

**Workforce Investment Board of Merced County
Youth Council**



**Merced County Office of Education – Newbold Rm
632 W. 13th Street, Merced, CA
Wednesday, July 13, 2005 – 4:00 p.m.**

Meeting Agenda

<http://web.co.merced.ca.us/wi/youth/meetingpkts/meetingpkts.html>

-
1. Call to Order and Roll Call
 2. Approve Agenda
 3. Approve Minutes (May 11, 2005)
 4. Public Opportunity to Speak
 5. Announcements
 6. Presentations
 - a. P-16 Council..... Mike Smith (15 min)
 - b. Empower Monitoring Report Jessie Guerrero (15 min)
 - c. Dept of Labor Common Performance Measures Alfredo Mendoza (10 min)
 7. Information Agenda
 - a. Financial Support of P-16 Council Dave Davis
 8. Chair Comments/Roundtable/Future Agenda Items
 9. Date/Time and Location of Next Meeting – Aug 10, 2005, 4:00 p.m., MCOE Newbold Room, 632 W. 13th Street, Merced
 10. Adjourn

Workforce Investment Board of Merced County

Youth Council

Merced County Office of Education – Clark Room

632 W. 13th Street, Merced, CA

Wednesday, May 11, 2005 – 4:00 p.m.

Meeting Minutes

<http://web.co.merced.ca.us/wi/youth/meetingpkts/meetingpkts.html>



MERCED COUNTY YOUTH COUNCIL

Members Present: Stephanie Busbea, Mary Cavazos, Natalie Culver, Ben Duran, Evelyn Eagleton, Alexander Hall, Robert Harmon, Kathy Hassett, Mary Jane Hawkes, Taide Hernandez (Vice Chair), Rebecca Lincoln, Richard Mahacek, Mayra Ramirez, Vann (Mike) Smith, Nathan Timmerman, Rev. Craig E. White, Sr

Members Absent: Bob Bittner, Claudia Corchado, Rennise Ferrario, Charlie Lambert, Rick Osorio (Chair), Edgar Perez

Others Present: Yadira Aguilar, CA Health Collaborative; Dave Davis, Dee Knight, Holly Newlon

1. Call to Order/Roll Call: The Vice Chair called the meeting to order at 4:10 p.m., and roll call was taken.

2. Approve Agenda: It was *M/S/C Duran/Hassett* to approve the agenda as published.

3. Approve Minutes: It was *M/S/C Duran/Ramirez* to approve the April 13, 2005 minutes.

4. Public Opportunity to Speak: Ms. Yadira Aguilar, California Health Collaborative, noted they would be having Teen Pregnancy Prevention Day 2005 on Friday, May 27, 2005, 4-7 p.m., at McComb's Youth Center (Boys & Girls Club), 615 W. 15th Street, Merced. This event is free. The month of May is Teen Pregnancy Prevention Month.

5. Announcements:

a. Ms. Kathy Hassett noted that she and several others received the Legislative Alert, and she faxed a message to our senator for the WIA Reauthorization, which has been delayed until May 18, 2005.

b. On Sunday, May 15, 2005, 12:00-5:00 p.m., the North Merced Kiwanis Club is having its annual "Chicken-to-Go" fundraiser at the Courthouse Park for a donation of \$7.00. These funds are given back to the community by supporting the various youth groups.

6. Information Agenda:

a. Operational Agreements: Staff provided for review Operational Agreements between the Workforce Investment Board, the Youth Council and the Human Services Agency. The Agreement is for HSA to provide maximum assistance to child victims of abuse and neglect, and limited services to the non-offending parent if the referral involves domestic violence. The program is referred to as Child Abuse Treatment (CHAT).

It was *M/S/C Eagleton/Hall* to accept the Youth Council Operational Agreement with HSA.

7. Information Agenda:

a. Younger Youth Program Quarterly Report: Staff noted the program is on target. The report was also e-mailed to the Contract Oversight Committee, and no feedback was received. Plans

are being developed for Program Year 2005/06. Ms. Holly Newlon noted that even though the exact funding is unknown, MCOE will use a ratio of 60/40 (Younger Youth/Older Youth) instead of the 70/30 split. MCOE is serving 544 younger youth, 191 will graduate, which leaves 353 in the program but not all of these will be given the paid work experience opportunity because of the budget cuts. New enrollments will depend on what funding is received.

b. Out-of-School Youth Program Quarterly Report: Ms. Newlon noted MCOE is currently serving 282. They project serving 200 in Program Year 2005/06. Again, not all will have the opportunity for the paid work experience. They plan to provide services that will hopefully lead to unsubsidized employment for some of the participants. New enrollments will be accepted only as those already in the program exit it.

MCOE has had significant staff reductions in both programs, and a reduction in the number of days that staff work. The majority of the line items is very minimal, but the carryover will help rebuild some of these items. All participants will continue to receive services at the same level. MCOE has applied for grants to help alleviate some of the budget cut.

8. WIA Youth Programs for PY 2005/06 Presentation: Information provided above.

9. Chair Comments/Roundtable/Future Agenda Items: Staff noted possibly the Dept of WI monitor's report for both youth programs would be completed and presented at the June 8th meeting. Mental Health will be contacted to give a presentation. Staff will also seek out a youth from one of the programs to give a testimony.

10. Date, Time and Location of Next Youth Council Meeting: Next meeting is June 8, 2005, 4:00 p.m, at Merced County Office of Education – Newbold Room, 632 W. 13th Street, Merced.

11. Adjourn: The meeting adjourned at 4:47 p.m.

Minutes prepared by Devilla D. Knight

TO: Youth Council

DATE: 07/13/05

FROM: WIB Executive Committee

For Action

For Information

For Discussion

SUBJECT: Financial Support of P-16 Council

PROPOSED MOTION(S): Information only.

DISCUSSION: The P-16 Council requested that the Workforce Investment Board (WIB) provide \$5,000 to be used by MCOE to hire a full-time P-16 support person who will primarily provide clerical support at the level of Secretary II.

The total cost of employing the P-16 support person for one year is \$45,489. First Five Children and Families Commission has committed to providing \$5,000. Requests are now in process for the other organizations:

Participating School Districts	\$20,000
UC Merced	\$ 5,000
Businesses, community agencies, and individuals	\$10,489

The Council has set August 2005 as the target date for having the new employee hired and ready to work.

The source of the WIB's \$5,000 will be WIA Youth Administration funds. The Executive Committee, during its June 27, 2005 meeting, voted to support the P-16 Council's request.

ATTACHMENTS:

- 1. MCOE Request Letter dated May 17, 2005**
- 2. MCOE Position Description**

Merced County Office of Education

Lee Andersen, Superintendent



An Affirmative Action/
Equal Opportunity Employer

May 17, 2005

Merced County Workforce Investment Board
1880 W. Wardrobe Ave.
Merced CA 95340

Dear Chairperson McGarry and Board Members

The purpose of this letter is to seek the Merced County Workforce Investment Board's consideration of a special funding request to support the Merced County P-16 Education and Community Council. The request, for \$5,000, will leverage other funds to employ a full-time staff person to support the important work of the Council.

The P-16 Council brings together school districts, institutes of higher education, community organizations, early childhood organizations, businesses, and workforce developers with the goal of raising the academic achievement of all children in Merced County, and closing the achievement gap that separates underrepresented students from their peers. The Council aims to transform local schools and colleges into institutions that establish high standards and mobilize resources to support rigorous curriculum, good teaching practices, assessment, and accountability to meet those standards. In light of the fact that school experiences have such a dramatic effect on students' future employability and life success, a major focus of the P-16 Council is to actively integrate businesses and workforce professionals into all Council activities, and to find ways of strengthening the connections between educators and employers to ensure that Merced County students are being adequately prepared for the careers of tomorrow.

As the lead agency for the Merced County P-16 Council since its inception, the Merced County Office of Education (MCOE) has devoted considerable resources and staff time to forming the Council and overseeing its work. However, in order to address pressing action items and increase the activity of the Council over the next 12 months, it is imperative that a full-time staff person be dedicated to coordinating and supporting the Council.

MCOE proposes to hire a full-time P-16 support person who will primarily provide clerical support at the level of Secretary II. This person will be responsible for supporting the Council leadership and members by organizing meetings, preparing flyers and brochures, gathering and inputting data, assisting with special events, and numerous other duties expressed in the attached job description.

With the additional support of a full-time staff person, the P-16 Council will be able to expand its activities over the next year, to include numerous new and continuing endeavors focused on linking businesses with educators and preparing students for employment.

The total cost of employing the P-16 support person for one year is \$45,489. MCOE is requesting that the Workforce Investment Board contribute \$5,000 to that cost, with the remainder of the funds needed being

supplied by the following sources (please note that, with the exception of the \$5,000 already committed by the First Five Commission, requests for funds from these organizations are in process):

Participating School Districts	\$20,000
University of California, Merced	\$ 5,000
First Five Children and Families Commission	\$ 5,000
Businesses, community agencies, and individuals	\$10,489

Time is of the essence in filling this new position, as the Council has set August 2005 as a target date for having the new employee hired and ready to begin work. This timeline is necessary so that the Council will have the appropriate support needed to accomplish the goals it has set for the upcoming 12-month period. It should be noted that also during that 12-month timeframe, the Council will be actively seeking funding for the creation of a professional-level position to support and facilitate the P-16 Council and contribute to the ongoing relevance and success of its efforts.

This proposal clearly advances the goals of the Workforce Investment Board in numerous ways, most specifically by providing a forum for dialogue between educators and business people/workforce professionals, making it possible to **influence the K-12 education system to design and implement strategies that provide students with knowledge of employee skills and attitudes and to develop metrics to assure success.**

Additionally, the work of the P-16 Council assists the WIB in attaining its vision of **keeping pace with new growth, the emerging economy, and the ever-changing needs of employers by creating a better educated, highly skilled workforce, that's capable, prepared, and thoroughly knowledgeable.**

Clearly, the work of the P-16 Council is closely aligned with the goals and vision of the Workforce Investment Board, and resources that contribute to the expansion of P-16 efforts will have a positive impact on the Board's target populations. As such, I respectfully ask for your most serious consideration of this special funding request for \$5,000 to provide a full-time staff person for the P-16 Council.

Sincerely,

Lee Andersen
Merced County Superintendent of School

**MERCED COUNTY OFFICE OF EDUCATION
POSITION DESCRIPTION**

POSITION TITLE: Secretary II

DATE APPROVED: 12/05/00

DEPARTMENT:

SALARY
RANGE: CLS/30

Employee Signature

Date

MINIMUM QUALIFICATIONS:

Education and/or Training:

High School Diploma plus one year of advanced secretarial training obtained through a community college, trade or correspondence school or on-the-job training.

Experience:

Over two years of secretarial experience including typing/word processing, filing and record keeping.

Credentials and/or Skills:

Type 55 wpm. Proficient (basic level) in the use of word processing software. Ability to operate a variety of standard office equipment including a personal computer. Familiarity with the care and use of general office machines. Ability to make mathematical calculations quickly and accurately. Good command of English language, both written and spoken.

DESIRABLE QUALIFICATIONS:

Education and/or Training:

AA Degree in office administration or related field.

Experience:

Experience working in a school district, county office of education or similar.

Credentials and/or Skills:

Shorthand skills.

SUMMARY OF POSITION:

Under general direction, performs a wide variety of secretarial duties. This position is included in the classified bargaining unit and is subject to terms of the collective bargaining agreement regarding membership, payment of like fee, or donation to a recognized charity.

ESSENTIAL FUNCTIONS:

1. Transcribes from Dictaphone, handwritten notes or dictation.
2. Types letters, memoranda, budgets, grant applications and various reports as assigned.
3. Efficiently organizes work with a minimum of supervision, including but not limited to: incoming/outgoing mail, appointments, meeting schedules, agendas, minutes, and reports.
4. Assists in staff calendar coordination.
5. Acts as office receptionist: answers telephones, greets visitors, receives and relays messages.
6. Compiles data, inputs data, types and collates reports as assigned.
7. Uses a variety of software programs to develop flyers, brochures, schedules and other printed materials.
8. Monitors a variety of records, i.e. time sheets, vehicle checkout, mileage, budget expenditures and petty cash funds.
9. Establishes and maintains files as required.
10. Requisitions supplies, initiates maintenance and printshop work orders.
11. Assists with meetings and workshops, prepares required materials, makes conference room reservations, makes conference travel arrangements, and arranges for refreshments.
12. Operates a personal computer, typewriter, and standard office equipment.
13. Explains general policies and procedures of the assigned office to staff and the general public.
14. Performs other related essential functions as assigned

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Enter data into a personal computer, operate standard office equipment and dial a telephone.
6. Stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull, and move, lift and/or carry 0 to 35 pounds to waist height.

WORK ENVIRONMENT: Employees in this position will be required to work indoors in a standard office environment and come in contact with MCOE/district staff and the public.