

**Workforce Investment Board of Merced County
Program Planning and Development Committee
Merced Chamber of Commerce Conference Room
690 W. 16th Street, Merced, CA
Wednesday, August 25, 2004, 3:00–4:30 p.m.
Meeting Agenda**



www.co.merced.ca.us/wi/wib/wib.html

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1. Call to Order and Roll Call
 2. Approve Agenda
 3. Approve Minutes (June 23, 2004)
 4. Public Opportunity to Speak
 5. Action Agenda
 - a. Workforce Investment Board Marketing Plan
 - b. Eligible Training Provider List – Merced Adult School Clinical Medical Assistant
 - c. Eligible Training Provider List – Merced Adult School Medical Billing
 6. Chair’s Comments
 7. Next Meeting Date/Time—September 22, 2004, 3:00–4:30 p.m.
 8. Adjourn

“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.”

**Workforce Investment Board
Program Planning and Development Committee
Merced Chamber of Commerce Conference Room
690 W. 16th Street, Merced, CA
June 23, 2004, 3:00 – 4:30 P.M.
Meeting Minutes**



Members Present: Andrea Baker, Sharon Cresswell, Peter Fluetsch (Vice Chair), John Fowler, Scott Galbraith, Anne Newins, Al Romero

Members Absent: Paul Alderete, Don Bergman, Carol Greenberg, Rick Osorio (Chair), Thomas Tsubota

WI Staff Present: Dee Knight, Joanne Presnell

1. Call to Order and Roll Call: The Vice Chair called the meeting to order at 3:12 p.m. A sign-in sheet was used in lieu of roll call.

2. Agenda: It was *M/S/C Galbraith/Fowler* to approved the agenda as published.

3. Approve Minutes (May 26, 2004): It was *M/S/C Newins/Romero* to approve the May 26, 2004 minutes as written.

4. Public Opportunity to Speak: None.

5. Action Agenda:

a. Five-Year Strategic Plan: It was *M/S/C Cresswell/Galbraith* to approve the Five-Year Strategic Plan Modification and forward it to the Executive Committee with a recommendation for approval and signature.

Staff noted the plan would be forwarded to the Executive Committee after a 30-day public comment period, which concludes on July 21, 2004.

6. Chair's Comments: None.

7. Next Meeting Date/Time: Next meeting is July 28, 2004, 3:00-4:30 p.m., in the Merced Chamber of Commerce Conference Room, 690 W. 16th Street, Merced.

8. Adjourn: The meeting adjourned at 3:18 p.m.

Minutes prepared by Devilla D. Knight.

TO: WIB Program Planning & Development

DATE: 8/25/04

FROM: Worknet Leadership Team

For Action

For Information

For Discussion

SUBJECT: Workforce Investment Board (WIB) Marketing Plan

PROPOSED MOTION(S): To approve adding language to the WIB Marketing Plan that describes how the effectiveness of the plan will be evaluated.

DISCUSSION: During the certification of the Merced Employment Resource Center, Merced's full service One-Stop, the evaluation team questioned how the effectiveness of the Marketing Plan was determined. The Worknet Leadership Team developed and adopted the following language for WIB approval, to resolve that issue:

The Worknet Customer Satisfaction Survey is currently the mechanism used to measure customer satisfaction and customer awareness of the Worknet One-Stop system and is also the tool used as the method to evaluate marketing effectiveness. The responses are compiled and entered into the Case Management System and a monthly Participant Data Report is generated and reviewed by staff, the Worknet Leadership Team and WIB committees. As appropriate and viable, decisions regarding marketing strategies are considered and implemented.

ATTACHMENT(S): N/A

TO: Program Planning & Development

DATE: 8/25/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Eligible Training Provider's List (ETPL) Addition

PROPOSED MOTION(S): Approve the Merced Adult School's Clinical Medical Assistant course for addition to the state ETPL

DISCUSSION: The Workforce Investment Board approved an ETPL policy on June 20, 2000. The Workforce Investment Act 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 Merced Adult School for its Clinical Medical Assistant course meets the requirements for inclusion in the ETPL. Additionally, the cost is \$995 per student, considerably less expensive than nearby courses taught in Fresno (\$7,995 from MCED Career College), and comparable in cost to the \$895 cost at the Livermore Adult School.

ATTACHMENT(S): Application will be available at the meeting.

TO: Program Planning & Development

DATE: 8/25/04

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Eligible Training Provider's (ETPL) List Addition

PROPOSED MOTION(S): Approve the Merced Adult School's Medical Billing course for addition to the state ETPL

DISCUSSION: The Workforce Investment Board approved an ETPL policy on June 20, 2000. The Workforce Investment Act 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 Merced Adult School for its Medical Billing course meets the requirements for inclusion in the ETPL. Additionally, the cost is \$995 per student, considerably less expensive than nearby courses taught in Sacramento (\$5,345 from Sacramento Office Skills Center and \$6,025 from Vocational Evaluation Services) and in Fresno (\$4,245 from MTMA Schools).

ATTACHMENT(S): Application will be available at the meeting.