

**Workforce Investment Board
Executive Committee
1880 Wardrobe Ave.
June 28, 2004, 7:30 – 9:00 a.m.
Meeting Agenda**



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- I. Call to Order/Roll Call
 - II. Approval of Agenda
 - III. Approval of April 26, 2004 Minutes
 - IV. Public Opportunity to Speak
 - V. Action Agenda
 - a. Continuum of Care Grant
 - b. Advocacy Letter – WIA Funding & Local Control
 - VI. Information Agenda
 - a. Update on JCG
 - b. WIB Member Application Form
 - VII. Committee Reports..... (20 min)
 - VIII. Director’s Comments (5 min)
 - IX. Chair Comments..... (5 min)
 - X. Other
 - XI. Next Meeting – July 26, 2004, 7:30-9:00 a.m.....
 - XII. Adjourn.....

**Workforce Investment Board
Joint Meeting
Executive Committee/Finance Committee
1880 Wardrobe Ave.
April 26, 2004, 7:30 – 9:00 a.m.
Meeting Minutes**



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- I. Call to Order/Roll Call – The meeting was called to order by the WIB Chair, John Headding. Roll call was taken by Donna Ornelas
 - II. Approval of Agenda – It was M/S/C Fowler/Smith to approve the agenda as written.
 - III. Approval of Executive Committee Minutes – It was M/S/C Smith/Sullivan to approve the minutes of March 29, 2004.
 - IV. Approval of Finance Committee Minutes - It was M/S/C Fowler/Baker to approve the minutes of March 31, 2004.
 - V. Public Opportunity to Speak - None
 - VI. The Alliance – Stanislaus Model Presentation - Terry Plett spoke about the model being used in Stanislaus County where workforce development and economic development are integrated. Mr. Plett provided history on how this came to be and the work involved in making it happen. Mr. Plett pointed out the benefits as well as the challenges to this system. He provided a brief overview of the mechanics of the work done through the Alliance. Lastly, Mr. Plett answered questions from committee members related to the model.
 - VII. Information Agenda
 - a. Fiscal Report – Jackie Walther-Parnell reported that the contract with JCG has been cleared and there is youth money to carry forward to next year. It is expected that this will offset the lower allocation for the next PY.
 - b. Fundraising
 - c. Update on VITA Program
 - VIII. Action Agenda
 - a. Policy Statement for Fundraising – It was M/S/C McGarry/Fowler to approve the recommendation that the WIB establish a policy that WIB members who are not federally funded may raise funds for Workforce Investment activities and services deemed appropriate by the Merced County Board of Supervisors.
 - b. RFP Recommendation for Older & Younger Youth Programs- It was M/S/C McGarry/Smith (abstention - Andersen) to accept the recommendations of the RFP Evaluation Committee and direct the Workforce Investment to bring the recommendations and negotiated contracts to the BOS for approval.
 - IX. Committee Reports –
 - a. Mr. Smith reported that the Finance Committee has been very involved in looking at the budget and the current levels of spending.

- b. Nellie McGarry reported the Youth Council will resume monthly meetings. It was the consensus of the group to resume the monthly schedule as the bi-monthly schedule was not often enough.
 - c. Joanne Presnell reported on behalf of the Quality Assurance Committee. She noted the committee has received a report from the Business Services Unit, the Worknet Leadership Team provided an update on opportunities for improvement, the committee is also working on performance measures negotiations, and they will be looking a couple of balance scorecard models.
- X. Director's Comments – Andrea Baker reported that the department is working with the State Committee for Rapid Response. She explained that the State is proposing a change to the formula for which rapid response funds are allocated. Due to the proposed change, there would be significant impact to the valley WIAs. Ms. Baker also noted that she recently participated in a migrant season farm worker dialogue. She has also been asked to attend a meeting in Washington with a group of individuals selected nationally. The group will put together a paper on how to better serve the migrant seasonal farm workers. Lastly Ms. Baker reported that she will also be working on an intermediary project to devise a plan to improve education. The working sessions for this project will take place the week of April 26.
- XI. Chair Comments – Mr. Headding discussed the topics he recently heard at the National Association of Workforce Boards meeting. He noted that throughout the conference the common thread was collaboration of economic development, workforce development and education. He noted that locally, Lee Andersen has formed the P-16 Council in an attempt to close the gap on this issue. Mr. Headding also discussed his desire to move the WIB in the direction of the strategic goals. He noted that he is working with staff to put together a workforce paper to be used in reciting advocacy, provide education and share information.
- XII. Other - none
- XIII. Next Executive Committee Meeting – May 24, 2004, 7:30-9:00 a.m.
- XIV. Next Finance Committee Meeting – May 26, 2004 7:30 – 9:00 a.m.
- XV. Adjourn

TO: WIB Executive Committee

DATE: 06/28/04

FROM: WIB Staff

FOR ACTION

SUBJECT: Submission of Application from the Department of Workforce Investment (WI) to the Department of Housing and Urban Development's Continuum of Care Program

PROPOSED MOTION(S): To authorize the Department of Workforce Investment to prepare and submit the application that would commit a match of \$27,439 over thirty (30) months.

DISCUSSION: The Department of Housing and Urban Development's Continuum of Care (COC) program is designed to provide various types of assistance to homeless persons. The Merced County Association of Governments has been working at the request of the Board of Supervisors to create a Continuum of Care plan for the County that describes in detail how the County intends to address homelessness issues.

In conjunction with the COC plan, WI will submit a request for \$144,4516 to provide paid work experience, supportive services and case management for up to 15 homeless individuals. A commitment of match of \$27,439 is required. The match will be in the form of Title I funds and will be used for assessment, data collection, and other activities that would otherwise be provided by WI. These activities will be tracked separately as services to the homeless. Period of performance for the grant is 30 months. Funding announcements are expected in October 2004.

ATTACHMENT(S): N/A

TO: Executive Committee

DATE: 06/28/04

FROM: WIB Staff

FOR ACTION

SUBJECT: Letters to legislators to support local dollars, control and flexibility

PROPOSED MOTION(S): To have WIB members write letters similar to the attached sample to engage legislators in developing and supporting legislation that will maintain the workforce investment dollars locally, and ensure local governance.

DISCUSSION: There is a reform initiative being promoted by President Bush, in addition to HR 1261, that will strip the local areas of funding by consolidating 4 major employment and training programs; Adult, Dislocated Worker, Wagner Peyser and possibly WIA Youth. The reform agenda also includes expanding the use of ITA's (Innovation Training Accounts), shifting \$250 million to community colleges for a "High Growth Training Initiative" and changing the state/local governance balance by shifting resources, decision making, and control from the local county supervisors and the WIB to governors and state bureaucracies.

ATTACHMENT(S): Sample Letter

The Honorable Jeff Denham
California State Senate, District 12
Room 4090 State Capitol
P.O. Box 942848
Sacramento CA 94248-00001

Sample Letter

Dear Senator Denham:

The Merced County Workforce Investment Board (WIB) is extremely concerned about President Bush's "reform" initiative and the negative impact it would have on our local workforce investment system.

The Workforce Investment System in Merced is successful in meeting the needs of employers and job seekers because it is driven by local demand with local control and flexibility. The Workforce Investment Board is the leader in addressing regional strategic issues to improve the workforce such as education, economic development and workforce/affordable housing. The local economy has improved and the community has been strengthened with local leaders collaborating and working together to advance the economic climate.

To alter that would result in less local dollars to assist the business community and job seekers. A shift in local control to the governor would cause decisions to be made by those who are not in touch with the local conditions and governance would be distanced and bureaucratic.

Please work with us to development and support legislation that will keep governance and resources at the local level. There it can be managed with the greatest efficiency so that we can respond directly to the needs of Merced businesses and residents.

Sincerely,

WIB Member

Addresses for Sample Letters

The Honorable Jeff Denham
California State Senate, District 12
Room 4090 State Capitol
PO Box 942848
Sacramento, CA 94248-00001

The Honorable Dennis Cardoza
2222 M Street, Suite 305
Merced, CA 95340

The Honorable Barbara Matthews
California State Assembly, District 17
Room 5136 State Capitol
PO Box 942849
Sacramento, CA 94249-00001

TO: Executive Committee

DATE: 6/28/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: JCG Closeout Status

PROPOSED MOTION(S): Information Only

DISCUSSION: On September 19, 2003, Jobs for California Graduates – Merced County Inc (JCG) issued a resolution to dissolve. In March 2004 a second resolution was issued to dissolve the Board. On September 29, 2003, JCG terminated its contract with Merced County for Older Youth Program services.

As required by WIA regulations, an Incident Report was sent to the California Employment Development Department and the Department of Labor regarding the above. Information for this report was coordinated with County Counsel and the Auditor/Controller's Office.

After reconciliation of all invoices submitted by JCG, it was determined that the amount remaining to be paid was \$3,314.97. After conferring with County Counsel, the Merced County Auditor/Controller sent a letter to Ms. Irene Ayers, who was appointed as fiduciary by JCG, and per her direction the final payment of \$3,314.97 was paid to County Bank in May 2004.

In addition to the contract between Merced County and JCG for the Older Youth Program, JCG was also a subcontractor of Merced County Office of Education (MCOE) in the contract between Merced County and MCOE for the Younger Youth Program. MCOE was recently invoiced by JCG and they have made their final payment to JCG under that contract.

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

John Heading, Chair
Nellie McGarry, 1st Vice Chair
Mike Sullivan, 2nd 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

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.

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** _____

Workforce Investment Board Of Merced County

John Headding, Chair
Nellie McGarry, 1st Vice Chair
Mike Sullivan, 2nd Vice Chair



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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.

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.)

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

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

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

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

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

Signature: _____