

**TO: WIB Executive Committee**

**DATE: 06/28/04**

**FROM: WIB Staff**

**FOR  
INFORMATION**

**SUBJECT: WIB Member Application**

**PROPOSED MOTION(S): Information Only.**

**DISCUSSION: It was brought to staff's attention that there were individuals who were under the impression that there were requests on the WIB member application for a potential WIB member's educational level and income/wages. Neither of these items has been on the WIB application at any time. The attached application has been used for approximately 4 years with minor updates such as the change in WIB officers.**

**ATTACHMENT(S): WIB Member Application**

# Workforce Investment Board Of Merced County

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John Heading, Chair  
Nellie McGarry, 1<sup>st</sup> Vice Chair  
Mike Sullivan, 2<sup>nd</sup> Vice Chair



1880 W. Wardrobe Avenue  
Merced CA 95340-6407  
(209) 725-3593 • FAX: (209) 725-3592  
[www.co.merced.ca.us/wi/wib/wib.html](http://www.co.merced.ca.us/wi/wib/wib.html)

## Nominations to the Merced County Workforce Investment Board

**To: All Nominating Organizations**

**Thank you for submitting a nomination for the Workforce Investment Board from your Organization. Please complete the information below, have it signed by the individual authorized and attach it to the completed application.**

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**To: The Workforce Investment Board**

**From: \_\_\_\_\_ Proudly submits the name of**

\_\_\_\_\_

**to the Merced County Board of Supervisors for nomination to the Workforce Investment Board of Merced County.**

**Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_**

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## ***WIB MEMBER APPLICATION***

Thank you for applying to be a member of the Merced County Workforce Investment Board (WIB).

Once you submit your application it will be processed based on the periodic vacancies that are available on the Workforce Investment Board. If there are more people than open positions on the Workforce Investment Board, then those not selected will go on a priority list for future consideration. The Board of Supervisors will be the appointing authority.

Once you have filled out the application, please submit it to:

**Merced County Department of Workforce Investment (MCDWI)**  
Attn: Andrea T. Baker, Director  
1880 West Wardrobe Avenue  
Merced CA 95340

**FAX: (209) 725-3592**

Included with this packet is a fact sheet that provides an overview of the Workforce Investment Board.

If you have any questions, please call Andrea Baker directly at 724-2002. You can also reach her via email at [pitd1@co.merced.ca.us](mailto:pitd1@co.merced.ca.us).

# **WORKFORCE INVESTMENT BOARD FACT**

## **SHEET**

### **Why Workforce Investment Boards?**

Workforce Investment Boards (WIBs), under a variety of names, began replacing traditional Private Industry Councils (PICs) across the nation as early as 1990, and the pace picked up substantially in 1996 and 1997. Federal legislation has authorized their existence according to the Workforce Investment Act. This governing body began operation with the PICs being deleted as of July 2000.

The Workforce Investment Boards provide strategic leadership for a wide range of employment and training programs. Their mission is to develop the skills of the entire workforce of their local communities and to ensure a smooth functioning of the local economy.

The Merced County Workforce Investment Board is appointed by the Merced County Board of Supervisors and share policy oversight. The WIB defines broad goals for all workforce programs in its system. It collects information on the specific needs of the local economy and its business community. The Workforce Investment Board creates a plan to address the economic problems of its labor market area and establishes a few specific short-term goals – “strategic issues” – that close the gap between present capabilities and the Board’s ideal vision.

The Workforce Investment Board shall develop and apply “systemic” performance criteria in keeping with its overall strategic plan and seek feedback from customers. It monitors and evaluates programs based on these criteria and insists that programs operate under the principles of quality management and continuous improvement.

### **Functions of the Local Workforce Investment Board**

Develop and submit a local plan to the Governor, in partnership with the chief elected official. The local Board is responsible for the development of a local strategic workforce investment plan.

The Workforce Investment Board will identify eligible providers of youth activities in the local area by awarding grants or contracts on a competitive basis, based on recommendations of the Youth Council; and identify eligible providers of training services for adults and dislocated workers.

Develop a budget for purposes of carrying out the duties of the local Boards subject to the approval of the chief elected official.

In partnership with the chief elected official, conduct oversight with respect to local programs of youth activities and local employment and training activities for adults and the one-stop delivery system in the local workforce area.

Negotiate and reach agreement on local performance measures with the chief elected official and the Governor.

Assist the Governor in the development of a statewide employment statistics system (e.g., labor market information system pursuant to the Wagner–Peyster Act).

Coordinate the workforce investment activities carried out in the local area with economic development strategies and develop other employer linkages.

Promote the participation of private sector employers in the statewide investment system and ensure connecting, brokering, and coaching activities through intermediaries such as the one-stop operator in the local areas or through other organizations.

### **Membership of the Workforce Investment Board**

- ✓ A majority of members who are representatives of business in the local workforce area who: (1) are owners of businesses, chief executives, or operating officers of business and other business executives or employers with optimum policymaking or hiring authority; and (2) represent businesses with employment opportunities that reflect the employment opportunities of the local area; and (3) are appointed from among individuals nominated by local business organizations and business trade associations. All three requirements must be satisfied.
- ✓ Representatives of local educational entities, including representatives of local education agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist).
- ✓ Representatives of labor organizations and who are nominated by local labor federations or, if in the local area there are no employees represented by such organizations, then nominated by other representatives of employees.
- ✓ Representatives of community-based organizations (including organizations representing individuals with disabilities and veterans, for a local area in which such organizations are present).
- ✓ Representatives of economic development agencies, including private sector economic development entities.
- ✓ Representatives of each of the one-stop partners.

### **Workforce Investment Board–Expectations and Commitment**

- ✓ Attend, participate, ask questions
- ✓ Bring your special knowledge and expertise to the table – about the economy, your industry or organization
- ✓ Connect and bring connections to key outside organizations, boards, businesses and elected officials – open doors for work force development and oversight.
- ✓ Provide broad strategic direction

- ✓ Get to know our customers
- ✓ Get to know the work of the One Stop System
- ✓ Come to meetings prepared – review the entire agenda package
- ✓ Focus on substance and all the possibilities of what can be accomplished
- ✓ Attend committee meetings and participate with your committee
- ✓ Let staff know if you need help or assistance with anything

**County of Merced**  
**Application for Nomination**  
**to the**  
**Workforce Investment Board**

**Date:** \_\_\_\_\_

Name: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Fax: \_\_\_\_\_

\_\_\_\_\_ Home e-mail: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Work Address: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

\_\_\_\_\_ Work Fax: \_\_\_\_\_

Work e-mail: \_\_\_\_\_

Do you prefer to be contacted at work\_\_\_\_\_, or at home\_\_\_\_? Please check one.

Please answer all of the questions on the attached two pages.

Please answer all questions with as much pertinent information about yourself as possible. Remember that this form will be used to determine if you have the qualifications to be nominated for consideration to serve on the Workforce Investment Board.

If you need more room for your answers, please use an additional sheet of paper.

1. List past or present involvement in community-related activities (i.e., committees, volunteer work, commissions, boards, chambers of commerce, etc.)

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2. Explain your understanding of the purposes, responsibilities and services offered by the Workforce Investment Act.

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3. List any experiences you feel would be advantageous to the Workforce Investment Board.

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4. Please list any other information that you feel would be pertinent.

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5. Past experience in workforce development, economic development (e.g. Workforce Investment Board membership, youth employment/training committees).

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6. References: List two references who can attest to your suitability for appointment to the Workforce Investment Board. (Name/Address/Telephone Number).

Signature: \_\_\_\_\_