

**Workforce Investment Board
Executive Committee
1880 W. Wardrobe Ave
Monday, August 7, 2006, 7:30-9:00 a.m.
Meeting Agenda**



<http://web.co.merced.ca.us/wi/wib/wib.html>

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1. Call to Order/Roll Call.....
 2. Approval of Agenda
 3. Approval of June 5, 2006 Minutes.....
 4. Public Opportunity to Speak.....
 5. Action Agenda
 - a. Eligible Training Provider List Addition – Essential Health Massage Therapy Alfredo Mendoza
 - b. Eligible Training Provider List Addition – ROP Automotive Services Dave Davis
 - c. Workforce Investment Board Committee Structure Change Dave Davis
 6. Discussion Agenda
 - a. Retreat Outcomes Dave Davis
 7. Information Agenda
 - a. Construction Trades Career Fair Update..... Dave Davis
 - b. Manufacturing A Career (MAC) Proposal Dave Davis
 8. Director Comments(5 min)
 9. Chair Comments(5 min)
 10. Next Meeting – September 4, 2006
 11. Adjourn

**Workforce Investment Board
Executive Committee
1880 W. Wardrobe Ave
June 5, 2006, 7:30-9:00 a.m.
Meeting Minutes**



<http://web.co.merced.ca.us/wi/wib/wib.html>

Members Present:

Kathleen Crookham Albert Montejano Nellie McGarry (Chair) Rick Osorio
Mike Sullivan

Members Absent:

Mike (Vann) Smith

Others Present:

Andrea Baker Dave Davis Dee Knight Alfredo Mendoza
Joanne Presnell Jackie Walther-Parnell

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1. Call to Order/Roll Call: The Chair called the meeting to order at 7:35 a.m. A sign-in sheet was used in lieu of roll call.
 2. Approval of Agenda: It was *M/S/C Osorio/Crookham* to approve the agenda as published.
 3. Approval of Minutes: It was *M/S/C Crookham/Sullivan* to approve the April 3, 2006 minutes.
 4. Public Opportunity to Speak: None.
 5. Action Agenda:
 - a. Registered Nurse Contract – It was *M/S/C Osorio/Crookham (one No, Sullivan)* to approve the Registered Nurse contract.

Merced Community College and staff were asked to provide for the next Workforce Investment Board meeting the number of Registered Nurses trained, how many graduated, and how many have been employed.

6. Discussion Agenda:
 - a. WIA-Funded Nursing Programs – Impact on Training Budgets: The impact of cost was discussed.
7. Information Agenda:
 - a. PY 2006/07 Allocations & PY 2005/06 Rescission and Reallocation: The Department will receive its actual allocations by the end of June or beginning of July. The allocations will be based on the economy of Merced County. Youth funding to the State from the Federal went down 14%, Adult went down 14%, and Dislocated Worker went down 11%.

Ms. Andrea Baker noted the Dept of WI has been writing grants—1) Two grants submitted in mid-May for Dislocated Worker funds, 2) Child Support Services is submitting a grant that will allow the Dept of WI to provide services to the noncustodial parent, and 3) Madera County has contracted with the Dept of WI to serve its dislocated workers.

b. Operation Vet Connect Proposal: Stanislaus County has submitted a regional proposal for a Federal grant, which includes Stanislaus, Mariposa, Merced and Tuolumne Counties, to provide services to the veterans in the aforementioned counties.

c. Workforce Investment Board Retreat: The Workforce Investment Board (WIB) Retreat will be held Monday, July 24, 2006, 8:00 a.m. to 2:00 p.m., in the Dept of WI Large Conference Room. The Retreat will be facilitated by Ms. Virginia Hamilton, Executive Director, CA Workforce Association.

8. Director Comments: Ms. Andrea Baker noted the WIB has given the Executive Board authority to make decisions regarding lobbying for the issue of the Bureau of Labor Statistics deleting mining, fishing, forestry, government and agriculture from its allocation methodology that affected all the rural counties. She gave an update of what had been done. The committee asked Ms. Baker to continue working on this issue, and keep them informed of the progress.

9. Chair Comments: Ms. Nellie McGarry congratulated Mr. Robert Harmon on being the next WIB Chair. She thanked everyone for their support.

10. Next Meeting: July 3 2006, Dept of Workforce Investment Large Conference Room, 1880 W. Wardrobe Ave.

11. Adjourn: The meeting adjourned at 8:25 a.m.

TO: Executive Committee

DATE: 8/07/06

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Eligible Training Provider List (ETPL) Addition

PROPOSED MOTION(S): Approve Essential Health Massage Institute, Massage Therapy Training for addition to the State ETPL. Forward application to the Workforce Investment Board (WIB) for full approval.

DISCUSSION: The WIB approved an ETPL policy on June 20, 2000. The Workforce Investment Act (WIA) requires that training providers who wish to access WIA funds must submit applications to be placed on the State training list. Providers must meet all local and State criteria; agree to provide approved training to WIA-enrolled participants; supply required client data for long-term follow-up, and they must agree to abide by all WIA-required regulations and/or laws.

The application from Essential Health Massage Institute for its Massage Therapy Training is complete, and meets the requirements for inclusion in the ETPL. The program is registered by the Bureau for Private Post-Secondary and Vocational Educational (BPPVE). Length of the program is 12 weeks/250 hours. Cost of the program is \$4,215.00.

**ATTACHMENT(S):
Provider Application, Program Application**



**Employment
Development
Department**

State of California

01. Provider Code (FEIN)
614560709

02. CIP Code
51.2501

For Internal Office Use Only

Program Code

03. Subgrantee Code

04. Agency Code

05. Date Received By LWIB

06. Local Program Code

WORKFORCE INVESTMENT ACT TRAINING PROGRAM APPLICATION

Provider Name

Essential Health Massage Institute

07. Program Name
Swedish Massage

08. Program Description
Massage Therapy Training

09. Training Site Address
1190 W. Olive Ave.
Ste.D

City, State
Merced , Ca

10. ZIP
95348

11. County
Merced

12. Listed On Other
State's ETPL
 1-Yes
 2-No

13. ADA Compliant
 1-Yes
 2-No

14. Total Hours Of Instruction
250 hours

15. Credits
17 units

16. Non-Credit
 1-Yes
 2-No

17. Credit Time
 1-Semester
 2-Quarter

Total Program Cost
18. Tuition \$ 4,200.
19. Fees \$ 15. str
20. Expenses \$
Total \$ 4215.

21. Mode Of Delivery
 1-Classroom
 2-Internet
 3-Correspondence
 4-Broadcast
 5-Computer Based
Instruction

When Program Is Offered
22. Days 1-Yes 2-No
23. Evenings 1-Yes 2-No
24. Weekends 1-Yes 2-No

25. Frequency of
Offering
 1-Weekly
 2-Monthly
 3-Quarter
 4-Semester
 5-Other

26. BPPVE Approval Status
 1-Approved
 2-Temporary Approval
 3-Registered
 4-Exempt
 9-Not Applicable

27. BPPVE Approval Expiration Date
01-09-07

28. Other BPPVE Approved
Programs
 1-Yes
 2-No

29. Registered
Apprenticeship
 1-Yes
 2-No

30. Registered Date

Other List Criteria:

31. CDE Approved 1-Yes 2-No
32. COCCC Approved 1-Yes 2-No
33. Proven Effectiveness No longer used
34. Employer Support No longer used
35. Industry Authorized No longer used

36. Continuing Education Units (CEU)
17 units

37. CEU Granting Institution
n/a

38. Resources Required
 1-Yes
 2-No

39. Program Goal
 1-Skill Attainment
 2-Certificate
 3-Registration
 4-License
 5-Associate Degree
 6-Baccalaureate Degree
 7-Other

40. Credentialing Body
n/a

41. Projected Hourly Wage After Program Completion
\$ 20.00

42. Prerequisites
18 years of age & high school diploma or equivalent to..

43. Skills Sets Training & Technical Support in: Accupressure, Shiatsu
Chair, Infant, Sports and Lymphatic massage. Plus 100 hours of
handson application, 20hrs Path., 30hrs Physio., 60hrs Anat., 40hrs
prerequisite techniques.

WIA Training Program Application (continued)

44. Curriculum		45. Relevant Occupations (Soc/O*Net Code)	
Course Code	Course Title	Code	Title
31-9011.00	Massage Therapy		Certified Mssg. Therapist
		46. Relevant Occupation Recommendation	
		Soc/O*Net Category	Description
Accessibility 47. On-Site Parking <input checked="" type="checkbox"/> 1-Yes <input type="checkbox"/> 2-No 48. Public Transportation <input checked="" type="checkbox"/> 1-Yes <input type="checkbox"/> 2-No 49. Disabled Student Access <input checked="" type="checkbox"/> 1-Yes <input type="checkbox"/> 2-No 50. Sign Language <input type="checkbox"/> 1-Yes <input checked="" type="checkbox"/> 2-No 51. Other Languages <input type="checkbox"/> 1-Yes <input checked="" type="checkbox"/> 2-No 52. Other <input type="checkbox"/> 1-Yes <input checked="" type="checkbox"/> 2-No		53. Target Audience Adults (18yrs. & up)	
		54. Average Class Size 4-20 (capacity 32)	
		55. Equipment to be Used classroom desks&chairs, Mssg. Tables	

INITIAL PERFORMANCE INFORMATION

56. Period Begin Date	57. Period End Date	58. Participant Universe	59. Average Hourly Wage at Placement
60. Program Completion Rate	61. Entered Employment Rate	62. Skill/Credential Attainment Rate	63. Retention Rate

I certify that the information submitted on this application is true and correct. I also agree to supply the required performance information and seed data on all students in order to calculate performance measures for subsequent eligibility determination. In addition, all performance outcome data shall be made available upon request for audit purposes.

64. Printed Name of Provider Representative Kimberly Trulli	65. Title Director/Inst.	66. Date 06-21-06
Signature <i>Kimberly Trulli, Director C.M.T. 6-21-06</i>		

ETPL EPGA

TO: Executive Committee

DATE: 8/07/06

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Eligible Training Provider List (ETPL) Addition

PROPOSED MOTION(S): Approve Merced County Office of Education (MCOE)/Regional Opportunity Program (ROP) Automotive Services training for addition to the State ETPL. Forward application to the Workforce Investment Board (WIB) for full approval.

DISCUSSION: The WIB approved an ETPL policy on June 20, 2000. The Workforce Investment Act (WIA) requires that training providers who wish to access WIA funds must submit applications to be placed on the State training list. Providers must meet all local and State criteria; agree to provide approved training to WIA-enrolled participants; supply required client data for long-term follow-up, and they must agree to abide by all WIA-required regulations and/or laws.

The application from MCOE/ROP for its Automotive Services training is complete, and meets the requirements for inclusion in the ETPL. The program is registered by the California Department of Education (CDE). Length of the program is 26 weeks/832 hours. Cost of the program is \$4,160.00. The training is available at the Automotive Training Center at Castle Airport Aviation & Development Center.

**ATTACHMENT(S):
Program Application**



**Employment
Development
Department**

State of California

WORKFORCE INVESTMENT ACT TRAINING PROVIDER APPLICATION

01. Provider Code (FEIN)
614560709

For Internal Office Use Only

02. Subgrantee Code

03. Agency Code

04. Local Provider Code

05. Provider Name

Essential Health
Massage Institute

06. Legal Name (If Different)

n/a

07. Mail Address

1190 W. Olive Ave. Ste. D

City, State

Merced, Ca

08. ZIP

95348

09. Main Phone

209 383.2204

10. Main E-Mail

ehmi_mssg.school@sbcglobal.net

11. Web Site Address

ehmassageinstitute.com

12. Administrative Contact Name

Kimberly Trulli

13. Administrative Contact Title

Director/Instructor

14. Administrative Contact E-Mail

kktrulli@sbcglobal.net

15. Administrative Contact Phone

209 383.2204
261.9600

16. Administrative Contact Fax

209 723.1400

17. Admissions Phone (If different)

() n/a

18. Financial Aid Phone (If different)

() n/a

19. Accreditation

1-Yes
 2-No

20. Accrediting Body

Bureau for Private Post-Secondary &
Vocational Education

21. HEA Eligible (Pell Grant)

1-Yes
 2-No

22. Financial Aid Available

1-Yes
 2-No

23. Online Registration Available

1-Yes
 2-No

24. Institution Type

1-Public
 2-For-Profit
 3-Non-Profit Religious
 4-Non-Profit Public Benefit
 5-Mutual
 6-Other

25. Provider Type

1-University
 2-College
 3-Faith Based Organization
 4-Community Based Organization (CBO)
 5-Vocational
 6-Postsecondary
 7-ROC/P
 8-Other

Additional Services

26. Job Placement Assistance 1-Yes 2-No
27. Career Assessment 1-Yes 2-No
28. Career Counseling 1-Yes 2-No
29. Tutorial Services 1-Yes 2-No
30. ESL Courses 1-Yes 2-No
31. GED Assistance 1-Yes 2-No
32. On-Site Childcare 1-Yes 2-No
33. Other 1-Yes 2-No

ETPL EPVA

TO: Executive Committee

DATE: 8/07/06

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Workforce Investment Board (WIB) Committee Structure Change

PROPOSED MOTION(S): That the WIB Finance Committee be dissolved, and the finance responsibilities be assumed by the Executive Committee.

DISCUSSION: During the July 24, 2006 WIB Retreat, the clear consensus of the group was that the efficiency of the WIB be increased by eliminating the Finance Committee and having the Executive Committee assume its responsibilities. Four of the five Finance Committee members attending the retreat concurred with this action. Additionally, the Retreat members identified issues concerning further restructuring of the WIB's existing committees. These issues will be discussed during a follow-up meeting of the retreat, date and time to be announced.

ATTACHMENT(S): N/A

TO: Executive Committee

DATE: 8/07/06

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Retreat Outcomes

PROPOSED MOTION(S): For Discussion Only.

DISCUSSION: On July 24, 2006, Ms. Virginia Hamilton facilitated the Workforce Investment Board (WIB) Retreat, and proposed a question which guided the direction of the WIB – What do we want to see in place as a result of the Merced WIB in the next year? To answer this question two-thirds of WIB members participated and identified 6 important areas of focus:

- **IMPLEMENT ONE ADDITIONAL INDUSTRY CLUSTER**
- **IDENTIFY AND DELIVER SERVICES NEEDED BY BUSINESSES**
- **INCREASED PRIVATE SECTOR INVOLVEMENT AND OWNERSHIP OF WIB**
- **INCREASED VISIBILITY WITH CLEAR, CONSISTENT MESSAGE FOCUSED ON BUSINESS.**
- **MORE DIVERSE RESOURCES WITH EFFECTIVENESS/EFFICIENCY MEASURES**
- **CLARIFIED RULES AND RESPONSIBILITIES AND IMPROVED COMMUNICATION WITH ECONOMIC DEVELOPMENT**

Additionally, WIB members felt that the current committee structure needed modification to achieve the above. The members felt “workgroups” would better serve the WIB’s vision of the future. A follow-up meeting to delineate the workgroups will occur immediately following Ms. Hamilton’s feedback report.

ATTACHMENT(S): N/A

TO: Executive Committee

DATE: 8/07/06

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Construction Trades Career Fair Update

PROPOSED MOTION(S): Information only.

DISCUSSION: A Construction Day Careers Fair presenting apprenticeship opportunities in the construction trades is scheduled to be held on October 20, 2006, from 10:00 a.m.-2:00 p.m., at the Automotive Training Center, Castle Airport Aviation & Development Center.

The Merced County Office of Education/ROP, Workplace Learning Academy and Dept of WI are coordinating the project along with the San Joaquin Area Apprenticeship Committee. As of August 2, 2006, nine unions have registered for the event, and expect a minimum of 20 unions to be signed up by October 9, 2006. The unions are funding the event to include the costs for lunch, handout materials, transportation and other program costs in support of the day's activities. No Workforce Investment Act funds will be required. Approximately 200 youths are expected to attend the function.

ATTACHMENT(S): N/A

TO: Executive Committee

DATE: 8/07/06

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Manufacturing A Career (MAC) Proposal

PROPOSED MOTION(S): Information only.

DISCUSSION: In an effort to assist employers in finding trained manufacturing workers in the San Joaquin Valley, the California Partnership for the San Joaquin Valley is proposing “Manufacturing A Career (MAC)”. This Partnership brings together:

- **8 Local Workforce Investment Areas**
- **8 Community Colleges**
- **Employers (Manufacturing Council)**
- **Fresno Regional Jobs Initiative**
- **Advanced Manufacturing and Food Processing Clusters**
- **ROP Programs**

The Partnership is seeking \$1,494,979.20 to augment funding for this innovative program that is designed to develop a pipeline of Advanced Manufacturing workers. The local workforce does not possess the skills needed to be employable for the high tech automated systems currently used in manufacturing. A gap analysis will be performed to develop a competency-based/industry-driven curriculum. The curriculum will use “modular distance learning” systems through the community colleges. The following individuals may be enrolled in the pipeline:

- **Students enrolled appropriate 2+2 courses referred by ROP;**
- **Adult and Dislocated Workers referred by Workforce Investment Boards (WIB);**
- **Incumbent workers needing upgrade skills training referred by manufacturers.**

The goal for the MAC program is to build a sustainable and replicable model that leverages resources (currently \$2 million) to train 600 workers spanning a 300-mile corridor serving 80 sectors in manufacturing. Merced County WIB is committed to co-enrolling 9 manufacturing participants per year, beginning year 2, for a total of 18.

ATTACHMENT(S): N/A