

**Workforce Investment Board
Executive Committee
PITD – Administration Large Conference Room
1880 W. Wardrobe Ave, Merced, CA
March 11, 2002, 7:30 – 9:00 a.m.
Meeting Minutes**

Members Present:

Andrea Baker	Kathleen Crookham	Peter Fluetsch
John Headdings	Gisela Malone	Rick Osorio
Mayra Ramirez (for Nellie McGarry)	Al Romero	Vann (Mike) Smith
Steve Tinetti		

Members Absent:

Nellie McGarry

Others Present:

Rick Breeze-Martin	Bill Cahill	Dave Davis
Harry Dull	Eddie Harding	Kirsten Lee
Ed McLaughlin	Donna Ornelas	Dick Skarke
Jackie Walther-Parnell		

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- I. **Call to Order Chair** – Sign-In used in lieu of roll call.
 - II. **Approval of Agenda** – The Agenda was approved as written.
 - III. **Approval of Minutes of February 11, 2002** – The minutes were approved as written.
 - IV. **Public Opportunity to Speak** - None
 - V. **Action Agenda**
 - a. **Technical Opportunities Program (TOP) Application** – Mr. Harry Dull and Mr. Rick Breeze-Martin provided an overview of the program and the proposed requested. Mr. Rick Breeze-Martin clarified the program would be completed by October 2004, although, there will be continual progress throughout the process. It was *M/S/C Headding/Tinetti* to recommend request to full WIB to approve the participation in the project and sign a Memorandum of Understanding with CAA and other partners. (10 ayes)
 - b. **Subsequent Eligibility for ETPL** – request to pull from agenda. It was noted the information provided to the Standards and Certification from the state has be updated. This item will return to the Executive Committee in April.
 - c. **WIB Membership** – Mr. Skarke provided overview of the structure of the WIB membership. In addition, Mr. McLaughlin quoted legislation on mandatory members. It wasw *M/S/C Tinetti/Fluetsch* to approve the request to extend the terms of the fourteen members (Crawford & Knapp end term in June 2002) Chair asked task force to continue to review the structure.
 - d. **Enterprise Zone Letter** – It was *M/S/C Headding/Tinetti* to aauthorize the Chair to send letters of support for AB 1846 to Senator Monteith and Assmeblyman Cardoza. (10 ayes)
 - e. **Expo 2002 Funds Request** – It was *M/S/C Headding/Crookham* to deny the request.
 - f. **Perry Yokley Banquet** - It was *M/S/C Tinetti/Headding* to purchase up to 200 tickets. In addition WIB Executive members ask for follow-up evaluation of the event. (10 ayes)

- g. **WIB Agenda Setting (see attached)** – remove item V.b. It was *M/S/C Fluetsch/Tinetti* to approve the agenda with the above modification. *(10 ayes)*

- VI. **PowerPoint Training** – Gisela Malone reported that two training sessions on use of the WIB Powerpoint. The presentation is designed to assist WIB members in providing information to the community in relation to the work of the WIB.

- VII. **Training/Information Items for Presentation** – This was discussion on additional information or request for training that the WIB Executive committee would like to see presented to the WIB. The Chair is directed this item back to the Marketing Committee.

- VIII. **Timeframes for Grant Applications/Funds Request** – The WIB Executive Committee was provided with information on timeframes for grants and/or requests for funds. Due to the approval process including, Board of Supervisors, review process, etc.

- IX. **Meet-The-WIB Contest** – Ms. Presnell discussed the Meet-the-WIB contest. It was noted that the Marketing Committee recommended the Committees hold meetings in at the various locations in order to accomplish what “Meet-the-WIB” set out to do by familiarizing WIB staff with the locations of services as well as introducing WIB members to service providers.

- X. **Information Agenda**
 - a. **MCOE Grant** – Andrea reported that MCOE received grant to extend hours at the one-stop to afford youth an opportunity to utilize the computer lab.
 - b. **One-Stop Extended Hours** – The One-Stop will be open 7:30 a.m. - 6:00 p.m. (M-Th), 7:30 a.m. – 5:00 p.m. (Fri), 9:00 a.m. – 1:00 p.m. (Sat).
 - c. **Federal Fiscal Year 02 Projected Budget** – Jackie noted that Friday the Federal budget released information on next year’s budget and further information to be available at the May WIB meeting. Anticipate 12%-15% carry-over for next year. The current year carry-over was slightly higher to allow the change over from JTPA to WIA.
 - d. **Monitor’s Report** – The Executive Committee was provided with a summary of the last monitoring report. It was requested the information on participant activity be provided on quarterly basis.
 - e. **Strategic Choices Update** – Mr. Bill Cahill discussed grant awarded to five funded jurisdictions. He noted the groups are working with consultants and ensure that there is not duplication of work with the Strategic Choices Study. MCEDCO will be the contracting agency, Mr. Heading will be the conduit for information to and from the WIB.
 - f. **Workforce Excellence Network (WEN) Application** – Joanne Presnell discussed the WEN application and how the application is analyzed. In addition Mr. Presnell noted the reasons why PITD is applying and for the application.

- XI. **Chair Comments** – Mr. Osorio noted several of the Executive Committee recently attended conference in Washington D.C. and gained valuable information. Mr. Osorio recommended Executive Retreat where further information can be disseminated.

- XII. **Other** - None

- XIII. **Next Meeting** - April 8, 2002, 7:30-9 :00 a.m., 1880 W. Wardrobe Ave.

- XIV. **Adjourn** – Meeting adjourned 9:00 a.m.