

**Workforce Investment Board of Merced County**  
**Quality Assurance Committee**  
**Los Baños Worknet Employment Resource Center**  
**800 7<sup>th</sup> Street, Los Baños, CA**  
**April 28, 2006, 8:30–10:00 a.m.**  
**Meeting Minutes**



<http://web.co.merced.ca.us/wi/wib/subcommittees/subcommittees.html>

**Members Present:** Albert Montejano (Chair), Carole Roberds (Vice Chair), Terry Nichols

**Members Absent:** Steve Tinetti

**Staff Present:** Bernedette Castañeda, Brian Cutler, Alfredo Mendoza, Joanne Presnell

**1. Call to Order and Roll Call:** The Chair called the meeting to order at 8:31 a.m. A sign-in sheet was used in lieu of roll call.

**2. Approval of Agenda:** It was *M/S/C Roberds/Nichols* to approve the agenda as published.

**3. Approve Minutes (January 27, 2006):** It was *M/S/C Nichols/Roberds* to approve the March 31, 2006 minutes.

**4. Public Opportunity to Speak:** None

**5. Action Agenda:**

**a. Affiliate Site Visit and Certification:** Staff provided information regarding the eleven statutory requirements as listed in the Workforce Investment Act, Section 134(d)(2). The group had questions regarding access to the building, orientations, advertising and employer assistance. They reviewed all 11 core services in the Affiliate One-Stop Certification and were provided with a tour of the facility.

It was *M/S/C Nichols/Roberds* to recommend the approval of the affiliate site in Los Baños to the Workforce Investment Board for a period of two years.

**6. Information/Discussion:**

**a. Strategic Score Card-** Staff reviewed data and answered specific questions. A request was made to denote the exact month that reviews occur in the Strategic Scorecard, currently it states “Annually” or “Biannually” and having the exact month will provide more clarity to the Strategic Scorecard.

**b. Participant Data Reports – March 2006 –** Staff noted that Adult and Dislocated Worker were well above planned enrollments.

**c. Customer Service and Satisfaction Reports – March 2006 -** Staff reviewed data and answered specific questions. It acknowledged that Customer Satisfaction for the Los Baños office was high.

**d. Quick Look - Labor Market Review – February 2006 -** Staff reviewed data and answered specific questions.

**7. Chair Comments:** The Chair thanked everyone for attending and shared how being part of the Merced One-Stop certification process made looking at the Los Baños One-Stop application easier.

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**8. Next Meeting Date & Time:** The next meeting will be May 26, 2006, 7:30 a.m., Department of Workforce Investment, Small Conference Room, 1880 W. Wardrobe Ave, Merced.

**9. Adjourn:** The meeting adjourned at 10:10 a.m.

Minutes prepared by Alfredo Mendoza.