

Workforce Investment Board of Merced County
Quality Assurance Committee
Mercy Medical Center Dominican Campus (Staff Rm A)
2740 M Street, Merced, CA
July 25, 2003, 7:30–8:30 a.m.
Meeting Minutes



Members Present: John Headding (Chair), Brian Griffin, Doug Kirkpatrick, Ned Miller, Carole Roberds, Terry Nichols,

Members Absent: Nicolas Benjamin, Ernie Flores, Albert Montejano, Helen Sullivan, Steve Tinetti

Staff Present: Dave Cramer, Dave Davis, Debby Hoban, Joanne Presnell, Jackie Walther-Parnell

1. **Call to Order and Roll Call:** The Chair called the meeting to order. A sign-in sheet was used in lieu of roll call.
2. **Agenda:** It was approved as published.
3. **Approval of Minutes (May 30, 2003):** It was *M/S/C Nickels/Griffin* to approve the May 30, 2003 minutes.
4. **Public Opportunity to Speak** – None present.
5. **Introductions:** None.
6. **Information Agenda:**

a. Program Year (PY) 2002-2003 Fiscal and Procurement Draft Monitoring Report: Ms. Joanne Presnell stated that each year the state reviews the fiscal monitoring procedures and processes for the Department of Workforce Investment (DWI) and One-Stop activities. There was a finding having to do with the cost sharing agreement with the One-Stop partners and the Workforce Investment Board (WIB). In the past we used in-kind as a cost sharing. Ms. Jackie Walther-Parnell explained each partner is required to contribute based on whatever benefits they receive from the One-Stop. Staff is putting together procedures and overall cost of the One-Stop and will meet with all the partners to determine whether they receive the benefit. A meeting is planned with the partners during the month of August to seek the corrective action plan to address the finding.

b. Worknet Data Report: Ms. Presnell reported this information will be provided on regular basis to keep the committee advised about customers coming in to the Worknet Employment Resource Center, types of services they use, and customer satisfaction. This information is also provided to the WIB.

c. Performance Measures for PY 2003-2004: Ms. Presnell noted the report provided to the committee shows actual goals for PY 2001-2002 and PY 2002-2003. The State has disseminated performance measures for PY 2003-2004. They are requesting that the local areas prepare and submit their local performance proposals no later than August 29, 2003. The recommendation is to either negotiate at the similar rate or down in some areas because in PY 2003-2004 we will be serving a different type of clientele.

Mr. Ed McLaughlin stated the last time we negotiated as a region was two years ago. Last year we accepted the state's proposal and did not negotiate as a region. Work is being done to bring the region together to negotiate for PY 2003-2004. Committee members were asked if anyone would like to have a part in negotiations. Currently the date is not known but it anticipated before the end of August.

7. Discussion/Action Agenda:

a. **Set Priorities from the WIB Performance Review:** Mr. John Headding reported a number of recommendations have come down as the result of Barbara Shaw's evaluation and the Quality Assurance Committee has the option of prioritizing the areas assigned to committees. Ms. Presnell stated that Ms. Shaw noted improvements to work on and had recommendations. There are some things that may be in progress by committees. It is recommended those be addressed first since they would be something that would be completed rather quickly. The committee reviewed and discussed all the recommendations and prioritized them. Staff will compile a new list.

9. Chair Comments: The Chair reminded everyone about the strategic planning session to be set-up for September. The date has not been set. Once the certification process for One-Stop is completed we will look at the retreat. The Chair asked for volunteers to chair this committee.

10. Next Meeting Date & Time: August 29, 2003, 7:30 a.m., Mercy Medical Center Dominican Campus (Staff Room A).

11. Adjourn: Meeting adjourned at 8:40 a.m.

Attachment: Barbara Shaw's Recommendation/WIB Improvement

Minutes prepared by Debby Hoban

BARBARA SHAW RECOMMENDATIONS

WIB IMPROVEMENT

Program Planning & Development Committee

- **Develop strategies to strengthen Youth Employability Card program**
- **Develop a plan for how to capitalize on UC Merced**

Recommendations made and already accomplished

- **Target the top 50-100 businesses in the area; develop a coordinated approach for outreach.**
- **Develop a priority Service Plan and strategies for the impending cutbacks.**

Quality Assurance Committee

- **Conduct an evaluation of the Nursing Program. Include retention and job placement information.**
- **Establish benchmarks; develop additional ways to measure success, track success stories, measure the “balanced scorecard”.**

Finance Committee

- **Have a joint Executive / Finance Committee meeting to look at options for dealing with funding changes. Meeting to be held quarterly or twice a year.**

Recommendations made and already accomplished

- **Bring the current budget before the WIB at all meetings**
- **Develop a plan vs. actual column**

Executive Committee

- **Develop a plan for how to improve the already strong relationship with the Local Elected Officials. Increase the level of understanding of WIB goals and achievements with the Local Elected Officials.**
- **Have a continuous evaluation of the present WIB Committee structure.**
- **Find 2-3 prospective board members who are major employers**
- **Evaluate new WIB agenda structure and modify as required to keep the board discussions strategic, focused and influencing policy.**

Board Members

- **Develop some strong contacts with the media**
- **Be prepared for meetings – read all materials before the meeting and question staff if clarification is desired**

Recommendations made and already accomplished

- **Develop strong relationships with city and county officials**
- **Be cautious about requests for data and background materials**

Chair and Executive Director

- **Schedule presentations that will continue to develop board member knowledge and interest**
- **Schedule a Planning Session for the full Board**

Recommendations made and already accomplished

- **Develop opportunities for positive contacts with the CEO and BOS**
- **Consider a panel presentation on business needs and issues**
- **Keep the board well informed regarding goals and accomplishments**