

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



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**Members Present:**

Andrea Baker	Kathleen Crookham	Peter Fluetsch
John Headding	Rick Osorio	Al Romero
Mike Smith	Steve Tinetti	

**Members Absent:**

Gisela Malone	Nellie McGarry
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**Others Present:**

Dave Davis	John Jepson	Kirsten Lee
Ed McLaughlin	Donna Ornelas	Joanne Presnell
Jackie Walther-Parnell		

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- I. Call to Order – The meeting was called to order by the Chair, Rick Osorio. A sign-in sheet was used in lieu of roll call.
  - II. Approval of Agenda – It was *M/S/C Crookham/Tinetti* to approve the agenda.
  - III. Approval of Minutes – It was *M/S/C Tinetti/Crookham* to approve the minutes of November 4, 2002 Minutes.
  - IV. Public Opportunity to Speak - John Jepson addressed the Executive Committee on behalf of Central Valley Opportunity Center (CVOC). Mr. Jepson explained that CVOC is in the process of reinstating the truck driving training program.
  - V. Action Agenda
    - a. Amendment to CVOC MOU – It was *M/S/C Tinetti/Fluetsch* to approve and forward to the WIB for ratification, the amendment to MOU # 200037. The amendment will reflect that CVOC will not provide a forty-hour Citizenship Training Program for One-Stop customers at their location or at the affiliate One-Stop in Los Banos.
    - b. Amendment to MCCA MOU- It was *M/S/C Smith/Tinetti* to approve and forward to the WIB for ratification, the amendment to the MOU # 200038. The amendment will reflect the deletion of the requirement to provide performance and cost information locally.
    - c. One-Stop Certification Process – It was *M/S/C Tinetti/Crookham* to approve the four criteria and forward to the full WIB for ratification. There was discussion on increasing the performance excellence score after the first two years. Joanne Presnell addressed this and noted the committee did discuss this and would be looking into. Additionally, she provided an explanation of the usage of the criteria.
    - d. Expansion of JCG Youth Contract – It was *M/S/C Fluetsch/Headding* to approve and forward the request to the WIB for ratification, of funds for JCG to expand the Out-of-School Youth Program.

- e. Grant Submission: Great Valley LEGACI – It was *M/S/C Crookham/Headding* to approve the submission of the application to the Great Valley Center’s LEGACI Grant Program
  - f. Grant Submission: California Wellness Foundation – It was *M/S/C Headding/Crookham* to approve the submission of the Diversity in Health Professions Grant application to the California Wellness Foundation.
  - g. Disposition of Trucks – It was *M/S/C Headding/Crookham* to approve and forward to the WIB for ratification, transfer two trucks to Central Valley Opportunity Center for a truck-driver training course.
  - h. CalWorks Contract Reduction Impact – It was *M/S/C Tinetti/Headding* to approve and forward to the WIB for ratification, the changes outlined, to include, reduction of extra-help employees, shift of overhead and pool cost, reduction in staff transportation, cancellation of contract #200160 with Merced College. In addition Andrea noted that pending Board of Supervisor action, the department may be faced with reduction of five full time staff.
- VI. Annual Single Audit – Jackie Walther-Parnell reported that the County of Merced recently underwent an annual single audit as required by law. The audit was completed November 27 and there were no findings on the area performed on Department of Workforce Investment.
- VII. Winter & Holiday Schedule for Merced Worknet ERC – The winter hours beginning December 2, through March 31 will be as follows: 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 schedule will be 12/23/02 – 1/4/03 Monday-Friday 7:30 a.m.-5:00 p.m. and Closed Saturdays. There was discussion by the Executive committee and a request to review usage for possible reduction in hours of service for cost savings.
- VIII. October Fiscal Report – Jackie Walther-Parnell gave an overview of the fiscal report.
- IX. Chair Comments – The Chair thanked the staff and the committee for the work throughout the year.
- X. Other - Andrea noted that we have applied for the National Association of Workforce Boards, Theodore E. Small Award of Excellence for the nursing expansion program, done by the WIB and its partners.
- XI. Next Meeting—January 6, 2003, 1880 Wardrobe Ave, Lg. Conf. Rm.
- XII. Adjourn – Meeting adjourned 9:00 a.m.