

**Workforce Investment Board  
Executive Committee  
Department of Workforce Investment  
1880 W. Wardrobe Avenue, Merced  
February 3, 2003 7:30 – 9:00 a.m.  
Meeting Agenda**



- I. Call to Order .....
- II. Approval of Agenda .....
- III. Approval of Minutes .....
- IV. Public Opportunity to Speak .....
- V. Action Agenda
  - a. WIB Membership – Paul Alderete.....
  - b. WIB Membership – Doug Kirkpatrick .....
  - c. Youth Council Membership – Ana Andrade .....
- VI. Parliamentary Procedures Overview ..... Mike Boardman
- VII. Information Agenda
  - a. New WIB Member – Terry Nichols .....
  - b. Training for One-Stop Certification Examiners \* .....
  - c. Monitoring Report .....
  - d. Logo Shirts\* .....
  - e. Marketing Plan.....
  - f. Gear-Up Project .....
  - g. Fiscal Report.....
- VIII. Committee Reporting Format..... Discussion
- IX. Future Presentations for the WIB
  - a. Merced County Economic Development Strategic Plan - MCEDCO .....
  - b. Value Added - Study by CSUS for 2001-2002 .....
  - c. Impact of Budget Cuts to HSA - Briefing from Ana Pagan .....
- X. Director’s Comments .....
- XI. Chair Comments.....
- XII. Other .....
- XIII. Next Meeting—March 3, 2003, Location TBA .....
- XIV. Adjourn .....

*\*background information to be made available at the meeting*

**Workforce Investment Board  
Executive Committee  
Department of Workforce Investment  
1880 W. Wardrobe Avenue, Merced  
January 6, 2003 7:30 – 9:00 a.m.  
Meeting Minutes**

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**Members Present :**

Andrea Baker	Mike Boardman	John Headding
Nellie McGarry	Rick Osorio	Mike Smith
Steve Tinetti		

**Members Absent :**

Kathleen Crookham

**Others Present :**

Elaine Craig	Dave Davis	Ed McLaughlin
Donna Ornelas	Chuck Purcell	Jackie Walther-Parnell

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- I. Call to Order – The meeting was called to order by the Chair, Rick Osorio. A sign-in sheet was used in lieu of roll call.
- II. Approval of Agenda – It was M/S/C McGarry/Headding to approve the agenda as written.
- III. Approval of Minutes – It was M/S/C Headding/McGarry to approve the minutes of December 2, 2002.
- IV. Public Opportunity to Speak - None
- V. Action Agenda
  - a. WIB Membership/Recruitment – It was M/S/C to recommend approval of new membership pending an additional business sector appointment.
  - b. WIB Agenda – It was M/S/C McGarry/Headding to approve the agenda with the removal of item IX. CSUS Presentation and notate item VI. Consent Agenda (ratification of Executive Committee action)
  - c. Selection of Team Members for One-Stop Examiners – It was M/S/C McGarry/Headding to recommend the appointment of a representative from each committee and two from program planning and development as part of the examination team. The Committees will seek volunteers from their respective areas and bring back the information to the WIB.
- VI. Strategic Goals
  - a. NAWB Conference – Chair request that each of the Committee Chair attend. The conference is scheduled for the first part of March 2003. In addition, the Chair asked the group to meet prior to the conference for coordination and planning on the issues relevant to the valley.
- VII. WIB Training
  - a. Parliamentary Training – January 24, 2003, morning and afternoon sessions.
  - b. DOL/CWA Conference - January 30, 2003 Manhattan Beach

- c. EDD Performance & Fiscal Training – February 4, 2003 Training for staff available to WIB members.
- VIII. WIB Assessment – Overview of the proposal from Barbara Shaw. The discussion will return to the Planning, Policy Development Committee for further recommendation.
- IX. Director's Comments
- a. CalWorks Update – Andrea noted the second phase of reductions recommended by the Governor of \$10.6 Billion in December include childcare and medical. Action to address the initial September 2002 reduction request will go to the Board of Supervisor's will be heard January 14. The impact will be reduction in force for the CalWorks program.
  - b. Legislative Update – Currently we are waiting for budget bills and reauthorization of WIA. Other major reauthorizations this year include TANF, rehabilitation, vocational education and higher education.
  - c. Performance Measures – Andrea reported that out of seventeen measures, the department met all but one. She noted that every all other measures were met over 100%. New Performance Measure goals have been received and will be shared with the Program, Planning and Development committee.
  - d. Earned Income Credit – There will be volunteers available at the One-Stop to assist customers with paperwork for the earned income tax credit.
- X. Budget Update – Jackie Walther/Parnell provided copies of the budget report. The chair requested a report of expenditures of the sub-contractors. This will be included in the quarterly reporting.
- XI. New Committee Structure – Committee assignments included in the meeting package.
- XII. Chair Comments - The chair commented on the recent advertisements in local media. The ads are very professional and seem to be effective.
- XIII. Other - None
- XIV. Next Meeting—February 3, 2003, 1880 Wardrobe Ave, Lg. Conference Room.
- XV. Adjourn – Meeting adjourned 8:35 a.m.

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 2/3/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Nomination to the Workforce Investment Board**

**PROPOSED MOTION(S): Executive Committee recommend Paul Alderete's application to the Board of Supervisors for appointment to the Workforce Investment Board**

**DISCUSSION: Paul Alderete was nominated by Dr. Lee Anderson for membership on the WIB as an additional Education Sector representative. This is in response to the WIB goal of increasing its K-12 Education Sector membership. Mr. Alderete is the Superintendent of Los Banos Unified School District.**

**ATTACHMENT(S): Paul Alderete Nomination and Application**

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 2/3/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Nomination to the Workforce Investment Board**

**PROPOSED MOTION(S): Executive Committee recommend Doug Kirkpatrick's application to the Board of Supervisors for appointment to the Workforce Investment Board**

**DISCUSSION: Section 117 of the Workforce Investment Act outlines criteria for membership on the local Workforce Investment Board. One of the requirements is to have 50%, plus one individual (more than 50%) of its members representing the Private Business Sector.**

**Doug Kirkpatrick was nominated by Jan Ennenga of the Manufacturers Council of the Central Valley for membership on the WIB as a Private Business Sector representative. Mr. Kirkpatrick is a Consultant/Executive Coach at the Morning Star Company. His approval as a WIB member will bring the WIB into compliance with the WIA requirement that the WIB contain a majority of its members from the Private Business Sector.**

**ATTACHMENT(S): Doug Kirkpatrick Nomination and Application**

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 02/03/03**

**FROM: Youth Council**

- For Action**
- For Information**
- Meeting Notes**

**SUBJECT: Application for Youth Council Membership**

**PROPOSED MOTION(S): Approve the Youth Council's recommendation for Youth Council membership for Ms. Ana Andrade, Membership Director – Youth Development, Girl Scouts Muir Trail Council, and forward same to the WIB for ratification.**

**DISCUSSION: During its January 8, 2003 meeting, the Youth Council approved the application for membership on the Youth Council from Ms. Ana Andrade, Membership Director- Youth Development for the Girl Scouts Muir Trail Council, Merced, CA. Ms. Andrade has been involved as an advocate for youth with many organizations. She is involved with her church, the Merced Hispanic Chamber of Commerce, Mujeres Latinas of Stanislaus, the Hutton House Crisis Center, and the Cal State Stanislaus Program Board. Additionally, she has served as a mentor for 6<sup>th</sup> graders and worked with severely emotionally disturbed children.**

**Ms. Andrade has attended several Youth Council meetings. It is felt that she is potentially an important member of the Youth Council. The Youth Council has limited the number of adult members to 31. Ms. Andrade's membership will bring the Youth Council to 30 adult members.**

**ATTACHMENT(S): Application for membership will be available at the meeting**

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 2/3/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Terry Nichols's appointment to WIB**

**PROPOSED MOTION(S): Information only.**

**DISCUSSION: On January 14, 2003 the Merced County Board of Supervisors appointed Terry Nichols to serve as a member of the Workforce Investment Board filling a mandated Worknet Employment Resource Center Partner position from the Department of Rehabilitation. He replaces Dean Cormany whose resignation was effective January 1, 2003. Terry Nichols' term will expire June 30, 2004.**

**ATTACHMENT(S): None.**

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 2/3/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Monitoring Report**

**PROPOSED MOTION(S): Information only.**

**DISCUSSION: The Customer Service unit monitored contracts, agreements and MOUs and provided a report to the Quality Assurance Committee for the first six months of FY 2002/2003. The report includes a review of Individual Training Accounts (ITA), Fee Based Contracts, Work Experience Contracts and On-the-Job Training (OJT) Contracts.**

**ATTACHMENT(S): WIA Monitoring Activity Summary July, 2002 through December, 2002.**

# **WORKFORCE INVESTMENT ACT (WIA) MONITORING ACTIVITY SUMMARY JULY 2002 THROUGH DECEMBER 2002**

During this period the monitoring staff continued providing technical assistance and oversight to help assure a smooth transition to the Workforce Investment Act (WIA), both with Merced County Department of Workforce Investment (MCDWI) and among partner/community organizations.

## **Contract Reviews**

All contracts, agreements and MOUs are initially coordinated through the Monitoring Unit to assess basic compliance with applicable rules and regulations. Finalized contracts are monitored on an annual basis. They are reviewed for compliance with State, federal and local requirements, to include price payment provisions, budget/budget narrative, work statement compliance, invoicing procedures, and costs associated with the contract (to determine if costs are reasonable, necessary, and allowable).

The following is an activity summary of Merced County Department of Workforce Investment's Monitoring Unit.

## **Monitoring Activities**

Review of Individual Training Account (ITA), Fee Based Contracts, Work Experience, and On-The-Job Training (OJT) contracts were accomplished.

- **ITA's**  
10 Training Providers were monitored to verify training costs, insurance coverage, accreditation and on-site visits were made to evaluate program quality. With the exception of MCOE, all ITA training providers have been monitored. Other than minor issues, which to date have been resolved, relating to outdated certificates of insurance and errors in course costs as listed on the ETPL vs. the provider catalog, all requirements are being met and are in compliance.
- **Other Training Contracts (Fee Based)**  
Merced Adult School PLATO Lab (Merced One Stop)  
Merced College PLATO Lab (Los Banos One-Stop)  
Merced College RN/LVN Program  
Merced County Information Systems (Case Management)

- **Other Training Contracts (Merced College)**  
Independent Living Program (ILP)  
This program is designed for 18-25 years olds who have been in foster care at some point in time. Potential program candidates were identified and status verified, case files opened and maintained on interested clients, and obstacles to employment identified. Eligible participants were referred for the Welfare to Work Program. Case files were well maintained and diaries reflected ongoing individual support to participants.
- **Work Experience**  
Five (5) contracts/worksites were monitored and no problems were noted.
- **On-The-Job Training Contracts**  
12 OJT contracts were monitored  
Of the contracts monitored:  
1 participant was let go – Personality issues  
1 participant was let go – Low computer skills  
10 participants are still employed  
2 more OJT contracts are scheduled for monitoring in February '03

### **Worknet Monitoring**

- Monitoring of the Worknet partners will begin in January 2003. The following partners are scheduled to be reviewed:
  1. Department of Workforce Investment, One-Stop operator/partner
  2. Central Valley Opportunity Center
  3. Merced County Office of Education
  4. Employment Development Department
  5. Housing Authority
  6. Merced College
  7. Department of Rehabilitation
  8. Merced Adult School
  9. Community Action Agency
  10. Human Services Agency, Title V (Older Worker program)
  11. Action Business Center (Optional Partner)
- The monitoring of all One-Stop partners will be completed by the end of June 2003. Overall, the One-Stop partners have transitioned well in meeting the requirements and guidelines of the WIA. Monitoring procedures and tools (checklists) for each of the Worknet partners were revised and were formulated from the partner's Memorandum of Understanding (MOU), WIA, Final Rule and Office of Management & Budget (OMB) circulars. Also, Equal Opportunity, Americans with Disabilities Act, Drug Free Workplace Act and safety requirements were additional checklist items.

## **MCOE Younger Youth**

- The Youth (14-18 year olds) Year Round Program is currently being reviewed. Merced County Office of Education (MCOE) is the lead contractor. MCOE's sub-contractors associated with the Youth contract include: (Dos Palos/ORO Loma Unified School District (DP/OLUSD), Employment Development Department (EDD), Jobs for California Graduates (JCG), Lao Family Community, Los Banos Unified School District (LBUSD), and Merced Union High School District (MUHSD).

A review of the first year of the Younger Youth contract was completed in March 2002. The review of the second year of the contract will be completed in January 2003. So far, the second year has shown a vast improvement by MCOE and their sub-contractors in implementing the Younger Youth Program by enrolling approximately 1,164 students with approximately 60% completing their stated goals. Some of the activities students are involved in are Basic Education, Work Experience, Life Skills, Problem Solving, Work Readiness Skills, Career Planning and Leadership Skills.

## **JCG Out of School Youth**

Monitoring of the Youth Out-of-School program began in December, 2002. Overall, though still early in the monitoring process, JCG appears to be in compliance with their contract specifications. Boilerplate requirements, such as Equal Employment Opportunities (EEO), grievance procedures, insurance, disallowed cost statement, drug free awareness program, etc. have been complied with. Program fundamentals such as eligibility, assessment, target population, and enrollments are currently being monitored. To date there are 173 enrolled participants. The contract calls for 225 by June 30, 2003. Note: JCG has been very responsive to issues found as a result of this monitoring and items identified as needing attention have been quickly addressed and corrected.

The JCG leadership has also taken an active interest in assuring that their staff is well trained, i.e; JCG staff attended the September 19, 2002 Youth Performance Measure workshop, presented by EDD. Also, JCG participated in the Department of Workforce Investment's (WI) Exit Strategy Committee, providing insight on when it's best to 'exit' a client based on time and circumstances. Additionally, JCG had a good presence at the recent January 8, 2003 Youth Eligibility training session conducted in the city of Visalia, CA.

JCG's six subcontractors (EDD, Merced Adult School, Merced College, Lao Family, Merced County Community Action Agency & Merced County Office of Education) will also be monitored to assess program quality. The Community Action

Agency was monitored on January 22, 2003 (still in progress). CAA appears to have a quality program and a dedicated staff committed to helping Merced Youth.

The Youth Out-of-School program is new ground for JCG. However, it is evident that strides are being made to assure a quality and meaningful program.

- The following are additional contracts which will be monitored during this Program Year (2003):
  1. CISCO Academy, Dos Palos – Oro Loma Joint School District.
  2. EDD/PITD Labor Market Information Survey Agreement
  3. Lori Strumpf and Associates.
  4. VIA Transportation (to provide student transportation)
  5. Russell Grossman (Storage)
  6. ERISS Corp. (Employer Survey)
  7. Greater Merced Chamber of Commerce (Technical Assistance & Training)

### **Additional Services**

In addition to the regular monitoring of training/service providers, the monitoring unit:

- Assists in the development of Requests for Proposals (RFPs), contracts, agreements and Memorandums of Understanding (MOUs).
- Provides Department of Workforce Investment representation at the Jobs for California Graduates Installation & Initiation and Career Development Chapter awards ceremonies.
- Offers technical assistance to service providers.
- Conducts courtesy inspections; e.g. participant file reviews, safety, and ADA compliance.

**TO: Workforce Investment Board**

**DATE: 02/03/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**Meeting Notes**

**SUBJECT: MCEDCO Comprehensive Regional Marketing Plan**

**PROPOSED MOTION(S): Information Only**

**DISCUSSION:** The Department of Workforce Investment, on behalf of the Workforce Investment Board, will be collaborating with MCEDCO and other agencies in a comprehensive regional marketing plan. This will enable the leveraging of \$5,000 from the marketing budget to promote the WIB and Worknet of Merced County in accordance with the marketing plan.

**ATTACHMENT(S): N/A**

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 2/3/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: GEAR-UP Project Variable Shift Typist Clerk III**

**PROPOSED MOTION(S): Information Only**

**DISCUSSION: The Department of Workforce Investment is currently negotiating a contract with Merced Union High School District to provide a Variable Shift Typist Clerk III to assist the GEAR-UP Project Coordinator. The Variable Shift Typist Clerk III will be an employee of the Department of Workforce Investment. Salary and benefits will be reimbursed through the contract with Merced Union High School District. Total cost in pay and benefits will not exceed \$33,600.**

**ATTACHMENT(S): None.**

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT  
 ALLOCATIONS, OBLIGATIONS & EXPENSES  
 For Fiscal Year 2002/03  
 July 1, 2002 through December 31, 2002**

* Allocation		Per Plan Mod - New Funds Planned 7/1/02 to 6/30/03	Reserve/ Carry Over	Total Available	** Committed Funds	*** Allocated for Training	Expditures FY to Date	**** Balance	***** % Spent	
<b>ADULT 02/03 Allocation</b> 02/03 Allocation	\$ 2,296,448	Core A	\$ 402,577	\$ 402,577	\$ 158,794		\$ 284,109	(\$40,326)	70.57%	
		Core B	\$ 529,870	\$ 529,870	\$ 252,535		\$ 277,335	\$0	52.34%	
		Intensive	\$ 403,258	\$ 403,258	\$ 222,888		\$ 140,044	\$40,326	34.73%	
		Training	\$ 731,099	\$ 361,421	\$ 1,092,520.0	\$ 555,140	\$ 133,892	\$ 403,488	\$0	36.93%
		Admin	\$ 229,644	\$ 229,644	\$ 142,585			\$ 87,059	\$0	37.91%
		Other	\$ 10,126	\$ 10,126	\$ 2,458			\$ 7,668	\$0	75.73%
<b>Other includes Special Travel Funds and Universal Access (ADA) Funds</b>		<b>Total</b>	<b>\$ 2,296,448</b>	<b>\$ 371,547</b>	<b>\$ 2,667,995</b>	<b>\$ 1,334,400</b>	<b>\$ 133,892</b>	<b>\$ 1,199,703</b>	<b>\$0</b>	<b>44.97%</b>
<b>DISPLACED WORKER</b> 02/03 Allocation	\$ 2,421,153	Core A	\$ 435,807	\$ 435,807	\$ 188,645		\$ 295,101	(\$47,939)	67.71%	
		Core B	\$ 588,340	\$ 588,340	\$ 277,944		\$ 310,396	\$0	52.76%	
		Intensive	\$ 479,389	\$ 479,389	\$ 234,904		\$ 196,546	\$47,939	41.00%	
		Training	\$ 675,502	\$ 102,676	\$ 778,178	\$ 315,847	\$ 190,998	\$ 271,333	\$0	34.87%
		Admin	\$ 242,115	\$ 242,115	\$ 151,656			\$ 90,459	\$0	37.36%
<b>Total</b>		<b>\$ 2,421,153</b>	<b>\$ 102,676</b>	<b>\$ 2,523,829</b>	<b>\$ 1,168,996</b>	<b>\$ 190,998</b>	<b>\$ 1,163,835</b>	<b>\$0</b>	<b>46.11%</b>	
<b>RAPID RESPONSE</b> 02/03 Estimated Allocation	\$ 376,396	\$ 376,396	\$ 376,396	\$ 252,726		\$ 123,670	\$0	32.86%		
		<b>\$ 376,396</b>		<b>\$ 376,396</b>	<b>\$ 252,726</b>		<b>\$ 123,670</b>	<b>\$0</b>	<b>32.86%</b>	
<b>YOUTH</b> 02/03 Allocation	\$ 2,807,336	In School	\$ 1,768,622	\$ 1,544,884	\$ 3,313,506	\$ 2,162,944	\$ 1,150,562	\$0	34.72%	
		Out of School	\$ 757,981	\$ 515,530	\$ 1,273,511	\$ 706,413	\$ 538,587	\$28,511	42.29%	
		Admin	\$ 280,733	\$ 280,733	\$ 280,733	\$ 113,677	\$ 49,004	\$118,052	17.46%	
		<b>Total</b>	<b>\$ 2,807,336</b>	<b>\$ 2,060,414</b>	<b>\$ 4,867,750</b>	<b>\$ 2,983,034</b>		<b>\$ 1,738,153</b>	<b>\$146,563</b>	<b>35.71%</b>
<b>Welfare to Work</b> Carryover Only - No New Funds		Prog Activities	\$ -	\$ 587,425	\$ 587,425	\$ 442,486	\$ 144,939	\$0	24.67%	
		Admin	\$ -	\$ 47,861	\$ 47,861	\$ 20,937	\$ 26,924	\$0	56.25%	
		<b>Total</b>	<b>\$ -</b>	<b>\$ 635,286</b>	<b>\$ 635,286</b>	<b>\$ 463,423</b>		<b>\$ 171,863</b>	<b>\$0</b>	<b>27.05%</b>
<b>All Programs</b>	<b>\$ 7,901,333</b>	<b>\$ 7,524,937</b>	<b>\$ 3,169,923</b>	<b>\$ 11,071,256</b>	<b>\$ 5,949,853</b>	<b>\$ 324,890</b>	<b>\$ 4,397,224</b>	<b>\$146,563</b>	<b>39.72%</b>	

**\* Allocation**

Amount for current fiscal year.

At least 80% must be spent/obligated by end of June.

Up to 20% may be carried over to next fiscal year.

**Youth Funds:**

At least 30% must be spent on Out of School Youth.

**Goal  
50.00%**

**\*\* Committed Funds include:**

- 1) Funds in contracts or ITA's that have not yet been paid.
- 2) Annual Administrative Costs for remainder of FY 02/03.
- 3) Funds obligated for staff salaries by function and associated overhead.

**\*\*\* Allocated for Training Funds include:**

ITA's, Supportive Services, Work Experience,  
OJT's not yet obligated but expected to be obligated  
by the end of the fiscal year.

**\*\*\*\* Balance Formula:**

Total Available Funds - Committed Funds - Allocated for  
Training - Total Expenditures = Balance

**Up to 20% of Allocation permitted for carryover to next fiscal year.**

**\*\*\*\* Percent of Total Spent to date**

**ALLOCATIONS, OBLIGATIONS & EXPENSES**  
**For Fiscal Year 2002/03**  
**July 1, 2002 through December 31, 2002**

* Allocation	Per Plan Mod - New Funds Planned 7/1/02 to 6/30/03	Reserve/ Carry Over	Total Available	** Committed Funds	*** Allocated for Training	Expditures FY to Date	**** Balance	***** % Spent
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**TO: Workforce Investment Board  
Executive Committee**

**DATE: 2/3/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Committee Reports for WIB Meetings**

**PROPOSED MOTION(S): N/A**

**DISCUSSION: To streamline WIB meetings to allow more time for discussion on topics and issues of importance to the WIB, committee reports were limited and the WIB WEB site containing meeting minutes was referenced. Prior to November 2002, each committee chair would have 2 to 5 minute to report out on committee activity.**

**Discuss if this is working satisfactorily and should be continued, or if the Executive Committee would like to have:**

- **the links to minutes of all committee meetings emailed to all WIB members, not just committee members – members would access the link to receive all the minutes as they are posted and would either view on their monitors or print**
- **the chairs report out – which would take up additional time during the WIB meeting**
- **minutes emailed directly to members – members could view on their monitors, or could down load and print**
- **minutes attached to the meeting packets - which would mean additional time in preparing the WIB packets, more paper and larger packets.**

**ATTACHMENT(S): N/A**