

**Workforce Investment Board
Executive Committee & Quality Assurance
Joint Meeting
Mercy Dominican Staff Room A
2740 M Street, Merced, CA
June 27, 2003, 7:30 – 9:30 a.m.
Meeting Minutes**



Members Present:

Andrea Baker	Kathleen Crookham	Ernie Flores
Brian Griffin	John Headding	Doug Kirkpatrick
Nelly McGarry	Ned Miller	Albert Montejano
Mike Smith	Steve Tinetti	

Others Present:

Donna Ornelas	Joanne Presnell	Barbara Shaw
Jackie Walther-Parnell		

- I. Call to Order – WIB Chair John Headding called the meeting to order.
- II. Approval of Agenda – It was M/S/C Crookham/Flores to approve the agenda.
- III. Approval of Minutes – It was M/S/C McGarry/Crookham to approve the Executive Committee minutes of May 12, 2003.
- IV. Public Opportunity to Speak – None.
- V. Consent Agenda – It was M/S/C Flores/Crookham to approve the consent agenda items a. and c.
 - a. Renewal of WIB Terms
 - b. Form 700 Submission Requirements – Joanne Presnell gave an overview of the requirements for submission of the Form 700. In addition, it was noted that if any members need a copy of previous forms to assist in filling out new forms they are to contact Ms. Connie Lopes at the County Board of Supervisors (BOS) office.
 - c. Submission of Application to Dept of Housing & Urban Development’s Continuum of Care Program
- VI. Action Agenda
 - a. New Agenda Format – It was M/S/C Tinetti/Smith to approve the new WIB Agenda format.
 - b. WIB Strategic Goals - There was no action at this time. This was information only. Mr. Headding noted this would be further discussed by the Executive Committee during a retreat to be scheduled sometime in September.
 - c. FY 03/04 WIB and Committee Meeting Dates – It was M/S/C McGarry/Griffin to move WIB and Executive dates as follows: Executive Committee will meet the last Monday of every month, 7:30-9:00 a.m., beginning July 28, 2003; and the WIB will meet the second Thursday of every other month, 3:00-5:00 p.m., beginning September 11, 2003 (the July meeting will be July 17, 2003). A calendar will be published with the new dates of all committees.
 - d. Global Strategic Issues to Address at WIB Meetings – There was no action at this time. This was information only.

- VII. Information Agenda – Submission of Application from the Dept of Workforce Investment to the Jobs for the Future “Career Advancement Strategy” Competition – Ms. Andrea Baker addressed this item. She noted the Department submitted application with approval from the BOS. If awarded, this grant will help augment the LVN program in the fall.
- VIII. Director’s Comments – Ms. Baker reported she had just returned from Sacramento with information. She noted that WIB members are able to address WIA reauthorization online through input to the Budget Committee. There was discussion on advocacy and how the WIB can be more involved. Ms. Baker also reported she has been elected to the California Workforce Association Executive Committee. Ms. Shaw noted the advantage this provides the local workforce investment area. Lastly, Ms. Baker reported the Department is currently working through the reduction in force, and is looking at how to best restructure to accomplish its goals.
- IX. Chair Comments – In an effort to move through the agenda, the Chair turned the meeting over to Ms. Barbara Shaw for the presentation to both Quality Assurance and the Executive Committee.
- X. Other – Next Executive Meeting – July 28, 2003, 7:30-9:00 a.m.

Executive Committee Quality Assurance Joint Meeting

- I. Action Agenda
 - a. WIB Performance Improvement Report – Ms. Shaw provided an overview of questionnaire and interview information. She went over the key areas and recommendations related to each area. The draft report will be presented to the full WIB. It is planned to have the recommendations grouped by committee assignment and then forward to the Quality Assurance Committee for prioritizing each area after approval from the WIB.
- II. Next Quality Assurance Meeting – July 25, 2003.
- III. Adjourn – Meeting adjourned 9:30 a.m.