

**Workforce Investment Board of Merced County
Standards and Certification Committee
Mercy Hospital and Health Services
February 25, 2002, 7:30 a.m. to 9:00 a.m.
Meeting Minutes**

Members Present: George Brown, John Heading (Chair), Charlie Lambert, Ned Miller, Carole Roberds, Helen Sullivan

Members Absent: Richard Becker, Don Bergman

PITD Staff Present: Debby Hoban, John Kasnick, Ed McLaughlin, Dick Skarke

1. Call to Order and Roll Call – The Chair called the meeting to order and sign-in sheet was used in lieu of roll call.

2. Approval of Agenda – The agenda was approved as published.

3. Approval of Minutes – It was *M/S/C Miller/Lambert* to approve the January 11, 2002 minutes

4. Public Opportunity to Speak - None

5. Update – Meet the WIB Contest - None

6. Information Agenda:

a. Monitoring – Postponed until next meeting.

b. ETPL Subsequent Eligibility – Staff gave a brief overview. At the present time there are three training providers required to submit subsequent eligibility documentation: Merced Community College, CVOC, and ROP. The State has not come out with the final ETPL policy and forms at this time. Staff modified draft forms and sent them to the three training providers. March 31, 2002, is the deadline to submit ETPL documentation to the State.

A decision was made to review the ETPL information by e-mail and the members were asked to provide input to staff. The Chair will take the information to the WIB Executive Committee. This must be approved by the WIB before submitting to the State.

7. Action Agenda:

a. LWIA Performance Goals – Staff gave a brief overview. At a special meeting on January 11, 2002, it was determined that there will be a valley standard that

was approved by the WIB. This item was put on the agenda just in case there might have been some controversy at the State level that would require the committee to review the performance measures again. Currently there is no reply from the State and no action to take at this time.

8. One Stop Certification (cont'd) – The Chair received a copy of the Draft - California Workforce Investment Board One-Stop Certification Workgroup from staff. Also, copies of the draft were provided to committee members. A workgroup comprised of State and local partners is currently developing statewide guidelines for One-Stop certification. Ms. Andrea Baker is part of the workgroup.

Certification guidelines, once completed, will be made available in the form of a technical assistance guide to Local Boards interested in utilizing it for certifying their One-Stop systems and/or centers respectively. Local Boards electing to use the certification guidelines issued by the State as well as those using locally developed certification processes, will be considered “State certified” and allowed to display a State “brand” or logo in their One-Stop centers. Incentives will be made available to Local Boards meeting State certification guidelines. It would be up to the committee to recommend for consideration what is coming out from the State and possibly utilize the guidelines along with whatever standards the committee came up with.

Mr. John Heading stated this fits very closely to committee’s process of moving towards the development of a final policy to help guide the process for One-Stop certification and the development of the final tool used for assessment and defining the process. If this is close to a final draft the committee could begin looking at the guidelines and compare these elements to our existing document for evaluation.

It was decided that majority of the next meeting could be a work session where the committee could evaluate the draft versus what we have at present and then make recommendation/ decision regarding the incorporation of these into the final product.

9. Chair Comments – Chair presented a memorandum, February 8, 2002, from Mike Browner, Associate Regional Administrator, regarding the WIB and Greater Merced Chamber of Commerce submitting a grant application for \$20,000. Staff advised a Board Action Item was submitted to the Board of Supervisors for approval.

10. Next Meeting Date, Time & Location – The next meeting will be March 29, 2002, at 7:30 a.m. in Mercy Hospital and Health Services – Staff Room A (2740 M Street, Merced, CA)

11. Adjournment – It was *M/S/C Miller/Sullivan* to adjourn

Minutes prepared by Debby Hoban