

Approved: August 10, 2010
With following corrections: Item 5:
corrected to read: Merced County Office
of Education, J-2 Room.



Worknet Leadership Team
Merced County Office of Education, Clark Room
632 W. 13th Street, Merced
Tuesday, July 13, 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: Pamela Cornelison, Debbie Glass, Lori Gomes, Heidi Hall (Chair), Christine Kulina, Mary Mendoza, Alfonse Peterson, Joanne Presnell, Chris Vitelli

Members Absent: Paula Mason, Jorge DeNava, Terry Nichols, Jesse Villa, Henry Xiong, Dawn Yesitis

Others Present: Michelle Allison, Larry Garcia, Autum Gardia, Patricia Hinson

1. **Call to Order:** The Chair 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 (June 8, 2010):** The June 8, 2010 meeting minutes were approved as published.
3. **Building Partnerships:**
 - a. **Partner Presentation: MCOE:** Mr. Larry Garcia and Ms. Lori Gomes gave a presentation on a new training course “Logistics and Warehousing” through Merced County Office of Education ROP. Students will learn the skills needed to be successful in the logistics/warehousing industry. This course will be located at Castle Automotive Training Center in Atwater. It will be for 26 weeks, 32 hours per week. Students must have their high school diploma or GED and read and compute math at an 8th grade level. Orientations are held every Monday from 9:00 to 11:00 a.m. at Castle Automotive Training Center, 2245 Jetsream Drive, Bldg. #325, Atwater, CA 95301. For referrals and additional information, please contact Ms. Jones at (209) 381-6766.
 - b. **Worknet Partner Meeting:** The next Worknet Partner meeting is scheduled for August 4, 2010, 10:00 a.m. at the Merced One-Stop.
 - c. **Strategic Plan:**
 1. **Goal #2: Update on Community Services Brochure:** Staff is updating the contact information, and a draft copy of the brochure will be provided at the next meeting.
 2. **Goal #3: Safe Work Environment (Discuss safety drill tests):** Members shared safety drills and/or processes are followed at various agencies in case of an emergency. Merced Adult School (MAS) has mandatory fire drills twice a year and lockdown drills once a year. These drills are prescheduled and staff is aware of them. After the drills, a debrief meeting is scheduled to go over what worked and what didn't. The MAS then completes a form to submit to the Fire Department for feedback. Merced County Office of Education has a panic button, uses a code word as well as voiceover system, and has fire and lockdown drills. Merced County Library uses a code word to let the staff know there's an emergency. The Employment Development Department uses the voiceover system and provides a roster of the staff that is in charge in case of an emergency to the Fire Department. Department of Workforce Investment will schedule a lockdown drill and an evacuation drill. It was requested of each member to

share their checklist of what their organization does after an evacuation drill, and was asked to forward their list to Patricia via e-mail.

3. **Goal #5: Sustain Funding Levels:**

- a) **Met performance standards for 07/08 & 08/09-** The Department of Workforce Investment met the goals and performance measures and received the incentive funding for 07/08 and 08/09. The total of \$23,000 was granted.
- b) **Grant Funding:** The Department of Workforce Investment continues to apply for different grants for training. The grants the Department has applied for currently are:
 - Regional Vets Grant, (Stanislaus, Madera & Merced)-awarded.
 - Regional Cluster Grant (With 14 other counties), awarded.
 - Health Care Sector- not awarded
 - National Emergency Grant, (Regional Grant), pending
 - San Joaquin Valley Job Corp-awarded
 - Disability Navigator, awarded
 - Bridges to Success Grant for Youth (Dept. of Workforce Investment is Administrating the grant, and MCOE is doing the training.)-awarded.

4. **Customer Focus:**

a. **Success Stories:**

Merced College (MC) – Merced College has successfully served over 1,000 students this summer.

Merced Worknet – A customer who had many obstacles to overcome including a place to live, sought Merced Worknet for assistance. She was enrolled in the IS training Program which she completed and was able to obtain a job and a place of her own. Department of Workforce Investment is very proud of this young lady and her accomplishments.

Merced Adult School (MAS) – A customer who had lost her job came to MAS for assistance. She was enrolled in the Office Occupation Training Program. After completing the training, she was enrolled in Work Experience as a volunteer with people that have Alzheimer's. She continues to work there part-time and enjoys her job.

Merced County Office of Education (MCOE) – Several youths have been placed in summer jobs. A young lady who graduated from a course offered at MCOE, was hired as an instructional Aide for the Adult Program.

Merced County Human Services Agency (HSA) – The Implementation of the Technical Assistance Academy Grant program for Work Experience participants is reaching its completion. The next phase will be to analyze results. The grant allowed the following improvements: marketing materials, updating several forms, changing the supervisor's handbook, changing the name of the program from Work Experience to Job Skills Placement, and updating the client database to include an employer skills checklist which will match two sites based on the client's interest and what they want to learn.

Merced County Commerce, and Economic Development (CAED) – CAED now offers small business services in Delhi. Currently, a Nursery Plant business wants to expand its services and is seeking assistance with the process of a small business loan.

Department of Workforce Investment – WI has a contract with Human Services Agency to place TANF Out-of-School Youth in summer jobs. The goal is to serve 300 youth. Funds will not cover fingerprinting or TB testing. The program will help youth improve their soft and job skills.

Merced County Library- A customer who went through the County Literacy program was offered his first job. He wants to give back to the community, so he is interested in starting his own book club.

Job Corps- In support of “Walk Across America” (which is a healthy living program) an RN is at the Job Corps Center to assist students in making better healthy choices.

b. Roundtable: What’s going on in your organization: Members shared what is going on in their organization.

c. Customer Service Highlights: Ms. Allison and Ms. Presnell provided information for Merced and Los Banos One-Stops.

5. Next Scheduled Meeting – Date/Time of Meeting: August 10, 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 2:29 p.m.