

TO: Workforce Investment Board

DATE: 7/26/01

**FROM: Workforce Investment Board
Staff**

For Action

X For Information

Meeting Notes

SUBJECT: Staffing Proposal

PROPOSED MOTION(S): Discussion Only

DISCUSSION: At the request of the WIB Executive Committee, the Private Industry Training Department has looked at staffing configurations that would provide WIB support and other administrative functions. The objective is to find functional areas that can be effective and efficient as well.

Option #1 was put into place in February 2001 (see attached organizational chart). This configuration takes advantage of economics of scale. It provides depth in coverage of all WIA functions and flexibility to adjust to the peaks and valleys of work for both the WIB and administrative entity, and this option provides flexibility to respond to fluctuations in funding; i.e., recessions. Further, this option provides subject matter experts to committees. Staff has both administrative entity duties and WIB support duties, which assures continuity between the WIB and the Board of Supervisors. Fiscal and WEB support are not assigned specifically to the WIB, as overall percentage of utilization by the WIB is small, and are considered administrative entity and system support.

One half-time grant writer position is proposed for 2001/2002 budget. The other half of the position is proposed to be shared with County Business and Economic Opportunity Department. If approved by the Board of Supervisors, this position would be available after approval of the final 2001/2002 Merced County budget.

Option #2 concentrates WIB support staff into one unit. It provides a focus on WIB functions in one area. This configuration assures dedication of staff, and that WIB issues get appropriate priority. Further, it mitigates the expressed prescription of conflict of interest of staff. Fiscal and WEB support are not assigned specifically to the WIB, as the overall percentage of utilization by the WIB is small, and are considered administrative entity and system support. Clerical support would remain a shared function to assure depth of coverage. An Extra-Help Analyst would be converted to a full-time analyst (currently unfilled) to cover WIB committee workload.

One half-time grant writer is proposed for 2001/2002 budget. The other half of the position is proposed to be shared with County Business and Economic Opportunity

Department. If approved by the Board of Supervisors, this position would be available after approval of the final 2001/2002 Merced County budget.

In both options, the Director has shared responsibilities.

Both options were discussed at the Executive Committee meeting, and several committee members expressed a preference for Option #2, and suggested the topic be brought to the WIB for discussion.

Option #1 is the Department's preferred configuration. It provides efficiency and is less expensive, and provides continuity of work between the WIB and the Board of Supervisors. See attachment #3 for WIB support staff costs.

ATTACHMENT(S):

- 1. Option #1 – Organizational Chart**
- 2. Option #2 – Organizational Chart**
- 3. WIB Support Staff Costs**