

**Workforce Investment Board of Merced County**  
**Quality Assurance Committee**  
**Dept of Workforce Investment Large Conference Room**  
**1880 W. Wardrobe Ave, Merced, CA**  
**November 21, 2003, 7:30–8:30 a.m.**  
**Meeting Minutes**

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**Members Present:** Jeremiah Greggains, Doug Kirkpatrick, Ned Miller, Albert Montejano (Chair), Terry Nichols, Carole Roberds (Vice Chair), Helen Sullivan, Steve Tinetti

**Members Absent:** Nicolas Benjamin, Ernie Flores, Brian Griffin, John Heading

**Staff Present:** Dave Davis, Dee Knight, Joanne Presnell

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

2. **Agenda:** It was *M/S/C Miller/Kirkpatrick* to approve the agenda as published.

3. **Approval of Minutes (August 29, 2003):** It was *M/S/C Kirkpatrick/Nichols* to approve the August 29, 2003 minutes.

4. **Public Opportunity to Speak:** None.

5. **Introductions:** Everyone gave self-introductions.

6. **Information Agenda:**

**a. Worknet Feedback Report:** The Chair noted the WIB has certified the Merced Worknet Employment Resource Center. The purpose of this meeting is to present the Feedback Report to the Worknet Leadership Team and discuss the Leadership Team's plan of improvement on the Key Theme items (beginning on page 6 of the report). The following remarks were made:

- 1) The Leadership Team now has line staff attending its meetings, and welcoming their input.
- 2) The Mission, Vision statements and goals have literally been posted throughout the Worknet One-Stop, but the Leadership Team will have to develop a plan to ensure continuity among all line staff in promoting both statements.
- 3) At its January meeting, the Leadership Team will prioritize the Key Theme items and develop a timeline.
- 4) A Leadership Team Workgroup is developing a training plan for Workforce Development Professionals.
- 5) The Worknet One-Stop System manager will meet with the Business Services Unit manager to develop a list of employers to contact within the next year to familiarize employers with the services of Worknet.
- 6) The Leadership Team will meet with the Quality Assurance Committee in February and present its timeline.

7. **Chair Comments:** The Chair thanked everyone for attending the meeting at such an early time of the day, and asked if members wanted to change the meeting time. It was the consensus of the members to leave the meeting time at 7:30.

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The Chair asked about having a December meeting. The committee decided to cancel the meeting for December. The Chair wished everyone a happy and safe Thanksgiving.

**8. Next Meeting Date & Time:** January 23, 2004, 7:30 a.m., Dept of Workforce Investment Large Conference Room, 1880 W. Wardrobe Ave, Merced.

Staff noted one of the agenda items for the next meeting would most likely be the proposed Performance Measures.

**9. Adjourn:** Meeting adjourned at 8:20 a.m.

Minutes prepared by Devilla D. Knight.