

**Workforce Investment Board
Program Planning and Development
Department of Workforce Investment
1880 West Wardrobe Avenue, Merced, CA
February 26, 2003, 3:00 – 5:00 P.M.
Meeting Minutes**



Members Present: Andrea Baker, Don Bergman, Mike Boardman, Sharon Cresswell, Harry Dull, Peter Fluetsch, John Fowler, Scott Galbraith, Carol Greenberg, Gisela Malone, Al Romero

Members Absent: Kathleen Crookham, Robert McLaughlin, Anne Newins, Ana Pagan, Mike Sullivan

WI Staff Present: Dave Davis, Debby Hoban, Ed McLaughlin, Joanne Presnell, Chuck Purcell

1. **Call to Order and Roll Call** – The Chair called the meeting to order. 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 Fowler/Bergman* to approve the January 29, 2003 minutes.
4. **Introductions** – Self-introductions were made by committee members.
5. **Public Opportunity to Speak** – None present.
6. **Action Agenda:**
 - a. **Child Care Initiative – Packard Foundation** – It was *M/S/C Fowler/Galbraith* to support the community collaboration of agencies working with the Packard Foundation by contributing \$1,000 to fund an economic impact report showing how the Child Care Industry affects Merced County.
 - b. **Limited Funds Policy** – It was *M/S/C Greenberg/Romero* to approve a Limited Funds Policy as follows. When adult employment and training funds are limited, priority for intensive and training services shall be given to veterans and low-income individuals. Exceptions to the ITAs such as LVN, RN and POST programs will be excluded and will be available to qualifying adults.
 - c. **Workforce Investment Board (WIB) Examination Team** – Staff stated the training will be probably in May and has been cut down from 16 hours to 8 hours. It would be a one-day training consisting of going over quality principles and practices, how to evaluate the application, how to conduct the site visit and how to write the report. The review of the application would be in late July. *It was M/S/C Bergman/Cresswell* to accept Mr. Scott Galbraith as a volunteer for the WIB Examination Team.
 - d. **Amendment to MOU between the WIB and Merced College** – Due to the budget constraints and staff shortage, the level of service provided by Merced College to the Worknet ERC

Merced facility needs to be reduced. The minimum amount of time Merced College personnel must be physically present at Worknet will be reduced from 10 hours per week to 3.5 hours per month. The total in-kind cost of the College's supporting staff will drop from \$26,950 per year to \$8,887. *It was M/S/C Bergman/Cresswell to approve Amendment #2 between the WIB and Merced College.*

7. Discussion Agenda:

- a. CSUS – Workforce Preparation Summit Participation and Support** – Ms. Andrea Baker stated a letter was received from President Hughes indicating this was an event to bring our region together to address the systemic regional problems. CSUS is asking Merced County WIB to contribute \$10,000 towards this event. Members expressed concern of committing funds since the consortium of Workforce Development Department, Economic Developers, and chambers are addressing some of the same problems. It was suggested that in lieu of providing monetary support, we provide them with the current Merced County report. Ms. Baker proposed two things could be done: 1) Poll the WIBs that have been asked to participate, and 2) Write a letter to CSUS asking if they are aware of certain things going on right now in the communities and how we can use them.

Mr. John Fowler recommended going forward with Ms. Baker's proposal and research information needed to make a financial assessment as to the level of participation required; further, that we fully indorse the idea of having a summit to share regional ideas, but do not allocate funding for this project and defer decision to the WIB Executive Committee and full WIB to make the financial commitment. The consensus was to refer this item, with committee's comments, to the Executive Committee for action.

- b. Individual Training Accounts (ITAs) Cap** – Chair stated there is a cap of \$6,000 for Individual Training Accounts (ITAs) that was established by the WIB on 07/09/02. Due to the economic climate and potential decrease in funds, the WIB may want to change the maximum dollar amount for an ITA. It was recommended that the current policy be kept as it now exists, and if necessary to address at a later date.
- c. Supportive Services Policy** – Ms. Presnell stated the final two pages of the document show what the average cost would be just for supportive services which includes childcare, transportation and other training related items, and does not include ITA. It is total cost during the time enrolled in training and is broken down by the types of training. This varies by an individual. Mr. Fowler stated it would be helpful to know where the \$210,000 we have spent so far for supportive services fits in the overall budget and the proposed budget for the coming year. Staff will provide a breakdown of supportive services in the activities clients are enrolled in.
- d. Blended Purposes of Past Committees and Present Committees** – At the meeting of January 29, 2003, the Chair asked members of this committee to submit a proposed blended position/ mission statement. Staff received three inputs. First proposed purpose statement is one compiled by the WIB staff based on inputs received from the committee members.

Ms. Carol Greenberg stated she particularly liked the statement submitted by Mr. Fowler. Members felt comfortable in utilizing that statement, inserting bullet 4 from the statement proposed by staff, and adding “and recommends to the WIB new plans, and overseeing and proposing marketing efforts”.

- e. **Aligning Goals to the Merced County Workforce Assessment Report** – Mr. Scott Galbraith gave an overview of the report. The report is a culmination of six months of work by consultants, and it is a comprehensive approach to the regional economic development task. There are seven components and workforce is one. It reflects a growing trend to align workforce with economic development, and some of the things are already starting to take place. We have to take steps to try to improve the skills of our workforce to become competitive for further business investment.

Mr. Fowler stated this committee needs to come up with a policy statement and present it to the full WIB. It is critical for the WIB to say this reflects what we want to do. We need to stand firm when making presentations to the Board of Supervisors (BOS), city councils, chambers of commerce. Inform them this is what we want as a WIB, and tell them we want their backing.

Chair stated we need to read the assessment and report and see how the workforce investment fits into all this. Question was raised about holding a working session before the next meeting after everyone had a chance to at least read the executive summary. The consensus was to hold a continuation meeting on Monday, March 10, 2003, at 3 p.m.

8. **Information Agenda:**

- a. **Limited Funds Policy Impact on Performance Measures 2003-2004** – Ms. Joanne Presnell stated the Department of Workforce Investment was contacted and our neighboring counties wanted us to collaborate with them to negotiate a rate of 10% less than what they currently are. We responded that our WIB has already agreed to the measures for this year and that is what we are going to go with. We are the only county that is not part of that process. The Department of Workforce Investment feels we can reach established measures. If we do declare limited funds and focus on low-income individuals, next year we may want to collaborate with them on negotiations.

Request was made to see if we could be included in the discussions with other WIBs, even though we won't be adapting any changes.

- b. **Transportation Grant Application** – Merced County Department of Workforce Investment has applied for a grant from the Community Transportation Association of America (CTAA) to fund a demonstration project. The plan is to use a coordinator to evaluate a number of different transportation issues. The grant is to fund one individual to be there for 12 months. The \$50,000 is in-kind to support this project.

11. **Chair's Comments** – None.

12. Next Meeting/Date/Time – The continuation meeting will be Monday, March 10, 2003, at the Merced County Department of Workforce Investment (large conference room), 1880 West Wardrobe Avenue, Merced, from 3:00 – 5:00 p.m. The regularly scheduled meeting will be Wednesday, March 26, 2003, at 3:00 p.m.

10. Adjourn – Meeting adjourned at 4:55 p.m.

Minutes prepared by Debby Hoban