

**Workforce Investment Board  
Executive Committee  
1880 Wardrobe Ave.  
October 25, 2004 7:30 – 9:00 a.m.  
Meeting Minutes**



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Members Present :

Kathleen Crookham  
Albert Montejano  
Mike Sullivan

John Headding  
Rick Osorio

Nellie McGarry  
Mike Smith

Members Absent :

None

Others Present :

Andrea Baker  
Donna Ornelas

Elaine Craig  
Joanne Presnell

David Davis  
Jackie Walther-Parnell

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- I. Call to Order/Roll Call – The meeting was called to order by the Chair, Mr. Headding. Roll was taken by Ms. Ornelas.
- II. Approval of Agenda – It was M/SC Crookham/Montejano to approve the agenda as written.
- III. Approval of Minutes – There was not a quorum at the meeting of September 20, 2004, therefore there were no official minutes to approve.
- IV. Public Opportunity to Speak - None
- V. Action Agenda
  - a. Board of Supervisors Resolution for California Performance Review – It was M/S/C Osorio/Sullivan to request the Board of Supervisors approve a resolution in support of Merced County’s Workforce Investment Board’s continued designation as a Workforce Investment Area and opposing the California Performance Review Section GG23.
  - b. Strategic Scorecard (Discussion and Action) – It was M/S/C Osorio/Crookham to approve the WIB Strategic Scorecard. Mr. Headding asked that there be a presentation at the full WIB on the Scorecard.
- VI. Information Agenda
  - a. WIB Retreat – January 13, 2005. The retreat will be held 12:30-4:30 at the Sam Pipes room. Lunch will be served at 12:00. The discussion will be centered around the information the WIB has received over the last year on Education, Housing and Economic Development. The WIB will then divide into breakout groups to develop public policy related to these issues and create the “State of the Workforce” document. It was requested that WIB staff research the probability of holding a reception following the meeting.
  - b. Quarterly Fiscal Report – Ms. Walther-Parnell summarized the report that was distributed at the meeting.

- c. Teleconference Survey Summary – Ms. Baker noted that the staff surmised that it would be more appropriate to hold the teleconferences separate from the WIB business meeting in the future. The next teleconference is scheduled for January 11, 2005 at MCOE.
- d. EDD: Notice of Final Determination on Incident Report - JCG – Ms. Walther-Parnell reported on the incident report that was sent to EDD on JCG. It was noted there were no disallowed costs identified with the JCG contract and the letter from EDD indicated the incident had been reviewed and was closed. Ms. Walther-Parnell shared there were new procedures in place to prevent the same issues from happening again. Ms. McGarry noted that one of the areas identified was the requirement for reporting on a timely basis. Staff assured the Executive Committee, this is an area that has been addressed and is part of current procedures. Mr. Heading requested an update on the MCOE contract at the next meeting.

VII. Director's Comments – Ms. Baker reported NEG has been extended. The contract will allow the department to enroll additional participants funded by this grant through March 2005.

VIII. Chair Comments – Mr. Heading reminded the Executive Committee of the joint BOS/WIB meeting at 1:30 on October 26. In addition, Mr. Heading noted there would be no WIB meeting in November.

Mr. Heading gave an overview of the recent trip that he and Andrea went on with MCOE to San Bernardino. The group, consisting of representatives from the WIB, Department of Workforce Investment and Education went to San Bernardino where they met with the Alliance on Education committee. The Alliance consists of a collaboration of workforce, education and business. The primary topics were Family Involvement, P-16, and Workforce and Economic Development. It is anticipated the group will return after the Alliance has been up and running a while longer. Also, the group indicated they were interested in attending a WIB meeting in Merced to share additional information.

IX. Other - Ms. Crookham reported that she recently attended the Board of Supervisor conference. She noted the unique partnership Madera County WIB had with the gaming casinos. Ms. Crookham noted that Mr. Herman Perez from Madera County was in attendance and shared information on how the partnership was working.

X. Next Meeting – November 29, 2004

XI. Adjourn – meeting adjourned 8:25 a.m.