

**Workforce Investment Board
Executive Committee
1880 W. Wardrobe Ave
7:30-9:00 a.m., April 25, 2005
Meeting Agenda**



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- I. Call to Order/Roll Call.....
 - II. Approval of Agenda
 - III. Approval of February 28, 2005 Minutes.....
 - IV. Public Opportunity to Speak.....
 - V. Action Agenda
 - a. Continuation of the RN Program Dave Davis
 - b. Continuation of the LVN Program Dave Davis
 - VI. Information Agenda
 - a. Appointment of the Nominating Committee Dave Davis
 - b. EDD Fiscal Procurement Review Dave Davis
 - c. Debrief of Teleconferences..... Joanne Presnell
 - VII. Director Comments.....(5 min)
 - VIII. Chair Comments(5 min)
 - IX. Other
 - X. Next Meeting – May 30, 2005
 - XI. Adjourn

**Workforce Investment Board
Executive Committee
1880 W. Wardrobe Ave
February 28, 2005, 7:30-9:00 a.m.
Meeting Minutes**



Members Present:

Nellie McGarry (Chair)	Rick Osorio	Mike Sullivan
Albert Montejano	Vann (Mike) Smith	

Members Absent:

Kathleen Crookham

Others Present:

Andrea Baker	Dee Knight	Jackie Walther-Parnell
Dave Davis	Joanne Presnell	

I. Call to Order/Roll Call: The Chair called the meeting to order at 7:36 a.m. A sign-sheet was used in lieu of roll call.

II. Approval of Agenda: It was *M/S/C Sullivan/Smith* to approve the agenda as published.

III. Approval of Minutes: It was *M/S/C Smith/Osorio* to approve the January 31, 2005 minutes.

IV. Public Opportunity to Speak: None.

V. Action Agenda

a. Exemplary Performance Award/Corrective Action Plan: Staff noted the Department received \$19,208 for meeting or exceeding the majority of the LWIA's performance goals. The Corrective Action and Technical Assistance Plan must be submitted because two performance goals were not met—1) Older Youth Credential/Diploma Rate, and 2) Older Youth Entered Employment Rate.

Merced County Office of Education (MCOE) has developed a state-approved Working Professional credential that every older youth now earns, but those exiting during this performance period had not been in the program long enough to have earned this credential.

The Older Youth Entered Employment Rate fell short by one participant because the rate included Jobs for California Graduates (JCG) youth who exited the program. Presently, 30 of 39 exited youth were employed for a rate of 76.92%. MCOE's staff has been trained in both Performance Measures and Exit Strategies, and the Department anticipates no problem in them attaining the rate in PY 04/05.

It was *M/S/C Sullivan/Montejano* to approve the Corrective Action and Technical Assistance Plan.

VI. Information Agenda

a. Teleconference – Partnering with Economic Development: Creating the Workforce Advantage

(April 12, 2005, 7:45-10:15 a.m., MCOE, Rm M): Staff noted this is the third teleconference out of a series of three that was agreed upon last fall. Mr. Greg Newton is the facilitator. This session will discuss the following: 1) How to build meaningful partnerships for economic development; 2) Help you to decide which industry clusters you should target for maximum economic impact, and 3) Provide benchmarks/examples of how to convert your program operations into a demand-driven system for economic growth.

Anyone interested in attending should call Ms. Dee Knight at 724-2107. Invitations will be sent to all WIB members, and the Worknet Leadership Team and staff have already been invited. It was recommended that all City/County Economic Development Committees be invited.

VII. Director Comments: Ms. Andrea Baker reported that there is a House Bill H27 and a Senate Bill S9 that are going through the federal legislative process. The House Bill is out of committee, but the Senate Bill has not gone through committee. Issues are similar as last year's—Block Grant and allowing faith-based organizations to hire and do work with WIA funds. There is a State Bill to enact WIA in California.

She noted that she, Ms. Nellie McGarry, Ms. Evelyn Eagleton and Mr. Mike Sullivan would be attending the National Association of Workforce Board Conference this week in Washington, DC. She will be giving an overview of the state of legislation and what needs to be done as far as advocacy goes. They have appointments with Representatives McKeon, Radanovich and Cardoza.

Ms. Baker noted that today Ms. Elaine Craig started her new job as Executive Director of the Madera County WIB, and the Department has started the process to fill the Special Projects Manager position.

VIII. Chair Comments: Ms. Nellie McGarry noted that County Counsel stated we must follow the bylaws and have a WIB member chair the Youth Council. The six WIB members who are on the Youth Council are too busy to be the Youth Council Chair. A request was made to all WIB members, and Mr. Rick Osorio volunteered to be the chair. He is now the Program Planning and Development Committee Chair, but Mr. Mike Sullivan will chair that committee.

She noted if anyone has any policy issue(s) to be discussed, to e-mail her or Ms. Baker to have it put on the agenda.

IX. Other: Ms. Baker noted that at the WIB meeting on March 10, 2005, it is hoped that the State of the Workforce Report will be adopted. The next week it will be presented to the Board of Supervisors, and then the committees can begin to work those issues.

X. Next Meeting – March 28, 2005, 7:30 a.m.

XI. Adjourn – Meeting adjourned 8:23.

TO: WIB Executive Committee

DATE: 04/25/05

FROM: Program Planning & Development

For Action

For Information

For Discussion

SUBJECT: Continuation of Registered Nurse (RN) Program

PROPOSED MOTION(S): Continue the Registered Nurse Program with Merced College through June 30, 2006.

DISCUSSION: Since August 1, 1999, Merced County has had continuing contracts with Merced College to provide Registered Nurse (RN) training for WIA participants. The present contract was ratified by the Workforce Investment Board (WIB) on May 13, 2004, and will run until June 30, 2005. At present, the WIB funds 24 students in training, with six (6) students graduating every semester and six (6) new students entering training. The present contract cost will not exceed \$131,376.

RN training is provided over four semesters taking a total of 2 years. The new contract will continue to train 24 students at a new cost of \$135,926. Cost per participant is \$5,663, an increase of \$273 per student. The contract will run from July 1, 2005 through June 30, 2006. The increased cost of the contract is due to increases in the College's benefits package.

The RN training program has been a success. Since the program began, 36 WIA sponsored RNs have graduated with an average starting wage of \$53,000 a year. According to a July 2002 report by the Health Resources and Services Administration, the existing RN shortage is expected to intensify.

ATTACHMENTS: N/A

TO: WIB Executive Committee

DATE: 04/25/05

FROM: Program Planning & Development

For Action

For Information

For Discussion

SUBJECT: Continuation of Licensed Vocational Nurse (LVN) Program

PROPOSED MOTION(S): Continue the Licensed Vocational Nurse (LVN) Program with Merced College through December 31, 2006.

DISCUSSION: Since July 1, 2002, the Workforce Investment Board, through a contract between the Department of Workforce Investment and Merced College, has provided training to WIA participants in the Licensed Vocational Nurse (LVN) Program.

LVN training is provided over three semesters taking a total of 18 months. The present contract will end June 30, 2005, at a total cost not to exceed \$101,822. The new contract will train 12 new students at a newly budgeted cost of \$106,914. Cost per participant is \$8,909, an increase of \$424 per student. The contract will run from July 1, 2005 through December 31, 2006. The increased cost of the contract is due to increases in the College's benefits package.

The LVN training program has been a success. The original program began September 9, 1997, and 30 Private Industry Council/Workforce Investment Board sponsored LVNs have graduated with an average starting wage of \$31,000 a year. According to a July 2002 report by the Health Resources and Services Administration, the existing LVN shortage is expected to intensify.

ATTACHMENTS: N/A

TO: WIB Executive Committee

DATE: 04/25/05

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Nominating Committee

PROPOSED MOTION(S): Information Only

DISCUSSION: The WIB Chair has appointed a Nominating Committee to help in the selection of next year's WIB officers. The members are Carole Roberds, Al Peterson, Steve Tinetti, and Rick Osorio.

ATTACHMENTS: N/A

TO: WIB Executive Committee

DATE: 04/25/05

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: LWIA Fiscal and Procurement Monitoring

PROPOSED MOTION(S): Information Only

DISCUSSION: The Compliance Monitoring Section, Employment Development Department, will conduct an on-site fiscal and procurement monitoring with the Department of Workforce Investment. The monitoring will take place the week of May 2-6, 2005. The monitor is new to this area and in her job and will be receiving training from her supervisor during the visit.

Examples of programs, policies and procedures being monitored include:

- **Accounting reports**
- **One-Stop Partner MOUs**
- **Audit Resolution policies and procedures**
- **Incident Reporting policies and procedures**
- **WIA procurement policies and procedures**
- **Requests for Proposals**
- **WIA contracts**

Results of the monitoring visit will be sent to the WIB when received from EDD.

ATTACHMENTS: N/A

TO: WIB Executive Committee

DATE: 04/25/05

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Teleconference Series: Workforce Board Leadership

PROPOSED MOTION(S): Information Only

DISCUSSION: At the June 28, 2004 WIB Executive Committee meeting, it was decided that the WIB would participate in the teleconference series co-sponsored by the National Association of Workforce Boards and the New York Association of Training and Employment Professionals.

Three teleconferences were held. The first, Aligning for Action and Achievement, was held September 28, 2004 as the focal point of the Workforce Investment Board's bi-monthly meeting. Nineteen (19) WIB members and ten (10) Department of Workforce Investment staff viewed the presentation.

The second session was held January 11, 2005 and covered Ten Human Resource Challenges and What Your Workforce Board Can Do to Make a Difference. Six (6) WIB members attended and fourteen (14) staff and One-Stop partners were present. This session was taped and was later presented to all Department of Workforce Investment staff.

The third and last teleconference, Partnering with Economic Development: Creating the Workforce Advantage, was held April 12, 2005. Attendance was almost the same as the second conference. Four (4) WIB members attended and nine (9) others from the WI staff and Merced Adult School were present.

In summary, 3 teleconferences were held with a total WIB attendance of 29. Staff and others attending totaled 33. All teleconferences were taped and may be checked out from Workforce Investment.

ATTACHMENTS: N/A