

**Workforce Investment Board  
Executive Committee  
1880 Wardrobe Ave.  
March 29, 2004, 7:30 – 9:00 a.m.  
Meeting Minutes**



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**Members Present:**

John Heading	Albert Montejano	Rick Osorio
Mike Smith		

**Members Absent:**

Kathleen Crookham	Nellie McGarry	Mike Sullivan
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**Others Present:**

Andrea Baker	Dave Davis	Sarah Greene
Donna Ornelas	Joanne Presnell	John Spevak
Jackie Walther-Parnell		

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- I. Call to Order/Roll Call – The meeting was called to order by the Chair John Heading and roll taken by Donna Ornelas.
- II. Approval of Agenda – The agenda was approved as written.
- III. Approval of Minutes- It was *M/S/C Osorio/Smith* to approve the minutes of January 26, 2004.
- IV. Public Opportunity to Speak - none
- V. Information Agenda
  - a. One-Stop Success Tele-Conference – April 27, 2004, 10 a.m.-12 p.m., MCOE Room J2.
  - b. Central Valley Agri-Food Research Institute Update – A discussion followed which centered on the appropriateness of the WIB raising non-WIA funds. The Chair directed that the issue would be brought to the May 13 WIB meeting where a policy statement will be developed defining the WIB’s actions concerning future fundraising efforts.
  - c. Status of Youth Program RFP
- VI. Action Agenda
  - a. RN Program Continuation – It was *M/S/C Osorio/Montejano* to continue the Registered Nurse Training Program with Merced College at a continued enrollment level of 24 WIA sponsored RN students per year for the period July 1, 2004 through June 30, 2005. In addition, Mr. Heading asked that Merced College and staff coordinate with former students for a personal testimony and share statistics on the program and job retention at the next WIB meeting.
  - b. Self-Sufficiency Wage – It was *M/S/C Osorio/Montejano* to adopt a new methodology for establishing the Self-Sufficiency Wage to incorporate family size and primary living expenses.
- VII. *(The Chair asked to combine item IX - WIB Goals and Opportunities for Improvement with Item VII - Committee Reports)*

John Heading reporting on behalf of the Executive Committee and Goal #2 - *Influence the K-12*

*education system to design and implement strategies that provide students knowledge of employee skills and attitudes and develop metrics to assure success.* The WIB was asked to participate with Education and Economic Development, along with public/private representation on a workgroup. The P-16 Council was formed and has broad representation. The Council is working on a plan on how to link private industry with necessary skills sets. The group is also working to understand the educational system and studying disparity of test scores.

John Headding spoke on Goal #3 - *Become an active advocacy voice and take political action on workforce development issues at the local, state and national levels.* Recently, Andrea Baker, Nellie McGarry and John Headding attended a national press conference in Washington. The purpose was to advocate for WIA reauthorization, and provide education on workforce issues in the state. Mr. Headding noted that he is working with WIB staff to develop a “State of the Workforce in Merced County” This talking paper will be used when sharing the message with elected officials and the media. The paper will include public policy statements addressing workforce issues important to the of the WIB. A draft will be available to the full WIB in a couple of months.

Rick Osorio reported on Goal #1 - *Train and attract adaptable workers to fill industry needs.* Mr. Osorio noted that the Program Planning and Development Committee identified construction trades as an industry to focus on. In addition, he noted the group also felt that auto repair would be another industry that would be suitable. He stated that the Merced Chamber of Commerce is working with this industry to identify needs and while the WIB will support their efforts, it would be a duplication of effort if the WIB were to undertake that industry as well.

Rick Osorio reported on the Youth Employability Card. He noted that participation from employers has been low. The Committee is looking for new strategies and possibly redefining the program. He also noted this will be on the agenda for the next Program Planning and Development Committee meeting for input and recommendations.

Mike Smith reported the Finance Committee has developed a new process for reporting on the budget at each WIB meeting. In addition, the budget reports now show planned versus actual expenditures. Lastly, there are plans to coordinate a joint meeting of the Finance and Executive Committee.

Albert Montejano reported the Quality Assurance Committee recently had an update from the Worknet Leadership Team’s group that is addressing Category 7 – Business Results. The two areas for improvement they are looking at are the day pass and marketing to better serve employers. The Quality Assurance committee will be conducting an evaluation of the RN & LVN programs reviewing placement and retention. This committee will begin to establish benchmarks and measures of success using a balanced scorecard. Mr. Kirkpatrick and Mr. Montejano will provide examples of scorecards from their businesses.

- VIII. Nominating Committee – The WIB election is scheduled for May. The nominating committee will consist of four business sector representatives. The members will be: Steve Tinetti, Rick Osorio, Al Romero, and Sharon Cresswell.
- IX. WIB Goals and Opportunities for Improvement (see item VII above)
- X. Director’s Comments – Andrea Baker reported that this week, she will be attending a meeting sponsored by NAWB on serving Migrant Seasonal Farmworkers in the One-Stops. The organization has held two similar forums in other regions of the Country and the information will be compiled from these sessions throughout the US. She will go to Washington to complete recommendations on how to better serve the migrant seasonal farmworkers at the one-stops. Mr. Osorio inquired about the President’s budget

initiative. Ms. Baker will provide a report to the full WIB.

- XI. Chair Comments - no further comments
- XII. Other - Rick Osorio noted that he is interested in further information on the models for workforce investment from both Stanislaus County and Tulare County. It was suggested that either the Executive Committee visit the counties or have a presenter from Stanislaus and Tulare come to the Executive Committee meeting. Staff will coordinate this and provide details to the Committee.
- XIII. Next Meeting – April 26, 2004, 7:30-9:00 a.m.
- XIV. Adjourn – Meeting Adjourned