

TO: Workforce Investment Board (WIB)

DATE: 09/11/03

FROM: Quality Assurance Committee

For Action

For Information

For Discussion

SUBJECT: WIB Performance Review Priorities

PROPOSED MOTION(S): Information with possible action.

DISCUSSION: During its July 25, 2003 meeting, the Quality Assurance Committee reviewed the WIB performance improvement recommendations from Barbara Shaw. As directed by the WIB, the committee assessed each recommendation and assigned priorities. Please see attachment.

ATTACHMENT(S): Barbara Shaw Recommendations/WIB Improvement

BARBARA SHAW RECOMMENDATIONS

WIB IMPROVEMENT

Program Planning & Development Committee

- **Develop strategies to strengthen Youth Employability Card program**
- **Develop a plan for how to capitalize on UC Merced**
- **Target the top 50-100 businesses in the area; develop a coordinated approach for outreach.**

Recommendations made and already accomplished

- **Develop a priority Service Plan and strategies for the impending cutbacks.**

Quality Assurance Committee

- **Conduct an evaluation of the Nursing Program. Include retention and job placement information.**
- **Establish benchmarks; develop additional ways to measure success, track success stories, measure the “balanced scorecard”.**

Finance Committee

- **Have a joint Executive / Finance Committee meeting to look at options for dealing with funding changes. Meeting to be held quarterly or twice a year.**

Recommendations made and already accomplished

- **Bring the current budget before the WIB at all meetings**
- **Develop a plan vs. actual column**

Executive Committee

- **Develop a plan for how to improve the already strong relationship with the Local Elected Officials. Increase the level of understanding of WIB goals and achievements with the Local Elected Officials.**
- **Have a continuous evaluation of the present WIB Committee structure.**
- **Find 2-3 prospective board members who are major employers**
- **Evaluate new WIB agenda structure and modify as required to keep the board discussions strategic, focused and influencing policy.**

Board Members

- **Develop some strong contacts with the media**
- **Be prepared for meetings – read all materials before the meeting and question staff if clarification is desired**

Recommendations made and already accomplished

- **Develop strong relationships with city and county officials**
- **Be cautious about requests for data and background materials**

Chair and Executive Director

- **Schedule presentations that will continue to develop board member knowledge and interest**
- **Schedule a Planning Session for the full Board**

Recommendations made and already accomplished

- **Develop opportunities for positive contacts with the CEO and BOS**
- **Consider a panel presentation on business needs and issues**
- **Keep the board well informed regarding goals and accomplishments**