

**Workforce Investment Board  
Executive Committee  
Department of Workforce Investment  
1880 W. Wardrobe Avenue, Merced  
December 2, 2002, 7:30 – 9:00 a.m.  
Meeting Agenda**



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- I. Call to Order .....
  - II. Approval of Agenda .....
  - III. Approval of November 4, 2002 Minutes .....
  - IV. Public Opportunity to Speak .....
  - V. Action Agenda
    - a. Amendment to CVOC MOU..... Planning, Policy Development & Legislation
    - b. Amendment to MCCA MOU ..... Planning, Policy Development & Legislation
    - c. One-Stop Certification Process ..... Standards & Certification
    - d. Expansion of JCG Youth Contract..... Youth Council
    - e. Grant Submission: Great Valley LEGACI..... WIB Staff
    - f. Grant Submission: California Wellness Foundation ..... WIB Staff
    - g. Disposition of Trucks ..... WIB Staff
    - h. CalWorks Contract Reduction Impact..... WIB Staff
  - VI. Annual Single Audit..... Information
  - VII. Winter & Holiday Schedule for Merced Worknet ERC..... Information
  - VIII. October Fiscal Report..... Information
  - IX. Chair Comments .....
  - X. Other .....
  - XI. Next Meeting—January 6, 2003, Location TBA .....
  - XII. Adjourn .....

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 12/02/02**

**FROM: Planning, Policy Development**

**X For Action**

**For Information**

**Meeting Notes**

**SUBJECT: Central Valley Opportunity Center MOU Amendment**

**PROPOSED MOTION(S): Approve the Amendment to the MOU between the Workforce Investment Board and the Central Valley Opportunity Center and send to WIB for ratification**

**DISCUSSION: The Central Valley Opportunity Center has decided to stop offering the forty (40) hour Citizenship Training Program for One-Stop customers at their location and at the affiliate One-Stop site in Los Banos.**

**Amend MOU page 10, Attachment C, delete requirement for CVOC to provide forty (4) hour Citizenship Training Program for One-Stop customer at their location or at the affiliate One-Stop site in Los Banos.**

**ATTACHMENT(S): Amendment to CVOC MOU**

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD  
AND MANDATED ONE-STOP PARTNERS  
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY Central Valley Opportunity Center (CVOC)  
AMENDMENT NUMBER 2  
MOU AGREEMENT NUMBER 200037**

THIS AMENDMENT to the Memorandum of Understanding between the Central Valley Opportunity Center (CVOC) and the Workforce Investment Board is executed this \_\_\_\_ day of \_\_\_\_\_, 2002.

WHEREAS, the parties entered into an agreement for said services on March 14, 2000, a copy of which is attached as “Exhibit A,” and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

**Page 10, ATTACHMENT C :** Amend to reflect CVOC will **not** provide a forty (40) hour Citizenship Training Program for One-Stop customers at their location or at the affiliate One-Stop site in Los Banos.

**Amendment # 2 of MOU between WIB & CVOC # 200037**

**AUTHORITY AND SIGNATURES:** The individuals signing below have the authority to commit the partner they represent to the terms of this Amendment to the MOU and do so commit by signing.

**Merced County Workforce Investment Board**

\_\_\_\_\_ Date \_\_\_\_\_  
Rick Osorio, Chair, Merced County Workforce Investment Board

**Merced County Board of Supervisors**

\_\_\_\_\_ Date \_\_\_\_\_  
Joe Rivero, Chair, Merced County Board of Supervisors

**One-Stop Partner: Central Valley Opportunity Center (CVOC)**

\_\_\_\_\_ Date \_\_\_\_\_  
Ernie Flores, Executive Director, Central Valley Opportunity Center

APPROVED AS TO LEGALITY AND FORM  
DENNIS L. MYERS, COUNTY COUNSEL

BY \_\_\_\_\_ DATE \_\_\_\_\_

Deputy

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 12/02/02**

**FROM: Planning, Police Development  
and Legislation**

**X**

**For Action**

**For Information**

**Meeting Notes**

**SUBJECT: Workforce Investment Board/Merced County Community  
Action Agency (MCCAA) MOU Amendment**

**PROPOSED MOTION(S): Approve amendment to the MOU between the  
Workforce Investment Board and Merced County Community Action  
Agency (MCCAA) and send to the WIB for final approval.**

**DISCUSSION: The MCCAA is not required to provide performance and  
Cost information locally. The amendment will delete this requirement.**

**ATTACHMENT(S): Amendment to MCCAA MOU.**

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING  
BETWEEN THE MERCED COUNTY WORKFORCE INVESTMENT BOARD  
AND MANDATED ONE-STOP PARTNERS  
PURSUANT TO THE WORKFORCE INVESTMENT ACT OF 1998 (WIA)**

**PARTNER AGENCY: Merced County Community Action Agency (MCCAA)  
AMENDMENT NUMBER 2  
MOU AGREEMENT NUMBER 200038**

THIS AMENDMENT to the Memorandum of Understanding between the Merced County Community Action Agency (MCCAA) and the Workforce Investment Board is executed this \_\_\_\_ day of \_\_\_\_\_, 2002.

WHEREAS, the parties entered into an agreement for said services on March 14, 2000, a copy of which is attached as "Exhibit A," and

WHEREAS, the parties mutually desire to continue with said agreement as modified hereinafter. It is agreed as follows:

**Page 10, Section II, Performance and Cost Information:"** Delete [x]. MCCAA will **not** provide necessary information/data.

**Amendment # 1 of MOU between WIB & Merced County Community Action Agency, 200038**

**AUTHORITY AND SIGNATURES:** The individuals signing below have the authority to commit the partner they represent to the terms of this Amendment to the MOU and do so commit by signing.

**Merced County Workforce Investment Board**

\_\_\_\_\_ Date \_\_\_\_\_  
Rick Osorio, Chair, Merced County Workforce Investment Board

**Merced County Board of Supervisors**

\_\_\_\_\_ Date \_\_\_\_\_  
Joe Rivero, Chair, Merced County Board of Supervisors

**One-Stop Partner: Merced County Community Action Agency (MCCAA)**

\_\_\_\_\_ Date \_\_\_\_\_  
Harry Dull, Executive Director, Merced County Community Action Agency

APPROVED AS TO LEGALITY AND FORM  
DENNIS L. MYERS, COUNTY COUNSEL

BY \_\_\_\_\_ DATE \_\_\_\_\_

Deputy

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 12/02/02**

**FROM: Standards & Certification**

**X For Action  
For Information  
Meeting Notes**

**SUBJECT: One-Stop Certification**

**PROPOSED MOTION(S): To approve the four criteria and forward to the  
WIB for ratification**

**DISCUSSION: The Standards and Certification Committee reached  
decisions on the four criteria concerning One-Stop Certification.**

**First, the committee decided to accept the new timeline for certification by  
extending the deadline to June 30, 2003.**

**Second, they discussed the scoring level necessary for certification. They  
decided to make the minimum score 30% or 300 points based on the  
Baldrige Scoring Bands. If the score was less than 30% or 300 points then  
a conditional certification would be assigned to the One-Stop for 6 months  
to allow time to resubmit to reach the minimum level.**

**Third, the committee decided to make recertification every two (2) years.**

**Fourth, the committee decided on the makeup of the Examination Team.  
The team would have eight (8) members to include one (1)  
leader/coordinator and seven (7) members for each area to be evaluated.  
Four (4) would be appointed by the WIB Chair and four (4) would be  
members-at-large appointed by the Standards and Certification Chair.**

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

**TO: Workforce Investment Board  
Executive Committee**

**Date: 12/2/02**

**FROM: Youth Council**

**X**

**For Action**

**For Information**

**Meeting Notes**

**SUBJECT: Funds Request, Jobs for California Graduates – Merced County, Inc.**

**PROPOSED MOTION(S): Approve the request for funds from Jobs for California Graduates – Merced County, Inc. (JCGMC) to expand the Out-of-School Youth Program to provide a presence within the Merced County Housing Authority and forward to the WIB for ratification.**

**DISCUSSION: This proposed amendment to the current Out-of-School Youth Program contract will add a full-time Job Specialist to be located within the Merced County Housing Authority. The Housing Authority will provide an on-site office, telephone, and a client list from each of the housing locations within the county. JCGMC will be responsible for recruiting within the Housing Authority. The Job Specialist will make scheduled visits to all Merced County Housing Authority sites. It is expected that this amendment will allow an additional 25 youth to be enrolled and served.**

**This expansion is for a period of 9 months, at a contract increase of \$49,635. This expansion will reestablish the Workforce Investment Act (WIA) requirement that at least 30% of youth funds be expended on out-of-school youth.**

**This proposal meets WIA guidelines and requirements. If funding is approved, it will be administered through an amendment to the current Out-of-School Youth contract.**

**ATTACHMENT(S): Funds Request will be available at the meeting**

**TO:      Worforce Investment Board  
          Executive Committee**

**Date: 12/02/02**

**FROM: WIB Staff**

**For Action**  
 **For Information**  
 **Meeting Notes**

**SUBJECT: Submission of application to the Great Valley Center's LEGACI Grant Program**

**PROPOSED MOTION:**

**The WIB Executive Committee authorize the Department of Workforce Investment to prepare and submit the application.**

**DISCUSSION:**

**The LEGACI Grant Program is administered by the Great Valley Center, a private, non-profit organization committed to building support for California's Great Central Valley. In 2003, the Great Valley Center will award about \$1million in monetary grants to nonprofit groups and local governments that are working to support the well-being of the Great Central Valley through initiatives in the areas of Land Use, Economic Development, Growth, Agriculture, and Community Investment. Grants are awarded in spring and fall cycles. LEGACI grants focus on supporting programs and projects within the Valley's 18 counties.**

**The deadline for the Spring funding cycle of the LEGACI program is January 15, 2003. The Department of Workforce Investment is currently working to identify a competitive project, and anticipates submitting a funding request for approximately \$25,000. When the final project concept is identified it will be brought to the WIB.**

**ATTACHMENTS: N/A**

**TO: Workforce Investment Board  
Executive Committee**

**Date: 12/02/02**

**FROM: WIB Staff**

**For Action**  
 **For Information**  
 **Meeting Notes**

**SUBJECT: Submission of Diversity in Health Professions Grant to the California Wellness Foundation**

**PROPOSED MOTION:**

**The WIB Executive Committee authorize the Department of Workforce Investment to prepare and submit the application.**

**DISCUSSION:**

**The Department of Workforce Investment intends to request \$90,000 over a three year period to implement a program designed to ensure the attraction and retention of people of color and other underrepresented groups to the LVN and RN programs at Merced College. This will be accomplished through a multi-faceted approach to provide students with the keys to success.**

**The goals of this proposed program are to attract diverse students to the program and to ensure that minority students who may otherwise be at-risk for dropping out of the program receive increased support. This program will produce not only a greater number of nurses of color, but greater numbers of nurses overall to address the severe nursing shortage in Merced County .**

**ATTACHMENTS: Executive Summary**

**Executive Summary**  
**Diversity in Health Professions Grant Proposal**  
**to the California Wellness Foundation**

The Merced County Department of Workforce Investment (WI) is the administrative and fiscal entity for the Merced County Workforce Investment Board. The agency offers employment and training services for people who are out of work, laid off, have a low income or receive financial help, such as food stamps, welfare, or unemployment insurance payments. WI works closely with Merced College to ensure that well-designed training opportunities are available for WI clients and all County residents, including opportunities in the health professions. Merced College is a Public Community College serving California's diverse and economically challenged Central Valley. At present, a number of WI clients are enrolled in the Licensed Vocational Nursing (LVN) and Registered Nursing (RN) programs at Merced College.

Currently, the students enrolled in the Licensed Vocational Nursing (LVN) and Registered Nursing (RN) programs at Merced College have the following demographic characteristics: 45% white, 17% Hispanic, 19% Asian, 5% African American, 14% other, and 9% male. While these statistics compare favorably to the demographics of nurses statewide (82% white, 4% Hispanic, 9% Asian, 4% African American, and 7% male), there remains a disparity between the ethnic breakdown of local nursing students and the local overall population. In addition, over the past five academic years, of the students who enroll but fail to complete the programs, an average of 73% have been from underrepresented groups. Every year, an average of 23% of the students enrolled in the LVN and RN programs dropout, sometimes due to academic difficulties, other times due to financial, familial, and social hardships. Current dropout statistics illustrate that students of color and students for whom English is a second language are disproportionately affected by these factors. Considering that WI clients enrolled in Merced College programs are equally, if not more, susceptible to the hardships associated with attrition, it is vital that WI and Merced College work together to find innovative solutions to the dropout problem.

The Merced County Department of Workforce Investment intends to request \$90,000 from the California Wellness Foundation to implement a program designed to ensure the attraction and retention of people of color and other underrepresented groups to the LVN and RN programs at Merced College. This will be accomplished through a multi-faceted approach to provide students with the keys to success. Specifically, the plan proposes to 1) increase recruitment efforts through the implementation of a Nursing Ambassador program, through which diverse members of the nursing community will make presentations to local youth in schools and to WI clients at the local One-Stop Career Centers to inspire their interest in the nursing profession; 2) Increase retention efforts by employing a part-time Success Monitor to provide intensive counseling and one-on-one assistance to nursing students; and 3) Improve program completion rates by providing modest stipends to students to reduce the likelihood of attrition due to financial hardship.

The goals of this proposed program are two-fold: to attract diverse students to the program, and to ensure that minority students who may otherwise be at-risk for dropping out of the program receive increased support. This program will produce not only a greater number of nurses of color, but greater numbers of nurses overall. Such a change is vital for addressing the severe nursing shortage in Merced County and throughout the state.

**TO: Workforce Investment Board  
Executive Board**

**DATE: 12/2/02**

**FROM: WIB Staff**

**For Action**

**For Information**

**Meeting Notes**

**SUBJECT: Disposition of Trucks**

**PROPOSED MOTION(S): Approve one of two options for Truck  
Disposition**

**DISCUSSION: Merced County Department of Workforce Investment  
owns two (2) trucks that were used in the now defunct Merced College  
Truck Driver Training Course. These vehicles are currently being stored at  
the County Fleet Services lot. Two options for disposition are possible.  
They are:**

- 1. Transfer them to the Central Valley Opportunity Center who wishes to  
start a Truck Driver Training course of their own.**
- 2. Turn them over to Merced County Surplus to be sold. One truck was  
valued at over \$5,000 and would need state approval before being sold.**

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

**TO: Workforce Investment Board  
Executive Committee**

**DATE 12/2/02**

**FROM: WIB Staff**



**For Action**



**For Information**



**Meeting Notes**

**SUBJECT:** Information on CalWorks Contract Reduction

**PROPOSED MOTION(S):** Approve the changes as outlined below.

**DISCUSSION:** Merced County Human Services Agency notified the Department of Workforce Investment (WI) in late October that, due to budget cutbacks from the State, HSA was reducing the CalWorks Contract for the period 5/1/02 through 5/31/03. HSA originally estimated the reduction at \$1,000,000. After considerable negotiations and adjustments to CalWorks programs and CalWorks staffing, it was determined that the final reduction to the contract would be \$822,115. There will be no reduction in services provided to WIA participants.

The following is an outline of changes within the department (WI) necessitated by the reduction in this contract:

- Reduction of extra-help employees. Permanent employees are being transferred from CalWorks activities to WIA activities. There has been no change in number of staff providing WIA services.
- A shift in overhead and pooled costs within the department based on the percentage of department staff allocated to CalWorks and WIA. This is expected to be minimal and overhead costs will remain within WIA guidelines.
- Reduction of **staff** transportation and travel. WIB travel has not been affected.
- Merced College contract 200160, Fees for Services, ends 12/31/02. Staff recommends that the contract not be renewed. This contract originated under JTPA and the number of students who are provided these services has greatly decreased under WIA. Services will be provided by Department of Workforce Investment employees with no loss of services to participants.

Attachments: N/A

**TO: Workforce Investment Board  
Executive Committee**

**DATE 12/2/02**

**FROM: WIB Staff**

- For Action**
- For Information**
- Meeting Notes**

**SUBJECT:** Annual Single Audit

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

**DISCUSSION:** The County of Merced is currently undergoing its annual Single Audit, as required by OMB Circular 133 for all agencies receiving Federal funds. Moss Adams, LLP, who has held the audit contract with the County for the past several years, is conducting the audit. The WIA funds, as always, are included in this audit.

**Attachments:** N/A

**TO: Workforce Investment Board  
Executive Committee**

**DATE: 12/2/02**

**FROM: WIB Staff**

- For Action**
- For Information**
- Meeting Notes**

**SUBJECT: Winter & Holiday Schedule for the Merced Worknet  
Employment Resource Center**

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

**DISCUSSION: The Merced Worknet Employment Resource Center will start a Winter and Holiday Schedule. The schedule change is due to a usage study conducted during the months of August, September and October. The Winter Schedule begins 12/02/02 and ends 03/31/03. The Holiday Schedule will begin 12/23/02 and ends 01/04/03. The schedule hours of operation are as follows:**

**Winter**

**Monday & Friday 7:30 a.m.-5:00 p.m.**

**Tuesday, Wednesday & Thursday 7:30 a.m.-8:00 p.m.**

**Saturdays 9:00 a.m.-1:00 p.m.**

**Holiday**

**Monday-Friday 7:30 a.m.-5:00 p.m.**

**Closed Saturdays.**

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

**TO: Workforce Investment Board  
Executive Committee**

**DATE 12/2/02**

**FROM: WIB Staff**

- For Action**
- For Information**
- Meeting Notes**

**SUBJECT:** October Fiscal Report

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

**DISCUSSION:** Attached is the report of allocations, expenditures and committed/obligated funds for FY 2002/03 for the period July 1, 2002 through October 31, 2002.

**MERCED COUNTY DEPARTMENT OF WORKFORCE INVESTMENT  
 ALLOCATIONS, OBLIGATIONS & EXPENSES  
 For Fiscal Year 2002/03  
 July 1, 2002 through October 31, 2002**

Allocation		Per Plan Mod - New Funds Planned 7/1/02 to 6/30/03	Reserve/ Carry Over	Total Available	* Committed Funds	** Allocated for Training	Expditures FY to Date	*** Balance
<b>ADULT 02/03 Allocation</b> 02/04 Allocation	\$ 2,296,448	Core A \$ 402,577		\$ 402,577	\$ 202,658		\$ 159,661	\$40,258.00
		Core B \$ 529,870		\$ 529,870	\$ 285,455		\$ 191,428	\$52,987.00
		Intensive \$ 403,258		\$ 403,258	\$ 265,932		\$ 97,000	\$40,326.00
		Training \$ 731,099	\$ 361,421	\$ 1,092,520.0	\$ 640,139	\$ 232,030	\$ 220,351	\$0.00
		Admin \$ 229,644		\$ 229,644	\$ 169,659		\$ 59,985	\$0.00
		Other \$ 10,126	\$ 10,126	\$ 10,126	\$ 2,458		\$ 7,668	\$0.00
<b>Other includes Special Travel Funds and Universal Access (ADA) Funds</b>		<b>Total \$ 2,296,448</b>	<b>\$ 371,547</b>	<b>\$ 2,667,995</b>	<b>\$ 1,566,301</b>	<b>\$ 232,030</b>	<b>\$ 736,093</b>	<b>\$133,571.00</b>
<b>DISPLACED WORKER</b> 02/04 Allocation	\$ 2,421,153	Core A \$ 435,807		\$ 435,807	\$ 218,756		\$ 173,471	\$43,580.00
		Core B \$ 588,340		\$ 588,340	\$ 317,200		\$ 212,306	\$58,834.00
		Intensive \$ 479,389		\$ 479,389	\$ 284,718		\$ 146,732	\$47,939.00
		Training \$ 675,502	\$ 102,676	\$ 778,178	\$ 280,166	\$ 325,340	\$ 172,672	\$0.00
		Admin \$ 242,115		\$ 242,115	\$ 176,264		\$ 65,851	\$0.00
<b>Total</b>	<b>\$ 2,421,153</b>	<b>\$ 102,676</b>	<b>\$ 2,523,829</b>	<b>\$ 1,277,104</b>	<b>\$ 325,340</b>	<b>\$ 771,032</b>	<b>\$150,353.00</b>	
<b>RAPID RESPONSE</b> 02/03 Estimated Allocation	\$ 376,396		\$ 376,396	\$ 281,977		\$ 94,419	\$0.00	
				\$ 281,977		\$ 94,419	\$0.00	
<b>YOUTH</b> 02/04 Allocation	\$ 2,807,336	In School \$ 1,768,622	\$ 1,544,884	\$ 3,313,506	\$ 2,479,285		\$ 834,221	\$0.00
		Out of School \$ 757,981	\$ 515,530	\$ 1,273,511	\$ 834,062		\$ 410,938	\$28,511.00
		Admin \$ 280,733		\$ 280,733	\$ 122,498		\$ 40,183	\$118,052.00
		<b>Total</b>	<b>\$ 2,807,336</b>	<b>\$ 2,060,414</b>	<b>\$ 4,867,750</b>	<b>\$ 3,435,845</b>		<b>\$ 1,285,342</b>
<b>Welfare to Work</b> Carryover Only - No New Funds		Prog Activities \$ -	\$ 587,425	\$ 587,425	\$ 498,641		\$ 88,784	\$0.00
		Admin \$ -	\$ 47,861	\$ 47,861	\$ 31,636		\$ 16,225	\$0.00
		<b>Total</b>	<b>\$ -</b>	<b>\$ 635,286</b>	<b>\$ 635,286</b>	<b>\$ 530,277</b>		<b>\$ 105,009</b>
<b>All Programs</b>	<b>\$ 7,901,333</b>	<b>\$ 7,524,937</b>	<b>\$ 3,169,923</b>	<b>\$ 11,071,256</b>	<b>\$ 6,809,527</b>	<b>\$ 557,370</b>	<b>\$ 2,991,895</b>	<b>\$430,487.00</b>

**\* Committed Funds include:**

- 1) Funds in contracts or ITA's that have not yet been paid.
- 2) Annual Administrative Costs for remainder of FY 02/03.
- 3) Funds obligated for staff salaries by function and associated overhead.

**\*\* Allocated for Training Funds include:**

ITA's, Supportive Services, Work Experience,  
 OJT's not yet obligated but expected to be obligated  
 by the end of the fiscal year.

**\*\*\* Balance Formula:**

Total Available Funds - Committed Funds - Allocated for  
 Training - Total Expenditures = Balance