

**Workforce Investment Board
Program Planning and Development Committee
Department of Workforce Investment
1880 W. Wardrobe Ave, Merced, CA
May 26, 2004, 3:00 – 4:30 P.M.
Meeting Minutes**



Members Present: Andrea Baker, Nicolas Benjamin, Don Bergman, Sharon Cresswell, Peter Fluetsch (Vice Chair), Anne Newins, Rick Osorio (Chair), Al Romero, Thomas Tsubota

Members Absent: Paul Alderete, John Fowler, Scott Galbraith, Carol Greenberg, Mike Sullivan,

WI Staff Present: Dave Davis, Dee Knight

Others Present: Joseph Cuellar and Christina Ledezma – Firm Build, Jonae Pistorosi and Jana Helfer – Merced College, John Heading – WIB Chair

1. Call to Order and Roll Call: The Vice Chair called the meeting to order at 3:03 p.m. A sign-in sheet was used in lieu of roll call. The meeting was turned over to the Chair at 3:06.

2. Agenda: It was *M/S/C Bergman/Romero* to approve the agenda as published.

3. Approve Minutes (November 19, 2003 and May 4, 2004): It was *M/S/C Bergman/Romero* to approve the November 19, 2003 minutes as written. It was *M/S/C Fluetsch/Cresswell* to approve the May 4, 2004 minutes as written.

4. Public Opportunity to Speak: None.

5. Action Agenda:

a. Youth Employability Card: The potential to discontinue the Youth Employability Card was discussed. It was noted there was no organization or individual designated to solicit the private sector, top school officials were not sufficiently backing the program, and youth were not being informed of the program. So much time and effort has been put into creating this program; committee members did not want the concept of this program to die.

It was *M/S/C Benjamin/Bergman* that a recommendation go to the Workforce Investment Board (WIB) that the Youth Employability Card Program be discontinued in the schools and the program be “placed on the shelf”. The concept will be given to the Youth Council to reconstruct and present to the P-16 Council for collaboration.

b. Eligible Training Provider List–MCOE/Firm Build Construction Trades Training: Mr. Joseph Cuellar gave a very informative presentation of the Merced County Office of Education (MCOE) and Firm Build Construction Trades Training Program and the existing construction jobs. He noted Firm Build is a 501-3c nonprofit corporation, its curriculum is approved by the State, and several instructors are licensed contractors and certified to teach in the construction trade.

It was *M/S/C Bergman/Benjamin* to recommend to the WIB that the MCOE Workplace Learning Academy, Construction/Building Trades Program be added to the Eligible Training Provider List.

“Merced County’s Workforce Investment System will keep pace with new growth, the emerging economy, and the ever-changing needs of the employers by creating a better educated, highly skilled workforce, that’s capable, prepared, and thoroughly knowledgeable.”

It was recommended that MCOE/Firm Build give a presentation to the WIB at its next meeting.

6. Information/Discussion:

a. “Surviving and Thriving in the Workplace” Workshop Update: Ms. Jonae Pistoresi, a Merced College Instructor who oversees the Customer Service Academy, related how the Surviving and Thriving in the Workplace Workshop, a ½ unit 8-hour class, was created. She presented a video that is used as a springboard introduction for the workshop. Workshop topics are: 1) What employers value, 2) work ethics, 3) attitude, 4) communicating with your boss, coworkers and customers.

Workshops will be held at the Merced Chamber starting September 2004 on the 1st and 2nd Friday of each month (4 hours each day). Merced Chamber will market the workshop to its members and put an ad in the Sun-Star that targets new hires. It was recommended the Dept of WI formulate a plan to make this workshop mandatory for One-Stop Center participants, and that a certificate of completion be given. It was also recommended that after the workshops begin, a presentation be made to the P-16 Council.

It was noted the Customer Service Academy has won a national award, and it will be presented to Ms. Pistoresi in San Antonio, TX.

b. Stanislaus County Pre-Construction Trades Program: Staff provided information regarding the Stanislaus Pre-Construction Trades Program, which is a collaboration between Modesto Junior College, City of Modesto, Stanislaus County and a Community Development Block Grant that provides an introduction to basic construction for entry-level employment and union apprenticeship.

7. Chair’s Comments: None.

8. Next Meeting Date/Time: Next meeting is June 23, 2004, 3:00-4:30 p.m., in the Merced Chamber of Commerce Conference Room, 690 W. 16th Street, Merced.

9. Adjourn: It was *M/S/C Romero/Baker* that the meeting be adjourned at 4:08 p.m.

Minutes prepared by Devilla D. Knight.