

**Workforce Investment Board
Executive Committee
Department of Workforce Investment
1880 W. Wardrobe Avenue, Merced
May 12, 2003 7:30 – 9:00 a.m.
Meeting Agenda**



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- I. Call to Order
 - II. Approval of Agenda
 - III. Approval of Minutes
 - IV. Public Opportunity to Speak
 - V. Action Agenda
 - a. Funding for Initiatives, Consultants, Training, Etc.....
 - b. Renewal of WIB Terms
 - c. WIB Membership/Composition (Discussion w/possible action)
 - d. Bill Strickland (Discussion w/possible action)
 - e. Stuart Foundation for a grant to support foster youth services
 - f. Letter of Support for CVOC Grant
 - g. WIB Agenda
 - VI. Information Agenda
 - a. Funding Update.....
 - b. Joint Meeting -Quality Assurance Committee/Executive Committee
 - c. One Stop Examiners.....
 - d. Invitation to Attend
 - VII. Director’s Comments Information
 - VIII. Chair Comments
 - IX. Other
 - X. Next Meeting—June 9, 2003, 7:30-9:00
 - XI. Adjourn.....

**Workforce Investment Board
Executive Committee
Department of Workforce Investment
1880 W. Wardrobe Avenue, Merced
March 10, 2003 7:30 – 9:00 a.m.
Meeting Minutes**



Members Present :

Andrea Baker	Mike Boardman	Kathleen Crookham
Rick Osorio	Mike Smith	

Members Absent :

John Headding	Nellie McGarry	Steve Tinetti
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Others Present :

Dave Davis	Ed McLaughlin	Donna Ornelas
Joanne Presnell	Chuck Purcell	Jackie Walther-Parnell

- I. Call to Order - A sign-in sheet used in lieu of roll call.
- II. Approval of Agenda - Move item V.a. – WIB Agenda, to end of action agenda. *M/S/C Crookham/Smith* to approve the agenda with the abovementioned changes
- III. Approval of Minutes – It was *M/S/C Crookham/Smith* to approve the minutes as written.
- IV. Public Opportunity to Speak – Greg Kramp, UC Merced. Mr. Kramp discussed the future growth in staffing for the University. He noted that the UC is coordinating with Department of Workforce Investment for local labor market information.
- V. Action Agenda
 - a. WIA Reauthorization–Critical Issues Letters to Elected Officials – It was *M/S/C Boardman/Crookham* to approve letters of support for WIA reauthorization.
 - b. TANF Reauthorization–Critical Issues Letters to Elected Officials - It was *M/S/C Boardman/Crookham* to approve letters of support of TANF reauthorization.
 - c. Nomination to the WIB – Thomas Tsubota – It was *M/S/C Boardman/Crookham* to approve the nomination to recommend Thomas Tsubota’s application to the WIB by the Merced County Board of Supervisors.
 - d. Proposed change for Executive Meeting date – It was *M/S/C Smith/Boardman* to move the executive meeting date to the second Monday of each month from the first Monday of each month.
 - e. Worknet One-Stop Certification Examiners – There was discussion on the composition of the team. AT this time there have not been enough volunteers. This item will be returned the Program, Planning and Development Committee.
 - f. Grant Application to DOL Incentive Program – Andrea provided an overview of the plan to submit new grant application. It was *M/S/C Boardman/Crookham* to approve the submission.
 - g. WIB Membership – There was discussion on contacting the Mayor’s Council for this item to be added to their agenda.
 - h. WIB Agenda – It was *M/S/C Crookham/Smith* to approve the WIB agenda with the addition of Limited Funds Declaration as an action item.

- VI. Information Agenda
 - a. Transportation Grant – The Department has applied for a grant from Community Transportation Association of America (CTAA) to fund a demonstration project.
 - b. Limited Funds Policy – Impact on Performance Measures – Joanne provided update on the local area negotiations on performance measures with the State. It is being recommended that next year, consideration be given to participate in the negotiations with the surrounding areas.
 - c. Bill Stickland – It was noted that staff have been attempting to contact and coordinate a visit.

- VII. Director’s Comments – Andrea reported on the tax credit project. She noted there have been \$43,000 + in returns processed to date through the program. Andrea discussed her recent trip to Washington, DC. She noted a meeting with Dennis Cardoza and his inquiries on success stories of participants, particularly TANF participants. Ms. Baker noted that Congressman Cardoza is expected to visit in April, when he will be visiting the One-Stop and an event is to be planned in conjunction with the Congressman’s visit.

- VIII. Chair Comments - None

- IX. Other - None

- X. Next Meeting— April 14, 2003

- XI. Adjourn – Meeting adjourned 8:45.

TO: Executive Committee

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Consideration of Financial Impact of WIB Projects/Initiatives

PROPOSED MOTION(S): None.

DISCUSSION: The WIB sponsors several projects/initiatives such as WIA training, business seminars and advertisements. These projects are funded by monies provided by Federal and state grants. These sources are currently being reduced or eliminated entirely. The committee should discuss the importance of being prudent with spending future funds.

ATTACHMENT(S): None.

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Renewal of WIB Members' Terms

PROPOSED MOTION(S): To submit to the Merced County WIB and Board of Supervisors nominations for those WIB members whose terms are due to expire June 30, 2003.

DISCUSSION: The following members will be contacted to determine if they want to continue on the WIB. Those who wish to continue will have their names submitted to the Merced County WIB and Board of Supervisors for the purpose of renewing their terms. The following members whose terms expire June 30, 2003:

**Brian Griffin
Peter Fluetsch
Ernie Flores
Albert Montejano
Steve Tinetti
John Headding
Alfonse Peterson
Rick Osorio
Lee Andersen
Al Romero**

ATTACHMENT(S): None.

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

FROM: WIB Staff



For Action



For Information



For Discussion

SUBJECT: New WIB Member Prospect

PROPOSED MOTION(S): To discuss with possible action new prospect for membership on the WIB.

DISCUSSION: WIB staff are in contact with a prospective member for the WIB. She is Molly Cassidy, a Human Resources Director at Kagomi Foods. All personnel are hired through the Human Resources subcontractor Altress.

ATTACHMENT(S): None.

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Bill Strickland Presentation to the WIB

PROPOSED MOTION(S): Discuss with possible action to approve date for Bill Strickland to speak to the WIB.

DISCUSSION: The committee will discuss inviting Bill Strickland to speak to the WIB. Bill Strickland spoke at the 2002 Workforce Policy and Leadership Conference held at the Monterey Marriott and Conference Center held September 11-13. Mr. Strickland is the President and CEO of Manchester Craftsman's Guild and Bidwell Training Center, Inc., both founded in 1968 in Pittsburgh, Pennsylvania. These organizations prepare people for their futures through creative inquiry and production reflection through mentored relationships with artists, educators and counselors.

WIB staff contacted Mr. Strickland's scheduling assistant, Ms. Yvonne King, who sent information about his availability and fees. Mr. Strickland is available all weekdays in August, except Monday the 18th. His fee is on a scale ranging from a low of \$5,000 to a high of \$15,000 plus expenses (rental car, airfare, hotel, meals, etc.). She said the fee is based on an organization's ability to pay. The fee is the same if he speaks to the WIB in conjunction with another engagement in California.

ATTACHMENT(S): None.

TO: WIB Executive Committee

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Submission of application to the Stuart Foundation for a grant to support foster youth services

PROPOSED MOTION(S): The WIB Executive Committee authorize the Department of Workforce Investment to prepare and submit the application

DISCUSSION: The Stuart Foundation funds projects primarily in California and Washington states, and funds approximately 20% of the proposals it receives. Applicants can request up to \$500,000 and multi-year funding is available.

The two most compelling reasons for pursuing a Stuart Foundation grant to support foster youth services at this time are:

- 1) The Foundation has identified “preparing foster children and youth for transitions and supporting those transitions after they leave foster care” as one of its top funding priorities for this year; and**
- 2) The Foundation has a strong history of supporting local government agencies.**

The deadline for the quarterly grant review is June 1, 2003. The Department of Workforce Investment in collaboration with Merced County Office of Education and Human Services Agency is currently working to identify a competitive project, and anticipates submitting a funding request for approximately \$500,000. When the final project concept is identified it will be brought to the WIB.

ATTACHMENT(S): N/A

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: CVOC Letter of Support

PROPOSED MOTION(S): To authorize the WIB chair to sign a letter of support for the Central Valley Opportunity Center.

DISCUSSION: The Central Valley Opportunity Center has asked for a letter of support from the Merced County Workforce Investment Board to attach to their application for continued Migrant and Seasonal Farm Worker Program funding (WIA 167). The program includes funding for continued CVOC services at the Worknet Employment Resource Center.

ATTACHMENT(S): WIB letter of support.



**DEPARTMENT OF
WORKFORCE INVESTMENT**

Andrea T. Baker
Director

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(209) 725-3592 Fax
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Equal Opportunity Employer

May 5, 2003

U.S. Department of Labor
Employment and Training Administration
Division of Federal Assistance
Attention: Serena Boyd, Room S-4203
200 Constitution Avenue N.W.
Washington, D.C. 20210

Dear Ms. Boyd:

The Merced County Workforce Investment Board is pleased to lend our support to the Central Valley Opportunity Center's (CVOC) application (WIA 167) to operate the Department of Labor's Migrant and Seasonal Farm Worker Program in the counties of Merced, Madera, and Stanislaus.

CVOC has provided employment and emergency services to our community since 1979. They have assisted thousands of farm workers in upgrading their vocational skills, job training, English as a second language instruction and job placement.

CVOC is one of our Worknet Employment Resource Center partners. That partnership will provide to migrant and seasonal farm workers employment and training services, housing opportunities, disability/rehabilitation services, and referrals for health issues, just to list a few.

Again, I want to once again express our strong support for CVOC's service for the migrant and seasonal farm workers in the Central Valley.

Sincerely,

Rick Osorio, Chair
Merced County Workforce Investment Board

STRIVING FOR EXCELLENCE

Workforce Investment Board
Merced County Board of Realtors
635 W. Main Street
May 22, 2003, 3:00 – 5:00 p.m.
Meeting Agenda



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- I. Call to Order/Roll Call Chair
 - II. Approval of Agenda (2 min) Action
 - III. Approval of Minutes (2 min) Action
 - IV. Public Opportunity to Speak (5 min)
 - V. Introduction of New WIB Members Chair
 - VI. Action Agenda
 - a. Renewal of WIB Terms..... Executive Committee
 - b. Bill Strickland Executive Committee
 - c. Stuart Foundation for Grant to Support Foster Youth Services Executive Committee
 - d. Letter of Support for CVOC Grant Executive Committee
 - e. Budget/Program Recommendations..... Program Planning & Development (M. Boardman)
 - f. Amended JCG Contract Youth Council (N. McGarry)
 - g. Amended MCOE Contract Youth Council (N. McGarry)
 - h. WIB Election.....
 - VII. County Executive Officer Presentation..... (15 min) Dee Tatum
 - VIII. Information Agenda -
 - a. Funding for Initiatives, Consultants, Training, etc.....
 - b. Fiscal/Participant Reports Jackie Walther-Parnell
 - c. LMI Updates Gary Derr
 - d. Director’s Notes Andrea Baker
 - IX. Committee Reports – (*committee reports available - www.co.merced.ca.us/wi/wib/wib.html*
or faxed upon request)
 - a. Finance
 - b. Program Planning and Development.....
 - c. Quality Assurance
 - d. Youth Council
 - X. Director’s Comments (5 min)
 - XI. Chair Comments/Round Table/Future Agenda Items..... (5 min)
 - XII. Other..... (5 min)
 - XIII. Next Meeting..... May 22, 2003
 - XIV. Adjourn.....

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

**FROM: WIB Staff/Program Planning
and Development Committee**

For Action

For Information

For Discussion

SUBJECT: WIA Allocation Reduction Impacts for 2003-2004 Programs and Services

PROPOSED MOTION(S): Information only.

DISCUSSION: The Merced County Department of Workforce Investment has received its 2003-2004 allocation from the state with reductions of approximately 28% in Youth, 25% in Adult, and 31% in Dislocated Worker funding. The Youth Council will be addressing Youth Funding.

This year (2002-2003) there was \$442,397 spent on 130 Adult and Dislocated Worker customers for training in Individual Training Accounts, On-the Job Training, and Supportive Services only. This number met the goal that was established in our plan. In addition, the WIB had special contracts for RN, LVN and POST training.

The recommendations for 2003-2004 are:

- 1. Maintain the level of Universal Core A services provided at the Worknet Employment Resource Centers. There has been a steady increase in demand. There was a 49% increase in units of service for March 2002 compared to March 2003.**
- 2. Increase enrollments in Core B, Intensive, and Business Services. Provide mini workshops in basic work skills identified by employers to improve job search and retention services. This would decrease the “cost per participant enrolled” which will offset the more expensive skills training.**
- 3. Focus on basic skills to improve the reading, math and communication skills of job seekers through Plato Labs. This will address employer identified basic education skill deficiencies.**
- 4. Training services provided to Merced County residents only, with exceptions for those customers that may reside next to county lines, or when co-enrolled with bordering counties, therefore sharing costs.**
- 5. Increase the number of employers that use Worknet Business Services through outreach and marketing in conjunction with Worknet partners.**
- 6. Serve between 130 and 148 customers in training services with a budget of approximately \$405,000 with a combination of services as identified in number 7.**

- 7. Increase Employer Based Services with an emphasis on Employed Worker Training, Upgrade Skills Training, On-the-Job Training, Customized Assessments and/or Training, and Tax Credit Incentives.**
 - **Individual Training Accounts in selected occupations for industries that are identified by the WIB via coordination with Industry Sectors identified by the “People, Place, Prosperity” Economic Development Report.**
 - **Increase cross referrals for Support Services only.**
 - **Increase concurrent enrollments with partners and other programs as appropriate.**
- 8. Continued LVN, RN and POST training through contracts. The LVN Contract expires December 2003 (Address a contract for the Spring 2004 semester this fall).**

ATTACHMENT(S): N/A.

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

**SUBJECT: Joint Meeting of Executive Committee and Quality Assurance
Committee**

PROPOSED MOTION(S): For information only.

**DISCUSSION: There will be a joint meeting of the Executive Committee with the
Quality Assurance Committee on June 27, 2003 at 7:30 a.m. at the Dominican
Campus Staff Meeting Room A to hear the recommendations developed from the
responses gathered from the WIB member interviews conducted by Barbara Shaw.**

ATTACHMENT(S): None.

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: WIB Examiners

PROPOSED MOTION(S): Information only.

DISCUSSION: The WIB Examiners have been selected. They are as follows:

Scott Galbraith

Ned Miller

George Brown

Steve Tinetti

Tom Tsubota

Albert Montejano

John Heading

They will attend training scheduled for June 13th, 2003 at the Main Office in the Large Conference Room from 8:30 a.m. to 4:30 p.m.

ATTACHMENT(S): None.

**TO: Workforce Investment Board
Executive Committee**

DATE: 5/12/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Invitation to the WIB to attend

PROPOSED MOTION(S): Information only.

DISCUSSION: The date for training examiners on the One-Stop Certification team has been set for June 13, 2003. The trainer will be Colin Pearce. The training will last for 8 hours, 8:00 a.m. to 5:00 p.m. The location for the training will be at 1880 W. Wardrobe in the Large Conference Room. The total cost to the Department of Workforce Investment (WI) will be \$1100. This is ¼ of the normal cost of such training. The Employment Training Network (ETN) will pick up all other expenses.

ATTACHMENT(S): None.