

**Workforce Investment Board of Merced County
Education and Employers Committee
Private Industry Training Department
Small Conference Room
1880 West Wardrobe Avenue, Merced, CA
November 20, 2001, 7:30 – 9:00 a.m.
Meeting Minutes**

Members Present: Don Bergman (Co-Chair), Gisela Malone, Anne Newins, Carol Roberds, James White

Members Absent: Al Romero (Chair)

PITD Staff Present: Dee Knight, Bob Molmen, Debbie Morrow, Joanne Presnell

1. Call to Order and Roll Call – The Co-Chair opened the meeting, and a sign-in sheet was used in lieu of roll call.

2. Approve Agenda – M/S/C Roberds/Malone to approve the agenda.

3. Approve Minutes – It was M/S/C White/Roberds to approve the October 16, 2001 minutes.

4. Public Opportunity to Speak – Several committee members asked the Co-Chair to address issues of concern to the Workforce Investment Board (WIB) Executive Committee regarding the operation of the Youth Council, and the processes of Youth Council subcommittees. Some questions are does the youth and non-WIB member vote outnumber that of WIB members, and what is the protocol for contract approval and contract performance review?

Members would like to be educated on the financial oversight responsibility of the Workforce Investment Board (WIB), how funds are expended in simple terms, what the results have been with contracts such as Kings View, and how the Private Industry Training Department provides oversight.

5. Introductions – None.

6.a. Recommend Implementation of the Employability Card to the WIB – Staff provided handouts showing the progress and history of the employability card, and the following requested changes made by the principals:

- 1) GPA – Change to “there should be a 2.0 GPA overall with no F’s”.
- 2) Regular Attendance – The student must have zero unexcused and 3 or fewer excused absences over the previous semester. After discussion, it was recommended that this item be changed to “no more than 6 excused absences in a semester unless there are unusual circumstances”.
- 3) Completion of All Assigned Tasks – Change to “the student must complete assigned tasks required by the instructor”.

“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.”

- 4) Works Well With Others – The “4 out of 6 teachers” should be changed to say “majority of teachers” because of the situation with Valley High and Independent Study students.

It was recommended that the Work Experience Coordinator and the ROP Career Technician work together in assisting students in obtaining the employability card.

It was also recommended that Ms. Chris Nakamura-Swenson be contacted to find out if the card qualification time frame could be changed to June 2002, with the actual distribution starting in August-September 2002.

The following changes should be made to the Employability Card recommended budget:

- 1) Advertising (Radio) - \$4,000.00
- 2) Advertising (TV) - \$2,000.00
- 3) Advertising (Newsprint) - \$4,000.00
- 4) Add Card Print/Lamination - \$ 400.00
- 5) Total Projected Budget - \$12,827.00 (Includes Posters/Counter Cards/Post Cards/Decals)

The Implementation Plan will change as follows:

- a. Presentation to the WIB Executive Committee, January 2002.
- b. Marketing/Advertising Campaign, February 2002.
- c. All other categories will be moved up one month.

It was recommended that the card be issued for summer employment to qualifying Merced ROP students and Dos Palos High School students (using fall grades) as a test. Mr. Jim White said he would talk to Holly, the person in charge of the ROP Career Techs, to see if this could be done. He will have Holly contact staff to set up a meeting.

It was **M/S/C Roberds/Newins** that the above information be presented to the WIB Executive Committee with a recommendation that it be put on the agenda for the January WIB meeting.

7a. Meet the WIB Contest Briefing – Staff asked if any committee members had visited the training sites. Several members had been on tours, and their cards were punched. It was noted that the ROP has a state-of-the-art facility, and the instructors are very professional. The Co-Chair Don Bergman noted he had not received a card. Staff will have a card delivered to him.

7.b. Review and Update Action/Workplan Committee Progress to Date – The Co-Chair noted that the majority of the items were ongoing, except for the following:

- 1) 1.3.1 “Review and analyze local LMI” – It was noted this had not been done, nor had a report been submitted to the WIB. Staff noted one of the other committees was also looking at this, but this information can be obtained depending on what the committee wants to analyze; e.g., Demand Occupations, etc. Members are interested in the training gaps for the demand occupations, and what requests PITD has had from various employers. Staff will provide the local LMI for review at the next meeting. It was noted

that more money should be provided to develop more vocational training processes at the high school and community college level.

- 2) 2.4.1 “Improve delivery and access to programs” – The progress of the Employability Card should be noted in this section.
- 3) 2.4.4 “Increase adult education services such as GED, ...” – Add “English learning” after adult high school diploma.
- 4) 2.5.3 “Explore a backfill program for employers to allow them to send ...” – This needs to be discussed.

7.c. ERISS Presentation (Dec 14, 2001, 10 a.m. –12 p.m.) – Staff noted there was a survey completed (all employers with 5 or more employees), and ERISS has an employer component that they will be demonstrating on Dec 14, 2001, 10 a.m. to 12 p.m., in the Wardrobe office large conference room. This is somewhat of a job match system that goes beyond the capabilities of EDD’s system. It can compare wages and benefits of other employers, and the demographic capabilities are greater.

8. Chair Comments – None.

9. Next Meeting Date/Time – Next meeting will be Tuesday, January 15, 2002, at 7:30 a.m., in the Wardrobe office small conference room.

10. Adjourn – It was **M/S/C White/Roberds** to adjourn the meeting at 9:00 a.m.

Minutes prepared by Devilla D. Knight.