

**Workforce Investment Board of Merced County
Standards and Certification Committee
Mercy Hospital and Health Services
October 26, 2001, 7:30 a.m. to 9:00 a.m.
Meeting Minutes**

Members Present: Don Bergman, George Brown, John Headding (Chair), Charlie Lambert, Helen Sullivan

Members Absent: Richard Becker, Gisela Malone, Ned Miller

PITD Staff Present: Debby Hoban, John Kasnick, Dick Skarke

1. Call to Order and Roll Call – The Chair called the meeting to order at 7:35 a.m. and roll call was taken.

2. Approval of Agenda – The agenda was approved as published.

3. Approval of Minutes – It was *M/S/C Bergman/Sullivan* to approve the August 24, 2001, minutes.

4. Opening Comments from Chair – None

5. Public Opportunity to Speak – None

6. Appointment or Election of Committee Vice-Chair – The Chair noted the Chair of the Workforce Investment Board (WIB) suggested that each subcommittee appoint a vice-chair in order to have continuity of meetings in the absence of the chair. Vice-chair duties and responsibilities would be to chair the meeting, to attend the WIB Executive Committee meeting in absence of the chair, and be available to work with staff on special projects. It was *M/S/C Brown/Bergman* to elect Helen Sullivan as vice-chair for the Standards and Certification Subcommittee.

7. Recognition of Local Education/Training Credentials – Per the Workforce Investment Act (WIA), three of the core performance measures involve credentials. The U.S. Department of Labor (DOL) encourages States and local WIBs to recognize local educational credentials. After discussion, the committee concurred with the following:

- a. With respect to school-based training, each skills training program will be evaluated on an individualized basis by the Board, which will establish criteria taking into account the unique delivery mode, characteristics, and objectives of the program.

- b. In respect to OJT, the participants will be deemed to have been granted a locally recognized credential if he/she completes the training program set forth in the OJT contract and the following conditions are met:
- (1) The total (unadjusted) minimum training time as determined by the Occupational Rating System (ORS)¹ is at least six (6) weeks;
 - (2) The Specific Vocational Preparation (SVP)² level(s) for the occupation(s) for which training is being provided is/are at least three (3);
 - (3) There are a minimum of six (6) Learning Objectives set forth on the OJT Contract; and
 - (4) The student completes a minimum of ninety percent (90%) of the Learning Objectives set forth in the OJT contract with a grade of “Competent” or higher.

This will be submitted as an action item for the next WIB meeting.

The ratings on the second page of the OJT Agreement were discussed. It was *M/S/C Bergman/Brown* to revise the rating scale on page two of the contract to (1) substantially exceeds level of competence; (2) meets level of competence; or (3) does not meet level of competence.

8. Subcommittee Recommendations – Certification of Affiliate Sites – After discussion, the committee agreed to be certified as an “Affiliate” of the One-Stop Career Center System of the Merced Local Workforce Investment Area, a site (entity) must:

- a. Possess significant understanding of all One-Stop services;
- b. Have adequate supply of information on all One-Stop, satellite, partner and affiliate sites;
- c. Be competent in the services they choose to provide;
- d. Have clearly articulated vision for the organization as an affiliate site;
- e. Demonstrate strong customer service orientation; and
- f. Be appropriately staffed with continuous learning programs in place.

It was *M/S/C Lambert/Brown* to accept the requirements for Affiliate Sites. This will be submitted as an action item for the next WIB meeting.

¹ As set forth in *High Performance On-the-Job Training*, Washington, D.C.: U.S. Department of Labor, Employment and Training Administration, August 1993

² Specific Vocational Preparation (SVP) level. A number in the range 1 through 9 that broadly reflects the education and training requirements of a particular occupation. SVP levels are contained in the U.S. Department of Labor Publication, *Dictionary of Occupational Titles*.

9. Procedures and Documentation for Certification of One-Stop Career Centers and Their Satellite Sites – In interest of time this item was tabled until the next meeting.

10. Other Comments – The Chair expressed Carole Roberd's interest in being a member on the committee. It was *M/S/C Lambert/Brown* to recommend Ms. Roberds to the WIB Chair for membership on the Standards and Certification Committee.

11. Next Meeting Date, Time & Location – The next meeting will be November 30, 2001, in Mercy Hospital and Health Services – Staff Room B (2740 M Street, Merced).

11. Adjournment – It was *M/S/C Lambert/Sullivan* to adjourn at 9:05 a.m.

Minutes prepared by Debby Hoban