

Worknet Leadership Team
Merced County Office of Education, Clark Room
632 W. 13th Street, Merced
Tuesday, May 11, 2010, 1:00-2:30 p.m.
Meeting Minutes



www.co.merced.ca.us/wi/wlt/wlt.html
www.co.merced.ca.us/wi/worknet/worknet.html

Members Present: Debbie Glass, Lori Gomes, Joanne Presnell, Chris Vitelli

Members Absent: Heidi Hall (Chair), Christine Kulina, Terry Nichols, Jesse Villa, Dawn Yesitis, Alfonse Peterson

Others Present: Michelle Allison, Chasity Bradley, Pamela Cornelison, Autum Gardia, Bonita Gomez, Patricia Hinson, Sandy Lemas, Henry Xiong

1. **Call to Order:** Mr. Chris Vitelli, called the meeting to order at 1:04 p.m. A sign in sheet was used in lieu of roll Call. Self introductions were made.
2. **Approve Minutes (April 13, 2010):** The April 13, 2010 meeting minutes were approved as published.
3. **Building Partnerships:**
 - a. **Partner Presentation: Job Corps:** Ms. Bonita Gomez and Ms. Chasity Bradley gave a presentation about services provided by Job Corps.

Following are some of the trainings available:

- Obtain a High School Diploma or GED
- Choose from over 20 vocational programs (Up to 2 years of training available)
- Accounting , Carpentry, Clerical, Culinary Arts, Dental Assisting, Landscaping, Machinist
- Air Conditioning & Refrigeration, Automotive Repair Technician, Electrical Maintenance
- Material Handling/Fork-lift Training, Welding/Metal Technology
- Automotive Mechanics, Building & Apt. Maintenance, Cable Installation
- Plumbing, Tile Setting, Welding

Advance Training:

- Automotive, Auto Body
- Computer Maintenance
- Graphic Design
- Jr. ROTC Program

Job Corps centers have more openings for young ladies than young men at this point. The female admissions office handles the young ladies in Merced County. After November 1st, a new contractor will handle the Merced County admissions for Job Corps.

Merced County Admissions Contact information

Merced County Males (Merced Area): Fresno Admissions Office-Bonita Gomez (559) 233-3868.

Merced County Males (Los Banos Area): San Jose Admissions Office- Gina Fitzpatrick, Melissa Gunn, Andrea Mann & Jewel Kong (408) 794-1232.

Merced County Females: Fresno Female Admissions Office- Melissa Abbey (559) 233-0061

b. Partner Meeting: Ms. Patricia Hinson will send an e-mail with a potential meeting date.

c. Strategic Plan:

1. **Goal #1-Results of Meet and Greet:** Mr. Chris Vitelli noted the “Meet and Greet” day had a good turnout. He welcomed Ms. Pamela Cornelison from Merced County Library and Mr. Henry Xiong from Merced Lao Family who were present at the meeting. Mr. Vitelli asked members if this is something the WLT would like to continue doing. Members agreed to have a “Meet and Greet” every 6 months. Suggestions for improving the next event are: a) Plan with more advance notice to partners. b) Have customers attend the event and share their own testimonials. c) Have current members visit and invite their potential “New Partner,” if possible provide them with brochures. Mr. Vitelli asked the new partners present if they had any questions regarding the “Meet and Greet,” event. Ms. Cornelison noted she would like to personally visit the Merced One-Stop and walk through the program as if she were a customer looking for a job. She suggested putting a sign at the Merced County Library reading, “Looking for a Job? Visit Merced Worknet,” and have brochures available for the public. Mr. Xiong noted he would like to personally visit the Merced One-Stop and meet with partners who are assigned there. Another suggestion was to have partners invite new members on an ongoing basis.
2. **Goal #2: List of New Services:** Ms. Joanne Presnell recalled from a previous meeting that members were asked to bring contact information for various services that might benefit the “New Customer.” A list and copy of brochures were provided with the contact information. After reviewing the brochures, members noticed some of the information was not up-to-date. It was suggested to update the information and bring back to the next WLT meeting. Members agreed to combine all the contact information including the brochures and develop one main brochure with all the information to be posted on our Website. Ms. Cornelison provided the following contact information to be added to the current list www.mercedcountylibrary.org click on resources. Mr. Xiong will check to see what contact information is available from Merced Lao Family Community, Inc. to share with members. Ms. Lori Gomes noted she will verify contact information regarding MCOE, YOP and Empower Programs, to be added to the list.
3. **Goal #3: Safe Work Environment (Review Safety Plan):** Mr. Vitelli asked members to review the Safety Plan and provide feedback at the next WLT meeting. Ms. Presnell added that the main goal is to have a safe working environment. Some suggestions were made regarding the Safety Plan. 1) Add a Table of Content. 2) Add page numbers. 3) Add an emergency contact form with employee’s information. 5) Update the emergency contact information. 6) Change the language: When evacuating the building, immediately get your vital personal items and leave the building. Do not reenter the building, only after the supervisor in charge or appropriate authority gives the ‘all clear’. 7) Add an organizational chart of who is in command for each location. Staff will do the Table of Contents and add the page numbers for the next WLT meeting.

4. Customer Focus:

a. Success Stories:

Merced Worknet-Ms. Michelle Allison noted a customer came to the One-Stop looking for a job. She applied for the Secretary III position at Dept of WI and got the job.

Merced Adult School-Ms. Debbie Glass noted she hired an employee as the GED examiner. The employee applied for a position with Dept of WI and got hired as an Extra Help Employment and Training Specialist.

Merced County Office of Education-Ms. Lori Gomes noted she visited Ms. Jonnie Lucas Office Technologies in Medical Environments/EKG training classroom located at the new hospital. She was very impressed with the amount of students who are training and working in different areas in the hospital. One of the students who finished the training was hired to work as a floor Unit Coordinator. Merced County Office of Education is very proud of these students.

Merced Lao Family Community- Mr. Henry Xiong from Lao Family noted a customer who came from Thailand a few years ago, attended school and took the GED tests and passed. He was enrolled in Work-Experience working 20 hours per week. He later applied for a Security Guard job and was offered the position.

Los Banos Worknet-Ms. Sandy Lemas noted Rally's will be opening soon in Los Banos. Over 30 students from the Summer and Winter Youth Programs were offered jobs. One customer from WTW Work Experience also got hired. Ms. Lemas added many Worknet customers were hired for the Census jobs with good pay.

Merced County Library-Ms. Pam Cornelison noted a volunteered training tutor at the library was offered a job somewhere else. A student who was enrolled in the Advance ESL Literacy Program was offered a job at the new hospital. Ms. Cornelison gave a presentation on the Literacy Program at the Merced College Resource Training Center, following the presentation two students signed up for the program. There's the possibility of an instructor from Merced College Resource Center to sign up to be a volunteer tutor for the Literacy Program.

b. Elevate America update: Ms. Allison noted May 7th is the suggested deadline to issue vouchers. Department of WI was given 2,250. Following are the totals for Merced and Los Banos Offices:

Red E-Learning Vouchers: Received 1,000, issued 956

Blue IT Vouchers: Received 250, issued 125

Orange 2007 Exam Vouchers: Received 500, issued 478

Green 2003Exam Vouchers: Received 500, issued 125.

c. Roundtable: What's going on in your organization: Members shared what's going on in their organization.

d. Customer Service Highlights: Ms. Allison provided information for all locations. Due to the new VOS tracking system the future Customer Service and Satisfaction reports will look different.

- e. **VITA Program:** Ms. Sandy Lemas provided the information regarding the VITA Program for HSA and Los Banos Worknet.

HSA:

- 81 returns were filed with the IRS
- Earned Income tax credits received back totaled \$79, 802
- Child Tax Credits totaled \$33,793
- Total refunds: \$151, 818.00

- The economic multiplier for Federal refunds is 7, making the final amount into the Merced County local economy of: \$1, 062, 726.00

Ms. Lemas shared with members the Department of WI has participated in previous years with VITA Program.

LB-Worknet:

- 89 returns-2009
- Federal Refund total- \$121,284
- Earned Income Tax Credit-\$6,184
- State refund totals-\$6,184

- 64 returns-2008

- 35 returns- 2007

5. **Next Scheduled Meeting – Date/Time of Meeting:** June 8, 2010, 1:00-2:30 p.m., Merced County Office of Education, Clark Room 632 W. 13th Street, Merced, CA.
6. **Adjourn:** The meeting adjourned at 2:20 p.m.