

**Merced County Workforce Investment Board  
Planning and Policy Development Committee  
Merced County Department of Business-Economic Opportunities  
2000 "M" Street, Merced, CA  
August 22, 2001, 3:00 p.m.  
Meeting Minutes**

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**Members Present:** Andrea Baker, George Brown, Harry Dull, Peter Fluetsch (Chair), John Fowler, Brian Griffin, Grover Omyer

**Members Absent:** Nick Benjamin, Carol Greenberg

**PITD Staff Present:** Debby Hoban, John Kasnick, Ed McLaughlin, Dick Skarke

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1. **Call to Order and Roll Call** - The Chair called the meeting to order and roll call was taken.
2. **Approve Agenda** – Item 7 – MOU Amendments (EDD & Housing) was previously taken care of and removed from the agenda.
3. **Approval of Minutes** – It was *M/S/C Fowler/Dull* to approve the July 18, 2001, minutes with one change. Carol Greenberg was added as being present at the July 18<sup>th</sup> meeting.
4. **Opening Comments from the Chair** – The Chair thanked everyone for attending the meeting.
5. **Public Opportunity to Speak** – None
6. **WIB/CLEO Draft Agreement** – The WIB/CLEO Agreement has been through this committee, sent to the full WIB, and sent back to committee for further development. An issue was raised at WIB meeting that some members wanted to participate in developing the classification, and in the selection and hiring of staff dedicated to the WIB. It was felt the WIB should have significant say in what skills are required and who is selected to fill the position.

Ms. Andrea Baker provided everyone the current county policy regarding staff and staffing. Currently, new classification or organizational review/changes, development of new classifications and all the elements of that classification, or development of reclassification are subject to prior approval by the Board of Supervisors (BOS). The department head gets to pick who fills that classification. Ms. Baker noted at the WIB meeting that WIB members are on a selection panel for key positions, and they are also voting members.

The agreement stipulates what the BOS authority is in relationship to WIB authority and what is expected by both entities. It spells out PITD's responsibilities to carry out functions by direction of the BOS.

It was *M/S/C Griffin/Omyer* (abstained Baker) that the BOS responsibility be presented to the WIB, and the PITD Director let the WIB know that WIB members are being selected for employment panels when

*"Merced County's Workforce Investment System will keep pace with new growth, the emerging economy, and the ever-changing needs of the employers by creating a better educated, highly skilled workforce, that's capable, prepared, and thoroughly knowledgeable."*

assigning people to WIB activities. Also, that PITD Director encourages WIB participation in the selection process and welcomes input on skills, knowledge, and abilities in the classification process.

Based on the above, the committee recommended no changes be made to the CLEO/WIB Agreement at this time.

**7. MOU Amendments (EDD & Housing)** – Removed from agenda.

**8. Determination of “Limited Funds” Status** – The law states if there are limited funds, priority will be given to certain individuals; people on public assistance and low-income individuals. This applies to adult intensive and training services. The plan for the next program year includes a participant plan in order to get an idea of how many people are anticipated for adult intensive and training services, and how much is allocated to fund those services.

Staff will bring the status report to each meeting for review. If the report shows an oversubscription in adult intensive and training services (forecasted participant plan was too low), then the committee needs to recommend to the WIB declaration of the limited funds status, which will bring the law into effect.

**9. Determination of “Occupations in Demand”** – The law states you can only train people in occupations that are in demand. The local WIB gets to say what constitutes occupations in demand. The latest forecast of the state Labor Market Information system on the top 25 in-demand occupations in the Merced labor market did not factor UC Merced opening in 2004 or the need of any new businesses. The WIB can examine and add to the list.

It was recommended staff develop a list based on the employers’ survey and all other locally gathered data, and develop standing procedures by the next meeting.

**10. Adjournment** – Meeting was adjourned at 4:15 p.m. Next meeting will be September 26, 2001, at 3 p.m., at the Merced County Department of Business Economic Opportunities, 2000 M Street, Merced, CA.

Minutes Prepared by Debby Hoban