



County of Los Angeles Commissions and Boards Minutes - Final WIB Certification and Quality Committee

Thursday, February 16, 2012

11:30 AM

Third Floor Teamwork Room
County of Los Angeles
Community and Senior Services
3175 W. 6th Street, Los Angeles, CA 90020

MISSION STATEMENT

Provide leadership by convening and facilitating public and private stakeholders, and connecting employers with a qualified workforce through education and training.

A CALL TO ORDER

Corde Carrillo, Certification and Quality Committee Chair, called to order the February 16, 2012 meeting of the L.A. County WIB Certification and Quality Committee Meeting at 11:36 a.m.

B PLEDGE OF ALLEGIANCE

Corde Carrillo, Committee Chair, led all meeting attendees in joint recital of the Pledge of Allegiance.

C ROLL CALL

A quorum was established with four members present.

Present 4 - Chair Corde Carrillo; Paul Kral; Wan Chun Chang and Patricia Ramos

Excused 1 - Ted Martinez

Absent 1 - Tom Gutierrez

CONFLICT OF INTEREST

Consistent with Article VI, paragraph 6 of the WIB Bylaws, Members must abstain from participating in any decision or voting on any item in which he/she (or any organization the member is employed by) has a direct or indirect financial interest. If a member is in attendance when such an item is on the Agenda, he/she must formally recuse themselves from official attendance as a WIB member at the meeting prior to any discussion on the Item. He/She may not remain seated with Committee or Council, but they may remain in the meeting room seated with and as a member of the public. If the member would like to participate in the discussion, he/she must submit a public comment request form to speak on the item as a member of the public. The member may not return to their seat in the meeting as a WIB member until all action on the item is concluded.

D CHAIR'S COMMENTS

Corde Carrillo, Committee Chair, briefly thanked the Committee for their attendance and contributions before proceeding to the next agenda items.

E EXECUTIVE DIRECTOR'S REPORT

*Richard Verches, WIB Executive Director, was not present due to his attendance at the WIB Finance Committee Meeting.
Maggie Mireles, Program Manager of Workforce Programs at CSS, sat in place of Josie Marquez, CSS Assistant Director, who was absent due to a death in her family. Ms. Mireles suggested the Executive Director's report remain pending until the next meeting.*

F ACTION ITEMS

1 DRAFT MINUTES OF THE L.A. COUNTY WIB CERTIFICATION AND QUALITY COMMITTEE MEETING HELD ON OCTOBER 19, 2011

Presenter: Corde Carrillo, Certification and Quality Committee Chair

Summary: This item presents for review and approval, and any other action deemed necessary, the Draft Minutes of the L.A. County WIB Certification and Quality Committee meeting held on October 19, 2011.

A motion was made by Paul Kral and seconded by Dr. Patricia Ramos, to approve the Draft Minutes of the L.A. County WIB Certification and Quality Committee Meeting held on October 19, 2011 as presented. The motion passed by unanimous vote.

Aye: 4 - Chair Corde Carrillo; Paul Kral; Wan Chun Chang and Patricia Ramos

Excused: 1 - Ted Martinez

2 REVIEW AND APPROVE FY 2011-12 SECOND QUARTER WIA PROGRAM PERFORMANCE REPORT

Presenter: Josie Marquez, CSS Assistant Director

Summary: This item presents for review and approval, and any other action deemed necessary, the FY 2011-12 second quarter WIA Program Performance Report.

Maggie Mireles, Program Manager of Workforce Programs at CSS, briefly introduced the staff who are instrumental in producing the Performance Reports. Alfred Beyruti, Program Manager of the CSS Research and Statistics Division, gave an overview of the information in the report. Committee Members were willing to approve the Performance Reports after staff ensured them that they will be following up with underperforming agencies. Also, Ms. Mireles and her staff will meet with underperforming Youth Providers to identify areas where assistance and improvement may be needed.

The Committee also requested staff to provide definitions of performance measures in future reports.

A motion was made by Dr. Patrica Ramos and seconded by Wan Chun Chang, to approve the FY 2011-12 Second Quarter WIA Program Performance Report as presented. The motion passed by unanimous vote.

Aye: 4 - Chair Corde Carrillo; Paul Kral; Wan Chun Chang and Patricia Ramos

Excused: 1 - Ted Martinez

3 REVIEW AND APPROVE POLICY RECOMMENDATION FOR THE EXTENSION OF THE L.A. COUNTY WIB WORKSOURCE CENTER CERTIFICATION/RECERTIFICATION PROCESS TIMELINE FOR IMPLEMENTATION

Presenter: Josie Marquez, CSS Assistant Director

Summary: This item presents for review and approval, and any other action deemed necessary, the policy recommendation to extend the implementation of the certification process from March 30, 2012 to December 31, 2012.

Maggie Mireles, Program Manager of Workforce Programs at CSS, gave a brief background on the reason for staff's recommendation to extend the timeline for implementation of the certification/recertification process. The extension allows for a consultant, knowledgeable in the CAPE process, to be procured and time for the consultant to train contractors in the CAPE application process. The Committee was willing to approve the extension, as recommended by staff, as long as staff provide progress reports on implementation to ensure that another extension is not necessary.

A motion was made by Paul Kral and seconded by Dr. Patricia Ramos, to approve the recommendation for a nine month extension on the implementation of the certification process from March 30 to December 31, 2012. The motion passed by unanimous vote.

G INFORMATION ITEMS

DISCUSSION ON 2012-13 STRATEGIC GOALS AND PRIORITIES OF THE
CERTIFICATION AND QUALITY COMMITTEE

Presenter: Corde Carrillo, Committee Chair

Summary: This item presents for discussion, and any other action deemed necessary, on the strategic goals and priorities of the Certification and Quality Committee for 2012-13.

Corde Carrillo, Committee Chair, due to time constraints and seeing there were no urgent questions or comments on this item, elected to table it and revisit it at the next meeting.

H PUBLIC COMMENTS

There were no public comments.

Next **TUESDAY, MAY 8, 2012 AT 10:00 AM**
Mtg:

Staff announced the date and time for the next Certification and Quality Committee Meeting as a reminder to Committee Members.

I ADJOURNMENT

There being no further business, the February 16, 2012 meeting of the L.A. County WIB Certification and Quality Committee was adjourned at 12:03 p.m.