

Workforce Investment Board of Merced County
Quality Assurance Committee
Mercy Medical Center- Dominican Campus (Staff Rm. A)
2740 M Street, Merced, CA
January 31 2003, 7:30 – 8:30 A.M.
Meeting Minutes



Members Present: Terry Nichols, George Brown, Carol Roberds, John Heading, Helen Sullivan, Albert Montejano.

Members Absent: Richard Becker, Nicolas Benjamin, Brian Griffin, Ned Miller, Steve Tinetti

Others Present: Judy Lewis, Dept. of Rehabilitation

WI Staff Present: Dave Davis, Ed McLaughlin, Joanne Presnell, Chuck Purcell, Dave Cramer, Patricia Hinson

1. **Call to Order and Roll Call** – The Chair called the meeting to order at 7:35 a.m. A sign-in sheet was used in lieu of roll call.
2. **Agenda** – It was M/S/C Roberds/Brown to approve the agenda as published.
3. **Introductions** – Self-introductions were made by committee members.
4. **Public Opportunity to Speak** – None present.
5. **Action Agenda:**
 - a. **Performance Measures** – It was *M/S/C Nichols/Roberds* to approve the performance levels for 2002-2003.
 - b. **Selection of Vice Chair** – It was *M/S/C Brown/Nichols* that Ms. Carole Roberds be the Vice Chair for this committee.
 - c. **Select WIB Examiners for Worknet Certification Process** – It was *M/S/C Nichols/Sullivan* to include public sector as long as they are not Worknet partners or if there's no conflict of interest. The following members volunteered to be part of the WIB Worknet Examination Team: John Heading, Ned Miller, Albert Montejano, and George Brown.
 - d. **Discuss required training and set dates for WIB Examiners:** It was *M/S/C Sullivan/Nichols* to approve the WIB training team. The team agreed to schedule this training in one day (eight hours) and cost not to exceed \$1,000.00. Time frame for training is end of April first part of May.
 - e. **WIB Assessment** – It was *M/S/C Roberds/Sullivan* to approve the Barbara Shaw proposal. This consultant will conduct one on one interviews with WIB members to determine how the WIB is performing and decide where the WIB members should direct its future efforts. This committee will give input in the process for developing the questions for the survey.

6. **Information Agenda:**

“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.”

- a. **Review description of the committee-** Joanne Presnell mentioned that our primary responsibility is the certification of the Worknet Employment Resource Center. It will involve training members to do the examination and certification. The committee will also be negotiating the WIA performance measures with the state. John Headding added that one of the most important things this committee needs to understand is that we do have the primary responsibility for quality assurance, quality control, and overall quality monitoring for the outcome of the programs.
 - b. **Performance Measures results 2001-2002** – Dave Cramer gave a brief explanation and provided handouts. The committee requested a summary on Arbor and the corrective action that has taken place to meet the older youth credential performance measure.
 - c. **Update on Certification Process** – Carol Roberds gave an update on the Worknet Leadership Team certification process.
 - d. **WIB has been recertified 12/12/02-** The Merced County Workforce Investment Board was recertified by meeting the necessary requirements. A letter from the state WIB was provided and Joanne Presnell gave a brief explanation regarding this recertification.
 - e. **Local Workforce Investment Area redesignation 12/12/02** – Merced County Local Workforce Investment Area was recertified by meeting the required performance measures.
 - f. **WIA Monitoring Summary** – A report was provided regarding WIA monitoring activity summary for July 2002 through December 2002. This report covers activities the Department of Workforce Investment Monitoring Unit monitored in the first half of FY 2002/2003.
 - g. **Training available for WIB members** - Training on Workforce Investment Act (WIA) will be offered to WIB members on February 4, and 5th.
7. **Chair Comments** – John Headding thanked the group for their participation and is looking forward to working with them.
 8. **Next Meeting/Date/Time** – The committee left this date open.
 9. **Adjourn** – Meeting adjourned at 8:35 a.m.

Minutes prepared by: Patricia Hinson