

**Workforce Investment Board
Program Planning and Development
Department of Workforce Investment
1880 West Wardrobe Avenue, Merced, CA
April 30, 2003, 3:00 – 4:30 P.M.
Meeting Minutes**



Members Present: Andrea Baker, Mike Boardman (Chair), Sharon Cresswell, Kathleen Crookham, Peter Fluetsch (Co-chair), John Fowler, Scott Galbraith, Carol Greenberg, Anne Newins, Al Romero, Gisela Malone, Mike Sullivan, Harry Dull, Paul Alderete

Members Absent: Don Bergman, Robert McLaughlin, Ana Pagan,

WI Staff Present: Ed McLaughlin, Joanne Presnell, Jackie Walther-Parnell, Dave Davis, Maria Castro

1. **Call to Order and Roll Call** – The Chair called the meeting to order. A sign-in sheet was used in lieu of roll call.
2. **Agenda** –The agenda was approved as published.
3. **Approval of Minutes** – It was *M/S/C Greenburg/Crookham* to approve minutes of March 26, 2003 meeting.
4. **Introductions** – Self introductions.
5. **Public Opportunity to Speak** – None present.
6. **Discussion with Possible Action**
 - a. **Youth Employability Card Program** – It was *M/S/C Greenburg/Crookham* to assign the program to be managed by the Education Action Team. There was discussion on how to get business involvement and participation, also on how to build awareness among youth to utilize the Youth Employability card.
 - b. **WIA Allocation Reduction Impacts for 2003-2004** – It was *M/S/C Fowler/Crookham* to approve the recommendations as discussed and to send them by e-mail and fax to the Program Planning and Development Committee members for final review and input by May 7th, 2003. The document is to also be reviewed by the Finance Committee at their May meeting and will be agendized for the WIB meeting on May 22, 2003. See attached document.
7. **Information Agenda**
 - a. **Consideration of Financial Impact of WIB Projects/Initiatives** – The Finance Committee has recommended that all WIB projects, initiatives, and associated costs would be thoroughly discussed prior to commitments to ensure limited funds are spent prudently.

8. Action Team Reports

- a. Education Action Team Report** – Peter Fluetsch discussed the Employability Youth Card and the importance of the youth to gain knowledge of it's use as well as the employers. The next scheduled meeting will be May 15, 2003, 2-3:30 at the Fluetsch and Busby conference room.
- b. Workforce/Employment Action Team Report** – Gisela Malone will look further into the Seattle Model Employability Card. The team will research San Diego and Irvine and the types of businesses and employment that grow in university towns to prepare for the kinds of business and jobs that UC Merced may bring. There will be further discussion on the pilot project with focus on the youth. The next meeting will be May 19, 2003, 3-4:30 at the Greystone building, 360 E. Yosemite Ave.
- c. Economic Development Action Team Report** – Scott Galbraith stated there will be discussion on the report at the next meeting. The focus will be identifying Industry Clusters for developing training and skilled workers. The next meeting will be May 27, 2003, 2-3:30, Department of Workforce Investment (small conference room), 1880 W. Wardrobe Ave.

9. Discussion/Brainstorming of Organizations Involved in Education, Workforce and Economic Development – The Chair proposed to discuss item 9 at the next meeting.

10. Feedback to Marketing – Elaine Craig gave a brief presentation on the Marketing Campaign. Ms. Craig is available for any assistance and any information that may be needed regarding marketing the WIB or Worknet Services.

11. Chair's Comments - none

12. Next Meeting Date and Time – May 28, 2003, at the Merced County Department of Workforce Investment (large conference room) 1880 W. Wardrobe Ave, from 3 – 4:30 p.m.

13. Adjourn – Meeting adjourned at 4:30 p.m.

Minutes prepared by Maria Castro