

**Workforce Investment Board
Executive Committee
PITD – ERC Conference Room B
1200 West 16th Street, Merced
January 7, 2002, 7:30 – 9:30 a.m.
Meeting Minutes**

Members Present:

Peter Fluetsch	Gisela Malone	Nellie McGarry
Rick Osorio	Mike Smith	John Headding
Steve Tinetti		

Members Absent:

Kathleen Crookham	Al Romero
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Others Present:

Andrea Baker	Ed McLaughlin	Donna Ornelas
Joanne Presnell	Dick Skarke	Jackie Walther-Parnell

- I. **Call to Order Chair** – Sign-in sheet used in lieu of roll call.
- II. **Approval of Agenda** - It was *M/S/C (Headding/Fleutsch)* to approve the agenda.
- III. **Approval of Minutes of October 29, 2001** – It was *M/S/C (Headding/McGarry)* to approve the minutes of October 29, 2001 with the following correction: Joanne Presnell was present.
- IV. **Public Opportunity to Speak** - None
- V. **Executive Committee Action Items**
 - a. **Special WIB Executive Committee (Week of 2/11/02)** – It was *M/S/C (McGarry/Headding)* to approve a request to the full WIB to authorize the WIB Executive Committee to act on behalf of the full WIB and hold a special meeting on February 11, 2002 to authorize Executive Committee to make recommendation to the Board of Supervisors (to be later ratified by full WIB) to enter into contract for Out-of-School Youth program services.
 - b. **Fiscal Update and Recommendation** - It was *M/S/C (Tinetti/McGarry)* to recommend to the full WIB a transfer of 10% dislocated worker funds to the adult services funds to accommodate the higher demand in adult services.
- VI. **WIB Agenda Setting**
 - a. *Election of Second Vice Chair*
 - b. *Consent Agenda* – It was *M/S/C (McGarry/Fleutsch)* to approve the Consent Agenda as amended.
 - i. *Application for Membership (Cecila Jiminez)..... Youth Council*
 - ii. *WIB LogoMarketing & Economic Development*

- iii. *Special Executive Committee Meeting* *Executive Committee*
- iv. *Funds Request Package* *Planning and Policy*
- v. *Department of Rehab MOU Amendment* *Planning and Policy*
- vi. *Exceptions to ITAs* *Planning and Policy*
- vii. *WIB/CLEO Agreement* *Planning and Policy*
- viii. *Performance Measures* *Standards and Certification*
- ix. *Amendment to Bylaws* *Executive Committee*

- c. *Action Agenda – It was M/S/C (Fluetsch/Headding) to approve the Action Agenda as amended.*
 - i. *Financial Update and Fiscal Transfer* *Executive Committee*
 - ii. *Youth Employability Card* *Education and Employers*
 - iii. *Youth Conference Budget* *Youth Council*
 - iv. *Asset Map and Gap Analysis* *Youth Council*
 - v. *WIB Membership* *WIB Staff*

- d. *Information Agenda*
 - i. *Arbor Update* *Information*
 - ii. *Strategic Choices* *Information*
 - iii. *Letters From Employers* *Information*

- e. *Committee Reports*
 - i. *Education & Employers* (2 min)
 - ii. *Marketing & Economic Development* (2 min)
 - iii. *Planning & Policy* (2 min)
 - iv. *Standards & Certification* (2 min)
 - v. *Youth Council* (2 min)

- f. *ERISS Presentation* *Dave Cramer*

- g. *Working with Business Presentation* *Bob Molmen*

- h. *Chair Comments*

- i. *Other*

- j. *Adjourn*

VII. Strategic Choices – There was discussion on the policy recommendations in the six general areas identified. The Executive committee reviewed these areas and noted that some of the areas seemed vague and general in nature. It was recommended that the original WorkNet group reconvene and get County Board approval to move forward on areas identified. In addition, PITD staff will develop summary of accomplishments as they relate to Strategic Choices recommendations.

VIII. WIB Recruitment – There was discussion on power point presentation, concerns were voiced that WIB members may not be prepared to answer all the questions. Additionally, it was noted that often when speaking in a group the time allotted is not sufficient to cover the entire

presentation. Ms. Malone noted that it is the goal of the Marketing and Economic Development Committee to have each executive member commit to doing one presentation each year. Prior to the presentation there will be training to address questions that may arise and equip members to present the information in the most effective way. Ms. Presnell noted although, an overview to the entire Executive Committee as a group is recommended, she also recommends one-on-one training prior to presentations for the maximum benefit. There was discussion on purposeful recruitment when soliciting members for the WIB. There was a recommendation that each new member attend orientation one-on-one as part of education of the Board. It was decided to add an item to then next agenda of the Executive Committee for discussion, to address member's terms of office, areas of disciplines and sectors in order to target recruitment.

- IX. **Self-Assessment Survey** – There was discussion on the areas identified in the survey as areas to be improved on. Upon reviewing the areas, it was noted that there may be areas where WIB members need further education. Executive Committee members requested the Director provide a bullet-point hand-out outlining areas the WIB is working on or accomplishments of the WIB.
- X. **Chair Comments** – Mr. Osorio noted that he is looking forward to upcoming year. He also congratulated Ed McLaughlin on his new appointment to Assistant Director.
- XI. **Other** – Andrea Baker gave an overview of the recent State SDA meeting she attended. She noted there is a common theme throughout the state as an issue. The concern is working poor and the issues around this. Other issues discussed were, business as a customer, enhancing services, foster care with youth and assisting the transition.

Dick Skarke recommended the Executive Committee should be seated at head table during meetings in order to accommodate the entire WIB around the table.

- XII. **Next Meeting** - Special Executive meeting will be held February 11, 2002 7:30 a.m., location to be announced. (*Subsequent information – Location, 1880 Wardrobe Ave, large conference room*)
- XIII. **Adjourn** - The meeting was adjourned 9:35 a.m.