



Submitted by Bobbi Moore

January 1 through March 31, 2009



Alliance For
Workforce Development, Inc.
Providing pathways to success

Lassen Career Network

1616 Chestnut Street Susanville, CA 96130

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www.aworkforce.org

Sexual Harassment Prevention Training Provided to Managers

On December 31, 2008 Holly Schirmer, Director of Business Services for the Alliance for Workforce Development, Inc. facilitated a customized Sexual Harassment Prevention workshop for Northeastern Rural Health Clinics' supervisors and managers. The training, mandated by the passage of California Assembly Bill, 1825 focused on the roles and responsibilities of workplace supervisors in the prevention of and riddance of harassment and discrimination in the workplace. According to Ms. Schirmer, "Supervisors and managers are the eyes and ears of the organization and are the key to maintaining a workplace free from harassment and discrimination. The goal of the workshop is to provide attendees with practice tools that they can use in their day to day work to effectively manage employee behavior." Topics covered during the workshop were:

- Federal and State Anti-Discrimination laws
- What Sexual Harassment is and is not
- How to identify and correct inappropriate behavior before it escalates
- How to handle a complaint

The workshop was very interactive with participants working through several case scenarios to come up with solutions for real workplace issues that they may encounter. Linda Hollingsworth, Chief Operations Officer for

NEHRC stated, “We were very pleased that AFWD was able to offer the SHP training on site for our supervisors. The training was very thorough and gave the staff tools needed to prevent and confront workplace harassment and discrimination, while minimizing time away from daily duties.” For further information on Alliance for Workforce Development, Inc. business workshops and trainings please visit us at www.afwdhr.org



2009 Labor Law Update Workshop Helps Local Businesses

The 2009 Labor Law Update Workshop was held at the Lassen Career Network on January 20, 2009. The workshop was facilitated by Traci Holt, PHR, C.A.C., Executive Director for Alliance for Workforce Development, Inc. (AFWD). Ms. Holt shared her HR expertise and knowledge on current labor laws with local businesses to assist them with their business and HR needs. AFWD holds a Labor Law Workshop in each of the four service locations each year to keep local businesses abreast of recent changes that effect their business.

Subjects discussed included:

- Payment of wages for employees of temporary services
 - Cell phone and text messaging while driving
 - Right to work documentation changes
 - Mandatory poster changes for 2009
 - Meal and rest period compliance
 - Workers' comp injury reporting

The workshop was very well received, with 28 local business representatives attending to learn more about the

new laws and the impact on their employees and businesses. All businesses had the opportunity to order the 2009 Labor Law poster and required notices. Through workshops such as the Labor Law Update, AFWD continues to offer employer services that assist business owners with their success. For more information on business and human resource services please visit our website www.afwdhr.org



The US Forest Service and Bureau of Land Management Visit the Lassen Career Network!



The Lassen Career Network hosted a 2-Day U.S. Forest Service (USFS) and Bureau of Land Management (BLM) Recruiting Event on January 21st and 22nd. Forty people came out to find out if they had what it takes to be a part of the USFS and BLM team! High school age seniors were invited to come on Wednesday, January 21st and all other interested persons were invited on Thursday, January 22nd.

The US Forest Service and Bureau of Land Management personnel discussed fire and other career opportunities, as well as answered questions about what it takes to join the Forest Service and Bureau of Land Management teams. The application (on-line) process was explained at each session and all interested persons were encouraged to apply. We had a great turn out and the attendees found it to be very informative and helpful.

To apply for either the USFS or BLM's open positions please visit USA JOBS at: www.usajobs.gov. The Lassen Career Network is always here to help with the online application process. Our computer lab is open Monday through Friday from 8am-5pm.



The Federal Technology Center Holds Seminars in Susanville

In partnership with the Federal Technology Center (FTC), The Lassen Career Network hosted two seminars called 'Intro to Federal Contracting'. One on January 27, 2009 from 1pm-4pm, with 11 people attending and one on March 13, 2009 from 9am-12pm, with 21 people attending. They were both presented by FTC's Jayne Murnane. With over 200 years in combined experience the FTC offers assistance in Government Contracting.

The purpose of these workshops is to assist small businesses sell their goods and services to the Federal Government by becoming contracted.

These classes covered:

- What types of goods and services the federal government buys
- How to obtain the necessary registration and classification codes
 - Socioeconomic programs that are available
 - What the 'set-aside' goals are for government purchases
- Federal Acquisition Regulation (FAR) and how it relates to their business
 - Federal government purchasing process
- How to access additional free contracting assistance
 - DUNs Numbers & CCR Process

The next class to be held at the Lassen Career Network will be "Responding to Requests for Proposal" on April 21, 2009 from 1pm-4pm. In this class you will learn techniques for putting together winning proposals. For more information on this workshop and others, please visit our website at www.afwdhr.org

By: Sharla Gatie



FEATURED BUSINESS - THUNDER JOE'S

Thunder Joe's Coffee sells more than just coffee. Thunder Joe's, owned and operated by Susan Baxter, opened on January 21, 2009 across the street from Lassen High School. Their manager Rhiannon said they have been getting progressively busier as more people hear about them. Thunder Joe's also serves breakfast and lunch and also has many yummy snacks along with the many choices of gourmet coffee. They also provide catering services. They held a grand opening on January 30th. Currently they have 4 part time employees and 1 full time employee. Business hours are Sunday-Thursday 5am to 6pm and on Friday and Saturday they are open until 9pm. The staff at Alliance for Workforce Development, Inc. wish them great success and look forward to helping them with their business and employment needs in the future.

By: Sue Vivilacqua



US CENSUS BUREAU TESTING



Lassen Career Network has been fortunate enough to be able to accommodate the US Census Bureau by offering up usage of the facility to help recruit for the prospective 2010 Census Team. Testing sessions have been conducted for open positions such as Area Supervisors and Census Takers on December 29th, January 13th, February 2nd and March 3rd.

To ensure that word of these events got out to our local community, the US Census Bureau supplied Lassen Career Network with both flyers and brochures to advertise these vigorous recruitments. Needless to say, many local and out of area job seekers came out to attend these multiple testing sessions, which also paved an avenue for these job seekers to access additional job seeker services through Lassen Career Network. This partnership proved to be very beneficial to our business community as well as our job seekers. We look forward to being able to partner up with the US Census Bureau again soon.

By: Jin-Hee Williams



Staff Development at Lassen Career Network

The Alliance for Workforce Development, Inc. (AFWD) staff was pleased to welcome Betti Austin with

Northern Rural Training and Employment Consortium (NoRTEC) to Lassen Career Network to facilitate a staff training session on February 19th. In an effort to acquaint the staff members with some of the newer faces, staff members engaged in an icebreaker game to get to know one another. Employees from Lassen, Plumas, Sierra, and Modoc counties were all present for this training event.

Reference Manuals, created by Betti, were passed out containing information regarding different systems used to enter and store client data. The informative data that comprised these manuals was reinforced during the training session as well. Staff members were also afforded the opportunity to share their clients' success stories and other highlighted moments in their jobs. This training session proved to be both enlightening and edifying.

By: Jin-Hee Williams



BUSINESS BOOT CAMP

The Business Boot Camp held in partnership with Sierra Economic Development Corporation, NoRTEC, WIRED funding and the Alliance for Workforce Development, Inc. was held from Tuesday, February 24th through Thursday February 26th at The Lassen Career Network. The attendees were training in the business battlefield from 8am-8pm all three days. The Business Boot Camp is specifically designed to significantly improve the odds for entrepreneurs and small businesses to survive the first five years by delving into a spectrum of key business areas such as legal pitfalls, dealing with the financial world, human resources, advertising, public relations, branding and much more.

There were 22 attendees that ranged from agricultural businesses to computer services. The attendees heard from 14 instructors and consultants who are or were business owners and were given the information to develop a business plan. According to SEDCorp CEO Brent Smith, 80 percent of start-up businesses fail in the first five years. The goal of the boot camp was to help the businesses be part of the 20 percent who succeed. He also said

that businesses that have a business plan double their success rate.

So if you currently own a business or are looking to start one, *enlist now in one of the upcoming Business Boot Camp series near you:*

Future Boot Camps:

April 28-29-30 Plumas County

May 26-27-28 Sierra County

Contact Information:

Sierra Economic Development Corporation

560 Wall Street, Suite F

Auburn, CA 95603

530-823-4703

530-823-4142 fax

info@sedcorp.biz

www.SEED.org



INDEPENDENT CITY 2009



After months of planning and preparation, Independent City 2009 came to a successful fruition and conclusion on Friday February 27th. Approximately 70 Lassen County youth and more than 30 adult volunteers participated in this one-day event at the Lassen County Fairgrounds. This was the fourth year this program has been offered to “at risk” and/or low income juniors and seniors in Lassen County schools. It’s an opportunity for youth to learn the skills to move out and live on their own. Each participant is given a “life” including a job, income, and cash available. Each youth must select roommates, set up a bank account, purchase food, find housing and transportation, and decide on other items such as phone and internet services.

Along with Alliance for Workforce Development, Inc. personnel, volunteers came from Lassen County Office of Education, Lassen Juvenile Probation, Lassen WORKS & Community Social Services, Lassen County Alcohol and Drug, Friday Night Live, and many other local businesses and agencies. Community volunteers staffed stations that participants visited including banks, property management offices, the post office, car dealerships, the grocery store, and the phone company. Volunteers also role-played as police and judges to give youth a taste of real-life traffic tickets and other citations.

Every participant was awarded a prize for attending. Prizes included many items that are helpful when moving out on their own. The grand prizes were a laptop, microwave oven, and vacuum cleaner.

Alliance for Workforce Development, Inc. wishes to thank the many volunteers who helped make this event possible; especially Cindy Sanchez from Lassen County Office of Education and Kim Perkins from Lassen WORKS & Community Social Services. Also, our thanks go out to Lassen County Probation for this year’s funding and the businesses and agencies who donated prizes and food to make Independent City a reality.





2009 Annual Career Expo Offers Opportunities for Job Seekers and Businesses

On a bright and sunny March 28, 2009, Lassen county job seekers and businesses met at Jensen Hall, Lassen County Fairgrounds to discuss available jobs, future jobs, and career options in and out of the area. Twenty four businesses were on hand to greet and meet close to 300 job seekers with the intent of filling dozens of open positions within their organizations, and build applicant pools for future positions.

Wal-Mart, Susanville is planning on hiring 65 people to assist with the Susanville store remodel. According to Wal-Mart HR manager, Denise Lewis, "We will need 65 full time employees to assist with the store remodel that is slated to begin in August of this year. In addition, we will also look to keep some of the employees through the holidays." This was just one example of business growth that is planned in the area. Secondly, Frontier Communications is also looking to add a retail outlet in the Susanville area in the coming months. Thirdly, the Veteran's Administration has begun plans to open a veterans' health clinic in the Susanville area. The clinic will serve veterans throughout Northeastern California, decreasing the need for patients to travel out of the area for health services.

"While some businesses are experiencing slow downs, we do have businesses that are looking to grow and expand. The job fair gives the job seekers the opportunity to meet face to face with area employers to discover available jobs and how to apply for work," stated Terri Hiser-Haynes, Alliance for Workforce Development, Inc's (AFWD) HR consultant. "Susanville Supermarket interviewed candidates on site at the job fair, with the goal of filling 5 positions."

The 2009 Career Expo was sponsored by the partners of Lassen Career Network. The Mission of the Lassen Career Network "A Workforce Development and Placement Center" is to establish a "one-stop" career center which will serve as a common point of access for job seekers, employers, and community members for the purpose of education, training, employment, referral, and support services.

For further information visit AFWD at www.aworkforce.org



FEATURED BUSINESS - MAIN STREET BOWL

Bowling is Back!

Larry and Lise Wosick have re-opened Main Street Bowl located on Main St in Susanville. Chamber of Commerce members and business owners were invited to a pre-opening celebration on March 11th to come see the newly remodeled bowling alley. Businesses formed teams and competed and were treated to hor d'oevres. Main Street Bowl officially opened to the public on Saturday March 14th. The hours are Monday thru Thursday 11am to 11pm, Friday and Saturday 11am to 1am and on Sunday 12pm-8pm. Wosick remodeled the bowling

alley to provide a wholesome family atmosphere. The bowling alley has been remodeled to include a larger dining area, arcade, full service bar, pool tables and more. Wosick plans to present live music and maybe even karaoke in the future. The bowling alley employs approximately 20 people from the Susanville area in a time when many businesses have had to downsize. Alliance for Workforce Development, Inc. looks forward to helping with business and employee needs for Main Street Bowl in the future.



Lassen Career Network Has a New Face!

Susan Vivilacqua has joined the Alliance for Workforce Development team in Lassen County as Career Center Advisor. Susan comes to AFWD with over 20 years experience working with the public. For the last 14 years she has owned & managed an automotive service center with her husband Mike, with her primary functions as Service Advisor, Office Manager and Bookkeeper. Susan holds an ASE C-1 certificate for Customer Service Skills and has completed training through the Automotive Management Institute <http://www.amionline.org> for Time Management, Employee Management, Business Management, Marketing and various other courses. With her many years as an employer and her experience in employee recruitment she knows what employers are looking for. She currently is on the Board of Directors for Lassen Christian Academy and enjoys volunteering with her sons cub-scout pack. Susan lived in the area off and on as a child and she and her husband and their two children moved back to Susanville in 1991 from the Sacramento area.



Lassen Career Network Hosts an Open House

The Lassen County Board of Supervisors, Assistant County Administrative Officer Kevin Mannel, partners and community members celebrated the Grand Opening of the new Lassen Career Network located at 1616 Chestnut Street, Susanville.

The event included a ribbon cutting ceremony with Traci Holt, Executive Director for Alliance for Workforce Development, Inc. and Melody Brawley, Director for Lassen WORKS and Community Social Services cutting the ribbon signifying that the new Lassen Career Network is open for business.

Lassen County Board of Supervisor, Jim Chapman congratulated the Lassen Career Network staff on the successful planning and implementation of the new building. "This center is the role model for demonstrating maximum space efficiency while providing excellent resource services to the Lassen County residents". Mr.

Chapman also thanked builders, Dale and Linda Soule, "Dale listened to the needs of the Lassen Career Network staff and incorporated those needs into the design and construction of the building".

Traci Holt, Executive Director also thanked everyone for their support during the construction and move into the One-Stop. "The One-Stop is designed to serve all community members with a host of job search, business, and social services". Partners include: Alliance for Workforce Development, Inc. Employment Development Department, Lassen WORKS & Community Social Services, Lassen County Health & Social Services Fiscal Department and California Indian Manpower Consortium.

The public is invited to visit the Lassen Career Network at 1616 Chestnut Street, Susanville between the hours of 8:00am and 5:00pm, Monday through Friday. To reach us by phone you can call 530-257-5057 or visit us on the web at www.aworkforce.org.





UPCOMING EVENTS

April 17th - Lassen County Broadband Community Meeting 1pm-2pm

April 21st - The Federal Technology Center "Responding to Requests for Proposal" 1pm-4pm

For locations and times of specific events, please visit www.afwdhr.org