

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

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Members Present :

Mike Boardman	Kathleen Crookham	John Headding
Rick Osorio	Mike Smith	

Members Absent:

Nellie McGarry	Steve Tinetti
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Others Present :

Andrea Baker	Dave Davis	Ed McLaughlin
Donna Ornelas	Joanne Presnell	Chuck Purcell
Jackie Walther-Parnell		

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- I. Call to Order – The Chair, Rick Osorio called the meeting to order and a sign in sheet was used in lieu of roll call.
- II. Approval of Agenda - It was M/S/C Crookham/Headding to approve the agenda as written.
- III. Approval of Minutes - It was M/S/C Headding/Boardman to approve the minutes of January 6, 2003.
- IV. Public Opportunity to Speak - None
- V. Action Agenda
  - a. WIB Membership: Paul Alderete – It was M/S/C Crookham/Boardman to recommend sending Paul Alderete’s application to the Board of Supervisors for appointment to the WIB.
  - b. WIB Membership – Doug Kirkpatrick – It was M/S/C Crookham/Boardman to recommend sending Doug Kirkpatrick’s application to the Board of Supervisors for appointment to the WIB.
  - c. Youth Council Membership – Ana Andrade – It was M/S/C Crookham/Boardman to recommended sending Ana Andrade’s application to the Board of Supervisors for appointment to the Youth Council.
  - d. Performance Measures – Accept the currently agreed upon levels for 2002/2003 WIA Performance Measures - It was M/S/C Headding/Boardman to accept the currently agreed upon levels for 2002/2003 WIA Performance Measures.
  - e. WIB Assessment – It was M/S/C Headding/Crookham to approve WIB assessment which will include a consultant who will provide a more indepth analysis by interviewing WIB members. The consultant being recommended will cost a total of \$7300 with \$700 of that being paid for by ETN. The total cost to the WIB will be \$6600.
  - f. Add Language to Marketing Plan on use of WIB logo in Advertising and Marketing – It was M/S/C Boardman/Crookham to approve lanuage for the Marketing Plan that describes how the Workforce Investment Board logo and name will be used. There was discussion on the term “as appropriate.” It was explained that this was inserted because there is some marketing material that would require double-sided printing or the logo would simply be too small.

- VI. Parliamentary Procedures Overview – Mike Boardman provided a brief overview on parliamentary procedures. Mr. Boardman noted the benefit of using the parliamentary process. In addition, the committee was provided with a handout containing helpful hints and reminders on the appropriate way to run a meeting. The chair requested that staff provide a copy of the handout to WIB members.
- VII. Information Agenda
- a. New WIB Member – Terry Nichols, State Dept of Rehabilitation will replace Dean Cormany who formerly represented the Department. It was noted that the State Department of Rehabilitation is a mandated partner.
  - b. Training for One-Stop Certification Examiners – John Heading reported that the Quality Assurance committee selected four individuals to sit as examiners for the one-stop certification process. The other subcommittees will identify individuals to also sit as part of this team. It is expected the training will take place in May of 2003.
  - c. Monitoring Report – The report was enclosed in the meeting package as information only.
  - d. Logo Shirts – The Program Planning and Development took a vote and decided not to fund the purchase of shirts due to the current budget situation and other priorities.
  - e. Marketing Plan – John Heading reported that the Department of Workforce Investment is working with MCEDCO to leverage money for marketing.
  - f. Gear-Up Project – Merced Union High School District received a federal grant for the project. The Department of Workforce Investment is to provide the administrative support through contractual agreement.
  - g. Fiscal Report – The Finance committee to review the final report on Thursday, February 6.
- VIII. Committee Reporting Format – There was discussion on the reporting format. The committee concurred the current method of notification is satisfactory.
- IX. Future Presentations for the WIB – There was discussion on preparation for upcoming WIB meetings.
- a. Merced County Economic Development Strategic Plan - MCEDCO Mr. Boardman noted that the Planning Committee has requested information on the MCEDCO plan and will be bringing it to the full WIB. This will be scheduled sometime after the March meeting.
  - b. Value Added - Study by CSUS for 2001-2002 – There was discussion the presentation by Mr. Dr. Kelvin Jasek-Rysdah. Mr. Rysdah will be asked to attend the next WIB meeting to give his presentation on “Value Added – Study by CSUS.”
  - c. Impact of Budget Cuts to HSA - Briefing from Ana Pagan – It was discussed and decided that this presentation would be best left until more information was available.
- X. Director’s Comments – Andrea noted thanks to Nellie for attending the recent conference. Andrea attended both “Forward Thinkers” and “Business Leaders – Business Results.” She reported that the information received was of great value.
- XI. Chair Comments - Mr. Osorio expressed concern on budget situation and how the WIB may need to look at services.
- XII. Other – Mr. Boardman asked where we were with the request for Bill Strickland to do a presentation for the WIB. He noted how dynamic Mr. Strickland was. Andrea explained that CWA would not be able to assist with the costs. She noted that she would continue to work on this and see if we could collaborate with surrounding areas or some other alternative.
- XIII. Next Meeting – ***The meeting date is rescheduled from March 3 to March 10, 2003.*** 1880 Wardrobe Ave, Lg. Conference Room.
- XIV. Adjourn – The meeting was adjourned at 9:00 a.m.