

**Workforce Investment Board
Program Planning and Development
Department of Workforce Investment
1880 West Wardrobe Avenue, Merced, CA
May 28, 2003, 3:00 – 4:30 P.M.
Meeting Minutes**



Members Present: Andrea Baker, Kathleen Crookham, Harry Dull, Peter Fluetsch (Co-chair), John Fowler, Scott Galbraith, Gisela Malone, Anne Newins, Al Romero, Ana Pagan

Members Absent: Paul Alderete, Don Bergman, Mike Boardman (Chair), Sharon Cresswell, Carol Greenberg, Mike Sullivan

WI Staff Present: Maria Castro, Elaine Craig, Dave Davis, Eddie Harding, Ed McLaughlin, Joanne Presnell, Chuck Purcell

1. **Call to Order and Roll Call** – The Co-Chair called the meeting to order in Chair’s absence. A sign-in sheet was used in lieu of roll call.
2. **Agenda** –It was *M/S/C Romero/Crookham* to move agenda item #8 to follow #5.
3. **Approval of Minutes** – It was *M/S/C Fowler/Romero* to approve April 30, 2003 minutes.
4. **Introductions** – Ms. Andrea Baker introduced Ms. Ana Pagan, Director of Human Services Agency.
5. **Public Opportunity to Speak** – none.
6. **Marketing Report & Feedback** – Ms. Elaine Craig gave a brief update on marketing and outreach. Worknet of Merced County and the Workforce Investment Board (WIB) will be sponsoring the Merced County Job Fair, June 7, 2003, at the Merced County fairgrounds. Ms. Craig noted the Workforce Learning Academy is scheduled June 26, 2003, at the Branding Iron Restaurant, where there will be roundtable discussions with employers regarding workforce and training. All brochures, literature, and community resource guides have been updated. A new brochure specifically for the Business Services Unit is in development. Speakers Bureau still in development with WIB volunteers needed. Ms. Craig also presented having an employer or jobseeker with a success story to attend WIB meetings to become more aware of the WIB and allowing the WIB to hear success stories from the Worknet system.
7. **Discussion/Brainstorming of Organizations Involved in Education, Workforce and Economic Development** – There was discussion on contacting someone from EDD for Education and Workforce development. City representative will participate in Economic Development.
8. **Action Team Reports**
 - a. **Education Action Team Report** – Mr. Peter Fluetsch reported on the May 15, 2003 meeting. Mr. Lee Anderson provided information and update on Merced County K-16 development. How to improve businesses’ use of the Youth Employability Card was discussed. The weaknesses of the Education Subcommittee Initiatives document were discussed. One being K-12 students scoring poorly, and identified the Education Action

Team to work on Item 3—Technical training and skill building of youth and adults. The next meeting is June 12, 2003, 2:00-3:30 p.m. at the Worknet Training Annex.

- b. Workforce/Employment Action Team Report** – Ms. Gisela Malone reported on the May 19, 2003 meeting. Members agreed they would participate in the Workforce Learning Academy and roundtable discussions. They need the recommendations from the Economic Development Action Team on what the industry clusters are and to determine the needs. The next meeting is July 8, 2003, 3:00–5:00 p.m., at the Greystone Building.
- c. Economic Development Action Team Report** – Mr. John Fowler reported on the May 27, 2003 meeting. The Emerging Industries identified as Industry Clusters were Agriculture and Food Processing, Wood Products, Fabricated Metal Products, Warehousing and Distribution, and Business Services. The Department of Workforce Investment and Business and Economic Opportunity will meet to discuss business retention/expansion strategies and report at the next meeting. It was recommended an angel network be created to target businesses that have been in place and show promise for growth, and provide both grant and loan support. The next meeting will be June 23, 2003, from 2:00–3:30 p.m., at 1880 W. Wardrobe Avenue, Small Conference Room.

9. Chair's comments – none.

10. Next Meeting Date and Time: June 25, 2003, Merced County Department of Workforce Investment (Large Conference Room) 1880 W. Wardrobe Avenue, from 3:00–4:30 p.m.

11. Adjourn – *It was M/S/C Galbraith/Crookham to adjourn meeting at 4:10 p.m.*

Minutes prepared by Maria Castro