

**Workforce Investment Board of Merced County**  
**Finance Committee**  
**Department of Workforce Investment (Small Conf Rm)**  
**1880 W. Wardrobe Ave, Merced, CA**  
**Wednesday, November 26, 2003, 7:30–9:00 a.m.**  
**Meeting Minutes**



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

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

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1. **Call to Order:** The Chair called the meeting to order at 7:32 a.m. A sign-in sheet was used in lieu of roll call.
2. **Approve Agenda:** It was *M/S/C Fowler/Baker* to approve the agenda as published.
3. **Approve Minutes (September 24, 2003):** It was *M/S/C Andersen/Fowler* to approve the September 24, 2003 minutes.
4. **Public Opportunity to Speak:** None.
5. **Information Agenda:**
  - a. **Grant Application Status Report:** Ms. Baker noted the Department's grant writer has been diligently looking for grants. The grant market is very bleak, and the turnaround is unforeseen. The grant writer is preparing position papers on the status of our workforce and the skill's crisis for future use in informing our legislature.
  - b. **Fiscal Report:** Staff provided handouts of the Allocations, Obligations and Expenses for FY 2003/04 (July 1, 2003-June 30, 2004) through October 30, 2003, gave an overview of the report, and answered specific questions.

Some budgeted expenditures are over and some are under because of varying participant needs for services at the One-Stop. The Rapid Response figure is down, but will balance out at the end of the month because two responses were conducted this month.

- c. **Update on Jobs for California Graduates (JCG) Closeout:** Three invoices were received from the JCG fiduciary—one for last fiscal year and two for this fiscal year. Staff is awaiting one more invoice and bank statement from JCG to reconcile all expenditures. An Incident Report has been filed with the State Employment Development Department and Department of Labor, and staff is preparing a Fact-Finding and Resolution Report for the State as follow-up to the Incident Report.

The Chair recommended that, after all information is received and the reconciliation completed, that staff prepare a concise report, to be submitted to JCG's Board of Directors, of expenses invoiced by JCG for the Out-of-School Youth Program, payments made to JCG and amounts netted out due to previous overpayments.

**d. Update on Merced County Office of Education (MCOE) Older Youth Contract:** The Board of Supervisors (BOS) approved the MCOE contract on November 25, 2003. The contract will commence as of September 22, 2003. During the transition period, the BOS gave the Department approval to pay participants (approximately 10) for supportive services and salaries, and this will be turned over to MCOE December 1, 2003.

**6. Chair Comments:** None.

**7. Other Comments:** Mr. Fowler noted the following:

a. Merced County Business Economic Opportunities (MCBEO) should be receiving the feasibility study final report on the 501c3 very soon. MCBEO will be submitting a request to the BOS to create a nonprofit Community Development Corporation specifically for business financing startup. There are some startup costs; i.e., application to the State for nonprofit status, and first year operational costs that have to be provided by the private sector. The objective of this corporation is to bring other financial incentive dollars and investment dollars into Merced County. When the final report is received, each member will be given a copy.

b. Mr. Fowler met with a Great Valley Center representative on November 25, 2003, regarding bringing hi-tech activities to the agricultural industry (amounting to 25% of the valley's workforce). Great Valley has formed a collaborative with UC Merced and the US Economic Development Administration (EDA) to create an Agri-Food Institute for hi-tech research in laboratories. The Business Plan would not only be for research, but how it intersects with business development. It would include the creation of a business park, either on the campus or on Castle Park. The project will take a year to complete at a cost of \$180,000. EDA will contribute approximately one-half, and the private sector has pledged approximately \$60,000; therefore, they need \$30,000. The grant has to be written and submitted to EDA by the end of December 2003. Mr. Fowler was asked if he could find \$10,000 to contribute. It was recommended this information be presented to the WIB Executive Committee on Monday, December 29, 2003.

c. Mr. Lee Andersen noted that Senator Cardoza had a roundtable discussion with ROP/YOP students this past week. He also visited a Firm Build construction site and other areas of Merced.

**8. Next Meeting Date:** The next meeting is Wednesday, December 31, 2003, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

**9. Adjourn:** The meeting was adjourned at 8:36 a.m.

Minutes prepared by Devilla D. Knight.