

Approved 02/08/2011

With following corrections: Page 3: Corrected to read: MAS is targeting Hispanic women between the ages of 21-30 years old. More Spanish language was added to the catalogue.



Worknet Leadership Team
Merced County Office of Education
632 W. 13th Street, Newbold Room, Merced
Tuesday, December 14, 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, Jorge De Nava, Lori Gomes, Alfonse Peterson, Debbie Glass, Heidi Hall (Chair), Paula Mason, Janice Matthews, Joanne Presnell, Jesse Villa

Members Absent: Becky Barabé, Christine Kulina, Mary Mendoza, Chris Vitelli, Henry Xiong

Others Present: Michelle Allison, Patricia Hinson

1. **Call to Order:** The Chair called the meeting to order at 1:00 p.m. A sign in sheet was used in lieu of roll call.
2. **Approve Minutes (Nov 9, 2010):** The November 9, 2010 meeting minutes were approved as published.
3. **Building Partnerships:**
 - a. **Partner Presentation: Central Valley Opportunity Center (CVOC):** Mr. Jorge De Nava noted CVOC was founded 31 years ago. Following are some of the training available at CVOC.

Classes Available at CVOC

- Welding
- Business Occupations
- Class A License
- Cooking
- Retail Sales
- GED Preparation

High School Equivalency Program (HEP): HEP is a 12 week GED program for migrant and seasonal farm workers. HEP offers migrant and seasonal farm workers who have dropped out of school a unique and exciting opportunity to obtain a GED certificate. HEP classes are offered both in English and Spanish.

Who May be Eligible for (HEP)

- A person or relative living in the household must have spent a minimum of 75 days during the past 24 hours as a migrant or seasonal field worker;
- Not have earned a secondary school diploma or its equivalent;
- Is 18 years of age or over.

There are two sites for HEP Sessions: Merced /Winton Training Center (209) 357-0062 (ext. 138) and Madera Training Center (559) 673-5380.

Students also receive needed assistance while in classes with books, transportation, and vocational guidance, English as a second language, job placement assistance and child care.

For more information, please call Central Valley Opportunity Center:
Merced (209) 357-0062, Stanislaus (209) 577-3210, Madera (559) 662-0100.

- b. Worknet Partner Meeting:** The next Worknet Partner meeting is scheduled for January 12th at 10:00 a.m., 1880 Wardrobe Office, Small Conference Room.
- c. Strategic Plan:**
WLT Mission, Vision and Core Values-Card (Growth): The Chair provided members with the printed cards with the second Core Value of the month which is “Growth.” The Chair asked if anybody wanted to share how they reviewed last month’s Core Value which was “Teamwork.” Merced County Library concentrated on the Core Value of the month with staff by working together in tag teams to cover for the tutors who were absent. Department of Workforce Investment experienced a lot of teamwork being done with staff assisting with the move of the Merced Worknet office to Wardrobe. Other members will share at the next WLT meeting.
- d. Worknet Facilities Update:** As of last Monday, the Merced Worknet office is now located at the Wardrobe office. The transition went smoothly. Most services are available except for the Resource and PESCO lab. The goal is to have all the labs up and running by next Monday, Dec 20th. The computer capacity is the same as what was at the 16th Street office.
- e. Worknet Open House/Invite Potential Partners:** In May of this year, the WLT had an Open House at the Merced Worknet office and invited potential partners to join the WLT. The event had a good turnout, which resulted in Merced County Library and Merced Lao Family joining the Worknet Leadership Team. We are looking at the possibility of having another Open House next year and again invite potential partners to come and tour the new location of the Merced Worknet office located at Wardrobe. The Chair asked members to think about what other agencies they would like to invite and would benefit from joining the WLT. At the next WLT meeting, members will decide on the date and who will contact the invitees for the Open House.
- f. Worknet Presentations 2011- (Sign up list):** Some members signed up to do presentations at the 2011 Worknet Leadership Team meetings. The sign up list will be available at the next meeting for those who will be doing presentations.

4. Customer Focus:

- a. Success Stories:**

Housing Authority – The Thanksgiving Food basket project was a success- 90 food baskets were distributed to resident families.

Central Valley Opportunity Center– CVOC is doing its Annual 2010 Christmas Food & Toy project. CVOC will distribute 200 gift baskets to Merced County Residence on December 21st. The baskets will each have 2 whole chickens, a 6 lb. ham and vegetables and fruit.

Merced College – The classes are coming to an end for this semester. Merced College will continue the partnership with WI regarding the Thrive and Survive Customer Service Academy. Community

Services has new classes scheduled for spring semester. If there is any training opportunity you would like for your customers, please let Merced College know.

Merced County Office of Education (MCOE) – The teachers from the Medical and Accounting programs are doing a very good job helping students get employed. This is due to the great partnership with the hospital. The new Logistics and Warehousing class is accepting students and has working sites established for this class.

Human Services Agency (HSA) – The staff from Job Skills placement provided feedback regarding customers who are working at different job sites and now have been employed to work part time at the job sites. One customer has been hired to work for 15 hours per week and the other one for 30 hours. A lady who was hired to work part time at a job site is now training for a Manager's Assistant position. One of the facilitators from the Job Readiness workshops reported that 22 customers started the Job Search class and so far 9 have found jobs. The facilitator also reported that most of the customers being employed are getting solid jobs with opportunity for advancement in Medical Office and Maintenance Janitorial.

Commerce Aviation and Economic Development – A customer who was assisted with her business plan three years ago opened a Senior Home business and is now planning to expand her business with another Senior Home. It's good to see people expand their business in these hard economic times.

Employment Development Department – A Vet representative assisted a customer who was having a hard time finding a job and was struggling with low self esteem. The Vet representative was able to help the customer find a good job with an excellent salary. This Friday some Vet representatives will visit the Livermore Naval Hospital to deliver Christmas bags to veterans that are there.

Merced Worknet – Three WEX participants who were assigned to work at the Merced Worknet office have now found jobs. This is a true example of how well the program works.

Merced Adult School (MAS) – Members received a copy of the new fall catalog. There has been a decrease in student's enrollments primarily in Hispanic women between the ages of 21-26 years old. The fall catalog has some changes in classes targeting the geographic's of this particular group by adding more ESL classes.

Merced County Library – The County Library Literacy program is doing well. It had 14 new volunteers join the group and it also received referrals from the Probation Department.

- b. Roundtable: What's going on in your organization:** Members shared what is going on in their organization.
- c. Employee Survey- Jan 2011:** The survey will be sent out in January 2011. Please respond when you receive it.
- d. Customer Service Highlights (Nov 2010):** Ms. Allison provided information for Merced and Los Baños One-Stops.

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5. **Next Scheduled Meeting – Date/Time of Meeting:** January 11, 2011, 1:00-2:30 p.m., Merced County Office of Education, Newbold Room, 632 W. 13th Street, Merced, CA.
6. **Adjourn:** The meeting adjourned at 2:15 p.m.