

Merced County
Private Industry Training Department

Andrea T. Baker, Director
Ed McLaughlin, Interim Assistant Director



1880 W. Wardrobe Avenue
Merced CA 95340-6407
(209) 385-7324 ● FAX: (209) 725-3592
<http://www.co.merced.ca.us/pitd>

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To: WIB Members
From: Andrea Baker, Director
Subject: Meeting Notification

In order to assist in a more productive flow of information for meeting notification and special events to the WIB, PITD staff has developed the following guidelines for notification.

- Notification and meeting packages will be e-mailed or faxed and hard copies mailed out no later than 7 calendar days prior to the meeting.
- Reminder phone calls will be made to each member one day prior to the meeting.
- The next meeting date and location (providing it is known at this time) will be listed on each meeting agenda.
- All meeting notification and special events can be accessed via the website.

In addition to the above guidelines, attached is a calendar of upcoming meetings and intervals. Please note this information is subject to change. Notification of changes will be sent out as needed and the web site will be updated.

Dick Skarke, Program Manager-Special Project will be the contact person if there are any questions related to meeting schedules. You may contact him at (209) 724-2060.

ATB/dlo
attachment