

**Workforce Investment Board  
Executive Committee  
1880 Wardrobe Ave.  
November 24, 2003, 7:30 – 9:00 a.m.  
Meeting Agenda**



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- I. Call to Order .....
  - II. Approval of Agenda .....
  - III. Approval of October 27, 2003 Minutes .....
  - IV. Public Opportunity to Speak .....
  - V. Action Agenda
    - a. Private sector WIB member recruitment (discussion w/possible action) .....
    - b. Central Valley California Regional Economic Forum, February 2004 (discussion w/possible action) .....
  - VI. Information Agenda
    - a. JCG Update .....
    - b. MCOE Out-of School Youth Program (Presentation) .....Holly Newlon (10min)
    - c. January 2004 State Advocacy Meeting for WIB Chairs, Directors and Legislators.....
  - VII. Director's Comments ..... (5 min)
  - VIII. Chair Comments..... (5 min)
  - IX. Other .....
  - X. Next Meeting – December 29, 2003, 7:30-9:00 a.m. ....
  - XI. Adjourn.....

**Workforce Investment Board  
Joint Meeting  
Executive Committee & Quality Assurance  
1880 Wardrobe Ave.  
October 27, 2003, 7:30 – 9:00 a.m.  
Meeting Minutes**



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Members Present:

Kathleen Crookham  
John Headding  
Ned Miller  
Rick Osorio  
Mike Sullivan

Ernie Flores  
Doug Kirkpatrick  
Albert Montejano  
Mike Smith  
Steve Tinetti

Jeremiah Greggains  
Nellie McGarry  
Terry Nichols  
Helen Sullivan

Members Absent:

Nicholas Benjamin

Brian Griffin

Others Present:

Andrea Baker  
Joanne Presnell

Dave Davis

Donna Ornelas

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- I. Call to Order - The meeting was called to order by the Chair, John Headding.
- II. Approval of Agenda – It was M/S/C McGarry/Roberds to approve the agenda as written.
- III. Approval of September 29, 2003 Minutes - The minutes were not available for review.
- IV. Public Opportunity to Speak - None
- V. Action Agenda
  - a. WorkNet Certification – Mr. Headding explained the recent process used by the certification team and the elements of the feedback report. It was M/S/C Tinetti/Crookham to accept the feedback report and provide a two-year certification to the Merced Worknet ERC and forward to the full WIB for ratification.
  - b. Out-of-School Youth Contract – Andrea Baker provided background information on the process used to put together the sole-source proposal. It was M/S/C Tinetti/Crookham (abstention – Flores) to accept the out-of-school contract as negotiated by the Youth Council Contracting Working Group and forward to the WIB for concurrence and Board of Supervisors for approval. There was further discussion on monitoring, request for monthly reports on the status of JCG and the progress of MCOE. In addition, it was requested that MCOE provide overview of complete program at the next Executive Committee meeting.

- c. Performance Measures – Andrea gave an overview of the timeframes for submission of performance measures and the negotiation process. It was recommended there be 1-3 individuals to serve as negotiators on behalf of the WIB. It was M/S/C Osorio/McGarry to have a representative from Youth Council, Ned Miller, and Ernie Flores as the team of negotiators.
  - d. WIB Goals – New goals have been established for the WIB. It was M/S/C McGarry/Crookham to assign the goals to the following committees: Goal #1 – Program Planning & Development, Goal #2 – Youth Council, Program, Planning & Development and Quality Assurance, and Goal #3 – Executive Committee.
- VI. Director's Comments – Andrea noted that it is anticipated the WIA reauthorization will be postponed due to current events. In addition, Andrea noted that she had been contacted by WIB member, Charlie Lambert, who wished to facilitate a meeting to discuss how the WIB and the department can work more collaboratively in regard to UC Merced build out.
- VII. Chair Comments - None
- VIII. Other - Nellie McGarry reported the young ladies conference on October 25 was very successful. She added there will be a similar conference for young men this spring.
- IX. Next Meeting Dates – WIB meeting: November 13, 3:00-5:00. Quality Assurance Meeting: November 21, 7:30-8:30. WIB Executive meeting: November 24, 7:30-9:00.
- X. Adjourn – Meeting adjourned 8:35 a.m.

**TO: WIB Executive Committee**

**DATE: 11/24/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Private Sector WIB Member Recruitment**

**PROPOSED MOTION(S): To establish a work group to identify and recruit Private Sector WIB members.**

**DISCUSSION: Currently there are 38 WIB members with 20 being from the Private Business Sector. The purpose of the work group would be to recruit members to ensure that the majority of private sector members are maintained in accordance with the Workforce Investment Act of 1998, Sec. 117(2)(A)(i).**

**The law states that the representatives of business in the local area are: 1) Owners of businesses, chief executives or operating officers of businesses, and other business executives or employers with optimum policy making or hiring authority; 2) Represent businesses with employment opportunities that reflect the employment opportunities of the local areas; and 3) Are appointed from among individuals nominated by local business organizations and business trade associations. The WIA reauthorization language adds, “business reps for high-growth and emerging industries, large and small.”**

**ATTACHMENT(S): N/A**

**TO: WIB Executive Committee**

**DATE: 11/24/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Central Valley Regional Economic Forum**

**PROPOSED MOTION(S): To support and participate in the Central Valley Regional Economic Forum.**

**DISCUSSION: The State WIB has requested that the local WIBs facilitate the California Regional Economies Project Regional Forums. Approximately four have been completed with five more planned to include the Central Valley. The Fresno WIB has offered to host the event for the Central Valley Region. The purpose is to identify a single industry cluster that is agreed upon by the region to move forward for further profiling and research.**

**The forum, originally planned for December 2003, has been postponed until February 2004, with the intent that the information developed from the forum could be used to educate and influence the new State administration. The goal would be to garner State support for the emerging/growing industries and provide infrastructure funding.**

**ATTACHMENT(S): N/A**

**TO: WIB Executive Committee**

**DATE: 11/24/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: JCG Closeout**

**PROPOSED MOTION(S): Information Only**

**DISCUSSION:** On September 19, 2003, Jobs for California Graduates (JCG) terminated its contract with Merced County. Prior to termination of the contract, the Merced County Auditor/Controller's Office had requested additional fiscal documentation from JCG regarding amounts billed to Merced County for reimbursement of payments to subcontractors, and Merced County Department of Workforce Investment had made several requests for copies of the FY 2001/02 Single Audit, which was due March 31, 2003.

As required by WIA regulations, an Incident Report was sent to the California Employment Development Department and the Department of Labor regarding the above. Information for this report was coordinated with County Counsel and the Auditor/Controller's Office. The incident report included the fact that JCG had not obtained a Federal Single Audit for fiscal year 2001-02, as required by federal law, and the information received by the Auditor/Controller's Office that JCG had billed Merced County for reimbursement of costs that they had not paid.

Prior to termination of the JCG contract, Merced County had paid JCG for invoices through June 30, 2003 in the FY 2002/03 contract, except for a supplementary invoice received the end of August and later rescinded by JCG. Payment was also made for staff salaries and benefits for July and August in the FY2003/04 contract. On November 3, 2003, three invoices were received from Irene Ayers on behalf of JCG for a total of \$59,378.78. Included in these invoices is a supplemental invoice for expenses in FY 2002/03, as well as invoices for services during July, August and September, which are in addition to invoices previously received and paid for July and August. Ms. Ayers indicated that these invoices did not include a final closeout invoice for the contract. Staff will be reviewing these invoices and the attached backup, and will be working with the Auditor/Controller Office to determine amounts allowable for payment under the contract.

Funds owed to subcontractors for services provided under the contract with JCG, which had not been previously paid to JCG by the County, are included in the new contract for Out-of-School Youth with Merced County Office of Education (MCOE). During the interim period while the MCOE contract is being processed, Merced County Department of Workforce Investment has been making payments to participants for work experience and supportive services.

Department staff is also in the process of completing a Fact-Finding and Resolution Report requested by EDD as follow-up to the Incident Report.

**ATTACHMENT(S): N/A**

**TO: WIB Executive Committee**

**DATE: 11/24/03**

**FROM: WIB Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: State Advocacy Meeting January 2004 for WIB Chairs and Directors with the State legislature.**

**PROPOSED MOTION(S): Information Only.**

**DISCUSSION: WIB Chairs and Directors have framed the message for business and the new administration on the economic impact of the WIBs /One-Stops, addressing the impact to the economic prosperity of California. A Statewide letter with a unified message is being developed by the California Workforce Association for all 50 LWIBs to sign. Both a Statewide and Merced County “White Paper” will be finalized to use during the January meetings with the State Legislature. Prior to the meeting in Sacramento, there will be a local roll out to each local legislative member and their staff by WIB staff.**

**ATTACHMENT(S): The Merced County Workforce Crisis**