

Workforce Investment Board of Merced County
Quality Assurance Committee
Mercy Medical Center- Dominican Campus (Staff Rm. A)
2740 M Street, Merced, CA
March 28, 2003, 7:30 – 8:30 A.M.
Meeting Minutes



Members Present: George Brown, Carol Roberds, John Headding, Ernie Flores, Albert Montejano, Brian Griffin, Ned Miller, Steve Tinetti.

Members Absent: Helen Sullivan, Richard Becker, Nicolas Benjamin, Terry Nichols

WI Staff Present: Dave Davis, Ed McLaughlin, Joanne Presnell, Chuck Purcell, Patricia Hinson

1. **Call to Order and Roll Call** – The Chair called the meeting to order at 7:30 a.m.
2. **Agenda** – *It was M/S/C Roberds/Flores* to approve the agenda as published.
3. **Introductions** – none
4. **Public Opportunity to Speak** – None present.
5. **Action Agenda:**
 - a. **Approve WIB Assessment Survey Questions** – *It was M/S/C Miller/Flores* to approve the WIB Assessment Survey questions. Staff will review the survey and narrow the questions down to between 50 or 60. The survey will be posted on the Internet. The scale for this survey will be as follows; 1-5 scale, with 1-being strong disagreement, 5-being strong agreement, and don't know.
 - b. **Approve date for WIB Staff to conduct Assessment Survey** – *It was M/S/C Griffin/Tinetti* to approve April 4th through 18th for the survey to be posted on the WEB.
 - c. **Determine best method for conducting Survey** – It was agreed to post the WIB Assessment Survey on the Internet for two weeks, April 4-18.
 - d. **Choose date for Barbara Shaw to conduct Survey-** The committee decided on April 30 - May 1 for Barbara Shaw to conduct the WIB Assessment Interviews. Mr. John Headding will send out a letter to all WIB members encouraging them to participate in this survey.
 - e. **Select date for 8 hour Examiner Training** – The group agreed on June 13, 2003 for the Examiner's training day. This training will be held at 1880 W. Wardrobe, Large Conference Room, from 8:00 a.m. to 5:00 p.m. This training will be provided in one day.
6. **Information Agenda:**
 - a. **Worknet Employment Resource Center Certification Update-** Carole Roberds gave a brief update on the certification process. Staff will e-mail a copy of the certification process to all committee members.

7. **Chair Comments** – John Headding shared with the group that May 16, 2003 is the Workforce Learning Academy kickoff from 11:45 a.m. to 2:00 p.m. This event will be held at the Merced Fairgrounds.
8. **Next Meeting/Date/Time** – April 25, 2003 at 7:30a.m. Mercy Medical Center-Dominican Campus (Staff Room A.) Carole Roberds will chair in John Headding's absence.
9. **Adjourn** – Meeting adjourned at 8:35 a.m.

Minutes prepared by: Patricia Hinson