

Worknet Leadership Team
Merced County Office of Education, J-2 Room
632 W. 13th Street, Merced
Tuesday, August 10, 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, Heidi Hall (Chair), Dave Heyer, Christine Kulina, Paula Mason, Mary Mendoza, Terry Nichols, Joanne Presnell

Members Absent: Pamela Cornelison, Lori Gomes, Alfonse Peterson, Jorge DeNava, Jesse Villa, Chris Vitelli, Henry Xiong

Others Present: Michelle Allison, Gerald Alger, Patricia Hinson, Jacque Meriam

1. **Call to Order:** The Chair called the meeting to order at 1:02 p.m. A sign in sheet was used in lieu of roll Call.
2. **Approve Minutes (July 13, 2010):** The July 13, 2010 meeting minutes were approved with the following corrections: Item 5, to read: Merced County Office of Education, J-2 Room.
3. **Building Partnerships:**
 - a. **Partner Presentation: Employment Development Department (EDD):** Mr. Gerald Alger gave a PowerPoint presentation on Veterans' Services, which includes the following.
 - Employment benefits
 - UI, CalJobs, CTB, WOTC
 - Job Training
 - Job search, resume writing
 - Workshops
 - Education opportunities and benefits

The EDD Veteran's Services are for all Departments of the Army, Navy, Air force, Marines, Cost Guard, National Guard and Reserves. The goal is to make sure that every veteran in California is aware of the services available to them. If you have any questions regarding services, you can contact Mr. Alger at (209) 726-5407.
 - b. **Worknet Partner Meeting:** The next Worknet Partner meeting is scheduled for October 6, 2010, 10:00 a.m. at the Merced One-Stop.
 - c. **Strategic Plan:**
 1. **Goal #2: Update on Community Services Brochure:** Copies of the Merced and Los Banos Community Services brochure were provided to the members. No recommendations or changes were made, and it was approved as presented.

2. **Goal #3: Safe Update:** The Chair noted the Department of Workforce Investment Management staff is currently reviewing and updating the Emergency Action Plan.

d. **Employee Satisfaction Survey:** The Chair informed members they will be receiving the Employee Satisfaction Survey via Zoomerang by the end of the month. She asked members to reply to the survey.

e. **WLT Mission, Vision Statement and Core Values:** The Chair read the Mission and Vision Statements to members and asked if this is still the focus of the WLT. Members agreed to keep the Mission and Vision as presented. The Core Values were also read and the Chair asked members if anyone had a new Core Value to be added to the list. Members agreed to leave the Core Values as presented. There was discussion about other ways to help the partners and staff focus on the Mission, Vision and Core Values. Following are suggestions:

HSA

- a) When a new employee is hired, they attend an in-house orientation which incorporates different training activities built around the agency's values. The new employee is encouraged to memorize and recite the Mission, Vision and Core Values.
- b) At the employee yearly evaluation, there's a section where the immediate supervisor chooses what Core Value the employee exemplifies and writes a brief paragraph of how it is displayed at work. (This is optional)
- c) Staff has cards on each of their desk with the Core Values, Vision and Mission statement.
- d) The Mission, Vision and Core Values are posted on walls and their website.

Job Corps:

- e) Posters are hanging in the conference room and cards with the Mission, Vision and Core Values is placed on the employee's desks.

4. Customer Focus:

a. **Ethics training:** The Worknet Leadership Team partners are invited to attend a 2-hour Ethics Training session. The training is scheduled for August 27, 2010 at Merced County Board Chambers 3rd Floor, 1:30 to 3:30 p.m. If you would like to attend, please RSVP to Patricia at 724-2043 or via e-mail, phinson@co.merced.ca.us.

b. **Safety Training:** There will be a Safety Training "Laughing Yourself Safe," scheduled for October 21, 2010, at 2:00 p.m., Wardrobe Large Conference Room, 1880 W Wardrobe Ave. Partners are invited to attend, please RSVP to Patricia at 724-2043 or via e-mail phinson@co.merced.ca.us.

c. **Success Stories:**

Merced Worknet – Two new training programs have started at Merced Worknet, the Metrix Training and the Rosetta Stone. These trainings are available for customers. Three of the participants who attended the Hemodialysis Training program were offered positions and are employed.

Los Banos Worknet – The reconfiguration for Los Banos Worknet office has been completed, there are now 14 computers available for customers. The Rosetta Stone training is doing well, with 20 customers signed up.

Merced Adult School (MAS) – The fall classes' catalogue is available. A customer who was homeless came to MAS for assistance. He took the GED tests and passed. He now has his GED.

Merced County Library – The County Library is turning 100 years old.

Merced County Human Services Agency (HSA) – The Emergency Contingency program for Work Experience participants is ending. Out of the 150 slots available in the program, 140 were filled.

California State Dept of Rehabilitation (DR) – The Dept of Rehab is continuing to help individuals find jobs. Some customers have been placed to work at schools.

Job Corps – Job Corps partnered with Labor Ready. The main goal for the Fresno office is job placement. Job Corps enrollees are getting ready to start the fall classes.

- d. **Roundtable: What's going on in your organization:** Members shared what is going on in their organization.
 - e. **Customer Service Highlights:** Ms. Allison provided information for Merced and Los Banos One-Stops.
5. **Next Scheduled Meeting – Date/Time of Meeting:** September 14, 2010, 1:00-2:30 p.m., Merced County Department of Workforce Investment, Large Conference Room, 1880 Wardrobe Ave., Merced, CA.
 6. **Adjourn:** The meeting adjourned at 2:20 p.m.