



Workforce Investment Board
Reaching Business



**OAKLAND WORKFORCE INVESTMENT BOARD
QUALITY ASSURANCE COMMITTEE**

MEETING MINUTES

Wednesday, August 20th, 2010

8:30 am - 10:00 am

Hearing Room #3

1 Frank H. Ogawa Plaza

Oakland, CA 94612

(For recording purposes tape begins at 445 and ends 464)

**In Attendance: Agnes Ubalde, Chair; Mary Bergan; Berit Eriksson; Kimberly Winston;
Benjamin Bowser**

Excused Absent: John Casas

Not Present: Jose Corona, William Patterson

1) CALL TO ORDER

- Meeting called to order at 8:42 am.
- Agnes Ubalde, Chair expressed her interest in expanding the membership of the Quality Assurance Committee. She will be working with WIB staff to reach out to WIB members interested in participating and who are not yet committed or overcommitted to service on a WIB subcommittee.

2) ADOPTION OF AGENDA

- **MOTION TO APPROVE THE AGENDA**
 - **Moved by:** Berit Eriksson
 - **Approved:** Voice consent from the group without being seconded

3) REVIEW AND ADOPTION OF 8/18 Q.A. COMMITTEE MEETING MINUTES

- **MOTION TO APPROVE THE MINUTES WITH EDIT TO ITEMS #3**
 - **Moved by:** Mary Bergan
 - **Seconded by:** Benjamin Bowser
 - **Approved:** Voice consent from the group

4) OPEN FORUM

- No speakers for Open Forum

5) FY2010-2011 1ST QUARTER PROGRAM PERFORMANCE REPORT BY OPIC

- Pam Salsedo, OPIC Director, presented on the System's Program Performance for the 1st quarter of FY2010-2011 (July 1 through September 30 2010).

One Frank H. Ogawa Plaza, Third Floor, Oakland, CA 94612
510-238-7340 (phone) 510-238-4731 (fax) Email: tbarton@oaklandnet.com

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- There was discussion regarding the inclusion of monthly performance measures that were approved by the Quality Assurance Committee and full body of the WIB into revision of the report prior to presentation to the full Board. WIB staff will work with OPIC staff to systematize regular monthly and quarterly performance reporting, based upon existing reporting structures and mechanisms between OPIC, subcontractors, and the state EDD.
- **MOTION TO EDIT AND REVISE THE 1ST QUARTER REPORT, PRESENT TO THE FULL BODY OF THE WIB IN NOVEMBER WITH THE INCLUSION OF PRIOR PERFORMANCE MEASUREMENTS APPROVED IN AUGUST AND THE ADDITIONAL PROGRAMMATIC INFORMATION PRESENTED BY PAM SALSEDO TODAY.**
 - **Moved by:** Mary Bergan
 - **Seconded by:** Kim Winston
 - **Approved:** Voice consent from the group

6) **FISCAL REPORTING**

- Agnes Ubalde presented from a memo dated 10/14/2010 that provided a rationale and recommendation for quarterly fiscal reporting to be provided by the entity serving as system administrator to the WIB, showing board-approved budget and actual expenditures to date.
- **MOTION TO ACCEPT THE RECOMMENDATIONS AS PRESENTED IN THE FISCAL REPORTING MEMO AND MOVE TO THE FULL BOARD FOR ADOPTION AS POLICY**
 - **Moved by:** Benjamin Bowser
 - **Seconded by:** Agnes Ubalde
 - **Approved:** Voice consent from the group
- **MOTION TO EXTEND MEETING FOR 20 MINUTES FOR ACCEPT THE RECOMMENDATIONS AS PRESENTED IN THE FISCAL REPORTING MEMO AND MOVE TO THE FULL BOARD FOR ADOPTION AS POLICY**
 - **Moved by:** Benjamin Bowser
 - **Approved:** Voice consent from the group without being seconded

7) **VIRTUAL ONE-STOP (VOS) OVERVIEW PRESENTATION**

- Bob Fanos and Bridget Haley from Geographic Solutions provided an overview of the functions and features of the new Virtual One-Stop System (VOS) that is being implemented throughout East Bay Works One-Stop Centers.

8) **MEETING ADJOURN**

- Meeting Adjourned by Chair Agnes Ubalde at 10:20 a.m.