



**Workforce Investment Board  
Education and Employers Subcommittee  
Private Industry Training Department  
Small Conference Room  
1880 West Wardrobe Avenue, Merced, CA  
January 19, 2001  
7:30 a.m. to 9:00 a.m.  
Meeting Minutes**

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**Members Present:** Don Bergman (Acting Chair), Don Gormly, Anne Newins, James White

**Members Absent:** Elaine Craig, Leslie Peeler, Carol Roberds, Al Romero (Chair)

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

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**1. – Call to Order and Roll Call**

Don Bergman volunteered to chair the meeting in the absence of Al Romero.

**2. – Approve 12/14/00 Minutes**

Acting Chair said we would start with approving the last minutes. It was *M/S/C White/Gormly* to approve the December 14, 2000 minutes.

**3. – Approve Agenda**

It was *M/S/C Gormly/White* to approve the agenda.

**4. – Opening Comments from the Chair – none.**

**5. – Introductions**

Joanne Presnell introduced Debbie Morrow, who is the Assessment Coordinator for PITD. She comes from Merced College.

**6. – Public Opportunity to Speak – none.**

**7. – Complete Review of Action/Workplan**

Bob Molmen gave everyone a sheet (see attachment 1) containing items that were originally assigned to this subcommittee on the Action Plan, which the Marketing and Partnerships Subcommittee thought should be moved to their area of responsibility.

After much discussion, it was *M/S/C White/Gormly* to accept the recommendation from the Marketing and Partnerships Subcommittee with the exception of item 2.4.4, which should be the responsibility of both subcommittees.

*“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.”*

The committee then went over its Action Plan goals:

a. Item 1.2 – There was some concern that item 1.2.1 was in conflict with Merced’s growth opportunity—to spend monies to train potential employees, and then send them to another area. After discussing this and item 1.2.2, it was the consensus of the committee that this complete section should be stricken from the responsibility of the Education and Employers Subcommittee because it is an agency function rather than a WIB function. It was *M/S/C Gormly/White* to give these items back to the Executive Committee for possible reassignment or deletion.

Presnell asked if the committee wanted staff to contact other Workforce Investment Areas. If so, what specific inquiries should be made? It was stated to find out the relationship between the educators and employers, and the programs they are developing—specifically the North Carolina Competency program.

b. Item 1.3 – The question was asked what is a “LMI?” Presnell said it is Labor Market Information regarding the 20-occupation survey that is done by PITD, and any other informational surveys. After discussion, it was recommended that item 1.3.3 be added to this committee’s area of responsibility and it should read, “Recommend required training for demand occupations.” *M/S/C Gormly/White* that this be added to the Education and Employers Subcommittee, and to ask the WIB to define who “partners” is referring to under item 1.3.3 on the original Action Plan.

c. Items 2.2 – It was decided to change this item to read, “Meet the employment needs of “current and” future employers of Merced County.” After discussing soft skills versus work-related skills, and what is a “skilled” versus and “unskilled” employee, the committee decided to keep items 2.2.3 and 2.2.6 as stated, and change item 2.2.5 to read, “Assist “all educators” in developing ....” These items will be ongoing.

White suggested that in looking at these items, the committee should keep in mind exploring the “delivery system;” i.e., internet, job shadowing, internship, etc.

d. Item 2.4 – Change to read, “.... the outcomes of “all” education programs.” Item 2.4.1 – Change to read, “Improve access “and delivery” to programs.” Item 2.4.4 is co-held with Marketing and Partnerships, but rephrase this committee’s part to read, “Increase adult education “services such as GED, basic skills, adult high school diploma, and other job readiness-related classes.” Keep items 2.4.2, 2.4.3, and 2.4.5 as stated.

e. Item 2.5 – Change to read, “.... Vocational “programs.” Change item 2.5.2 to read, “Communicate and support” funding ....” Keep items 2.5.1 and 2.5.3 as stated, and all will be ongoing.

The Acting Chair said at the next meeting all items would be prioritized and timelines made.

## **8. – Discuss Speakers**

Presnell said it was suggested at the last meeting that the committee have speakers come from different educational entities to talk about what is being done in Merced County with students and what they can take to their employers—what kind of portfolio. She said the committee might want to wait until the Action Plan items are prioritized.

## **9. – Committee Meeting Dates**

It was decided the meeting will be held the 3<sup>rd</sup> Friday of each month, at 7:30 a.m., but because of a conflict with the Leadership Merced meetings, the meeting dates are as follows:

February 16, 2001

March 23, 2001

April 27, 2001

May 25, 2001

June 15, 2001

All meetings will be at the Private Industry Training Department (PITD) small conference room, 1880 W. Wardrobe Avenue, Merced.

The meeting was adjourned at 9:10 a.m.

Minutes prepared by Devilla D. Knight.