

**Worknet Leadership Team**  
**Merced County Office of Education**  
**632 W. 13<sup>th</sup> Street, Newbold Room, Merced**  
**Tuesday, November 9, 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)

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**Members Present:** Pamela Cornelison, Debbie Glass, Heidi Hall (Chair), Christine Kulina, Paula Mason, Janice Matthews, Joanne Presnell, Chris Vitelli

**Members Absent:** Becky Barabé, Lori Gomes, Alfonse Peterson, Jorge De Nava, Mary Mendoza, Jesse Villa, Henry Xiong

**Others Present:** Michelle Allison, Patricia Hinson

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

**2. Approve Minutes (Oct 12, 2010):** The October 12, 2010 meeting minutes were approved as published.

**3. Building Partnerships:**

**a. Partner Presentation: Merced County Library-Read and Succeed Adult Literacy Program:**

Ms. Pamela Cornelison gave a presentation about the Read and Succeed Reading Program for Adult Learners. The Read and Succeed (RAS) program provides a one-to-one tutor learner approach for individualized instruction for each learner. This means that adults learn what they need to learn at their own pace and are able to directly apply their new skills to their everyday lives. Read and Succeed literacy services are different from a school environment because the focus is on what the adult learner sets as his or her goals and then the tutor uses these goals to chart the learner's reading instructions.

**Program Requirements (For Learners)**

- 18 years or older,
- English speaking,
- Motivated to learn.

**Program Requirements (For Tutors)**

- 18 years old,
- English speaking,
- High school graduate or GED,
- Read at a 12<sup>th</sup> grade level.

**Program Elements (Reading)**

- Basic reading skills
- Comprehension
- Vocabulary

- Spelling

**Program Elements (Writing: Numeracy & Life-Skills Math)**

Pre-GED Preparation

- Language Arts
- Social Studies
- Science
- Mathematics

For more information, please call Merced County Library at (209) 385-7391 or 385-7643

**b. Worknet Partner Meeting:** The next Worknet Partner meeting is scheduled for January 5<sup>th</sup>, time and location TBA.

**c. Strategic Plan:**

**WLT Mission, Vision and Core Values-Card Samples:** The Chair provided members with the printed cards with the Vision and Mission statements and a Core Value of the month written on them. The first Core Value for this month is “Teamwork.” She asked members to suggest ideas on how to keep the Core Value present and reinforce to staff what the Core Values are. Following are some of the suggestions given by members:

- Discuss Teamwork with all new employees. Have them get into a circle and hold hands while the facilitator throws balloons into the circle. Staff needs to keep holding hands at the same time while they continue to keep all of the balloons up in the air. Afterwards have a discussion with staff about what it took to keep those balloons up in the air and teamwork.
- Talk to staff about the importance of customer service and teamwork. Have staff cross train so they can back each other up when necessary. Have staff give an example of good or bad customer service or teamwork.
- As a manager you can give out Lucky Bucks to staff who display the Core Value of the month. At the end of the month get together with staff and have a small auction and celebrate. The goal is to reward and bring recognition to the individual or team and have fun with it.
- Have monthly star nominations for staff or a group who display the Core Value. The supervisor or manager can nominate either an individual or a team for a star. Staff can also nominate each other.

**d. Worknet Facilities Update:** The Department is waiting for ratification from the WIB to approve to relocate the 16<sup>th</sup> Street Merced One-Stop office to 1880 Wardrobe Avenue. The WIB Executive Committee agreed to move the office based on moving cost, high speed intranet access, parking, and transportation.

**4. Customer Focus:**

**a. Success Stories:**

Housing Authority – The Fall Festival was a success, some of the services and activities provided were; fingerprinting for children for safety, dental education, a book reading event for children, costumes, games, and Halloween activities.

Job Corp – Each of the Job Corp centers were graded on their success based on GED, high school diploma, incoming students, outgoing students, and vocational training. Students were also invited to participate in the grading. Some of the bench marks were; quality of education and staff support. The San Jose Job Corp Center surpassed the 100% mark.

Department of Rehabilitation – The Open House was a success, approximately 40 different partner agencies attended the event. Since the event was such a success, the plan is to hold one once a year. The goal is to bring together all the partners and share what's going in their agencies.

Merced Adult School (MAS) – A young lady, who was part of the Literacy Skills Lab, was commuting from Los Baños to attend classes at MAS. She recently got a full time job at Executive Realty. Another young lady who was in work experience at MAS finished the Computers Office Technology program and she now is working at Wall Mart.

Human Service Agency (HSA) – A young lady who wanted to make a difference in the community decided to made and gather blankets to give to families in need. The young lady received over 200 blankets and gave HSA some of the blankets back. HSA plans to distribute the blankets to foster children and other individuals in need.

Merced College – Ms. Becky Barabé is the Director of the Workplace Learning Resource center. She is assessing community partners and gathering information about how the Workplace Resource center can assist them and how they can form partnership.

Merced Worknet – Customers are continuing to get jobs. A customer had lost his job and had come to the office for training, he was enrolled in the Culinary training program, after the program we was offered a job at the hospital, but now he is working at the Merced School District. A lady who came to the Worknet office was very frustrated with staff and the signing up process. She left and later returned to apologize to staff and let them know what she was going through. She now has a job working for the Magic Program. Most of the HSA work experience participants working at the Merced Worknet office now have jobs.

- b. Roundtable: What's going on in your organization:** Members shared what is going on in their organization.
  - c. Employee Survey:** A copy of the survey questions were provided to partners.
  - d. Customer Service Highlights:** Ms. Allison provided information for Merced and Los Baños One-Stops.
- 5. Next Scheduled Meeting – Date/Time of Meeting:** December 14, 2010, 1:00-2:30 p.m., Merced County Office of Education, Newbold Room, 632 W. 13<sup>th</sup> Street, Merced, CA.
  - 6. Adjourn:** The meeting adjourned at 2:25 p.m.