

**Workforce Investment Board
Executive Committee
Department of Workforce Investment
1880 W. Wardrobe Avenue, Merced
January 6, 2003 7:30 – 9:00 a.m.
Meeting Agenda**



- I. Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Public Opportunity to Speak
- V. Action Agenda
 - a. WIB Membership/Recruitment.....
 - b. WIB Agenda
 - c. Selection of Team Members for One-Stop Examiners.....
- VI. Strategic Goals Discussion
 - a. NAWB Conference
- VII. WIB Training Discussion
 - a. Parliamentary Training
 - b. DOL/CWA Conference
 - c. EDD Performance & Fiscal Training
- VIII. WIB Assessment Discussion
- IX. Director's Comments Information
 - a. CalWorks Update
 - b. Legislative Update
 - c. Performance Measures
 - d. Earned Income Credit
- X. Budget Update..... Information
- XI. New Committee Structure..... Information
- XII. Chair Comments
- XIII. Other
- XIV. Next Meeting—February 3, 2003, Location TBA
- XV. Adjourn

**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**



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.

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

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

SUBJECT: WIB Membership Applications

PROPOSED MOTION(S): Forward the application for membership of Mr. Paul Alderete, Superintendent, Los Banos Unified School District, to the WIB to recommend to the Board of Supervisors for approval.

DISCUSSION: The WIB has expressed a desire to have additional educators as members. Mr. Paul Alderette, the Superintendent of the Los Banos Unified Scholl District, has applied for WIB membership. He will provide K - 12 educational and administrative expertise to the WIB. His addition will require an additional private sector member be recruited. Staff has contacted the following individuals: Thomas Tsubota (Union Bank), Michael Amabile (Espanas), Doug Kirkpatrick (Morning Star), and Louis De Oliveira (Kagome). All have expressed interest in becoming WIB members.

ATTACHMENT(S): Application

**Workforce Investment Board
 Merced County Board of Realtors
 635 W. Main Street
 January 23, 2003, 3:00 – 5:00 p.m.
 Meeting Agenda**



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- I. Call to Order/Roll Call Chair
 - II. Approval of Agenda (2 min) Action
 - III. Approval of Minutes (2 min) Action
 - IV. Public Opportunity to Speak (5 min)
 - V. Introduction of Staff (5 min) Ed McLaughlin
 - VI. Consent Agenda
 - a. Amendment to CVOC MOU.....Planning, Policy Development & Legislation (P. Fleutsch)
 - b. Amendment to MCCA MOUPlanning, Policy Development & Legislation (P. Fleutsch)
 - c. One Stop Certification Process Standards & Certification (J. Heading)
 - d. Expansion of JCG Youth Contract..... Youth Council (N. McGarry)
 - VII. Action Agenda
 - a. Youth Council Resolution..... Youth Council (N. McGarry)
 - VIII. Career/Education Presentation Lee Andersen
 - IX. CSUS Presentation Dr. Kelvin Jasek-Rysdah
 - X. Information Agenda -
 - a. Benchmarking/Secret Shopper Ed McLaughlin
 - b. Redesignation of LWIA/Recertification of WIB Joanne Presnell
 - c. Performance Measures Jackie Walter-Parnell
 - d. CalWorks Update Ed McLaughlin
 - e. Committee Structure Joanne Presnell
 - f. Youth Employability Card Elaine Craig
 - g. Quarterly Reports Jackie Walther-Parnell
 - h. LMI Updates Gary Derr
 - i. Director's Notes Andrea Baker
 - XI. Committee Reports – (*committee reports available - www.co.merced.ca.us/wi/wib/wib.html or faxed upon request*)
 - a. Education & Employers
 - b. Marketing & Economic Development
 - c. Planning, Policy Development & Legislation
 - d. Standards & Certification.....
 - e. Youth Council

- XII. Director's Comments (5 min)
- XIII. Chair Comments/Round Table/Future Agenda Items..... (5 min)
- XIV. Other..... (5 min)
- XV. Next Meeting..... March 20, 2003
- XVI. Adjourn.....

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

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

SUBJECT: A new goal for the Executive Committee is to become an active advocacy voice and take political action on workforce development issues at the local, state and national level.

PROPOSED MOTION(S): Discussion only on strategies to meet this goal.

DISCUSSION:

- 1. The Chair and First Vice Chair of the WIB have been invited to give businesses input to Buck McKeon's staff on the Hill to testify on issues of importance to Workforce Development in Merced County. Lori Strumpf is coordinating this effort.**
- 2. CWA is developing a paper with talking points for a California delegation that will meet with legislators during the NAWB Conference Feb 28-March 3, 2003.**
- 3. Invite legislators to WIB meetings and mail quarterly WIB Newsletter to them.**
- 4. WIB members will write letters to inform, educate, and influence legislators on specific workforce issues.**
- 5. Recruit a WIB member from the Sun-Star who will be an advocate for workforce investment.**
- 6. Develop a single point of contact with local news media in order to get fair and consistent coverage.**
- 7. Develop a good rapport with our legislators and their staff so that they come to us for information and expertise in regard to Workforce Development.**

ATTACHMENT(S): N/A

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

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

SUBJECT: Examination Team

PROPOSED MOTION(S): Select WIB members to serve of the Worknet Certification Examination Team

DISCUSSION: The Worknet Certification process requires a Team to examine and rate the Worknet ERC. Approximately 12-16 hours of training will be needed for the Team on Quality Practices and Principles, how to use the Baldrige scoring bands, and how to prepare a feedback report on strengths and opportunities for improvement at Worknet. The total team will consist of 8 members with 4 from the Quality Assurance Committee and 4 selected from private sector members.

ATTACHMENT(S): N/A

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

- For Action
 For Information
 Meeting Notes

SUBJECT: Training Opportunities for WIB Members

PROPOSED MOTION(S): Information Only

DISCUSSION: The WIB has expressed the need for continued training of Board members. Contact Joanne Presnell, 724-2041, if interested.

January 24 - Parliamentary Procedures: "Robert's Rules of Order".

Presenter: Jean Stallings

Where: 1880 Wardrobe, Large Conference Room

Time: 8-12 or 1-5

Come and get your own copy of Robert's Rules

January 30- 31 - Business Leadership, Business Results Conference

Presenter: CWA, DOL, EDD and others

Where: Manhattan Beach, CA

Designed for the Executive Director and a team of three WIB members. The focus will be solving business issues in a changing economy.

February 4 - WIA Performance Measures, Adult and Dislocated Workers

Presenter: Mr. Don MacMillan, State EDD

Where: Training Room A, Workforce Investment, next to Apple Annies

Time: 8 a.m. - 4 p.m.

An all day training concerning WIA performance measures for adults and dislocated workers.

February 5 - WIA Fiscal Procedures

Presenter: Mr. Don MacMillan, State EDD

Where: UC Coop Extension, 2145 Wardrobe

Time: 8 a.m. - 4 p.m.

An all day training concerning WIA fiscal policies and procedures.

ATTACHMENT(S): N/A

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

- For Action
- For Information
- Meeting Notes

SUBJECT: Assessment of the WIB

PROPOSED MOTION(S): Discuss how best to accomplish a WIB assessment.

DISCUSSION: There have been requests from the WIB to reassess how the WIB is performing and to help the WIB decide how to direct its future efforts. In the past, this type of assessment was completed by staff. The last WIB assessment was done in June 2002 prior to the WIB retreat. The opportunity exists to expand the assessment process to include professional consultants. The concept would have staff conduct the survey, then the consultant would analyze the results, personally interview WIB members and make recommendations to the WIB for improvement. The other alternative is to complete an assessment using only assigned staff.

Three possible consultants have been contacted. All three estimate the assessment could be completed in three days and would cost between \$6,300 and \$7,300. The target date for the survey is the first week in February 2003. If it is determined that a consultant be retained, Barbara Shaw is the recommended selection based on her expertise and background in workforce development.

ATTACHMENT(S): Barbara Shaw's Proposal will be provided at the meeting.

**TO: Workforce Investment Board
Executive Committee**

DATE: 1/6/03

FROM: WIB Staff

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

SUBJECT: WIB Committee Assignments and Meeting Dates

PROPOSED MOTION(S): Information Only

DISCUSSION: Review Committee Assignments and Meeting Dates

ATTACHMENT(S): Committee Assignments, Meeting Dates and Times

WIB Committee Assignments 2002-2003

Finance

Mike Smith, Chair

Lee Anderson

Ernie Flores

Alfonse Peterson

John Fowler

Leo Lamb

Andrea Baker

Susan Armstrong

Quality Assurance

John Headding, Chair

Richard Becker

George Brown

Ned Miller

Helen Sullivan

Carole Roberds

Brain Griffin

Albert Montejano

Steve Tinetti

Nicolas Benjamin

Terry Nichols

Program Planning & Development

Mike Boardman, Chair

Don Bergman

Kathleen Crookham

Harry Dull

Peter Fluetsch

Scott Galbraith

Gisela Malone

Anne Newins

Al Romero

Andrea Baker

Bill Cahill

Sharon Cresswell

Carol Greenberg

Robert McLaughlin

Ana Pagan

David Riordan

Mike Sullivan

John Fowler

Youth

Nellie McGarry, Chair

Bob Bittner

Robert Harmon

Charlie Lambert

Mike Smith

Ben Duran

Executive Committee

Rick Osorio, Chair

John Heading, First Vice Chair

Nellie McGarry, Second Vice Chair

Mike Smith

Mike Boardman

Steve Tinetti

Kathleen Crookham

The names in “BOLD” were given their first or second choice.

WIB Committee Meetings Dates

<u>Committee</u>	<u>Date / Time</u>	<u>Location</u>
Quality Assurance	Last Friday of Each Month 7:30-8:30 a.m.	Dominican Campus Staff Room A
Planning & Policy, Development	Last Wednesday of Each Month 3-5 p.m.	TBD
Finance	The Thursday Immediately Following the Exec. Meeting 7:30-9:00 a.m.	1880 W Wardrobe