

**Workforce Investment Board of Merced County
Standards and Certification
Committee Meeting
August 24, 2001
7:30 a.m. to 9:00 a.m.**

Members Present: Richard Becker, Don Bergman, George Brown, John Headding (Chair), Gisele Malone, Ned Miller, Helen Sullivan

Members Absent: Charlie Lambert, Jack Mobley

PITD Staff Present: Marta Echevarria, John Kasnick

1. **Call to Order and Roll Call** – The Chair called the meeting to order at 7:34 a.m. and roll call was taken.
2. **Approval of Agenda** – The agenda was approved as published.
3. **Approval of Minutes** – It was *M/S/C – Bergman/Becker* to approve the June 8, 2001 minutes as submitted.
4. **Opening Comments from Chair** – The Chair distributed handouts of the Workforce Excellence Network Model of a Certification Process. The Chair noted the committee has currently completed the first part of phase one (of three phases) of the sample certification process.
5. **Public Opportunity to Speak** – None
6. **Certification of One-Stop Career Centers** – The certification criteria for the One-Stops, developed during past committee meetings, was approved at the 07/26/01 Workforce Investment Board (WIB) meeting. The committee decided to move forward with the approved certification criteria and recommended the Chair and staff develop a survey instrument and related policies to use for grading the One-Stop Career Centers for certification.
7. **Certification of Affiliate Sites** – After discussion, the committee concurred on the following definitions of affiliate and satellite sites to the One-Stops:
 - a. An affiliate site is an entry point to the One-Stop system and assists in providing direction and information about the One-Stop system. It may provide one or more services but is not run by the One-Stop operator.
 - b. A satellite site is run by the One-Stop operator, and may provide a variety of services similar to the One-Stop.

The certification criteria for affiliate sites was discussed and it was agreed by everyone that the certification process should be simple. It was *M/S/C Bergman/Miller* that staff assist the ad-hoc subcommittee (Ned Miller and Helen Sullivan) in preparing a definition of basic certification criteria for affiliate sites to be presented at the next committee meeting. It was *M/S/C Bergman/Miller* that the overall certification process of a full-service One-Stop include its satellite sites.

8. Locally Recognized Educational Credentials – Per the Workforce Investment Act (WIA), three of the core performance measures involve credentials. The Department of Labor (DOL) encourages local WIBs to recognize local educational credentials. There was much discussion regarding policy for these locally recognized credentials. The Chair asked staff to develop a draft policy which will be presented at the next committee meeting.

9. Next Meeting Date, Time, & Location – The next meeting will be September 26, 2001, at 7:30 a.m., in the Mercy Hospital and Health Services - Staff Room A (2740 M Street, Merced).

10. Adjournment – It was *M/S/C – Becker/Sullivan to adjourn* at 8:56 a.m.

Minutes prepared by Marta Echevarria