

Workforce Investment Board of Merced County
Quality Assurance Committee
Mercy Medical Center Dominican Campus (Staff Rm A)
2740 M Street, Merced, CA
August 29, 2003, 7:30–8:30 a.m.
Meeting Minutes



Members Present: John Headding (Chair), Brian Griffin, Doug Kirkpatrick, Ned Miller, Terry Nichols, Helen Sullivan, Steve Tinetti

Members Absent: Nicolas Benjamin, Ernie Flores, Jeremiah Greggains, Albert Montejano, Carole Roberds

Staff Present: Dave Davis, Debby Hoban, Joanne Presnell

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 approved as published.
3. **Approval of Minutes (July 25, 2003):** It was *M/S/C Miller/Tinetti* to approve the July 25, 2003 minutes.
4. **Public Opportunity to Speak –** None present.
5. **Introductions:** None.
6. **Action Agenda:**
 - a. **Performance Measures for Program Year (PY) 2003-2004:** Ms. Joanne Presnell stated the performance measures for PY 2003-2004 were due to the state by August 29, 2003. On August 25, 2003 due to the time constraints, the Workforce Investment Board (WIB) Executive Committee approved the proposed local performance levels and authorized the WIB Chair to sign the submittal. It was *M/S/C Griffin/Tinetti* to approve the local performance measures.
7. **Information Agenda:**
 - a. **Monitoring Report January 1, 2003 through June 30, 2003:** Ms. Presnell stated the Customer Service Unit monitored contracts, agreements, and Memorandums of Understanding (MOUs) for the last six months of FY 2002/2003. The report was presented to the committee for information only.
 - b. **Update on Worknet Certification Process:** Ms. Presnell reported the Independent Review and Scoring of the application has been completed. The Consensus Meeting is scheduled for September 3, 2003 from 12:00 to 5:00 p.m. The site visit to Worknet is scheduled for October 8, 2003 from 8:00 a.m. to 5:00 p.m., at which time site visit issues will be verified and clarified, and scores and comments finalized.

8. Chair Comments: The Chair asked for volunteers to chair this committee. He invited Ms. Helen Sullivan to report on the Small Business Grant received by UC Merced. She gave an overview on the Small Business Grant (1.6 million dollars) to be the lead center for small business development centers in Central California region. She noted the following technical assistance and training for small business owners will be available: help in developing a business plan and sending person to a workshop to learn how to develop it; help put together loan packages, how to market the business, accounting, give legal advice, etc.

9. Next Meeting Date & Time: September 26, 2003, 7:30 a.m., Mercy Medical Center Dominican Campus (Staff Room A).

10. Adjourn: Meeting adjourned at 8:20 a.m.

Minutes prepared by Debby Hoban