

**Workforce Investment Board of Merced County  
Education and Employers Committee  
Private Industry Training Department  
Small Conference Room  
1880 West Wardrobe Avenue, Merced, CA  
January 15, 2002, 7:30 – 9:00 a.m.  
Meeting Minutes**

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**Members Present:** Gisela Malone, Anne Newins, Carol Roberds, Al Romero (Chair), James White

**Members Absent:** Don Bergman (Co-Chair)

**PITD Staff Present:** Dee Knight, Bob Molmen, Debbie Morrow

**Others Present:** PITD Monitors Jessie Guerrero and Louie Martinez

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**1. Call to Order and Roll Call** – The Chair called the meeting to order at 7:40 a.m., and a sign-in sheet was used in lieu of roll call.

**2. Approve Agenda** – It was *M/S/C Roberds/Newins* to approve the agenda.

**3. Approve Minutes** – It was *M/S/C Newins/Malone* to approve the November 20, 2001 minutes.

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

**5. Introductions** – Everyone present introduced themselves.

**6.a. Briefing on PITD Monitoring** – The Chair noted that PITD Monitor Mr. Jessie Guerrero would brief committee members on the monitoring process.

Mr. Guerrero said the Monitoring unit performs all oversight activities on behalf of the Workforce Investment Board (WIB). The unit was asked to make a presentation of the monitoring process and its objectives to each of the subcommittees. A handout of the PowerPoint presentation was given to each member, and it covered the following topics: Oversight Authority, Standards for WIB Oversight, Monitoring Objectives, Monitoring Activities, Monitoring Process, and Technical Assistance.

Mr. Guerrero emphasized that the monitoring objectives are to assure programmatic and fiscal accountability, provide technical assistance, and assure quality programs. All contracts are monitored at least once per program year, in accordance with state and local directives. He said the monitoring process consists of a desk review, an on-site visit, and a written report. All written reports are standardized, retained for a period of three years, and are inspected by state monitors. Mr. Guerrero will provide anyone with a copy of the Workforce Investment Act upon request.

**6.b. Discuss Strategies for the Employability Card** – Staff reviewed the Employability Card Implementation Plan and the changes made to the projected budget. This item will be presented to the

*“Merced County’s Workforce Investment System will keep pace with new growth, the emerging economy, and the ever-changing needs of the employers by creating a better educated, highly skilled workforce, that’s capable, prepared, and thoroughly knowledgeable.”*

WIB for approval on January 24, 2002. After WIB approval, everyone on the Employability Card Workgroup will be e-mailed, and the marketing and advertising campaign will begin. Mr. Bergman has already been recruiting volunteers for the marketing campaign from the business community. The process will start with the Merced and Dos Palos ROP students. Staff has made contact with Holly Newlin, who is the ROP Career Tech Supervisor, and she is very receptive and willing to help in making an informal presentation to the Career Techs.

It was recommended that an Implementation Committee be formed to include ROP Career Techs, and that the marketing/advertising campaign be limited to the Merced and Dos Palos areas to establish the concept and then branch out to other areas.

Staff will set up a meeting with Don Bergman, Holly Newlin, Carole Kammerer, and Michele Fagundes as soon as possible after approval of the package.

**6.c. Review LMI/Demand Occupations** – Staff noted that one of the committee’s goal on the Action Plan is to “Provide training for demand occupations” by annually reviewing and analyzing local labor market information and make recommendations. The Planning and Policy Committee recommended an action item on occupations in demand, which was presented to the WIB at its last meeting, and was approved.

Staff provided a handout showing Labor Market Information on Demand Occupations, which consisted of the occupations with greatest growth, fastest growing occupations, occupational openings and declines, ERISS survey, and a listing of occupations for which we would want to provide training. Staff reviewed some of the table listings for comparison. Staff asked members to review these listings and submit any recommendations at the next meeting.

**7. Chair Comments** – None.

**8. Next Meeting Date/Time** – Next meeting will be Tuesday, February 19, 2002, at 7:30 a.m., in the Wardrobe office small conference room.

**9. Adjourn** – It was *M/S/C Roberds/White* to adjourn the meeting at 9:05 a.m.

Minutes prepared by Devilla D. Knight.