



**Merced County Workforce Investment Board  
Education and Employers Committee  
Private Industry Training Department  
Small Conference Room  
1880 West Wardrobe Avenue, Merced, CA  
February 16, 2001  
7:30 a.m. to 9:00 a.m.  
Meeting Minutes**

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**Members Present:** Elaine Craig, Anne Newins, Carol Roberds, Al Romero (Chair)

**Members Absent:** Don Bergman, Don Gormly, Leslie Peeler, James White

**PITD Staff Present:** Dee Knight, Bob Molmen, Debbie Morrow, Joanne Presnell

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**1. – Call to Order and Roll Call**

The Chair opened the meeting and asked everyone to sign the sign-in sheet.

**2. – Approve 1/19/01 Minutes**

The Chair requested everyone to look at the last minutes for approval. It was *M/S/C Newins/Craig* to approve the January 19, 2001 minutes.

**3. – Approve Agenda**

It was *M/S/C Roberds/Newins* to approve the agenda.

**4. – Opening Comments from the Chair**

The Chair discussed with staff the items on the Action/Workplan being changed from one committee to another, and expressed his support of the changes. He said there is an urgent need to get education and businesses involved in the workings of this committee, and asked the members for comments on how to go about accomplishing this action.

Carol Roberds said there are some things already going on to connect businesses and educators. She said the main thing is to maintain a high awareness level and make sure people are aware of these things—to know what organizations are providing, what employers want, and what jobs need to be filled.

**5. – Introductions – none.**

**6. – Public Opportunity to Speak – none.**

## **7. – Set Timeline and Prioritize Action/Workplan Items**

Anne Newins asked if the One-Stop had an educational brochure indicating all educational and training opportunities that employers could access or refer their employees to. Joanne Presnell said the One-Stop didn't, that the main focus of the One-Stop was the job-seeker client. She said the committee needed to look at what kinds of services should be promoted at the One-Stop, and what would employers like to have. Also, in looking at the committee's priorities and goals, what are the kinds of things that should be implemented to attain these goals?

Elaine Craig asked about the flyer the One-Stop has showing its services, and if she could get a copy. Presnell presented everyone with a copy of the flyer.

After much discussion, the Chair asked which one of the goals did the committee want to first work on.

The Chair asked if there was a list of the skill areas that were short of workers. Presnell said there is labor market information showing the growing occupations and demand occupations, and she would bring a copy to the next meeting.

Craig said she would like to see a brochure that lists every service available, who does it, and how they accomplish it. Presnell said the One-Stop system provides this service to the client, but nothing to connect to the business community.

Newins suggested the committee make a suggestion to the Marketing and Partnerships Committee that a series of brochures be distributed to employers listing different parts of the system such as "We'll help you find an employee," and then one listing educational services in Merced County. Also, that the brochure be categorized into training areas as opposed to the organization.

Craig suggested each member be tasked with bringing in a list of the different agencies and services for the next meeting so a list could be provided to present to the Marketing and Partnerships Committee. Newins suggested the committee just focus on educational groups. Craig said she would research on the website education and training that would relate to what employers would be looking for. Craig has a conflict with the next meeting date, but she will get the information to staff for the meeting.

Molmen said the MCOE School-to-Career Program has had numerous employers come to speak to faculty members regarding the different educational and training services they need, and he would contact Jim White for this information.

Presnell suggested using the Worknet Career Centers as a central contact number, so the employer seeking services wouldn't have to call several numbers before getting the necessary information. Also, that there should be experts at the Career Centers who could answer employer questions

## **8. – Debbie Morrow Reported on Employability Certificates and North Carolina Plan**

Debbie Morrow gave everyone a package of examples of certificates and plans that other areas are using. She is trying to get other examples from other high school districts, and will try to have those at the next meeting. Morrow said some of the examples refer to the SCANS Framework which lists essential

workplace skills that was developed in 1990. In talking to the people in North Carolina, she found that they are not using the Workforce Skills Standards that Lori Strumpf developed for them because they are looking at developing a curriculum for high school students. What they are now using is a high school exit exam, and some of it is based on SCANS so the employer will know how well the student communicates, processes information, and analyze problems. Also, she talked about the examples that were being used by Merced ROP, the Employer Information Form used by Stanislaus County, and the Diploma Supplement used by Tulare Union High School.

Newins asked if there were any sets of well-done, up-to-date videos on good work ethics and what the employer expects for teachers to incorporate in their class. Roberds said she thought Michele Fagundes Ralph Vigil, or Evelyn Eagleton would have some that could be used. Staff will check on this and have the information at the next meeting.

After much discussion of using an Employability Card, it was decided staff would work with employers to come up with a format and talk with Ralph Vigil, Michele Fagundes and Christine Nakamura to come up with a plan of how to implement this in Merced County and find out if they could meet with the committee. This would be aimed at graduating high school students.

Presnell will advise the Marketing and Partnerships Committee regarding the direction this committee has taken, so they will be aware and there will be no duplication of efforts.

## **9. – Adjourn**

The meeting was adjourned at 9:00 a.m. The next meeting is March 23, 2001.

Minutes prepared by Devilla D. Knight.