

**Worknet Leadership Team**  
**Merced County Office of Education-J-2**  
**632 W. 13<sup>th</sup> Street, Merced, CA**  
**Tuesday, April 14, 2009, 1:00-2:30 p.m.**  
**Meeting Minutes**



[www.co.merced.ca.us/wi/wlt/wlt.html](http://www.co.merced.ca.us/wi/wlt/wlt.html)  
[www.co.merced.ca.us/wi/worknet/worknet.html](http://www.co.merced.ca.us/wi/worknet/worknet.html)

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**Members Present:** Stephanie Busbea, Sally Ingraham, Alfonse Peterson (Chair), Joanne Presnell, Kurt Silva, Chris Vitelli

**Members Absent:** Sgt Robert Bender, Debbie Glass, Heidi Hall, Terry Nichols, Edgar Perez, Ernie Perez (Vice Chair), Dawn Yesitis

**Others Present:** Bernedette Castaneda, Patricia Hinson, Julie Odell, Rebecca Petty

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**1. Call to Order:** The Chair, Mr. Alfonse Peterson, called the meeting to order at 1:05 p.m. A sign-in sheet was used in lieu of roll call.

**2. Approve Minutes (March 10, 2009):** The Chair asked for approval of the last minutes. It was *M/S/C Presnell/Ingraham* to approve the March 10, 2009 minutes.

**3. Customer Focus:**

**a. Participant and Customer Service Information:** Ms. Bernedette Castaneda gave a report on the Customer Service & Satisfaction Report for all locations

**b. Success Stories:** Ms. Stephanie Busbea noted the Family Self Sufficiency Program is a 5-year contract available to customers. If a student completes the program successfully, they receive money saved for them through an escrow account. One student finished the program earlier than expected while balancing her full-time job and staying off cash aid. The student is getting ready to graduate. With the money she received for completing the program, she is buying a house. This is a great example of the success of this program. The Housing Authority is very proud of this customer.

Mr. Chris Vitalli noted Merced College will soon open a new building that will be utilized for various allied health training programs.

Ms. Rebecca Petty noted a participant was placed in a job at a sports club through the work experience program. After finishing the training, the participant was offered a job. She became the clubs top sales person. HSA is very proud of this participant.

Ms. Bernedette Castaneda noted the Vita Program was a success. She will provide more information at the next meeting.

Mr. Alfonse Peterson noted he supports the Vita Program and would like to congratulate all volunteers who participated in the program. Not only did it help low income families file their taxes free of charge, but it also brought a great economic boost to our community. Now is the time to plan for next year.

#### **4. Building Partnerships:**

**a. Presentation – Employment Development Department (EDD)** Mr. Kurt Silva gave the following presentation on services provided through the Trade Adjustment Assistance (TAA) Program:

TAA is a federally funded program that offers benefits to workers in the United States who are unemployed because of imports into certain other countries or a shift in production to certain other countries. These benefits include.

- Weekly Trade Readjustment Allowances (TRA) (Basic TRA unemployment benefits)
- Additional Weekly Trade Readjustment Allowances (extended TRA unemployment benefits)
- Training
- Job search allowances
- Relocation allowances

**Basic TRA:** Pays a weekly income benefit after receiving all regular unemployment insurance benefits.

**Extended TRA:** Pays a weekly income benefit after receiving all of your regular unemployment insurance benefits and basic TRA if the following conditions exist.

- The training program you're in is approved
- Your enrollment must be within 16 weeks of your job separation/layoff, or 8 weeks of the petition certification date from the Dept of Labor.

This is not an entitlement program. To qualify for any of these benefits, specific criteria must be met. If you would like more information about this program, contact Ms. Julie Odell at 726-5435.

#### **b. Roundtable – What's Happening in Your Organization:**

- Merced College (MC) – Mr. Chris Vitelli noted Merced College students are on spring break. Merced College has partnered with Boston Reed School to start a Pharmacy Technician training program. The program will start end of May and go through mid December. The College for Kid's summer program will start soon. The program will include a selection of various fun, educational, and fitness classes. Merced College has started an adult fitness class on Monday, Wednesday and Friday. The adult summer classes will include a family fitness class with cash prizes to win for families that lose the most weight.

- Merced County Housing Authority – Ms. Stephanie Busbea noted Housing Authority received an additional grant to focus on elderly and disabled customers. One of the goals for this grant is to provide congregate meals and the objective is to keep customers living independently. The meals will be provided by Community Action Agency through their Deli-licious Catering.

- Commerce Aviation & Economic Development (CAED) – Mr. Alfonse Peterson noted CAED will receive funds to fix the Castle runway and roads. CAED will partner with ACCESS to provide childcare provider classes.

- Human Services Agency (HSA) – Ms. Rebecca Petty noted HSA is experiencing problems with client retention at the worksite through the Work Experience Program. HSA is also developing a customer satisfaction survey for customers and employers to help pinpoint the problem area. HSA is working on developing training curriculum to implement new training tools to staff. Employees will be trained on

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marketing skills to help them in the recruitment process and getting the community involved in hiring participants. Most employers don't see the benefit of work experience.

- Summer Youth Program – Ms. Bernedette Castaneda noted Dept of Workforce Investment is gearing up for the Summer Youth Program. The program is in its first phase of hiring Summer Youth counselors. The Dept will be working with youth 18-24. Ms. Cantaneda and Ms. Robin Redwine facilitated a workshop to recruit worksites and projects for youth jobs. Two workshops were provided with employers and it was a success. More information will be provided at the next meeting.

- Dept of Workforce Investment (Dept WI) – Ms. Joanne Presnell noted computers in the Merced and Los Banos computer labs will be updated. Staff provided Rapid Response services to employees who are being laid off from Malibu Boats. Central Coast Alliance for Health is a new employer locating to Merced County. Staff has been assisting in its hiring process. This employer is offering very good salaries. Dept of WI is hiring Extra Help Summer Youth Counselors, Extra Help Employment & Training Specialist, and EH MIS Technicians.

- Merced County Office of Education (MCOE) – Ms. Sally Ingraham noted the Youth Opportunity Program is in full force. Approximately 190 students are expected to work this summer. The Empower Program will start another group of workshops soon. MCOE is rearranging its training sites. The adult programs will move to the Wolf Center, and teachers who were at the Wolf Center will move to the high school sites. The Youth Programs will be located at the Wolf Center in the D & E classrooms. The Los Banos classrooms will stay the same.

**c. Worknet Partner Meeting:** TBA.

### 5. Worknet Continuous Quality Improvement:

- a. Worknet-Draft Safety Plan – Ms. Presnell noted Mr. Jessie Guerrero finish the draft Safety Plan and it's ready to be reviewed. The draft was forwarded to members via email. Ms. Presnell asked members to review the draft and give back their input. She thanked the members who participated in the development of the draft Safety Plan.
- b. WLT- Balanced Scorecard Strategic Goals/Plan:
  - 1.c. – Staff uses the Interagency Referral process to meet customers' needs – This item will be moved to next month's agenda.
  - 3.d. Adequate Resource for Core A Services: Ms. Presnell noted the computers in the Merced and Los Banos computer labs will be updated.
- c. Worknet Recertification-WIB Feedback Report Priorities: Ms. Presnell noted the WIB Ad-Hoc Recertification committee met and reviewed the feedback report. The committee prioritized the different areas under each category that needs to be worked on. There are 7 categories to be reviewed. Ms. Presnell recommended the WLT start with one category at a time.
- d. Prospector Application debrief - Ms. Presnell noted the Chair from California Awards for Performance Excellence Council is available to come and give a debrief presentation on the 7 categories the WIB identified from the feedback report. The debrief will give the WLT terms that are easily understood as we begin the next phase of improvement. The Chair is available to come on May 18 or 19<sup>th</sup>. The members decided to have the debrief on May 19<sup>th</sup>, from 12:00 to 3:30 p.m. Mr. Chirs Vitelli offered the Merced College Resource Center for the presentation. Lunch will be provided. An email will be sent with more information.

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**6. Next Scheduled Meeting – Date/Time of Meeting:** May 19, 2009, 12:00-3:30 p.m., Merced College Business Resource Center, 630 W. 19<sup>th</sup> Street, Merced.

**7. Adjourn:** The meeting adjourned at 2:36 p.m.

Minutes prepared by Patricia Hinson