

**Worknet Leadership Team**  
**Department of Workforce Investment. Lg. Conf. Rm.**  
**1880 Wardrobe Ave., Merced**  
**Tuesday, September 14, 2010, 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)

---

**Members Present:** Pamela Cornelison, Debbie Glass, Lori Gomes, Heidi Hall (Chair), Christine Kulina, Paula Mason, Terry Nichols, Joanne Presnell, Chris Vitelli

**Members Absent:** Dave Heyer, Alfonse Peterson, Jorge DeNava, Mary Mendoza, Jesse Villa, Henry Xiong

**Others Present:** Michelle Allison, Becky Barabé, 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.
2. **Approve Minutes (August 10, 2010):** The August 10, 2010 meeting minutes were approved as published.
3. **Building Partnerships:**
  - a. **Partner Presentation: CA State Department of Rehabilitation (DOR):** Mr. Terry Nichols gave a presentation on DOR Services, which includes the following:
    - Counseling and guidance,
    - Referrals and assistance to get services from other agencies,
    - Job search and placement assistance,
    - Vocational and other training services,
    - Evaluation of physical and mental impairments
    - On-the-job or personal assistance services,
    - Interpreter services,
    - Rehabilitation and orientation/mobility services for the deaf and the blind,
    - Occupational licenses, tools, equipment, initial stocks, and supplies
  - How to Apply for services:**
    - Visit your local DOR office and complete an application,
    - Call and request an application,
    - Apply on-line at [www.dor.ca.gov](http://www.dor.ca.gov).
  - b. **Worknet Partner Meeting:** The next Worknet Partner meeting is scheduled for October 6, 2010, 10:00 a.m. at the Merced One-Stop, 1200 W. 16<sup>th</sup> Street.
  - c. **Strategic Plan:**
    1. **Goal #2: Community Services Brochure-Completed:** Copies of the Merced and Los Banos Community Services brochure were provided to the members. It was requested to add CA State Department of Rehabilitation under employment services. The Community Services brochure

will be posted on-line on the WLT website. An e-mail will be sent to Partners with the website link.

2. **Goal #3: Safety Plan-Completed:** Copies of the Emergency Action Plan were provided to members. Following are some of the updates done to the Safety Plan: An Emergency Lockdown Procedure was added, updated how often fire extinguishers are checked and who is responsible for maintaining the emergency kits and fire extinguishers. The Emergency Contact list (during business hours) will be updated and an afterhours Emergency Contact list will be added to the Safety Plan. Members approved the Safety Plan with the exception of the updates that are going to be made. Once the updates have been done, it will be posted on-line on the WLT website. An e-mail will be sent to partners with the website link.
- d. **Employee Satisfaction Survey:** The Chair informed members the Employee Satisfaction Survey has been postponed until a later time. The survey questions will be provided at the next WLT meeting. The survey will be submitted on-line via Zoomerang.
- e. **WLT Mission, Vision Statement and Core Values:** The Chair noted at the last WLT meeting, it was decided to keep the Mission and Vision Statements and Core Values as presented. She asked members for suggestions about other ways to provide education and awareness to staff and partners about our Mission and Vision Statements and Core Values. Members were asked to provide input regarding different definitions for the Core Values, please send them to Patricia via e-mail at [phinson@co.merced.ca.us](mailto:phinson@co.merced.ca.us).

Following are some activities focusing on the Mission and Vision Statements and Core Values:

- 1) On a monthly basis distribute to managers/supervisors printed cards/bookmarks/or a small gift with the Vision and Mission statements and a Core Value of the month written on them.
- 2) When the manager/supervisor notices staff or partners accomplishing a task, teamwork or customer service and demonstrate a Core Value, the manager/supervisor can write a brief thank you note about how the Core Value was demonstrated and give it to the employee. This could also be used for staff to acknowledge their co-workers, or partners.
- 3) At All Staff meetings review and do activities to include the Vision and Mission statements and Core Values and have staff breakup into small teams and share how they implement Core Values in their daily job.
- 4) Let employees submit their own statement as to how they implemented the Vision, Mission Statements or Core Values on a particular day while being at work.
- 5) Post on the WLT website the employees/partners acknowledgements/accomplishments.
- 6) Develop a survey via Zoomerang for staff and partners to include the Mission, Vision statements and Core Values. Ask staff and partners to rate on a scale from 1-10 how they feel about each Core Value, and which one is the most important.

- 7) Select a Core Value for the month and each week post in the intranet a clue regarding the Core Value. Let staff guess which Core Value it is and give a prize to the winner.

Members agreed to start with the cards activity and at a later time implement some of the other activities.

#### 4. Customer Focus:

- a. **Safety Training:** The Worknet Leadership Team partners are invited to attend a Safety Training “Laughing Yourself Safe,” scheduled for October 21, 2010 at 2:00 p.m., Department of Workforce Investment, 1880 Wardrobe Ave, Large Conference Room. If you would like to attend, please RSVP to Patricia at 724-2043 or via e-mail, [phinson@co.merced.ca.us](mailto:phinson@co.merced.ca.us).

- b. **Success Stories:**

Housing Authority – Recently implemented a Nutritional Program for tenants consisting of a series of eight classes for eight weeks. Another Program is “Girls on the Move” targeted for young girls between the ages of six and twelve years old. Some of the topics include, Good Nutrition, Learning the Importance of Exercise, Self-esteem and Peer Pressure. Both programs have started and are doing well.

Job Corps – Continue to have an increase in student enrollments. Job Corps is now offering more classes available in Automotives and Construction.

Merced College – Student enrollments this semester reached 11,000 at Merced College.

Merced County Office of Education (MCOE) – All the Adult programs are up and running and new students are welcome.

California State Dept of Rehabilitation (DOR) – The Dept. of Rehabilitation placed a young man in the Automotive Training program. This young man is a success story and DOR is very proud of him.

Merced Adult School (MAS) – The Computer Office Technology graduation was held last week and one of the guest speakers was lady who had graduated about ten years ago. She talked about the many challenges she had to overcome while attending school. She has been working for the past eight years for the City of Atwater as an Executive Secretary. Another guest speaker was a student who was graduating that day. She shared her story about her life challenges and not believing that she was good with numbers. She is now taking University courses and plans to become a CPA and start her own business.

Merced County Library Literacy Program– A student who was enrolled in the Work Experience program was assigned to work at Merced County Library Literacy program. The student assisted staff with inventory and was able to learn skills pertaining to his job preference which was warehousing. He is a success story because he was the first student to successfully finish the program and did an excellent job. The Merced County Library is currently working with HSA case managers on referrals for the Adult Literacy Program.

Merced County Department of Workforce Investment (WI) – A customer who came to the office for assistance was enrolled in the Merced College PLC training program. He completed the program and started a new position at a good salary. WI in partnership with Merced College has enrolled 13

students in a Computer Tomography course. All 13 students are doing well. The goal is to have all students become certified at the end of the training. An additional Computer Tomography course is scheduled to start January 2011. This course is the first of its kind done in Merced County and State.

Merced Worknet – Merced Worknet had its first customer who completed the on-line Solar Heating training program. He now has a good full-time job. More partners are participating at the Merced One-Stop. Merced Worknet now has available the Sorenson communication system for customers who are deaf or hard-of- hearing.

- c. **Roundtable: What's going on in your organization:** Members shared what is going on in their organization.
  - d. **Customer Service Highlights:** Ms. Allison provided information for Merced and Los Banos One-Stops.
5. **Next Scheduled Meeting – Date/Time of Meeting:** October 12, 2010, 1:00-2:30 p.m., Merced Adult School, Room 105, Merced, CA.
  6. **Adjourn:** The meeting adjourned at 2:30 p.m.