

TO: Workforce Investment Board

DATE: 1/24/02

FROM: Youth Council

For Action

For Information

Meeting Notes

SUBJECT: Needs Assessment & Gap Analysis Distribution Plan

PROPOSED MOTION(S): Approve the method of distribution for the Needs Assessment & Gap Analysis document.

DISCUSSION:

The next step in the process of meeting the Needs Assessment and Gap Analysis goal is to determine the most effective method of presenting the material to those who will take the necessary actions prescribed by this document.

Attached is a proposed plan to present this document to Merced County officials who would be most interested in the content and would, in all likely-hood take action.

With the Committee's input and approval, the Youth Council and staff will take the necessary appropriate actions.

ATTACHMENT(S): Needs Assessment & Gap Analysis Distribution Plan

Proposed Plan for
Distribution of Needs Assessment Survey
&
Asset Map/Gap Analysis

- ◆ Identify community leadership
 - City Councils
 - City Managers

 - Forward letter of request to attend council/supervisor meeting to present survey/asset map document

Identify Youth Council/WIB members to attend

Identify key person to make presentation

Prepare short script for presentation
To ensure consistent message

Request community staff to contact the Youth Council with list of community organizations to receive copy of asset map/gap analysis and to set up community meeting for presentation and working group to proceed with gap analysis process.

County Board of Supervisors
2222 M Street
Merced, CA 95340

City of Atwater
City Council
Council Chambers
750 Bellevue Road
Atwater, California 95138

City of Merced
City Council
678 W. 18th Street
Merced, CA 95340-4708

City of Los Banos
City Council
520 J Street
Los Banos, Ca 93635

City of Livingston
City Commission
1416 C Street, Livingston, Ca 95334

City of Gustine
682 3rd Avenue
Gustine, Ca 95322

City of Dos Palos
City Council
1546 Golden Gate
Dos Palos, CA 93620