

**Workforce Investment Board
Executive Committee
PITD - Large Conference Room
1880 W. Wardrobe Avenue, Merced
October 29, 2001, 7:30 – 9:30 a.m.
Meeting Minutes**

Members Present:

Kathleen Crookham
Nellie McGarry
Mike Smith

Peter Fluetsch
Rick Osorio
Helen Sullivan (*for John Heading*)

Gisela Malone
Al Romero
Steve Tinetti

Members Absent:

John Heading

Others Present:

Andrea Baker
Dick Skarke

Allan Grimsby

Ed McLaughlin

Donna Ornelas

- I. **Call to Order Chair** - The meeting was called to order 7:45 a.m. by the Chair, Rick Osorio. Sign-In was used in lieu of roll call.
- II. **Approval of Agenda** - It was *M/S/C Crookham/Romero* to approve the agenda as written.
- III. **Approval of Minutes of September 10, 2001** - It was *M/S/C Tinetti/May* to approve the minutes of September 10, 2001.
- IV. **Public Opportunity to Speak** - None
- V. **Executive Committee Action Items**
 - a. Re-Negotiation of Arbor, Inc. Contract – It was *M/S/C McGarry/Crookham (abstention – Tinetti)* to approve re-negotiation of the contract to reduce the contract amount and numbers of youth served to 175. It was noted that throughout the state this particular age group difficult to recruit
 - b. Request For Proposal for Out-of-School Youth (17-21) Year-Round Program – It was *M/S/C Fluetsch/Romero* to approve the RFP for Out-of-School Youth Contract. There was discussion on why there needed to be another contract since we are reducing the original contract with Arbor. Andrea noted that we are required to use 30% of youth money on this age group. There was further discussion on areas to target where youth can be served.
 - c. Private Sector Recruitment – It was noted that the board is required to have at least 51% of private sector representation. Currently the board is at 50% and there was discussion on how to improve the recruitment of private sector individuals. The Chair recommended that the Board hold a luncheon or breakfast event and invite community clubs and organizations in order to educate the community on the work of the board. It was *M/S/C Crookham/McGarry* to approve the amended motion to have staff research feasibility to luncheon/breakfast event in an effort to assist the recruitment process.
 - d. WIB Self-Assessment Survey Review – There were 23 responses received from the entire Board. Joanne Presnell provided an overview of results for the Executive Committee. It was *M/S/C Osorio/Romero* to approve the recommendation to have each committee address those areas noted in the needs assessment and develop an action plan within 60-days. WIB staff will group by committee for assignments.
 - e. Committee Restructure – It was *M/S/C Fluetsch/Crookham* approve the restructuring of the WIB Committees as follows: Combine Finance with Standards and Certification; add Legislation items to Planning & Policy, and change Marketing & Partnerships to Marketing & Economic Development
- VI. WIB Agenda
- VII. Consent Agenda Setting – It was *M/S/C McGarry/Romero* to approve the Consent Agenda with the following items:
 - i. Application for Membership (Chuck Dean)
 - ii. Application for Membership (Micki Archuleta)
 - iii. Needs Assessment Survey
 - iv. Youth Conference Agenda
 - v. Re-Negotiation of Arbor, Inc Contract (Ratify Action by Exec Committee)

- vi. Request for Proposal for Out-Of-School Youth (17-21) Year-Round Program
- vii. Determination of “Limited Funds” Status
- viii. Determination of “Occupations in Demand”
- ix. Locally Recognized Credentials
- x. Criteria for Affiliate Sites
- xi. Funds Request Package

- b. Action Agenda – It was *M/S/C Tinetti/Smith* to approve the action agenda.
 - i. Technology Proposal - Allen Grimsby spoke on this. Joanne noted that the questions from last exec presentation answered in material that was included in the package
 - ii. Committee Restructure – Combine the Finance Committee with Standards & Certification; add Legislation items to Planning & Policy Development and change Marketing & Partnerships to Marketing and Economic Development. No changes to the Executive Committee, Education & Employers and the Youth Council.
- c. School-to-Career Presentation - presentation to be given by Ralph Vigil.
- d. Strategic Choices/WIB Goals and Objectives – Andrea noted that it is the intention to match up the strategic choices recommendations with those identified at the Special WIB meeting October 18. There will be a few slides providing explanation. It is anticipated this item will be divided among the various committees for work.
- e. William Bell Contract (WIB Logo) - Information on renegotiation
- f. CVOC Faith-Based Initiative Proposal (Support Letter)- Information item.
- g. Los Banos Unified School District (MOU) – Information item
- h. Youth Employability Card –Information item
- i. Committee Reports
 - i. Education & Employers.....(2 min)
 - ii. Finance Committee.....(2 min)
 - iii. Marketing & Partnerships.....(2 min)
 - iv. Planning & Policy.....(2 min)
 - v. Standards & Certification.....(2 min)
 - vi. Youth Council.....(2 min)

VIII. Chair Comments – Mr. Osorio noted that as Chair, it is his goal to move the Board forward and provide better communication.

IX. Other - none

X. Adjourn – Meeting adjourned at 9:35 a.m.