

**Workforce Investment Board of Merced County  
Education and Employers Subcommittee  
Private Industry Training Department  
1880 W. Wardrobe Avenue, Merced, CA  
Tuesday, March 19, 2002, 7:30 - 9:00 a.m.  
Meeting Minutes**



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**Members Present:** Don Bergman (Co-Chair), Gisela Malone, Anne Newins, Carole Roberds, Al Romero (Chair)

**Members Absent:** James White

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

**Others Present:** Holly Newlon, MCOE Program Specialist

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**1. Call to Order and Roll Call:** The Chair called the meeting to order at 7:35 a.m. A sign-in sheet was used in lieu of roll call.

**2. Approve Agenda:** The agenda was approved as published.

**3. Approve Minutes:** It was *M/S/C Newins/Roberds* to approve the January 15, 2002 minutes.

**4. Public Opportunity to Speak:** None.

**5. Introductions:** Everyone introduced themselves.

**6.a. MCOE Update on Employability Card** – Ms. Holly Newlon presented an update on her meeting with Mr. Jay Fowler, Madera Unified School District, regarding implementation of the Merced County Employability Card. She noted the following important items:

- 1) Community Outreach – This is critical, and marketing should be done at least 6 months before implementation of the Employability Card. For implementation to be successful, all the “kinks” must be worked out, so the committee should look at implementing the card in the fall, 2002.
- 2) Pilot ROP Students – A “pilot implementation” will not work because the card will only be offered to ROP students within one or two pilot schools, and those students not in ROP would be discriminated against.
- 3) Outreach Liaison – Madera has a part-time person (funded position) working out of their Chamber who does nothing but promote the Employability Card to business owners, and makes sure new managers are aware of the program.
- 4) Work Experience Class – In Madera the Employability Card is tied to the Work Experience class. If a student does not have an Employability Card, they cannot take a Work Experience

- class. This is something the committee might want to explore, because it could be a good motivator.
- 5) Eligibility Guidelines – Tracking a student’s attendance on a 6-weeks’ basis affords them a second chance to correct inappropriate behavior. The attendance tracking system will be looked at to determine if just 6 weeks can be pulled off the school’s attendance tracking system

After discussing implementation, the committee decided to market the Employability Card this spring and summer, and actual implementation in the fall. Also, Carol Roberds noted she would talk with Chris Nakamura-Swenson regarding polling the principals to get their opinion on tying the Employability Card to the Work Experience class.

The committee will also explore having the part-time Outreach Liaison come from the School-to-Career program.

**6.b. Select Youth Employability Card Design** – The committee selected the design submitted by ROP Student Moua Xiong. Committee members and staff contributed \$12.50 towards the \$100 prize that will be given to the winner. The Chair will make the presentation. Staff will check with the ROP Art Instructor to verify the design is an original and not one that was copied.

It was the consensus of the committee to get the Employability Cards and all posters done before starting the marketing campaign. Staff will coordinate with Jim White to get examples of the complete package done as soon as possible, preferably before the next meeting.

**6.c. Meet the WIB Contest** – Don Bergman noted he had visited the One-Stop.

**6.d. Review and Update Action/Workplan Committee Progress to Date** – The committee discussed several items, especially those that had “to be accomplished” in the When column. Consensus of the committee was that some items are a collaborative effort with other committees, and some form of coordination should be made between committees.

It was recommended that the committee select two or three items on the Workplan to work at accomplishing as a goal for next year.

**7. Chair Comments** – The Employers Advisory Council Spring Seminar will be held in April. There is an initiative in Sacramento to put ROP and the Adult School Vocational Education under the umbrella of the Community College.

**8. Next Meeting Date/Time:** Next meeting will be April 16, 2002, at the Worknet One-Stop Center Conference Room, 1200 W. 16<sup>th</sup> Street, Merced, from 7:30-9:00 a.m. The committee will have a tour of the One-Stop after the meeting.

**9. Adjourn:** The meeting was adjourned at 9:00 a.m.