

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



Members Present:

John Headding
Rick Osorio

Nellie McGarry
Mike Smith

Albert Montejano
Mike Sullivan

Members Absent:

Kathleen Crookham

Others Present:

Andrea Baker
Joanne Presnell

Dave Davis
Jackie Walther-Parnell

Donna Ornelas

- I. Call to Order/Roll Call – The meeting was called to order by the Chair, John Headding and roll call by Donna Ornelas.
- II. Approval of Agenda - The agenda was approved as written.
- III. Approval of Minutes – It was M/S/C Montejano/Smith to approve the minutes of April 26, 2004.
- IV. Public Opportunity to Speak - None
- V. Action Agenda
 - a. Continuum of Care Grant – It was M/S/C Smith/Montejano to approve the submission of the application for a grant to the Department of Housing and Urban Development’s Continuum of Care Program.
 - b. Advocacy Letter – WIA Funding & Local Control – Andrea provided an overview of the purpose of the letter. It was M/S/C Sullivan/Montejano to approve the support from the WIB in writing letters to legislators. It was also decided that each WIB member should receive a copy of the letter along with an address list to include Senator Boxer and Senator Feinstein.
- VI. Information Agenda
 - a. Update on JCG – It was noted that the closeout on the JCG contract is complete and all payments have been made.
 - b. WIB Member Application Form – The WIB application form was shared with the Executive members as a reference. It was noted there was no information requested on the application as it related to income/wages or educational level. There was discussion and Executive committee members requested that it be noted on the application, if approved for appointment, WIB members are required to complete the Conflict of Interest Form 700. The information will be added to the application package.
- VII. Committee Reports -

Albert Montejano reported the Quality Assurance Committee has been working on the strategic scorecard. Mr. Montejano noted that the measurement categories align with the WIB goals and areas of opportunities for improvement that were identified in the Worknet Certification feedback report. The card included the measurement, metric, method, frequency of review and responsible WIB Committee. It was recommended

that options for LMI data be looked at. One of the suggestions was to partner with MCEDCO.

Nellie McGarry reported the Youth Council has discussed a retreat to review and assess goals. It was noted that John Headding will be presenting at the next Youth Council as a general discussion on Youth and direction of the WIB in regard to Youth. Mr. Headding recommended setting up forum on Youth for the full WIB. It was noted that the WIB should also get a full report from Children's Summit to assist with the discussion.

Mike Smith reported there was no Finance Committee meeting since last executive meeting.

Rick Osorio deferred to Joanne Presnell to report on the Program Planning and Development. Ms. Presnell noted the committee has been working on the 5-Year Plan Modification. It is anticipated the Executive Committee will review the plan at the next meeting and then forward to the full WIB. Ms. Presnell also noted that the Department is working with the Chamber and Merced College to provide "Thriving & Surviving in The Workplace" This is a course developed with Merced College for Worknet customers and is available for employers to send their employees for soft skill development. The sessions are held at the Chamber and a person can receive .5 CEU. The sessions are two, four-hour sessions beginning in the September.

- VIII. Director's Comments – Andrea Baker reported that the Business and Economic Opportunities (BEO) office has moved to Castle. The SCORE counselors that had once shared office space with BEO are now operating out of the Wardrobe office. Andrea noted the group is basically a virtual office and they hold workshops and provide counseling in the building. They will be working closely with the Business Services Unit.

Ms. Baker also noted that she has been made aware of an opportunity for a teleconference arranged by NYATEP for the WIB. The teleconference is offered in three two-hour sessions. Each session is \$900. There was discussion on the usefulness of such sessions. It was decided this should be open to the full WIB. Information will be provided to the WIB as well as specific dates and times as they are available. Staff will coordinate with attendees.

- IX. Chair Comments – Mr. Headding extended an invitation to Executive members to attend the P-16 council on June 30, 11:30-1:30, at MCOE – Clark/Newbold room. There will be a presentation on business and industry needs. Mr. Headding also invited Executive members to the Youth Council, on July 14 at MCOE.
- X. Other - Mr. Osorio inquired about the refugee movement and asked what the WIB is doing to assist, specifically with youth. Ms. Baker noted that she is working with subgroup along with HSA and a community employers coalition to address the specific needs of this community. In addition, Lao Family has a youth advisory council to assist with youth issues.

Ms. McGarry reported the City of Merced is hiring 35 new safety members. She inquired about the programs and collaboration in place with the community college. Ms. Baker advised there is currently a system set up for peace officer training however, we currently do not have a fire safety training program worked out. Mr. Montejano noted Dos Palos has an agreement with the high school and fire service for ROP training.

- XI. Next Meeting – July 26, 2004, 7:30-9:00 a.m.

- XII. Adjourn – meeting adjourned 8:50 a.m.