



**Merced County
Workforce Investment Board
Meeting Minutes
September 27, 2000**

- 1. Call to Order and Roll** – The WIB Chair, Steve Tinetti called the meeting to order and roll taken by Donna Ornelas.

Members Present:

Richard Becker	Nicolas Benjamin	Don Bergman
Rosie Boudreau	George Brown	Bill Cahill
Bob Carpenter	Elaine Craig	Doreen Crawford
Sharon Cresswell	Harry Dull	Ernie Flores
John Fowler	Don Gormly	Brian Griffin
Robert Harmon	John Headding	Jeff Knapp
Leo Lamb	Charlie Lambert	Gisela Malone
Tom May	Nellie McGarry	Ned Miller
Jack Mobley	Anne Newins	Grover Omyer
Rick Osorio	Leslie Peeler	Al Peterson
Carol Roberds	Al Romero	Dick Shipley
Mike Smith	Helen Sullivan	Terry Smith Tatum
Steve Tinetti	James White	

Members Absent:

Susan Armstrong	Bob Bittner	Kathleen Cookham
Chuck Dean	Ben Duran	Peter Fluetsch
Carol Greenberg	Diana Ingram	David Riordan
Judy Steinke	Elaine Trevino	

Others Present:

Andrea Baker	Ed McLaughlin	Becky Lincoln
John Kasnick	Joanne Presnell	Donna Ornelas
Lori Strumpf		

- 2. Approval of Agenda** – It was *M/S/C Headding/McGarry* to approve the agenda
- 3. Approval of Minutes** - It was *M/S/C Headding/Bergman* to approve the minutes with the correction that Ned Miller was present.
- 4. Public Opportunity to Speak** – none
- 5. Introduction of new members** – The following members have been recently appointed by the Merced County Board of Supervisors and were introduced by the Chair: Gisela Malone, Don Gormly, Leo Lamb, and Sharon Cresswell. Additionally it was noted that the WIB received a letter of resignation from Jeff

Braga. This will leave a vacancy in the private sector and members were encouraged to solicit nominations to fill the vacancy.

6. **News from the State Workforce Investment Board** - Bob Carpenter gave an update on the progress of the state WIB. He noted the board has been in discussion on committee structure. He noted that the executive committee and operations committee are formed and there are nine members developing operations policy. It is anticipated that there will be an economic development committee established as well. He noted that the State WIB is still forming and it is anticipated that this will be timely process.

7. **Older Youth Program**

- a. **Background – WIA Youth Programs** – Nellie McGarry provided a report on the background of WIA Youth Program development. The local youth council was established as a requirement of the Workforce Investment Act. She noted that it is the goal of the council to seek out ways to provide intervention for youth and establish a program that provides a full array of services to youth. She describe the various models and the required program elements. She noted that the council will continue to look for ways to leverage additional money to fund youth programs. Additionally she extended an invitation to WIB members to attend the Youth Council meetings. The meetings are held the second Friday of each month, from 9:00-11:00 a.m.
- b. **Arbor Presentation of Older Youth Program** - Charles Jameson, from Arbor gave a presentation on the overview of the older youth program. He noted that the program is designed to serve one hundred ten (110) participants. He describe the success of Arbor programs in other areas, as well as the services offered, and how costs for program are figured. Mr. Jameson showed a flow chart for program services. He noted that copies could be provided to those WIB members who were interested. Mr. Jameson noted that Arbor is currently in the process of recruiting staff to run the program. It is the goal to have a Director on board by November 1. Additionally he noted they are looking for space, and are currently working with a realtor on procurement. They are working to establish collaborative efforts with thirteen (13) other agencies in the area, introducing the program, etc. He noted that presently the work being done is all preliminary steps, and they anticipate when the director is hired things will move more quickly. The question was asked as to the goals on serving urban, rural areas. Mr. Jameson noted that they expect to serve Los Banos, however, there was no particular goal at this time.

8. **Facilitated Planning** Lori Strumpf facilitated the discussion on the relationship between the Youth Council and the WIB. Additionally she addressed the strategic goals established by the WIB at the June 2000 planning session.

a. Relationships between Youth Council and WIB - There was discussion of what the law says about the relationship. It is the theory that the WIB would exist and have subgroups within each local board. The subgroups can be determined by the WIB with the exception of the requirement for a Youth Council. The duties of the Youth Council include:

- Develop portions of the local plan relating to eligible youth
- Recommend eligible providers through a competitive process
- Conduct oversight of the program
- Coordinate youth activities

Membership of youth council is more broad than other sub-groups. The Youth Council are people appointed by the WIB and is made up of WIB members as well as well non-members. The Youth Council members are members of the WIB and those who are not appointed by the Board of Supervisors are members with no voting privileges.

There was discussion on the authority of the Youth Council to approve program changes, etc with full board ratification. The response was that the issue was addressed at the last WIB meeting and will be addressed in full at the by-laws committee.

b. Re-Present the Vision

WIB Vision:

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.

c. Committee Structure

Lori asked that members reference the memo enclosed in the packet, where she addressed recommendations for committee structures. The WIB was asked to review the options and make a selection.

The question was raised regarding the process of selection of committee structure as an action item. It was noted that this is would not be an "action" item, it would be just a reference for the by-laws committee. There was a lot of discussion on the proposed structures. It was noted that there may be an issue meeting a quorum with larger numbers of committees as there would be fewer members per committee. Lori noted that the WIB was not restricted to the two options. She indicated that these options were the outcome from June 15 meeting. There was discussion on a structure with fewer committees and what this would mean in terms of functionality. Lori noted that the executive committee is automatically populated, as is the youth council. There was a recommendation for a modified Option A and Modified Option B.

There was discussion on the difference of an ad-hoc committees to work on specific issues and those committees that are standing committees. Standing committees are to function more as a policy setting body through the full WIB. Ad-hoc committees are more of a management committee. The theory behind having the Executive and Finance committee combined is that the Executive Committee would have more oversight. Lori noted that the committees need to use caution, when developing new sources of funding, as this may be very time consuming and may need to move to a separate committee. Lori summarized ideas on committee structure and the following options were listed:

Option A

Planning and Policy Development
 Education and Employer
 Standards and Certification
 Marketing and Partnerships
 Finance
 Youth Council
 Executive

Option B

Finance
 Policy
 Operations
 Youth Council
 Executive

Modified Option A

Planning and Policy Development
 Educ. and Employer/ Mrktg and Partnerships
 Standards and Certification
 Youth Council
 Executive/Finance

Modified Option B

Policy
 Operations
 Youth Council
 Executive/Finance

There was discussion on how each of the committees would be responsible to search out funding sources to meet needs. Terry Tatum mentioned that the committees will need to use caution as not to duplicate efforts. Additionally, the Executive committee will want to stay involved in the grant seeking, etc. The Board took a poll and it was decided to go with the original Option A.

d. Assign Action Plan and Other Duties to Committees

There was discussion on the action plan and the four goals. Lori explained that each of the committees should take part in achieving the goals. There was discussion on the assignment of the goals to the committees and the following was recommended.

- Goal 1 – Planning and Policy Development
- Goal 2 – Standard and Certification/Education and Employer
- Goal 3 – Education and Employer/Planning and Policy Development
- Goal 4 – all the committees

There was discussion on how to accomplish the goals, and that the work may or may not be the function of the committee. Lori noted that she will put together a plan to help clarify this.

9. Meeting Schedule Recommendations – It was *M/S/C (Miller/Heading)* to hold the WIB meeting 11:30 a.m. – 2:00 p.m. on the fourth Thursday of every other month. November will be an exception due to the holiday. The November meeting will be third Wednesday.

10. Strategic Choices – Community Forums – Terry Tatum reported that California State University Stanislaus (CSUS) will be holding community forums with information on the recently completed study of Merced County. Although, the information available at the time is limited this is the proposed schedule of the forums and the dates/times known at this time:

Westside Community – October 2 7:00

Private Sector/WIB/Chambers – date TBA

Education – October 16 1:00 –3:00 at Merced County Office of Education

Eastside Communities/Elected Civic Leaders - date TBA

Northern County – date TBA

It is anticipated there will also be a meeting with the Board of Supervisors as an overview as well. A final schedule will be sent to WIB members.

11. Orientation for New WIB and Youth Council Members - Andrea proposed the idea of orientation of new WIB members. She requested those interested sign up and identify if they would prefer group or individual orientations. Additionally, it was noted by one of the WIB members the County web page also contains a WIB link. For information the web page can be accessed at: www.co.merced.ca.us.

12. Bylaws Committee Update - Tom May gave a report on the Bylaws committee. He noted that the committee approved items 2, 3, & 4, from the previous meeting. Terry noted that the Board of Supervisors (BOS) is requesting that the WIB is to have the direct relationship with the BOS and that all communication is to come through the WIB (rather than authorizing direct access of the Youth Council to the BOS). It was recommended that the Executive Board review in advance all requests for procurement unless time is an issue. Regarding the issue as to what the laws says in regard to the procurement and award of contracts by the Youth Council, Lori noted that the law states the Youth Council can make recommendations to the WIB. The WIB also has authority to delegate authority, however, the BOS ultimately has the liability for the WIB.

There was discussion on issues regarding the contract with Arbor, Inc. Basically the issue was that Arbor, Inc. was the first contract the WIB had to deal with. There was unfamiliar terminology in the presentation, and therefore it was not completely understood by some of the WIB. There was discussion on the confidence of the Board of Supervisors in the WIB, and it was thought that the WIB should maintain the same confidence with the Youth Council.

Recommendation that by-law committee bring as action item for the next meeting.

Additionally, Tom May reported on some of the progress of the bylaws committee. He noted that the bylaws committee is recommending the following: the Executive committee consist of committee chairs, the maximum term for WIB members is to be the initial first term plus two four year terms, a member may be dismissed from committee if miss thirty percent of the meetings, a quorum consist of 50% of the appointed WIB member. The next meeting is October 12 at 1:00. After input from the full WIB, Tom noted that there will be further discussion on attendance policy at the next meeting. One of the recommendations for the language in the bylaws is to have it read: “Board Chair may recommend removal from the Board.....”

13. Youth Council Report – Nellie McGarry gave an update on the Youth Council activities. The Council is meeting monthly and making lots of progress. She noted that the meeting in October they will have a guest speaker to discuss the youth center.

14. Other Business – Charlie Lambert reported on the successful graduation of the construction trades program participants. He spoke on how successful the program was and noted the attendance rate was 99%, with graduation rate of 100%. Harry Dull also noted how successful it was. The next class of thirty-seven is to begin on October 2. Steve noted that this program was a collaboration of local agencies.

Rick Osorio reported that he recently attended an Employer Focus Training Center “graduation.” He noted the big accomplishment for the students involved in the medical and office occupations programs.

It was noted that the Housing Authority will be holding an Open House. Tom May discussed new facility built by program participants.

Terry Tatum discussed investments in the workforce – not in dollars but that of the success of the participants. She noted that the real reward was the confidence and enthusiasm of participants.

15. Adjourn - Meeting adjourned 1:45 p.m.