

**Workforce Investment Board  
Program Planning and Development Committee  
Department of Workforce Investment  
1880 West Wardrobe Avenue, Merced, CA  
August 27, 2003, 3:00 – 4:30 P.M.  
Meeting Minutes**



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**Members Present:** Don Bergman, Mike Boardman, Sharon Cresswell, Peter Fluetsch, Scott Galbraith, Carol Greenberg, Gisela Malone, Al Romero, Thomas K. Tsubota

**Members Absent:** Paul Alderete, Andrea Baker, Harry Dull, John Fowler, Ana Pagan, Mike Sullivan

**WI Staff Present:** Maria Castro, Dave Davis, Joanne Presnell

**Others Present:** Penny Sawyer, Dr. John Spevak

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1. **Call to Order and Roll Call** – The Chair called the meeting to order. A sign-in sheet was used in lieu of roll call.
2. **Agenda** –It was *M/S/C Romero/Bergman* to approve agenda as published.
3. **Approval of Minutes** – It was *M/S/C Fluetsch/Greenburg* to approve May 28, 2003 minutes.
4. **Introductions** – Ms. Joanne Presnell introduced Ms. Penny Sawyer and Dr. John Spevak from Merced College.
5. **Public Opportunity to Speak** – none.
6. **Consent Agenda** – It was *M/S/C Bergman/Romero* to approve Consent Agenda items a., b., and c.
  - a. **ITA Policy for 2003-2004**
  - b. **Support Services Policy for 2003-2004**
  - c. **Local Plan Modifications PY 2003-2004**
7. **Action Agenda:**
  - a. **LVN Program** – It was *M/S/C Bergman/Greenburg (Newins abstained)* to fund the LVN program. Ms. Presnell discussed the LVN program. Merced College proposed the Workforce Investment Board (WIB) sponsor 12 students to include 1 Instructor and 1 Clinical Assistant. Mr. Spevak provided two handouts--one showing where students go from the RN program and one showing where students are employed after the LVN program.
  - b. **WIB Goals Audit** – It was *M/S/C Fluetsch/Newins* to approve the progress of the WIB's Strategic Goals assigned to the Program Planning & Development Committee. Ms. Presnell discussed Goals 1-4. The Chair discussed the Action Teams and how they correlate with the WIB goals.

*Goal 1*-is connected with the Workforce Development Action Team. Chairperson Gisela Malone discussed how the Action Team concentrated on and the lack of soft skills in the workforce. A partnership was formed with Merced College and the Department of

Workforce Investment on a trial basis for the months of October and November to provide a workshop to Worknet customers in obtaining soft skills. The team also concentrated on identifying the industry clusters selected for future support. Ms. Malone discussed the Business Competitive Team, and asked for committee members to participate on that team to determine if there is a need for the Workforce Action Team since both teams have similar goals.

*Goal 2*-is connected the Economic Development Action Team, which is focused on retention and expansion of businesses in Merced County. There is no need for this Action Team since the Business Competitive Team is in place to address these issues.

*Goal 3*-is connected to the Education Action Team. Chair Peter Fluetsch gave an update on how the Action Team has worked toward implementing strategies to promote student achievement and graduation. Getting more businesses involved in utilizing the Youth Employability Card (YEC) is also a focus of the Action Team.

*Goal 4*-to become an active advocacy voice and take political action on workforce development issues at the local, state and national levels was determined to be covered by the Business Competitive Team and the WIB Executive Committee.

## **8. Information Agenda**

### **a. Barbara Shaw's Recommendations for the Program Planning and Development**

**Committee** – The Business Competitive Team is convening and working with businesses in the area. The Development of a plan to capitalize on UC Merced is ongoing. Ms. Elaine Craig and Mr. Eddie Harding have been in touch with Ms. Kathy Andrade to display Worknet information, to include the YEC, in a window at the Merced Mall. Information regarding the YEC, will be included in the Merced Mall Newsletter. Ms. Andrade will also speak to each of the store owners about utilizing the YEC. A meeting will be scheduled to have Ms. Craig and staff speak with employers to encourage them to utilize the YEC.

## **9. Chair's comments – none.**

**10. Next Meeting Date and Time:** September 24, 2003, Merced County Department of Workforce Investment (Large Conference Room), 1880 W. Wardrobe Avenue, from 3:00-4:30 p.m.

**11. Adjourn** – Meeting adjourned at 4:30 p.m.

Minutes prepared by Maria Castro.