

Workforce Investment Board of Merced County
Standards and Certification Subcommittee
Mercy Medical Center (Dominican Campus) Staff Room A
2740 M Street, Merced
August 30, 2002, 8:00 a.m.



Meeting Minutes

Members Present: Richard Becker, George Brown, Dean Cormany, John Headding (Chair), Ned Miller, Carole Roberds, Helen Sullivan

Members Absent: Ben Duran, Charlie Lambert

PITD Staff Present: Debby Hoban, Ed McLaughlin, Joanne Presnell, Chuck Purcell

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** – The agenda was approved as published.
3. **Approval of Minutes** – It was *M/S/C Becker/Cormany* to approve the August 30, 2002 minutes.
4. **Public Opportunity to Speak** – None
5. **Agenda Items:**
 - a. **Finalize One-Stop Certification Process** – Mr. John Headding noted that over the past six to eight months the committee has spent a lot of time reviewing the criteria established for One-Stop certification, which is modeled after the Baldrige criteria. He asked Ms. Joanne Presnell to cover the highlights of the policy statement, background information, and application process for the One-Stop and affiliates. She noted the following:
 - Purpose: Talks about the framework to be used in the certification process for the program year 2002/2003. The committee may want to consider a two-year certification instead of one, since the process takes quite a bit of time not only for the One-Stop but also for the examination committee to review the application and make the site visits.
 - There are two parts in this process. One is looking at the statutory requirements by law that should be at the One-Stop (services), and the other is looking at the quality improvement of the One-Stop system.
 - Policy Statement: It covers formal designation, subagreements, and funding. It is a local decision whether or not the One-Stop is certified. The certification would show that the One-Stop has statutory requirements, and also meets the Baldrige criteria designated by this committee.
 - First part of the One-Stop partner and affiliates certification process is that they have to meet 100 percent of the statutory/mandatory requirements.
 - The Challenger Award is the certification process where we develop criteria in each of the seven areas and the process associated with it.
 - The Challenger Award application talks about the seven Baldrige criteria, about the benefits of participating, and its benefits to the One-Stop.

- One of the benefits for the One-Stop is that there will be a thorough self-assessment that they will do using the criteria this committee has put together. It will be very helpful to the One-Stop in determining what areas they should focus on improving. The other benefit to the One-Stop will be the ability to use the Workforce Investment Board Logo stating that the One-Stop is certified by the Workforce Investment Board.
- The One-Stop Steering Committee is having a retreat on September 3-4, 2002, to begin the strategic process of identifying the mission and goals. The seven criteria will be developed and additional meetings will be held. Need meeting of the minds with individuals who have the authority to make decisions.
- The committee discussed the Baldrige criteria and scoring. Training was given to One-Stop partners on the Baldrige criteria and scoring, and quality principles and practices.
- The committee changed terminology in the Challenger Application, under Category 1, from One-Stop employees to One-Stop staff.

It was *M/S/C Becker/Miller* to approve the policy and scoring guideline system. Mr. Cormany and Ms. Roberds abstained.

6. Chair Comments – None

7. Next Meeting Date and Time – The next meeting is Friday, September 27, 2002, in the Mercy Medical Center (Dominican Campus), Staff Room A, 2740 M Street, Merced, from 8:00 to 9:00 a.m.

8. Adjournment – The meeting was adjourned at 9:10 a.m.

Minutes prepared by Debby Hoban