

# Workforce Investment Board

## of Merced County

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Date: January 3, 2001

To: Standards and Certification Committee Members

From: John Kasnick for the WIB Staff

Subject: January Committee Meeting

Preparation: Your Chair, John Headding has asked me to remind members that they should have reviewed the Workforce Excellence Network's publication "*Performance Excellence in One-Stop Career Center Operations*" in detail prior to this meeting. As you may recall, this document was distributed to members by mail on November 21, 2000. If you have misplaced your copy, you can view the document online at:

<http://www.workforce-excellence.org/pdf/onestop.pdf>

Venue: This month, the meeting is being hosted by Mercy Hospital and Health Services. We will be assembling in Staff Room "B". I am told that the best way to get to there is to enter the hospital from the south (27th Street entrance) and take the first elevator down one floor .

Expected Outcomes: A list of broad criteria [e.g., organization, facilities, leadership, etc.] the committee will use to certify One-Stop Career Centers and Affiliate Site and a description (for each criterion) of what constitutes an acceptable standard (of performance, outcomes, etc.).

If you have any questions, please feel free to give me a call on 385-7324 Ext. 2147. If you need navigational assistance Friday morning, my cell phone number is 617-1153.

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Agenda  
Standards and Certification  
Committee Meeting  
January 5, 2001 7:30 AM – 11:30 AM  
Mercy Hospital – Staff Room “B”  
2740 M Street  
Merced, California

1. Call to order and roll call
2. Review of agenda – additions
3. Approval of Minutes – meeting of November 29, 2000
4. Opening comments from the Chair
5. Public opportunity to speak
6. Review of Committee’s role in relation to the Act and the WIB
7. Certification criteria - One-Stop Career Centers and Affiliate Sites
8. Adjournment

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Meeting Minutes  
Standards and Certification Committee  
1880 West Wardrobe Avenue, Merced, California  
November 29, 2000 – 7:30 AM

**Members Present:** John Heading (Chair), Ned Miller, Gisela Malone, Helen Sullivan, Richard Becker, Don Bergman, George Brown

**Members Absent:** Judy Steinke, Charlie Lambert, Jack Mobley

**PITD Staff Present:** Andrea Baker, John Kasnick, Marta Echevarria

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**I. Approval of Agenda** -- The agenda was approved with the following additional item: Selection of a schedule for regular meetings in 2001.

**II. Committee Goals Pursuant to the Action Plan** -- It was resolved (*M/S/C Bergman/Miller*) to recommend to the Chair of the Workforce Investment Board (WIB) that there be shared responsibility for item 2.1 of the WIB Action Plan between the Education and Employer Committee and the Standards and Certification Committee.

**III. Certification Decisions** -- It was resolved (*M/S/C – Bergman/Miller*) that there be a recommendation to the WIB that, to avoid real or apparent issues of conflict of interest, Committee decisions regarding the certification, re-certification, withholding of initial certification and de-certification of One-Stop Career Centers and affiliate sites be ratified by the Executive Committee and not the full WIB.

**IV. Regularly Scheduled Meetings** -- It was agreed by the Committee members that regular meetings will take place on the first Friday of each month from 7:30 a.m. to 9:00 a.m. at such venue(s) as shall be determined and timely noticed.

**V. Date, Time, Venue and Agenda for Next Meeting** -- By mutual agreement, the next meeting of the Committee was set for Friday, January 5, 2001 -- 7:30 a.m. to 11:30 a.m. at Mercy Hospital – Staff Room “B”. The objective of the meeting will be 1) to decide on an overall philosophy regarding the criteria for certification of One-Stop Career Centers and affiliate site certification and 2) to select a model or framework for evaluating candidate organizations.

The meeting was adjourned at 8:40 a.m.

Minutes prepared by Marta Echevarria/John Kasnick