03 Carryover	\$ 811,720	* Out of School \$ 544,747	\$ 511,383	\$ 60,414	\$ 1,116,544	\$ 498,201	\$ 618,343	44.62%	\$622,051	\$ (3,708)	
		Admin \$ 201,758	\$ 81,172	\$ (60,414)	\$ 222,516	\$ 47,349	\$ 175,167	21.28%	\$154,685	\$ 20,482	
		Total	\$ 2,017,580	\$ 811,720	\$ -	\$ 2,829,300	\$ 1,190,372	\$ 1,638,928	42.07%	\$1,498,636	\$140,291
RAPID RESPONSE											
03/04 Allocation	\$ 175,000	\$ 175,000			\$ 175,000	\$ 48,887	\$ 126,113	27.94%	\$126,113	\$ 0	
02/03 Supplemental	\$ 100,000	\$ 100,000			\$ 100,000	\$ 65,371	\$ 34,629	65.37%	\$34,629	\$ -	
		Total	\$ 275,000	\$ -	\$ -	\$ 114,258	\$ 160,742	41.55%	\$160,742	\$0	
All Programs	\$ 7,275,880	\$ 5,658,154	\$ 1,617,726	\$ -	\$ 7,275,880	\$ 2,585,568	\$4,690,312	35.54%	\$4,550,021	\$140,292	

BUDGET:

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

* In School and Out of School Plan Mods were based on 30/70 split, prior to actual contracts being set for FY 2003/04. Costs include contracts and Department of WI costs.

** Budget Adjustments are based on participants' current usage of the One Stop. There has been an increased demand for Core A & B services.

OBLIGATIONS:

Includes funds obligated in contracts and ITA's
Includes funds committed for One Stop Operations and Administration

AVAILABLE:

Balance after expenditures and obligations

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

Contract/Vendor Name	Contract Number	Total Contract Amt	Start Date	End Date	Contract Balance	Budget 2003/04 Only	* Expenditures To-Date	** Inv's Rec'd Not Yet Pd	*** Inv Through	**** % Billed	Comments
Jobs-for-California Graduates	2002105	\$ 1,140,516	04/01/02	06/30/03	\$ 250,707.70		\$ 875,682.58	\$ 14,125.72	June '03	78%	Pending reconciliation invoices/bank records
Jobs-for-California Graduates	2003121	\$ 793,597	07/01/03	06/30/04	\$ 688,194.78	\$ 793,597.00	\$ 46,023.44	\$ 59,378.78	Sep '03	13%	Pending reconciliation invoices/bank records
Merced Adult School, PLATO Lab (ERC)	9115	\$ 229,182	07/01/94	06/30/03	\$ 81,644.32		\$ 144,939.89	\$ 2,597.79	June '03	64%	Pending corr to invoice
Merced Adult School, PLATO Lab (ERC)	2003132	\$ 22,284	07/01/03	06/30/04	\$ 22,084.66	\$ 22,284.00	\$ 199.34		Aug '03	1%	
Chamber of Commerce	2002188	\$ 20,000	07/01/02	12/31/03	\$ 2,640.62		\$ 17,359.38		July '03	87%	
Merced College-ILP	200111	\$ 416,485	01/01/01	06/30/03	\$ 37,417.35		\$ 379,067.65		June '03	91%	
Merced College-LB Campus PLATO Lab	2002236	\$ 127,820	07/01/02	06/30/04	\$ 52,777.82	\$ 60,019.00	\$ 71,493.08	\$ 3,549.53	Sept '03	59%	Pending corr to invoice
Merced College-LVN	2002120	\$ 90,000	07/01/02	12/31/03	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00		May '03	50%	
Merced College-RN	2002119	\$ 137,340	07/01/02	06/30/04	\$ 96,138.00	\$ 96,138.00	\$ 41,202.00		May '03	30%	
Merced County Office of Education	200115	\$ 6,433,643	09/25/00	06/30/04	\$ 2,217,083.81		\$ 4,071,074.55	\$ 145,484.64	June '03	66%	Waiting for MCOE to make corrections
Merced County Office of Education	2003122	\$ 1,322,726	07/01/03	06/30/04	\$ 799,374.68	\$ 1,322,726.00	\$ -	\$ 523,351.32	Sept '03	40%	Waiting for MCOE to make corrections
Merced County Information Systems	200231	\$ 131,043	11/01/01	06/30/03	\$ 37,103.62		\$ 93,939.38		June '03	72%	
Merced County Business Economic Opp.	2002247	\$ 66,496	10/01/02	06/30/03	\$ 0.00		\$47,996.84	\$ 18,499.16	June '03	100%	Pending corr to invoice/not received 11/19/03
Barbara Shaw Seminars WIB Survey	10527	\$ 6,500	04/01/03	09/30/03	\$ 157.03	\$ 2,250.00	\$6,342.97		May '03	98%	
Yosemite Community College	10503	\$ 1,128.00	11/01/02	06/30/03	\$ 376.00	\$ -	\$ 752.00		June '03	67%	
		\$ 10,938,760.43			\$ 4,330,700.39	\$ 2,342,014.00	\$ 5,841,073.10	\$ 766,986.94			

* 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.

TO: Finance Committee

DATE: 11/26/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Jobs for California Graduates Closeout Status

PROPOSED MOTION(S): Information Only.

DISCUSSION: On September 19, 2003, Jobs for California Graduates (JCG) terminated its contract with Merced County. Prior to termination of the contract, the Merced County Auditor/Controller's Office had requested additional fiscal documentation from JCG regarding amounts billed to Merced County for reimbursement of payments to subcontractors, and Merced County Department of Workforce Investment had made several requests for copies of the FY 2001/02 Single Audit, which was due March 31, 2003.

As required by WIA regulations, an Incident Report was sent to the California Employment Development Department (EDD) and the Department of Labor regarding the above. Information for this report was coordinated with County Counsel and the County Auditor/Controller's Office. The incident report included the fact that JCG had not obtained a Federal Single Audit for fiscal year 2001-02, as required by federal law, and the information received by the Auditor/Controller's Office that JCG had billed Merced County for reimbursement of costs that they had not paid.

Irene Ayers, fiduciary for JCG, has presented the Department of Workforce Investment with an invoice for the contract ending June 30, 2003, and two (2) invoices for the FY 2003/04 contract for the period July 1, 2003 through September 19, 2003. Ms Ayers has indicated that there will be an additional invoice. She has also provided some bank statements so that payment of expenses can be verified. Staff is awaiting receipt of additional bank statement information to verify the remainder of the expenses in the invoices. Staff is working with the Auditor/Controller's Office regarding this matter.

Department staff is also in the process of completing a Fact-Finding and Resolution Report requested by EDD as follow-up to the Incident Report.

Staff will be available at your meeting to answer questions.

ATTACHMENT(S): N/A

TO: Finance Committee

DATE: 11/26/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Merced County Office of Education (MCOE) Out-of-School Youth Contract

PROPOSED MOTION(S): Information Only.

DISCUSSION: The contract between Merced County Department of Workforce Investment and MCOE is scheduled for the Board of Supervisors meeting on November 25, 2003. The contract will run from September 22, 2003 through June 30, 2004 at a cost not to exceed \$849,869, of which \$603,623 is for program costs. The contract also includes the payment of subcontractors for services provided but not yet paid by the County during the Jobs for California Graduates contract periods (\$246,246).

ATTACHMENT(S): N/A