

**Workforce Investment Board
Executive Committee
Department of Workforce Investment
1880 Wardrobe Ave., Merced, CA 95340
July 28, 2003, 7:30 – 9:30 a.m.
Meeting Agenda**



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- I. Call to Order
 - II. Approval of Agenda
 - III. Approval of Minutes
 - IV. Public Opportunity to Speak
 - V. Action Agenda
 - a. ITA Policy
 - b. Supportive Services Policy
 - c. Regional Panel Topics (discussion w/possible action)
 - d. September Retreat (discussion w/possible action)
 - e. WIB/BOS Joint Meeting (discussion w/possible action)
 - VI. Director's Comments
 - VII. Chair Comments
 - VIII. Other
 - IX. Next Meeting
 - X. Adjourn

**Workforce Investment Board
Executive Committee & Quality Assurance
Joint Meeting
Mercy Dominican Staff Room A
2740 M Street, Merced, CA
June 27, 2003, 7:30 – 9:30 a.m.
Meeting Minutes**



Members Present:

Andrea Baker	Kathleen Crookham	Ernie Flores
Brian Griffin	John Headding	Doug Kirkpatrick
Nelly McGarry	Ned Miller	Albert Montejano
Mike Smith	Steve Tinetti	

Others Present:

Donna Ornelas	Joanne Presnell	Barbara Shaw
Jackie Walther-Parnell		

- I. Call to Order – WIB Chair John Headding called the meeting to order.
- II. Approval of Agenda – It was M/S/C Crookham/Flores to approve the agenda.
- III. Approval of Minutes – It was M/S/C McGarry/Crookham to approve the Executive Committee minutes of May 12, 2003.
- IV. Public Opportunity to Speak – None.
- V. Consent Agenda – It was M/S/C Flores/Crookham to approve the consent agenda items a. and c.
 - a. Renewal of WIB Terms
 - b. Form 700 Submission Requirements – Joanne Presnell gave an overview of the requirements for submission of the Form 700. In addition, it was noted that if any members need a copy of previous forms to assist in filling out new forms they are to contact Ms. Connie Lopes at the County Board of Supervisors (BOS) office.
 - c. Submission of Application to Dept of Housing & Urban Development’s Continuum of Care Program
- VI. Action Agenda
 - a. New Agenda Format – It was M/S/C Tinetti/Smith to approve the new WIB Agenda format.
 - b. WIB Strategic Goals - There was no action at this time. This was information only. Mr. Headding noted this would be further discussed by the Executive Committee during a retreat to be scheduled sometime in September.
 - c. FY 03/04 WIB and Committee Meeting Dates – It was M/S/C McGarry/Griffin to move WIB and Executive dates as follows: Executive Committee will meet the last Monday of every month, 7:30-9:00 a.m., beginning July 28, 2003; and the WIB will meet the second Thursday of every other month, 3:00-5:00 p.m., beginning September 11, 2003 (the July meeting will be July 17, 2003). A calendar will be published with the new dates of all committees.
 - d. Global Strategic Issues to Address at WIB Meetings – There was no action at this time. This was information only.

- VII. Information Agenda – Submission of Application from the Dept of Workforce Investment to the Jobs for the Future “Career Advancement Strategy” Competition – Ms. Andrea Baker addressed this item. She noted the Department submitted application with approval from the BOS. If awarded, this grant will help augment the LVN program in the fall.
- VIII. Director’s Comments – Ms. Baker reported she had just returned from Sacramento with information. She noted that WIB members are able to address WIA reauthorization online through input to the Budget Committee. There was discussion on advocacy and how the WIB can be more involved. Ms. Baker also reported she has been elected to the California Workforce Association Executive Committee. Ms. Shaw noted the advantage this provides the local workforce investment area. Lastly, Ms. Baker reported the Department is currently working through the reduction in force, and is looking at how to best restructure to accomplish its goals.
- IX. Chair Comments – In an effort to move through the agenda, the Chair turned the meeting over to Ms. Barbara Shaw for the presentation to both Quality Assurance and the Executive Committee.
- X. Other – Next Executive Meeting – July 28, 2003, 7:30-9:00 a.m.

Executive Committee Quality Assurance Joint Meeting

- I. Action Agenda
 - a. WIB Performance Improvement Report – Ms. Shaw provided an overview of questionnaire and interview information. She went over the key areas and recommendations related to each area. The draft report will be presented to the full WIB. It is planned to have the recommendations grouped by committee assignment and then forward to the Quality Assurance Committee for prioritizing each area after approval from the WIB.
- II. Next Quality Assurance Meeting – July 25, 2003.
- III. Adjourn – Meeting adjourned 9:30 a.m.

TO: WIB Executive Committee

DATE: 07/28/03

FROM: Program Planning & Development Committee

For Action

For Information

For Discussion

SUBJECT: Individual Training Account (ITA) Policy

PROPOSED MOTION(S): Approve the new ITA Policy and forward to the Workforce Investment Board for ratification.

DISCUSSION: Due to the 28% reduction in the 2003-2004 WIA allocation, the ITA policy was reviewed and updated by staff. The ITA cap and number of ITAs per two-year period were reduced. The changes reflect a cap of \$2,500 per ITA (instead of \$6,000). A participant can be issued no more than one (1) ITA within a two-year period (instead of no more than three (3) during a two-year period).

ATTACHMENT(S): ITA Policy

ITA Policy

- **Policy**
- **Individual Training Accounts (ITA's) - General Provisions**
- **Training Activities**
- **Eligibility for Training**
- **Training Priority System**
- **Limitations of Financial Support**

I. Policy

- A. In order to provide customer choice in the selection of training providers, the Individual Training Account (ITA) system was established. Through this system, eligible Workforce Investment Act (WIA) participants are able to select their choice of training. The Merced County Workforce Investment Board, through the One-Stop Operator, the Merced County Department of Workforce Development (WI), shall make available classroom training in occupations that are directly connected to occupations in demand, as established by the Board. Occupational classroom training will be provided through training vendors evaluated, approved and placed on the state Eligible Training Provider List (ETPL).
- B. The Merced County Workforce Investment Board, through WI, shall provide training services that lead to a certificate/license/credential/degree, a competency or skill recognized by employers, or a training regimen that provides individuals with additional skills or competencies generally recognized by employers.
- C. The Merced County Workforce Investment Board, through the Department of Workforce Development, reserves the right to make exceptions to this policy, on a case by case basis, should individual circumstances warrant exception.

II. Individual Training Accounts (ITA's) - General Conditions

- A. Except as provided in the Workforce Investment Act of 1998 and associated regulations, training services provided to eligible participants shall employ individual training accounts (ITAs) issued through the One-Stop Delivery System.

The "maximum Training Funds Available" on any individual ITA shall not exceed two thousand five hundred dollars (\$2,500) without prior, written approval of the Assistant Director of the One-Stop Operator or in his/her absence, the Program Manager of the One-Stop Career Center

- i. In no event shall an ITA carry a time or dollar balance after the program of training is either completed or terminated.
- ii. The maximum length of training under a single ITA shall be two years.
- iii. No more than one ITA may be issued to a participant within a two-year period
- iv. An ITA shall cover the cost of training including tuition and other training-related items supplied by the training provider (e.g., books,

license fees, training materials, registration fees, supplies, uniforms, DMV printouts, physical examinations, immunizations, health fees and insurance) but will not include or consider the costs of supportive services. Supportive services, if appropriate, shall be delivered pursuant to the Board's Supportive Services Policy.

- B. Both the student and a representative of WI will sign a completed ITA. Signatory authority of WI on the ITA is the Program Manager responsible for Training Services at each of the Department's geographic locations (authorized by the Merced County Board of Supervisors on 7/25/00 and Department of Workforce Development Director on 7/25/00). Once a completed ITA is signed by the student and WI representative, copies will be provided to the Accounting/MIS unit of WI, the school/provider, the case manager and the student. Each geographic location will use the same ITA form, but will utilize Certificate Numbers unique to their location to designate point of origin. Initially, the Livingston office will issue sequentially ITA certificate numbers 1 - 999, Los Banos will issue sequentially ITA certificate numbers 1000-1999, and Merced will issue sequentially ITA certificate numbers 2000-2999.
- C. WI shall ensure that all training activities are provided in sites that are accessible to individuals with disabilities, and that all reasonable accommodations are made to provide services to this populations.

III. Training Activities

- A. The types of training services made available through WI under the Workforce Investment Act shall include:
 - i. Occupational skills training as well as training for non-traditional employment, offered in a classroom environment;
 - ii. Skill upgrading and retraining, including training courses that build upon the individual's existing skills.
- B. Additional training services, not covered by this policy, include:
 - i. Programs that combine workplace training with related instruction, such as customized training programs;
 - ii. On-the-job training;
 - iii. Work experience;
 - iv. Entrepreneurial training;
 - v. Adult education and literacy activities.

IV. Eligibility For Training

WI shall make available Workforce Investment Act funds for the provision of occupational classroom training to eligible populations in accordance with Section 134(d)(4)(A) of the Act. Eligible populations shall include adults, dislocated workers, and incumbent workers who:

- i. Are unable to obtain employment that leads to economic self-sufficiency through core and intensive services;
- ii. After an interview, evaluation or assessment, and case management, have been determined by a one-stop operator to:
 - a. be in need of training services;
 - b. have the skills and qualifications to successfully participate in the selected program;
 - c. have selected programs of training services that are directly linked to the employment opportunities in the Merced County area, central San Joaquin Valley, or in another area in which the customer is willing to relocate;
 - d. are unable to obtain sufficient grant assistance, including PELL grants;
 - e. require support beyond the assistance made available under other grant assistance programs.

V. Training Priority System

- A. If and when the Board declares that funds allocated to a local area for adult employment and training activities under paragraph (2)(A) or (3) of section 133 (b) are limited, then WI shall provide priority services to recipients of public assistance and other low-income individuals for intensive and training services. Low-income individuals are defined as:
 - i. receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
 - ii. received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of un-employment compensation, child support payments, payments described in subparagraph (A), an old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402) that, in relation to family size, does not exceed the higher of:
 - a. the poverty line, for an equivalent period; or
 - b. 70% of the lower living standard income level, for an equivalent period;
 - iii. is a member of a household that receives (or has been determined within the six-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et. Seq.);
 - iv. qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
 - v. is a foster child on behalf whom State or local government payments are made; or
 - vi. in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own incomes meets the requirements of a program described in subparagraph (a) or of

subparagraph (b), but is a member of family whose income does not meet such requirements.

VI. Limitations Of Financial Support

- A. For those clients who elect to attend occupational classroom training within the local labor market area (defined as from Fresno County to the south to Stanislaus County to the north), the maximum amount of funds available will be limited to the needs identified in the Individual Employment Plan.
- B. For those clients who elect to attend occupational classroom training outside of the defined labor market area, no supportive services will be made available to the client by the Department of Workforce Development.
- C. For those clients who must attend occupational classroom training outside of the defined local labor market area because there are no providers of the training within the area, the provisions for electing to attend within the local labor market area will apply.

TO: WIB Executive Committee

DATE: 7/28/03

FROM: Program Planning & Development Committee

For Action

For Information

For Discussion

SUBJECT: Supportive Services Policy

PROPOSED MOTION(S): Approve and recommend the Supportive Services Policy to the Workforce Investment Board for ratification.

DISCUSSION: The reduction in funds has necessitated a review of the current policy. A cafeteria-style policy has been developed that would cap the total amount a participant would receive. The support services policy is designed so that customers can choose the support services that they need to assist them in completing their training goal.

ATTACHMENT(S): Supportive Services Policy

SUPPORTIVE SERVICES – Draft July 14, 2003 POLICY

- **Section 1 - General Provisions**
- **Section 2 - Supportive Services**
- **Section 3 – Merced College Licensed Vocational Nursing Program**
- **Section 4 – Merced College Registered Nursing Program**

Section 1 - General Provisions

The Merced County Workforce Investment Board (WIB), through the Merced County Department of Workforce Investment (WI), will make available supportive services to appropriate Workforce Investment Act (WIA) participants. All requests for participant supportive services and any collaborating information will be documented in the Individual Employment Plan and/or the participant's diary. To the best of its ability, the Department of Workforce Investment ensures that:

- Services provided under this policy are necessary to enable participants to participate in activities authorized under Title I of WIA;
- Services provided do not duplicate services available from other sources and are coordinated with the services and resources of the One-Stop partners and other community service partners;
- Financial assistance does not include post-exit services;
- Bonus and incentive payments, if provided, are based on the attendance and performance by the participants receiving them;
- To the extent possible, similarly situated participants receive similar services;
- The Workforce Investment Area will meet applicable Internal Revenue Service and Fair Labor Standards Act requirements; and
- Needs-related supportive services are based on the program activity in which an individual is enrolled and the ongoing assessment related to the participant, such information to be documented in the Individual Employment Plan.
- Provision of supportive services under this policy is contingent upon funds available.

Effective July 1, 2003, participants may be provided supportive services using the criteria stated in this policy and in the Department of Workforce Investment's Individual Training Account policy, Section VI. Limitations of Financial Support.

Supportive services will be provided through a Flexible Benefit Account for each eligible participant. The Flexible Benefit Account is a set amount of dollars available to each eligible participant, based on the daily allowance for transportation and child care and/or the actual cost of other services provided, to offset any authorized supportive service needs for which the participant is eligible, as agreed to, and documented by, an Employment and Training Specialist. Each eligible participant may select how their allocation will be used to assist them during training and or job search activities. At no

time will a participant's use of any one service, or combination of services, exceed the total amount of money available in his or her Flexible Benefit Account.

The maximum limits for a participant's Flexible Benefit Account are:

Enrolled in Core B/Intensive services - \$150.

Enrolled in a full time training activity (as defined by the training provider) - \$1,500.

Enrolled in Licensed Vocational Nursing program at Merced College – \$1,700.

Enrolled in Registered Nursing Program at Merced College – \$2,775.

Exceptions may be made to this policy, on a case-by-case basis, should individual circumstances warrant exception and are documented in the case diary by an Employment and Training Specialist. Only the appropriate Program Manager, or his or her designee can approve exceptions.

Section 2 – Supportive Services

The Department of Workforce Investment, in accordance with the Workforce Investment Act and its enabling regulations, will provide supportive services deemed appropriate for payment or reimbursement to participants and/or other agencies or businesses for pre-approved necessary services, equipment and/or materials provided to the participant. Such services, equipment and/or materials may include, but are not limited to, the following:

- Transportation¹
- Childcare²
- Placement Incentives³
- DMV printouts;
- Physicals;
- Tools;
- Uniforms/shoes/boots;
- Immunizations;

¹ In-county residents attending out-of-county full-time training, and in-county residents with a round trip commute of 50 miles or more (including to and from child care provider) to attend in-county full time training, are eligible to be reimbursed at the rate of \$10 per day (daily attendance for training to be verified by training provider).

² Participants with a child 12 years of age or younger may be eligible for childcare. Participants with a child 13 – 18 years of age may be eligible for childcare if the child is physically or mentally incapable of caring for him or her self, as determined by a legally qualified professional, or who is under court supervision. If the participant's spouse or significant other is neither working, looking for work, nor in a training program and is not incapacitated or does not have special needs, childcare is not authorized. Participants qualifying for childcare will be reimbursed at the rate of \$15.00 per day, regardless of the number of qualifying children. Documentation for reimbursement for childcare is the participant's time and attendance for days in training, furnished by the training provider. Referrals to Children's Services Network will be made for those participant's that appear to be eligible for childcare services through Children's Services Network.

³ A participant who has successfully completed their enrollment component and has entered full time employment is eligible for the placement incentive of his or her choice: \$25.00 gas card; \$25.00 phone card; or a \$25.00 cash payment. Verification from the employer is required to qualify, and there must be adequate money in the participant's Flexible Benefit Account to cover the cost of the incentive.

- Testing costs;
- Fees;
- Licensing or endorsements;
- Application fees;
- Haircuts;
- Work clothes.

An Employment and Training Specialist will provide approval for services, equipment and/or materials that are typical for a participant's area of training, job search, and/or program activity.

Section 3 – Merced College Licensed Vocational Nursing Program Participants

Participants enrolled in the Merced College Licensed Vocational Nursing program are eligible for a Flexible Benefit Account that is for direct training support only, as per the attached list⁴, and excludes transportation and child care. The individual Flexible Benefit Account limit for each participant enrolled in the Merced College Licensed Vocation Nursing program is \$1,700.

Section 4 – Merced College Registered Nursing Program Participants

Participants enrolled in the Merced College Registered Nursing program are eligible for a Flexible Benefit Account that is for direct training support only, as per the attached list⁵, and excludes transportation and child care. The individual Flexible Benefit Account limit for each participant enrolled in the Merced College Registered Nursing program is \$2,775.

⁴ List to be verified with Merced College at the beginning of each semester, and adjustments made to the list, and LVN flexible benefit account limit, as necessary.

⁵ List to be verified with Merced College at the beginning of each semester, and adjustments made to the list, and the RN flexible benefit account limit, as necessary.

**Merced College Registered Nursing Program
Approved Training Related List
PY 2003/2004**

<i>RN First Semester</i>	Cost
Books:	
Taber's Cyclopedic Medical Dictionary, 19 th ed.	\$ 38.35
Nursing Diagnosis, Application to Clinical Practice, 9 th ed.	\$ 50.10
Nurse's Manual of Laboratory Test & Diagnostic Procedures, 2 nd	\$ 33.55
Medical Dosage Calculations	\$ 38.20
Dimensional Analysis for Meds	\$ 48.70
Ten Steps to Help you Write Better Essays & Term Papers	\$ 10.95
Pocket Companion for Physical Examination & Health Assessment	\$ 25.80
Syllabus-Foundations of Nursing Practice	\$ 6.15
Fundamentals of Nursing: Standards & Practice, 2 nd ed.	\$ 76.70
Fundamentals of Nursing: Standards & Practice Study Guide	\$ 25.70
Practice Checklist to Accompany Fundamentals of Nursing Standard & Practice	\$ 17.70
Medical Surgical Nursing Concepts & Clinical Practice, 6 th ed.	\$ 95.95
Study Guide to Accompany Phipps: Medical Surgical Nursing	\$ 21.30
Mosby's Drug Guide for Nurses	\$ 35.95
Syllabus – REGN 13A, Nursing Skills Simulation I	\$ 5.40
Pharmacology & the Nursing Process Study Guide (text & study guide pkg.)	\$ 58.75
Pharmacology and the Nursing Process Study Guide	\$ 21.30
Pathophysiology: The Biological Basis for Disease in Adults & Children	<u>\$ 82.10</u>
Total	\$ 692.65
Tax	<u>\$ 50.22</u>
Total Cost	\$ 742.87
 Misc:	
Nursing Kit	\$ 64.00
2 uniforms	\$ 80.00
1 pr. white shoes	\$ 50.00
2 aprons	\$ 40.00
1 watch w/second hand	\$ 25.00
1 stethoscope	\$ 25.00
Total	\$ 284.00
Tax	<u>\$ 20.59</u>
Total Cost	\$ 304.59
 Insurance/Fees:	
Malpractice insurance	\$ 15.00
CPR class	\$ 35.00
Physical/Immunizations	\$ 60.00
LiveScan	\$ 71.00
Parking Fee	<u>\$ 30.00</u>
Total Cost	\$ 211.00
 Total Cost, 1st Semester	 <u>\$1,258.46</u>
Merced College Registered Nursing Program (Cont.)	

<i>RN Second Semester</i>	Cost
Books:	
Speedy Spanish for Nursing Personnel	\$ 3.30
Nursing Care Plans & Documentation – Nursing Diagnoses & Col. Probs.	\$ 41.05
Study Guide to Accompany Maternity Nursing	\$ 21.30
Davis’ Guide to IV Medications, 3 rd ed.	\$ 34.10
Dimensional Analysis for Meds	\$ 48.70
Ten Steps to Help you Write Better Essays & Term Papers	\$ 10.95
Maternity Nursing w/cd, 6 th ed.	\$ 72.50
Essentials of Pediatric Nursing (shrink) 6 th ed.	\$ 74.65
Syllabus REGN Nursing in Health & Illness, Part 1	\$ 4.20
Syllabus REGN Nursing in Health & Illness, Part 2	\$ 8.65
Syllabus REGN 13B Nursing Skills Simulation	<u>\$ 4.30</u>
Total	\$ 323.70
Tax	<u>\$ 23.47</u>
Total Cost	\$ 347.17
 Insurance/Fees:	
Parking fee	\$ 30.00
Malpractice Insurance	<u>\$ 15.00</u>
Total Cost	\$ 45.00
 Total Cost, 2nd Semester	<u>\$ 392.17</u>
 <u>RN Third Semester</u>	<u>Cost</u>
Books:	
Nursing Diagnosis, Application to Clinical Practice, 9 th ed.	<u>\$ 50.10</u>
Total	\$ 50.10
Tax	<u>\$ 3.63</u>
Total Cost	\$ 53.73
 Misc:	
2 Uniforms	\$ 80.00
1 pr. shoes	\$ 50.00
2 aprons	<u>\$ 32.00</u>
Total	\$ 162.00
Tax	<u>\$ 11.75</u>
Total Cost	\$ 173.75
 Insurance/Fees:	
Exam & Interim Permit	\$ 105.00
Valley Children’s Clinical – 2 weekends	\$ 300.00
Malpractice Insurance	\$ 15.00
Parking fee	<u>\$ 30.00</u>
Total Cost	\$ 450.00
 Total Cost, 3rd Semester	<u>\$ 677.48</u>

Merced College Registered Nursing Program (Cont.)

RN Fourth Semester

Cost

Books:

Syllabus REGN 22 Nursing Health & Illness III	\$ 10.05
Managing & Coordinating Nursing Care	\$ 38.35
Syllabus REGN 23 Professional Relationships & Responsibilities	\$ 4.60
Syllabus REGN 24B Nursing Concepts Simulation II	<u>\$ 2.40</u>
Total	\$ 55.40
Tax	<u>\$ 4.02</u>
Total Cost	\$ 59.42

Misc.:

Graduation uniform	\$ 65.00
1 pr. graduation dress shoes	<u>\$ 50.00</u>
Total	\$ 115.00
Tax	<u>\$ 8.34</u>
Total Cost	\$ 123.34

Insurance/Fees:

NCLEX Exam	\$ 200.00
Parking fee	\$ 30.00
Malpractice Insurance	<u>\$ 15.00</u>
Total Cost	\$ 245.00

Total Cost, 4th Semester **\$ 427.75**

Total Program Cost **\$2,755.86**

**Merced College Licensed Vocational Nursing Program
Approved Training Related List
PY 2003/2004**

LVN First Semester

Cost

Books:

Springhouse Nurse's Drug Guide	\$ 32.65
Pharmacology & the Nursing Process	\$ 58.65
Fundamentals of Mental Health Nursing	\$ 31.95
Nursing Diagnosis Reference Manual	\$ 37.30
Vocational Nursing Syllabus First Semester	\$ 4.00
Vocational Nursing Syllabus First Semester Clinical Papers	\$ 10.55
Cyclopedic Medical Dictionary	\$ 38.35
Fundamental Concepts & Skills for Nursing w/ Study Guide	<u>\$ 21.35</u>
Total	\$234.80
Tax	<u>\$ 17.02</u>
Total Cost	<u>\$251.82</u>

Misc:

Nursing Kit	\$ 64.00
2 uniforms	\$ 80.00
1 pr. white shoes	\$ 50.00
2 pink aprons	\$ 40.00
1 watch w/second hand	\$ 25.00
1 stethoscope	\$ 25.00
Total	\$284.00
Tax	<u>\$ 20.59</u>
Total Cost	<u>\$304.59</u>

Insurance/Fees:

Malpractice insurance	\$ 15.00
CPR class	\$ 35.00
Physical	\$ 60.00
LiveScan	\$ 71.00
Parking Fee	<u>\$ 30.00</u>
Total Cost	<u>\$211.00</u>

Total Cost, 1st Semester	<u>\$767.41</u>
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Merced College Licensed Vocational Nursing Program (Cont.)

LVN Second Semester

	Cost
Books:	
Basic Maternal/Pediatric Nursing, 1 st ed.	\$ 77.35
Merced College Vocational Nursing 2 nd Semester Syllabus	\$ 3.80
Merced College Vocational Nursing 2 nd Semester Syllabus Clinical Papers	\$ 12.65
Total	\$ 93.80
Tax	<u>\$ 6.80</u>
Total Cost	\$100.60

Insurance/Fees:

Parking fee	\$ 30.00
Malpractice Insurance	<u>\$ 15.00</u>
Total Cost	\$ 45.00

Total Cost, 2nd Semester **\$145.60**

LVN Third Semester

	Cost
Books:	
Total Cost	\$ 30.00

Misc:

2 Uniforms	\$ 80.00
1 pr. shoes	\$ 50.00
Graduation uniform	\$ 65.00
1 pr. graduation dress shoes	\$ 50.00
Total	\$245.00
Tax	<u>\$ 17.76</u>
Total Cost	\$262.76

Insurance/Fees:

BVNPT Application fee	\$ 75.00
Interim permit	\$ 40.00
NCLEX testing fee	\$200.00
BVNPT License fee	\$100.00
Malpractice Insurance	\$ 15.00
Parking fee	<u>\$ 30.00</u>
Total Cost	\$460.00

Total Cost, 3rd Semester **\$752.76**

Total Program Cost **\$1,665.77**

TO: WIB Executive Committee

DATE: 07/28/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Regional Panel Topics

PROPOSED MOTION(S): That the Executive Committee discuss with possible action, the topics for panel discussions to be included in future WIB Agendas.

DISCUSSION: The WIB's role is one of broad oversight, influence and advocacy. It has been decided that panels will be convened to meet during the WIB's meetings to discuss and debate topics of import to the WIB, especially as they relate to Workforce, Education and Economic Development.

The September 11 WIB panel discussion topic will be education.

The November 13 meeting topic will be the Use of Castle Airport.

Other topics which should be considered, but not limited to, include:

- 1. Economic Impact of UC Merced**
- 2. Affordable Housing**
- 3. Childcare**
- 4. Land Use Issues**

ATTACHMENT(S): N/A

TO: WIB Executive Committee

DATE: 07/28/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: September Retreat

PROPOSED MOTION(S): That the Executive Committee choose a date for a WIB Retreat to be held in September 2003

DISCUSSION: The WIB last met for retreat in June 2002 at the Challenger Learning Center. During that retreat, new strategic goals were set. Since that time the leadership of the WIB has changed, a new committee structure has been implemented, the WIB has chosen to meet bi-monthly instead of monthly, and the WIB's budget has been drastically reduced. Additionally, the political leadership for the community has changed both in Washington, D.C. and Sacramento.

The Retreat will be used to refine the WIB's strategic goals, measure accomplishment, and chart the course for future attainment. The WIB's next regular meeting is September 11, 2003.

ATTACHMENT(S): N/A

TO: WIB Executive Committee

DATE: 07/28/03

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: WIB/BOS Joint Meeting

PROPOSED MOTION(S): That the Executive Committee choose a date for the required annual WIB/BOS Joint Meeting

DISCUSSION: The WIB/CLEO Agreement states that the Local Elected Officials will meet once a year in conjunction with the local WIB for strategic planning purposes. The last joint meeting was held August 29, 2002 at the Merced County Fairgrounds Pavilion, immediately after the Ed Barlow presentation.

The past agenda included the presentation of the End-of-Year Report, State of the Workforce, and comments from the Board of Supervisors Chair, and the Workforce Investment Board Chair.

The WIB is scheduled to meet September 11, 2003, November 13, 2003 and January 8, 2004.

ATTACHMENT(S): N/A