

**Workforce Investment Board
Program Planning and Development Committee
Dept of Workforce Investment – Large Conference Room
1880 W. Wardrobe Ave, Merced, CA
May 26, 2005, 3:00 – 4:30 P.M.
Meeting Minutes**



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

Members Present: Nicholas Benjamin, Sharon Cresswell, Phil Flores, Peter Fluetsch (Vice Chair), John Fowler, Al Romero, Mike Sullivan (Chair)

Members Absent: Andrea Baker, Ernie Flores, Scott Galbraith, Carol Greenberg, Anne Newins, Thomas Tsubota

Others Present: Dave Cramer, Dave Davis, Dee Knight, Joanne Presnell

1. Call to Order and Roll Call: The Chair called the meeting to order at 3:08 p.m. A sign-in sheet was used in lieu of roll call.

2. Agenda: It was *M/S/C Fowler/P. Flores* to approve the agenda as published.

3. Approve Minutes (March 23, 2005): It was *M/S/C Fluetsch/P. Flores* to approve the March 23, 2005 minutes as written.

4. Public Opportunity to Speak: None.

5. Information Agenda:

a. Strategic Plan – Local Plan Modification 6: Staff noted the State has requested that Local Workforce Investment Areas (LWIA) develop a one-year extension to the LWIA Five-Year Strategic Plan. This is to forecast the number of people who will be served next year and the associated costs, and what changes were made.

The completed plan will be presented to the Program Planning and Development Committee at its next meeting, and then to the Workforce Investment Board (WIB) Executive Committee in July for approval. The plan must be in Sacramento before August 1, 2005.

b. Tutorial – Location Quotients: Staff noted these are tools the committee will need to select an industry cluster. Location quotients were defined for the manufacturing and health care industries. The committee reviewed the charts to get an understanding of the information, and a better idea of the strategies used in selecting an industry cluster.

6. Action Agenda:

a. Selection of Industry Cluster: The committee reviewed pertinent information from the Greg Newton teleconference, Partnering on Economic Development.

It was *M/S/C Fowler/Benjamin* that Health Care would be the one industry cluster for the Program Planning and Development Committee to develop as a pilot project to focus on understanding and addressing its needs.

Staff will have an analysis of the Health Care occupations at the next meeting, so the committee can determine the sector(s) to focus on.

7. Chair Comments: None.

8. Next Meeting Date/Time: The next meeting would be determined later because several members were unable to attend the meeting scheduled for June 23, 2005.

9. Adjourn: The meeting adjourned at 4:09 p.m.

Minutes prepared by Devilla D. Knight.