

Workforce Investment Board
Executive Committee
Department of Workforce Investment
1880 W. Wardrobe Ave, Merced, CA
August 25, 2003, 7:30 – 9:00 a.m.
Meeting Minutes



Members Present: Andrea Baker, John Heading (Chair), Nellie McGarry, Rick Osorio, Vann (Mike) Smith, Mike Sullivan

Members Absent: Kathleen Crookham, Mike Boardman

WI Staff Present: Dave Davis, Dee Knight, Ed McLaughlin, Jackie Walther-Parnell

I. Call to Order: The Chair called the meeting to order at 7:34 a.m. A sign-in sheet was used in lieu of roll call.

II. Approval of Agenda: It was *M/S/C McGarry/Sullivan* to approve the agenda

III. Approval of Minutes: It was *M/S/C Osorio/McGarry* to approve of the July 28, 2003 minutes.

IV. Public Opportunity to Speak: None.

V. Public Hearing – 5-Year Plan Modification: The Chair provided background information regarding the public hearing process, and opened the public hearing. It was noted there were no comments from the public during the 30-day comment period. The public hearing was then closed.

VI. Action Agenda:

a. ITA Policy – It was *M/S/C Osorio/McGarry* to recommend to the full Workforce Investment Board (WIB) that the Individual Training Account (ITA) be changed from \$6,000 to \$2,500, and giving the program manager flexibility in allowing the participant to have more than one ITA during the two-year period as long as the participant does not exceed the maximum amount.

b. 5-Year Plan Modification – It was *M/S/C McGarry/Sullivan* to approve changes to the Fourth-Year Strategic Plan Modification and authorize the Chair to sign all applicable copies of the plan.

c. Performance Measures – It was *M/S/C McGarry/Sullivan* to approve the local Workforce Investment Area performance goals.

d. Supportive Services Policy – It was *M/S/C McGarry/Osorio* to grant interim approval of the new Supportive Services Policy.

e. WIB Retreat – The tentative date is October 2, 2003, 7:30-11:30 a.m. The retreat is being held to review the strategic plan and goals that were established last year. A facilitator has not been selected, but several recommendations were made. It was *M/S/C Osorio/McGarry* to approve the WIB Retreat.

f. WIB/BOS Joint Meeting – The tentative date is October 7, 2003, in the afternoon. It was *M/S/C McGarry/Osorio* to approve the WIB/BOS Joint Meeting. It was recommended staff look into having the joint meeting the same day as the WIB Retreat.

g. Addition to ETPL – It was *M/S/C McGarry/Osorio* to approve the Merced Adult School's Pharmacy Technician course as an addition to the State Eligible Training Provider List.

h. Grant Application – It was *M/S/C Osorio/Sullivan* to approve submittal of a grant application to fund a Disability Program Navigator position at the Worknet Employment Resource Center, and the

WIB Chair sign all applicable copies of the application.

VII. Information Agenda:

a. Report on Training Statistics – Information on Individual Training Accounts was provided for PY 2002/2003.

b. WIB Performance Review Priorities – The Quality Assurance Committee reviewed and assessed the WIB performance improvement recommendations, and provided a listing of assigned priorities that will go to the full WIB to be incorporated into the strategic plan and goals.

c. JCG Contract Status Update – The Dept of WI has scheduled a meeting with Jobs for California Graduates on September 2, 2003, to clarify some of the issues and provide assistance in resolving the problems in the Housing Authority Job Specialist program.

d. Rapid Response Application – The Dept of WI requested funding from the State in the amount of \$175,534 to provide orientations and information to workers laid off within Merced County.

VIII. Director's Comments: Ms. Andrea Baker provided an update on the reauthorization and presented some of the initiatives. There should be a decision made sometime in October 2003.

IX. Chair Comments:

a. Update on One-Stop Certification – The prescoring document has been completed by the examiners, and staff is putting together a summary. The application submitted by the One-Stop is very extensive and very well done. The site visit will be in October.

b. Update on Committee Chair Appointment Requests – The Chair noted a letter was sent out reminding everyone it was time to look at replacing the WIB subcommittee chairs, and he has received only one response. He stated if anyone is interested in being a committee chair, to let him know as soon as possible.

c. Meeting of the Minds Conference – The Chair, along with Ms. Baker, Ms. McGarry and Mr. Sullivan will be attending the Meeting of the Minds Conference beginning this afternoon, and ending on Wednesday, August 27, 2003.

d. Retirement Dinner – The Chair announced the retirement dinner for Mr. Ed McLaughlin on Friday night, 6:30 p.m., at the Branding Iron Restaurant.

X. Other: Mr. Osorio asked if staff could provide the statistics on Merced residents who have gone through the WIA program and received job placement, and also how the city can be more active with workforce investment.

He also noted the League of Cities is having its annual conference in Sacramento in September, and asked if the WIB will be sponsoring any youth this year. Staff noted Mr. Alexander Hall should submit a request for funds.

XI. Next Meeting: September 29, 2003, 7:30-9:00 a.m., Dept of Workforce Investment, 1880 W. Wardrobe Ave (Large Conference Room), Merced, CA.

XII. Adjourn: It was *M/S/C McGarry/Osorio* to adjourned at 8:32 a.m.

Minutes prepared by Devilla D. Knight.