

**Workforce Investment Board  
Executive Committee  
1880 W. Wardrobe Ave  
December 4, 2006, 7:30-9:00 a.m.  
Meeting Minutes**



<http://web.co.merced.ca.us/wi/wib/wib.html>

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**Members Present:**

Robert Harmon (Chair)      Albert Montejano      Rick Osorio      Vann (Mike) Smith

**Members Absent:**

Kathleen Crookham      Mike Sullivan      Nellie McGarry

**Others Present:**

Andrea Baker      Brian Cutler      Dave Davis      Dee Knight  
Alfredo Mendoza      Jackie Walther-Parnell

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1. Call to Order/Roll Call: The Chair called the meeting to order at 7:34 a.m. Roll call was taken.
2. Approval of Agenda: It was *M/S/C Montejano/Smith* to approve the agenda as published.
3. Approval of Minutes: It was *M/S/C Osorio/Montejano* to approve the November 6, 2006 minutes.
4. Public Opportunity to Speak: None.
5. Action Agenda:
  - a. Amendment to In-School Youth Contract – It was *M/S/C Smith/Montejano* to approve the addition of \$139,443 of PY 2005/06 carryover dollars to the YOP contract.
  - b. Amendment to Out-of-School Youth Contract – It was *M/S/C Montejano/Smith* to approve the addition of \$72,523 of PY 2005/06 carryover dollars to the Empower contract.
  - c. Revised Strategic Scorecard – It was *M/S/C Montejano/Smith* to approve the revised Strategic Scorecard.
6. Discussion:
  - a. Grants – How To: Staff gave a PowerPoint presentation on the steps taken in the grant application process.

It was requested that this presentation be given to the Workforce Investment Board in January 2007, and that staff would also present the philosophy of how grants are selected or not selected.
7. Information:
  - a. PY 2005/06 Performance Measures – It was recommended that the Chair send a “thank you” letter to staff for exceeding all performance measures.
  - b. Workforce Housing Taskforce

c. Larry Pitts Resignation

d. Ethics Training for WIB Members – Staff noted that AB 1234 requires that all local boards, including the Youth Council, have ethics training that has to be accomplished by January 2007. Staff put the ethics course on disk, and will mail it with instructions to all WIB and Youth Council members. The Ethics training is required every two years.

e. Financial reports

1) Fiscal Report

2) Contracts Report

3) Enterprise Zone Deposits

8. Director Comments: Ms. Andrea Baker noted there is a continuation of Regional focus. She and Mr. Dave Davis will be attending a meeting in Visalia tomorrow regarding a Regional Manufacturing proposal. On Friday, Dec 8<sup>th</sup>, Ms. Baker will be attending a meeting for all Regional Directors to put together an MOU for the \$1.5 million that is in the Governor's San Joaquin Valley Partnership.

9. Chair Comments: The Chair thanked everyone for coming and for their input. Mr. Brian Cutler, who is the new Staff Services Analyst, was introduced to the Executive Committee. He will be supporting all WIB committees, and will be looking for grants and keeping track of them once awarded.

The Chair wished everyone a great and safe holiday season.

10. Next Meeting: January 8, 2006, Dept of Workforce Investment Large Conference Room, 1880 W. Wardrobe Ave.

11. Adjourn: The meeting adjourned at 8:29 a.m.