



**Workforce Investment Board
Planning and Policy Development Committee
Fluetsch and Busby Insurance
Conference Room
725 West 18th Street, Merced, CA
January 24, 2001, 3:00 p.m.
Meeting Minutes**

Members Present: Nick Benjamin, George Brown, Harry Dull, Peter Fluetsch (Chair), John Fowler, Carol Greenberg

Members Absent: Brian Griffin, Grover Omyer

PITD Staff Present: David Davis, Rose Harris, Dee Knight, Ed McLaughlin

1. – Call to Order and Roll Call

The Chair called the meeting to order and everyone signed in.

2. – Approve Agenda

The Chair asked if there were any changes to the agenda. There were none, and the agenda was approved.

3. – Opening Comments from the Chair

The Chair welcomed everyone to the meeting, and said the conference room will always be available for use by the committee.

4. – Introductions - None

5. – Election of Vice Chair

The Chair said he would wait to see if there was a need for a vice Chair. The committee agreed.

6. – Public Opportunity to Speak – No one spoke.

7. and 8. – Complete Review of Action/WIB Workplan

The committee briefly reviewed the WIB Workplan and then concentrated its efforts on their committee workplan:

a. Goal 1, Item 1.5 – Question was asked if staff had access to all the available data that was needed to provide benchmark data for this subitem. McLaughlin stated staff should have access to the data. Fowler stated he thought most of the required data was published in “Strategic Choices: Creating Opportunity in Merced County.”

“Merced County’s Workforce Investment System will keep pace with new growth, the emerging economy, and the ever-changing needs of the employers by creating a better educated, highly skilled workforce, that’s capable, prepared, and thoroughly knowledgeable.”

The initial tasks concerning the committee were next discussed. The first task, to identify the methods used to collect customer data across the One-Stop system, raised the question of how customer satisfaction at the One-Stop was being measured. Rose Harris gave the committee the Customer Survey sheet currently being used by the One-Stop to measure customer satisfaction and to gather data concerning the types of services being provided the customers. Additionally, three examples of statistical products now being used to evaluate One-Stop performance were reviewed.

b. It was decided that the present Customer Survey sheet was deficient in that it was aimed at employees only, and did not collect information concerning employers who use the One-Stop system. This discussion revealed that the "state consumer report card" for One-Stop performance had not yet been developed, with no date predicted as to when the state report card format will be available. PITD staff was tasked to set up a meeting with Simply Better personnel, the One-Stop manager, the chairman of the WIB Standards and Certifications Committee along with members of the Planning and Policy Development Committee. The purpose of the meeting will be to better design data collection tools and to eliminate duplication of efforts between committees. This will take place at the next Planning and Policy Committee meeting.

c. Goal 3, Items 3.1, 3.2, 3.3, 3.4 and 3.5 were next discussed. It was agreed that the recommended dates of completion of this goal were unrealistic. No new dates were assigned. Item 3.1, Identify the Players, was deemed to be doable in the near future. Fowler stated his organization had already accumulated much of the required data, and would make it available to the committee and staff. He also stated Don Bergman had developed some of this same information and could be used as an information source.

9. – Prioritize Future Agenda Items

Staff made a suggestion of possible future agenda topics. It was suggested the committee could review policies that had been established by the Interim WIB. There were seven policies established, and the suggestion was made to present them one or two at a time at future meetings. Fowler requested the policies be printed in one package and sent to committee members for review. They will look for relationships between policies and then determine in what order or combinations they should be presented for review by the committee.

Dull then asked if there were state or national policy and procedures meetings which would be beneficial for members of the committee to attend. McLaughlin explained about the CWA Annual Conference in Sacramento, and two other conferences in Washington, DC. An action item was given to staff to compile a list of upcoming conferences for possible attendance by committee members.

10. – Committee Meeting Dates

After discussion, it was decided the meeting would be the fourth Wednesday of the month, and the next meeting will be Feb 28, 2001, at 3:00 p.m., at Fluetsch and Busby Insurance, 725 W. 18th Street, Merced.

Fowler said his conference room is also available to have the committee meetings.

The meeting was adjourned at 4:45 p.m.

Minutes prepared by Devilla D. Knight.