

**Workforce Investment Board
Executive Committee
1880 W. Wardrobe Ave
7:30-9:00 a.m., May 23, 2005
Meeting Agenda**



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- I. Call to Order/Roll Call.....
 - II. Approval of Agenda
 - III. Approval of April 25, 2005 Minutes.....
 - IV. Public Opportunity to Speak.....
 - V. Action Agenda
 - a. Funding for P-16 Council Dave Davis
 - VI. Committee Updates..... Committee Chairs (15 min)
 - VII. Director Comments.....(5 min)
 - VIII. Chair Comments(5 min)
 - IX. Other
 - X. Next Meeting – June 27, 2005
 - XI. Adjourn

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



Members Present:

Andrea Baker
Rick Osorio

Nellie McGarry
Mike Smith

Albert Montejano
Mike Sullivan

Members Absent:

Kathleen Crookham

Others Present:

Donna Barnes
Jackie Walther-Parnell

Caren Col-Hamm

David Davis

- I. **Call to Order/Roll Call** - The meeting was called to order by the Chair, Nellie McGarry. Roll call was taken by Donna Barnes.
- II. **Approval of Agenda** - It was M/S/C Osorio/Montejano to approve the agenda as written.
- III. **Approval of Minutes** - It was M/S/C Smith/Montejano to approve the minutes of February 28, 2005.
- IV. **Public Opportunity to Speak** - Ms. Caren Col-Hamm was present from Merced College to discuss the RN/LVN programs. She discussed some of the challenges and noted the successes. Ms. Col-Hamm thanked the Board for continued support of the program and noted that she was available to provide information to the full Board at any time.
- V. **Action Agenda**
 - a. Continuation of the RN Program – It was M/S/C Osorio/Sullivan to approve continuation of the RN program with Merced College through June 30, 2006.
 - b. Continuation of the LVN Program - It was M/S/C Osorio/Sullivan to approve continuation of the LVN program with Merced College through June 30, 2006.
- VI. **Information Agenda**
 - a. Appointment of the Nominating Committee – Dave Davis reported the committee met and determined the slate of officers would include, Nellie McGarry for Chair, Mike Sullivan, 1st Vice Chair, and Albert Montejano, 2nd Vice Chair. Elections will be held at the next full Board meeting, May 12, 2005.
 - b. EDD Fiscal Procurement Review – Dave Davis reported that EDD will be visiting Department of Workforce Investment next week. The Monitors will be reviewing contracting/fiscal/procurement procedures to ensure compliance with State and Federal regulations.
 - c. Debrief of Teleconferences – Dave Davis reported on the teleconferences. He provided the number of attendees over all three sessions. He noted the information was extremely valuable for

staff as well. It was recommended a limited number of DVD that copies of the teleconferences be made for WIB members..

- VII. Director Comments** – Andrea noted still waiting on information from the state on funding. Ms. Baker noted that she received information on the Youth funding formula and we are still waiting for adult funding information. Ms. Baker thanked everyone for supporting letters, emails and phone calls on supporting reauthorization. There was discussion on possible scenarios of reauthorization.
- VIII. Chair Comments** – Nellie McGarry reported that she recently spoke at Merced Adult School on Career Pathways. She also noted that she attended the P-16 Council meeting for the first time. Ms. McGarry noted the Council is looking at ways to fund administrative support to the P-16 Council.
- IX. Other** - None
- X. Next Meeting** – May 30, 2005
- XI. Adjourn** - Meeting adjourned 8:20.

TO: WIB Executive Committee

DATE: 05/23/05

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Financial Support of P-16 Council

PROPOSED MOTION(S): That the WIB provide \$5,000 financial support for the P-16 Council to be used to leverage other funds to employ a full-time Council staff person.

DISCUSSION: The P-16 Council has requested that the Workforce Investment Board provide \$5,000 to be used by MCOE to hire a full-time P-16 support person who will primarily provide clerical support at the level of Secretary II.

The total cost of employing the P-16 support person for one year is \$45,489. First Five Children and Families Commission has committed to providing \$5,000. Requests are now in process for the other organizations:

Participating School Districts	\$20,000
UC Merced	\$ 5,000
Businesses, community agencies, and individuals	\$10,489

The Council has set August 2005 as the target date for having the new employee hired and ready to work.

The source of the WIB's \$5,000 will be WIA Youth Admin funds.

**ATTACHMENTS: MCOE Request Letter dated May 17, 2005
MCOE Position Description**



Merced County Office of Education

Lee Andersen, Superintendent

An Affirmative Action/
Equal Opportunity Employer

May 17, 2005

Merced County Workforce Investment Board
1880 W. Wardrobe Ave.
Merced CA 95340

Dear Chairperson McGarry and Board Members

The purpose of this letter is to seek the Merced County Workforce Investment Board's consideration of a special funding request to support the Merced County P-16 Education and Community Council. The request, for \$5,000, will leverage other funds to employ a full-time staff person to support the important work of the Council.

The P-16 Council brings together school districts, institutes of higher education, community organizations, early childhood organizations, businesses, and workforce developers with the goal of raising the academic achievement of all children in Merced County, and closing the achievement gap that separates underrepresented students from their peers. The Council aims to transform local schools and colleges into institutions that establish high standards and mobilize resources to support rigorous curriculum, good teaching practices, assessment, and accountability to meet those standards. In light of the fact that school experiences have such a dramatic effect on students' future employability and life success, a major focus of the P-16 Council is to actively integrate businesses and workforce professionals into all Council activities, and to find ways of strengthening the connections between educators and employers to ensure that Merced County students are being adequately prepared for the careers of tomorrow.

As the lead agency for the Merced County P-16 Council since its inception, the Merced County Office of Education (MCOE) has devoted considerable resources and staff time to forming the Council and overseeing its work. However, in order to address pressing action items and increase the activity of the Council over the next 12 months, it is imperative that a full-time staff person be dedicated to coordinating and supporting the Council.

MCOE proposes to hire a full-time P-16 support person who will primarily provide clerical support at the level of Secretary II. This person will be responsible for supporting the Council leadership and members by organizing meetings, preparing flyers and brochures, gathering and inputting data, assisting with special events, and numerous other duties expressed in the attached job description.

With the additional support of a full-time staff person, the P-16 Council will be able to expand its activities over the next year, to include numerous new and continuing endeavors focused on linking businesses with educators and preparing students for employment.

The total cost of employing the P-16 support person for one year is \$45,489. MCOE is requesting that the Workforce Investment Board contribute \$5,000 to that cost, with the remainder of the funds needed being supplied by the following sources (please note that, with the exception of the \$5,000 already committed by the First Five Commission, requests for funds from these organizations are in process):

Participating School Districts	\$20,000
University of California, Merced	\$ 5,000
First Five Children and Families Commission	\$ 5,000
Businesses, community agencies, and individuals	\$10,489

Time is of the essence in filling this new position, as the Council has set August 2005 as a target date for having the new employee hired and ready to begin work. This timeline is necessary so that the Council will have the appropriate support needed to accomplish the goals it has set for the upcoming 12-month period. It should be noted that also during that 12-month timeframe, the Council will be actively seeking funding for the creation of a professional-level position to support and facilitate the P-16 Council and contribute to the ongoing relevance and success of its efforts.

This proposal clearly advances the goals of the Workforce Investment Board in numerous ways, most specifically by providing a forum for dialogue between educators and business people/workforce professionals, making it possible to ***influence the K-12 education system to design and implement strategies that provide students with knowledge of employee skills and attitudes and to develop metrics to assure success.***

Additionally, the work of the P-16 Council assists the WIB in attaining its vision of ***keeping pace with new growth, the emerging economy, and the ever-changing needs of employers by creating a better educated, highly skilled workforce, that's capable, prepared, and thoroughly knowledgeable.***

Clearly, the work of the P-16 Council is closely aligned with the goals and vision of the Workforce Investment Board, and resources that contribute to the expansion of P-16 efforts will have a positive impact on the Board's target populations. As such, I respectfully ask for your most serious consideration of this special funding request for \$5,000 to provide a full-time staff person for the P-16 Council.

Sincerely,

Lee Andersen
Merced County Superintendent of School

632 West 13th Street • Merced, California 95340 • (209) 381-6600

**MERCED COUNTY OFFICE OF EDUCATION
POSITION DESCRIPTION**

POSITION TITLE: Secretary II

DATE APPROVED: 12/05/00

DEPARTMENT:

SALARY

RANGE: CLS/30

Employee Signature

Date

MINIMUM QUALIFICATIONS:

Education and/or Training:

High School Diploma plus one year of advanced secretarial training obtained through a community college, trade or correspondence school or on-the-job training.

Experience:

Over two years of secretarial experience including typing/word processing, filing and record keeping.

Credentials and/or Skills:

Type 55 wpm. Proficient (basic level) in the use of word processing software. Ability to operate a variety of standard office equipment including a personal computer. Familiarity with the care and use of general office machines. Ability to make mathematical calculations quickly and accurately. Good command of English language, both written and spoken.

DESIRABLE QUALIFICATIONS:

Education and/or Training:

AA Degree in office administration or related field.

Experience:

Experience working in a school district, county office of education or similar.

Credentials and/or Skills:

Shorthand skills.

SUMMARY OF POSITION:

Under general direction, performs a wide variety of secretarial duties. This position is included in the classified bargaining unit and is subject to terms of the collective bargaining agreement regarding membership, payment of like fee, or donation to a recognized charity.

ESSENTIAL FUNCTIONS:

1. Transcribes from Dictaphone, handwritten notes or dictation.
2. Types letters, memoranda, budgets, grant applications and various reports as assigned.
3. Efficiently organizes work with a minimum of supervision, including but not limited to: incoming/outgoing mail, appointments, meeting schedules, agendas, minutes, and reports.
4. Assists in staff calendar coordination.
5. Acts as office receptionist: answers telephones, greets visitors, receives and relays messages.
6. Compiles data, inputs data, types and collates reports as assigned.
7. Uses a variety of software programs to develop flyers, brochures, schedules and other printed materials.
8. Monitors a variety of records, i.e. time sheets, vehicle checkout, mileage, budget expenditures and petty cash funds.
9. Establishes and maintains files as required.
10. Requisitions supplies, initiates maintenance and printshop work orders.
11. Assists with meetings and workshops, prepares required materials, makes conference room reservations, makes conference travel arrangements, and arranges for refreshments.
12. Operates a personal computer, typewriter, and standard office equipment.
13. Explains general policies and procedures of the assigned office to staff and the general public.

ESSENTIAL FUNCTIONS:

14. Performs other related essential functions as assigned

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Enter data into a personal computer, operate standard office equipment and dial a telephone.
6. Stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull, and move, lift and/or carry 0 to 35 pounds to waist height.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in contact with MCOE/district staff and the public.