

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

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

**January 26, 2005, 7:30-9:00 a.m.**

**Meeting Agenda**



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1. Call to Order .....
  2. Approve Agenda .....
  3. Approve Minutes (October 27, 2004) .....
  4. Public Opportunity to Speak .....
  5. Discussion.....
    - a. How the Workforce Investment Board May Best Influence Education to Better Prepare Youth for Entry into the Workforce..... Mike Smith
  6. Information Agenda .....
  - a. Fiscal Report and Contracts Status Report .....
  7. Chair Comments .....
  8. Next Meeting Date – February 23, 2005 .....
  9. Adjourn .....

**Workforce Investment Board of Merced County**  
**Finance Committee**  
**Department of Workforce Investment (Small Conf Rm)**  
**1880 W. Wardrobe Ave, Merced, CA**  
**Wednesday, October 27, 2004, 7:30–9:00 a.m.**  
**Meeting Minutes**



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

**Members Absent:** Lee Andersen

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

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**1. Call to Order:** The Chair called the meeting to order at 7:33 a.m. A sign-in sheet was used in lieu of roll call.

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

**3. Approve Minutes (September 29, 2004):** It was *M/S/C Peterson/Baker* to approve the September 29, 2004 minutes.

**4. Public Opportunity to Speak:** None.

**5. Discussion/Action:**

**a. Oversight of Youth Contracts/Contractor:** The Chair asked members for thoughts or recommendations on having an oversight process in place for the Youth Program contracts. It was recommended that upon approval of the Youth Council Chair that the Youth Council Operations Committee be reestablished, and that this item be put on the next Youth Council's meeting agenda.

**6. Information Agenda:**

**a. Fiscal Report/Contracts Status Report:** Staff provided handouts of the Allocations, Obligations and Expenses for FY 2004/05 (July 1, 2004-June 30, 2005) through September 30, 2004, gave a brief description of each program category and overview of the report, and answered specific questions.

The report did not include the \$70,000 of additional WIA funding Merced County will receive due to having a high concentration of eligible youth.

**b. Status of National Emergency Grant w/San Jose:** This grant, which is to provide training for up to 50 individuals living in Merced County who had worked in the technology and transportation fields and were laid off in Santa Clara County, has been extended to March 31, 2005 (the cutoff was September 30, 2004). The funds will be available through September 2005. To promote this grant, staff has arranged to make a presentation to the Dos Palos and Los Banos City Councils, place an article in those local newspapers, and is working with the Merced College Los Banos Campus to locate enrollees.

**c. Enterprise Zone/LAMBRA Update:** Staff noted since the fee ordinance has been effective, total monies collected are \$440.00. In addition, the state has imposed a \$10 fee that the Department will be collecting on behalf of the state beginning November 1, 2004.

There have been no complaints from businesses regarding the fee ordinance. The Department is tracking the number of vouchers before the ordinance versus the number received after the ordinance to determine if there has been a negative impact on the program. Staff time and costs involved in processing the vouchers is also being tracked to determine if the fee is adequate.

**d. Notice of Final Determination of Incident:** Staff noted this is the final report from the State Employment Development Department acknowledging that there were no disallowed costs, and that sufficient processes are in place to preclude another incident of this type.

**7. Vice Chair Comments:** The Chair noted he had no pressing agenda items for November or December, and asked members if there was a need for a meeting. There was a consensus that a meeting was not necessary, but members would like to have the fiscal report for those months and the October minutes e-mailed to them along with a request for comments.

**8. Next Meeting Date:** The next meeting is January 26, 2005, 7:30-9:00 a.m., in the Wardrobe Small Conference Room.

**9. Adjourn:** The meeting adjourned at 8:18 a.m.

Minutes prepared by Devilla D. Knight.

**TO: Finance Committee**

**DATE: January 26, 2005**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Fiscal Report**

**PROPOSED MOTION(S):** None. Information Only.

**DISCUSSION:** Attached is the mid-year Fiscal Report for the 2004/05 (July 1, 2004 through December 31, 2004). Also attached is a Status Report of Contracts as of 1/19/2005. Staff will be present at the meeting to answer questions.

**ATTACHMENT(S):** Fiscal Report and Contracts Status Report.

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT  
FISCAL REPORT FOR FINANCE COMMITTEE  
For Fiscal Year 2004/05  
July 1, 2004 - June 30, 2005  
Through 12/31/04**

Target 50.00%

AVAILABLE FUNDS			BUDGET				ACTUAL			OBLIGATIONS	AVAILABLE	Percent Spent + Obligated
	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	
<b>ADULT</b>			Core A \$ 648,203	\$ 891,197	\$ (15,194)	\$ 876,003	\$ 276,346	\$ 599,657	31.55%	\$ 14,743	\$ 584,914	33.23%
04/05 Allocation		\$ 1,710,129	Core B \$ 375,384	\$ 516,105		\$ 516,105	\$ 329,949	\$ 186,156	63.93%	\$ 25,775	\$ 160,381	68.92%
Universal Access Grant		76,247	Intensive \$ 62,341	\$ 85,711	\$ 15,194	\$ 100,905	\$ 90,935	\$ 9,970	90.12%	\$ 9,970	\$ -	100.00%
PY Cash Balances 6/30/04			Training \$ 453,188	\$ 623,076		\$ 623,076	\$ 268,085	\$ 354,992	43.03%	\$ 194,237	\$ 160,755	74.20%
Adult Funds	\$ 641,081		Admin \$ 171,013	\$ 235,121		\$ 235,121	\$ 63,291	\$ 171,830	26.92%	\$ 3,494	\$ 168,336	28.40%
Incentive Funds	\$ 21,157		Other \$ 76,247	\$ 97,404		\$ 97,404	\$ 7,938	\$ 89,466	8.15%	\$ 10,822	\$ 78,645	19.26%
	<b>\$ 662,238</b>	<b>\$ 1,786,376</b>	<b>Total \$ 1,786,376</b>	<b>\$ 2,448,614</b>	<b>\$ -</b>	<b>\$ 2,448,614</b>	<b>\$ 1,036,543</b>	<b>\$ 1,412,071</b>	<b>42.33%</b>	<b>\$ 259,041</b>	<b>\$ 1,153,030</b>	<b>52.91%</b>
<b>DISPLACED WORKER</b>			Core A \$ 451,648	\$ 627,156		\$ 627,156	\$ 263,933	\$ 363,223	42.08%	\$ 13,206	\$ 350,017	44.19%
04/05 Allocation		\$ 1,445,485	Core B \$ 428,172	\$ 594,558		\$ 594,558	\$ 282,378	\$ 312,180	47.49%	\$ 22,620	\$ 289,560	51.30%
PY Cash Balances 6/30/04	\$ 561,709		Intensive \$ 180,836	\$ 251,108		\$ 251,108	\$ 120,216	\$ 130,891	47.87%	\$ 9,238	\$ 121,653	51.55%
			Training \$ 240,281	\$ 333,653		\$ 333,653	\$ 147,384	\$ 186,269	44.17%	\$ 85,629	\$ 100,641	69.84%
			Admin \$ 144,548	\$ 200,719		\$ 200,719	\$ 63,229	\$ 137,491	31.50%	\$ 3,118	\$ 134,372	33.05%
	<b>\$ 561,709</b>	<b>\$ 1,445,485</b>	<b>Total \$ 1,445,485</b>	<b>\$ 2,007,194</b>	<b>\$ -</b>	<b>\$ 2,007,194</b>	<b>\$ 877,140</b>	<b>\$ 1,130,054</b>	<b>43.70%</b>	<b>\$ 133,811</b>	<b>\$ 996,243</b>	<b>50.37%</b>
<b>YOUTH</b>			* In School \$ 1,203,220	\$ 2,341,345	\$ (160,447)	\$ 2,180,898	\$ 1,057,255	\$ 1,123,643	48.48%	\$ 998,525	\$ 125,118	94.26%
04/05 Allocation		\$ 1,909,873	* Out of School \$ 515,666	\$ 1,003,434	\$ 160,447	\$ 1,163,881	\$ 646,947	\$ 516,934	55.59%	\$ 516,934	\$ -	100.00%
PY Cash Balances 6/30/04	\$ 1,806,548		Admin \$ 190,987	\$ 371,642		\$ 371,642	\$ 54,429	\$ 317,213	14.65%	\$ 2,686	\$ 314,528	15.37%
High-C Eligible Youth Grant (648)	\$ 70,000		Other \$ -	\$ 70,000		\$ 70,000	\$ 25,426	\$ 44,574	36.32%	\$ 44,574	\$ -	100.00%
	<b>\$ 1,876,548</b>	<b>\$ 1,909,873</b>	<b>Total \$ 1,909,873</b>	<b>\$ 3,786,421</b>	<b>\$ -</b>	<b>\$ 3,786,421</b>	<b>\$ 1,784,057</b>	<b>\$ 2,002,363</b>	<b>47.12%</b>	<b>\$ 1,562,718</b>	<b>\$ 439,645</b>	<b>88.39%</b>
<b>All Programs</b>	<b>\$ 3,100,495</b>	<b>\$ 5,141,734</b>	<b>\$ 5,141,734</b>	<b>\$ 8,242,229</b>	<b>\$ -</b>	<b>\$ 8,242,229</b>	<b>\$ 3,697,740</b>	<b>\$ 4,544,489</b>	<b>44.86%</b>	<b>\$ 1,955,570</b>	<b>\$ 2,588,919</b>	<b>68.59%</b>
<b>* RAPID RESPONSE</b>			Rapid Response \$ 187,793	\$ 376,763		\$ 376,763	\$ 143,189	\$ 233,574	38.00%	\$ 5,600	\$ 227,974	39.49%
04/05 Allocation		\$ 187,793										
PY Cash Balances 6/30/04	\$ 188,970		<b>Total \$ 187,793</b>	<b>\$ 376,763</b>	<b>\$ -</b>	<b>\$ 376,763</b>	<b>\$ 143,189</b>	<b>\$ 233,574</b>	<b>38.00%</b>	<b>\$ 5,600</b>	<b>\$ 227,974</b>	<b>39.49%</b>
	<b>\$ 188,970</b>	<b>\$ 187,793</b>										

\* RAPID RESPONSE: Funding term end date changed to 6/30/2005.

**BUDGET:** Includes all funds available for fiscal year based on Plan submitted to EDD  
Rapid Response Installment C adds \$95,892 to FY04/05 Appropriation.  
WIAD04-9 Reduces Rapid Response PY cash balances by \$17,327.  
High-C Eligible Youth Grant (15% Discretionary Funds) adds \$70,000 to FY03/04 Appropriation.

**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 62.04%  
Out-of-School Youth 37.96%

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

Contract/Vendor Name	Contract Number	Total Contract Amt	Start Date	End Date	Contract Balance	Budget 2004/05 Only	* Expenditures To-Date	** Inv's Rec'd Not Yet Pd	*** Inv Through	**** % Billed	Comments
Merced Adult School, PLATO Lab (ERC)	2004157	\$ 32,258	07/01/04	06/30/05	\$ 17,197.00	\$ 32,257.79	\$15,060.79	\$ -	Dec '04	47%	
Merced College-LB Campus PLATO Lab	2004126	\$ 59,855	07/01/04	06/30/05	\$ 35,971.58	\$ 59,855.00	\$23,883.42	\$ -	Dec '04	40%	
Merced College-LVN	2003264	\$ 101,822	01/01/04	06/30/05	\$ 63,639.50	\$ 33,942.00	\$38,182.50		May '04	37%	Fall semester invoice not yet received
Merced College-RN	2004127	\$ 131,376	07/01/04	06/30/05	\$ 131,376.00	\$ 131,376.00	\$0.00	\$ -		0%	Fall semester invoice not yet received
Merced College-CA Wellness Foundation	2003190	\$ 85,428	04/01/03	03/31/06	\$ 48,889.84	\$ 29,569.00	\$36,538.16		Dec '04	43%	
Merced County Office of Education-ISY	2004135	\$ 1,625,000	07/01/04	06/30/05	\$ 1,041,029.57	\$ 1,625,000.00	\$373,228.20	\$ 210,742.23	Dec '04	36%	Pending corr to inv/addl b/u docs
Merced County Office of Education-OSY	2004132	\$ 875,000	07/01/04	06/30/05	\$ 515,949.15	\$ 875,000.00	\$215,188.87	\$ 143,861.98	Dec '04	41%	Pending corr to inv/addl b/u docs
Yosemite Community College	10503	\$ 6,090.00	11/01/02	06/30/05	\$ 5,338.00	\$ 2,484.00	\$ 752.00		Dec '03	12%	
		<b>\$ 2,916,828.79</b>			<b>\$ 1,859,390.64</b>	<b>\$ 2,789,483.79</b>	<b>\$ 702,833.94</b>	<b>\$ 354,604.21</b>			

\* 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 1/19/2005