



**Workforce Investment Board
Executive Committee
Meeting Minutes
March 19, 2001
Employment Resource Center
1200 W. 18th Street**

Members Present:

Bob Carpenter
John Heading
Steve Tinetti

Peter Fluetsch
Nellie McGarry
Elaine Trevino

John Fowler
Rick Osorio

PITD Staff Present:

Andrea Baker
Dick Skarke

Ed McLaughlin

Donna Ornelas

1. WIB Staffing

This was a special meeting of the WIB Executive Committee called by the WIB Chair. The purpose of the meeting was to discuss staffing to the WIB and the role of PITD in relation to this.

2. Roles and Responsibilities of PITD

The committee was given a presentation on the roles and responsibilities of PITD. It was noted that PITD is the Administrative Entity, WIA Title 1 Provider, One-Stop Operator, non-WIA/Contract Activities as well as staff to the WIB. An explanation was provided as to what each of these roles mean.

There was discussion on funding and WIB staffing costs. A graph was included as part of the presentation to identify the Full Time Equivalents (FTEs) and percentages of dollars spent on each position.

The group discussed the advantages and disadvantages of PITD staff acting as WIB staff. The following is a list of concerns related to the discussion:

- WIB needs to take leadership role, recommending research on how to fulfill the mission not focusing on the money and staff required
- WIB to look to a consultant to be the “eyes/ears” not for direction of operation
- Executive Committee to identify needs from community and research best practices from other communities
- Look at how to motivate WIB to move forward on a fast track

- Examine what is required to make the Board function more effective
- Investigate what other areas are doing with WIB staffing, search out job descriptions, develop position statement

Ed McLaughlin was asked to contact five additional SDAs for job descriptions and WIB staffing structure for further review at the next Executive meeting.

3. **Public Benefit Corporation**

There was discussion on 501 (C)(3). A draft of an Article of Incorporation was distributed. It was noted that all work related to this must be done outside of the use of WIA funds. It was decided that a work group would form to complete the application and possibly contact a foundation to assist with the fees. The group will be made up of Elaine Trevino, Rick Osorio, and Nellie McGarry.

4. **Next Meeting**

March 30, 2001, 7:00 a.m.
1200 W. 18th Street
Employment Resource Center

Minutes prepared by: Donna Ornelas/ddk