

Workforce Investment Board of Merced County
Standards and Certification Subcommittee
Mercy Medical Center (Dominican Campus) Staff Room A
2740 M Street, Merced
October 25, 2002, 8:00 a.m.



Meeting Minutes

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

Members Absent: Ben Duran, Charlie Lambert, Carole Roberds, Helen Sullivan

Others Present: Holly Newlon, Terry W. Nichols

PITD Staff Present: 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. **Update – Meet the WIB Contest** – None
6. **Announcements:** Mr. Dean Cormany introduced Mr. Terry Nichols, supervisor in Merced area. Mr. Cormany announced he will eventually bow out of this committee and the WIB. Mr. Nichols will require formal appointment to the Workforce Investment Board (WIB).
7. **Action Agenda:**
 - a. **One-Stop Certification Process** – Mr. John Headding noted the committee has worked over the last 12 months on putting together the certification process, guidelines, etc., and still have four important areas to cover. There are two pieces to the certification process, one is the statutory requirement and the other is continuous improvement.

(1) Timeline for Certification - Ms. Joanne Presnell briefly outlined revised timeline. Initially, the timeline was to have certification submitted by December 2002. The recommendation is to push the timeline back to June 2003 to be able to submit the fully developed application to the Standards and Certification Committee (new Quality Assurance Committee). It would take up to two months (July and August) to actually review the applications, do on-site visits, and complete the feedback report, and if the criteria is met grant certification in September 2003. This committee will make a recommendation to the WIB to either grant the certification or not based on the evaluation, and the final decision will be made by the full WIB.

It was *M/S/C Miller/Brown* to accept the June 30, 2003 timeline, conduct visits and certifications in July and August, and if criteria is met grant certification in September 2003.

(2) Passing Score for Certification – It was noted this is a continuous improvement process and to set the standards high would set up the group for failure. Ms. Presnell stated using Baldrige criteria a score of 20-30% (between 200 to 300 points) would be a good starting point. It was decided that actual certification level should be set at 30% or score of 300 and anything below that score would be conditional level.

It was *M/S/C Cormany/Miller* that we accept the initial level of certification at 30% or score of 300 and anything less than that score would be conditional certification.

It was *M/S/C Becker/Miller* that for conditional certification, applications have to be resubmitted in six months.

(3) Should Funding be Tied to Certification? – Discussion was held and decision was made that the funding should not be tied to certification.

(4) Certification Frequency (How Often) – Mr. Headding stated the committee discussed at the previous meeting a two-year cycle for certification.

It was *M/S/C Cormany/Miller* that a two-year cycle be used for certification.

8. Information Agenda:

a. WIB Certification/Examination Team for the One-Stop – Discussion was held on who should be selected as examiners for certification (WIB members, county representatives, members of this committee). The process would involve receipt of application, review of application for meeting the requirements, and a site visit by the examination team. The examination team would do the scoring and actually write a feedback report noting strengths and opportunities for improvement.

(1) Discuss and Select WIB Certification/Examination Team Members – Discussion was held and consensus was to have an eight-member examination team, four members who would be appointed by the chair of this committee (new Quality Assurance Committee) and four who would be members at large and appointed by the WIB.

(2) Discuss Training for WIB Certification/Examination Team – Ms. Presnell stated training is needed on Baldrige criteria, quality practices and principles, on how to score and how to use scoring guidelines, and also how to write a feedback report after doing a review. It would require at least 12 hours of training for team members.

9. Chair Comments – Mr. Headding stated he received a memo sent to all the WIB members advising them that the WIB voted to accept the new committee structure outline at the September 26, 2002 meeting, and the members need to identify preference to the committee they wish to work on. New committee structure is effective January 1, 2003. This committee will be the Quality Assurance Committee under the new structure and the Chair urged present committee members to stay on this committee.

Mr. Heading invited Holly Newlon to give an update on One-Stop Steering Committee (Leadership Team). She is new to the committee but feels that as of July 1, 2002, there has been a lot of progress made in not only understanding what the criteria is composed of but also how to meet it. Having a score to aspire to will be quite helpful. They had a two-day retreat at Castle and made a lot of progress understanding truly where they are functioning, at what level, what is in place, and what needs to be developed. They met again on Saturday, October 19, 2002, and the progress they made was towards the strategic plan. They confirmed the charter, and made a lot of progress towards elements of vision and the values for the One-Stop. She noted it is interesting that 19 separate organizations can partner together to achieve a common goal. The Leadership Team agreed there was a need for the team members to have enough authority to make decisions and implement without having to go back to their superiors. Most of the members have the ability to say we can commit those funds and we can implement that policy, which is very critical, otherwise it slows down the process.

Mr. Heading thanked Mr. Cormany for his attendance and participation and for bringing Mr. Terry Nichols to the meeting. Mr. Nichols will be provided with an application to the WIB and an information packet about this committee.

10. Next Meeting Date and Time – Since the committee completed all the work, there are no meetings scheduled for November and December. The next meeting will be in January under the new committee structure.

11. Adjournment – The meeting was adjourned.

Minutes prepared by Debby Hoban