

**Workforce Investment Board
Program Planning and Development
Department of Workforce Investment
1880 West Wardrobe Avenue, Merced, CA
January 29, 2003, 3:00 – 5:00 P.M.
Meeting Minutes**



Members Present: Don Bergman, Mike Boardman, Sharon Cresswell, Kathleen Crookham, Peter Fluetsch, John Fowler, Scott Galbraith, Carol Greenberg, Al Romero

Members Absent: Andrea Baker, Harry Dull, Gisela Malone, Robert McLaughlin, Anne Newins, Ana Pagan, David Riordan, Mike Sullivan

WI Staff Present: Michelle Allison, Debby Hoban, Bernedette Castaneda, Elaine Craig, Dave Davis, Patric Farrar, Eddie Harding, Ed McLaughlin, Joanne Presnell, Chuck Purcell

1. **Call to Order and Roll Call** – The Chair called the meeting to order at 3:15 p.m. A sign-in sheet was used in lieu of roll call.
2. **Agenda** – The agenda was approved as published.
3. **Approval of Minutes** – It was *M/S/C Fluetsch/Fowler* to approve the September 25, 2002 minutes.
4. **Introductions** – Self-introductions were made by committee members.
5. **Public Opportunity to Speak** – None present.
6. **Address by Rick Osorio, Chair, Workforce Investment Board (WIB)** – Mr. Osorio was unable to attend the meeting.
7. **Action Agenda:**
 - a. **Appointment of Vice Chair** – It was *M/S/C Boardman/Fowler* to appoint Peter Fluetsch as a vice chair.
 - b. **Add Language to Marketing Plan on Use of WIB Logo in Advertising and Marketing** – It was *M/S/C Greenberg/Galbraith* to include in the Marketing Plan the language “As appropriate, all marketing and advertising on behalf of the Workforce Investment Act and Worknet will include the Workforce Investment Board name and logo”.
 - c. **New WIB Polo Shirts** – It was the committee’s consensus that it would be inappropriate to spend the funds due to budget cuts. It was *M/S/C Boardman/Galbraith* not to finance and provide WIB polo shirts to WIB members.
 - d. **Select 2 Private Sector Volunteers for the Examination Team for the Worknet Certification Process** – Joanne Presnell advised committee members it would take approximately 12-16 hours of training, but could be reduced to eight hours, plus writing a feedback report. The training will probably take place in May. Ms. Presnell will provide

additional information about the certification process to members. Training will be provided for the Examination Team members, and will be available to all WIB members.

It was *M/S/C Boardman/Greenberg* to table this item until committee members have an opportunity to get more information and hold further discussion.

8. Information Agenda:

- a. **Child Care Initiative – Packard Foundation** – Mr. John Fowler noted the Community coalition of agencies met with the Packard Foundation. One of the things pointed out at the meeting, you need to look at childcare as an industry sector of the county. There are 1100 child providers in the county. Members should be aware it will be an action item to come before the WIB.
- b. **Limited Funds Policy** – If funds became limited, priorities need to be established for targeted populations. It is up to this committee and the WIB to establish such a policy. Because the budget situation is changing very rapidly, Mr. John Fowler recommended moving this to an action item for the next meeting agenda in case the committee needs to act quickly. Any action by this committee has to be taken at the February meeting with the next WIB meeting on March 27, 2003.
- c. **Individual Training Accounts (ITAs)** – Currently, there is a cap of \$6,000 for an individual Training Account (ITA) that was established by the WIB. Due to a potential decrease in funds, the maximum dollar amount for an ITA may be changed. The cap can be lowered or kept the same. Staff noted we are looking at possible cuts in the budget next year. Staff is prepared to bring this back as an action item at the next meeting.
- d. **Supportive Services Policy** – There is no cap for supportive services at present time. The Supportive Services Policy needs reviewing due to potential decrease in funds to determine if there are limitations or restrictions that warrant an impact study or if research is needed for future consideration. Need to determine the average cost per participant and what the annual budget is before proceeding. Staff will provide that information at the February meeting.

The committee needs to be provided current Limited Funds Policy, Individual Training Accounts (ITAs), and Supportive Services Policy to be able to review the policies and use them as a benchmark.

- e. **Jobs for Veterans Act** – The act became effective February 1, 2003 and gives priority to veterans for qualified job training programs. Staff is aware and ready to implement this act.

9. Discuss Purpose of Committee – Chair noted committee needs to focus on what type of objectives and goals should be set for 2003, and read the proposed objectives and goals. Mr. Fowler stated that what the Chair read was the purpose under the Planning, Policy Development, and Legislation Committee. Since two other committees (the Marketing Committee and the Employers and Education Committee) were blended with that committee to form the Program Planning and Policy Development Committee, the purpose should incorporate all three committees. Mr. Fowler recommended staff forward the three purpose statements to committee members asking for comments.

Staff will compile the comments into a draft purpose and will send the draft to committee for review before the next meeting.

Chair noted he would like to develop ad hoc committees within this committee to focus on primary aspects of the committee: component 1--targeting 3-5 area industries, component 2--becoming economic development partner, developing workforce strategies along the lines of community economic development initiatives, and component 3-- influencing the educational systems.

Ms. Kathleen Crookham stated to make sure all aspects of the three committees are covered. Staff noted the three components were established in July by the WIB. WIB felt these areas are really important and the committee needed to continue to work on them. It is important to move ahead but it is also important not to forget the Marketing Committee and the Employers and Education Committee. These are two ad hoc committees carried over from the standing committees, and will probably meet quarterly.

Mr. Fowler noted the County Economic Strategy Plan will be released January 30, 2003. It is a \$250,000 study that has been going on for six months. The presentations will be made to the Board of Supervisors (BOS), chambers, and city councils, saying we will have to work together. One of the volumes of information to be released has to do with the Workforce Investment under the umbrella of Economic Development. Ms. Baker is part of the steering committee and from day one the Workforce Investment has been a large component. This committee and the WIB need to take a look at the plan before starting to achieve our strategic goals. Presentation will be made to the WIB at the March 27, 2003 meeting. Mr. Bergman suggested realigning WIB goals to the study, if appropriate, especially if the cities and the county buy into it. The summary of the plan will be available on the web. The goals and objectives of the plan are going to mirror what we are doing on this committee. Before the committee sets its goals and objectives they should review the plan in order to discuss at the next meeting.

10. Goals/Timelines – Tabled until the next meeting.

11. Chair's Comments – Try to cut back from two to one hour meetings. Plan the meeting from 3 to 4 p.m. with an option to add additional time when needed.

12. Next Meeting/Date/Time – The next meeting will be Wednesday, February 26, 2003, at the Merced County Department of Workforce Investment (large conference room), 1880 West Wardrobe Avenue, Merced, at 3:00 p.m.

10. Adjourn – Meeting adjourned at 4:15 p.m.

Minutes prepared by Debby Hoban