

TO: Workforce Investment Board

DATE: 1/24/02

FROM: Youth Council



For Action



For Information



Meeting Notes

SUBJECT: Needs Assessment & Gap Analysis Methodology & Format

PROPOSED MOTION(S): Approve the Needs Assessment and Gap Analysis document.

DISCUSSION:

The ultimate goal of the Planning & Quality Assurance Committee was to produce a viable and user-friendly Needs Assessment and Gap Analysis for Merced County. The first step in this process, the Needs Assessment Survey has been completed via the Youth Council Survey.

Needs Assessment and Gap Analysis is a process by which resources are identified and matched to the needs of a target group. The Gap Analysis is then an identification, by location, of services not available to the end-user of the product.

The most difficult process was determining the most effective manner in which to present the information. Some considerations were, the document must be user-friendly, it must be all-inclusive, reflecting those services that we know exist and then matching them to the communities in the county with the concerns (barriers) identified in the survey.

The Youth Council feels that this has been accomplished.

ATTACHMENT(S): Assest Map & Gap Analysis

