

Workforce Investment Board of Merced County
Quality Assurance Committee
Mercy Medical Center Dominican Campus (Staff Rm A)
2740 M Street, Merced, CA
May 30, 2003, 7:30–8:30 a.m.
Meeting Minutes



Members Present: John Headding (Chair), Brian Griffin, Doug Kirkpatrick, Ned Miller, Carol Roberds, Albert Montejano, Terry Nichols, Helen Sullivan, Steve Tinetti

Members Absent: Richard Becker, George Brown, Ernie Flores, Nicolas Benjamin

Staff Present: Dave Davis, Dee Knight, Ed McLaughlin, Joanne Presnell, Chuck Purcell

1. **Call to Order and Roll Call:** The Chair called the meeting to order at 7:34 a.m. A sign-in sheet was used in lieu of roll call.
2. **Agenda:** It was approved as published.
3. **Approval of Minutes (March 28, 2003):** It was *M/S/C Tinetti/Roberds* to approve the March 28, 2003 minutes.
4. **Public Opportunity to Speak** – None present.
5. **Introductions:** Everyone gave self-introductions.
6. **Information Agenda:**

a. Update on Status of WIB Assessment with Consultant Barbara Shaw: The Chair noted Ms. Shaw has interviewed over 95% of the Workforce Investment Board (WIB) members. She is now in the process of compiling all of the information, and it will be presented at the WIB Executive and Quality Assurance joint meeting on June 27, 2003. The Chair hopes all Quality Assurance Committee members will be able to attend this important meeting.

This committee has been charged by the WIB to receive all the information and to be the recommending body for structural and/or process changes that might lead to better outcomes of the functionality of the WIB—its committee structure, subcommittee structure, staff relationship, etc. Anyone unable to attend the meeting on June 27th will be emailed the information presented.

b. WIB Examiners Training for Worknet Certification Process with Colin Pearce – June 13, 2003, 8:00 a.m. to 5:00 p.m.: Staff provided various handouts—Worknet Employment Resource Center Feedback Report, Examination Scorebook, Common Measures for Job Training—and explained in detail the examination process and projected timeline. Six WIB members have volunteered to be examiners. The Worknet partners were also invited to the training. The training will cover how to use the scorebook and how to compile a feedback report. The Chair asked staff to provide him a list of WIB members by Monday, June 2, 2003, so he could select another examiner and possibly some alternates.

c. Joint Executive and Quality Assurance Meeting to Hear Recommendations for WIB Improvement from Barbara Shaw, June 27, 2003, 7:30-9:30 a.m.: The Chair emphasized, as previously mentioned, that the Joint meeting would be on June 27, 2003, 7:30-9:30 a.m., Mercy Medical Center Dominican Campus (Staff Room A).

d. Update of Worknet Certification Process from Worknet Leadership Team: Mr. Ed McLaughlin noted the Worknet Leadership Team is on its final draft of the certification application, and will meet the deadline for submission. He asked the committee to keep in mind that the application is being submitted using the Worknet Employment Resource Center structure (staffing) that is presently in place; but due to budget constraints and the reduction in force, that structure will have been changed by examination time.

7. Potential Discussion With Possible Action Agenda:

a. Local Performance Measure Negotiations With the State: Staff provided a handout indicating the Department's local performance measures in the Adult, Dislocated Worker, Older Youth and Younger Youth categories, and noted the Department of Labor is still negotiating with the state; therefore, there is no specific changes for the Workforce Investment Area for next year. The state changed the Older Youth credential rate performance measure for this year from 45% to 30%.

Staff also provided a handout of the Common Measures for Job Training that is being considered by the state. Instead of 17 performance measures, this document has only eight. There is no definite time when this change will occur.

b. Discuss/Develop Local Success Measures for the Worknet System: Staff presented documents and gave an overview of key indicators the Quality Assurance Committee may want to consider in evaluating the services of the Worknet system. This item was tabled until August or September after the certification process.

8. Other Comments: Ms. Carole Roberds announced and invited everyone to the Adult School graduation ceremony, Monday, June 2, 2003, 7:00 p.m., Merced College Stadium.

Staff invited those interested to attend and possibly participate on one of the following Action Teams:

- Workforce Development – July 8, 2003
- Education – June 12, 2003
- Economic Development – June 23, 2003

9. Chair Comments: The Chair reminded everyone of the Workforce Learning Academy on June 26, 2003, 8:00 a.m.-5:00 p.m., Branding Iron Restaurant. This will be a comprehensive presentation, along with roundtable discussions, on the workforce issues of Merced County. It is jointly sponsored by the Merced Chamber, WIB and MCEDCO. Call the Chamber to register.

10. Next Meeting Date & Time: June 27, 2003, 7:30 a.m., Mercy Medical Center Dominican Campus (Staff Room A).

11. Adjourn: Meeting adjourned at 8:22 a.m.