



Submitted by Ameer Albrecht

April 1- June 30, 2009



Alliance For
Workforce Development, Inc.
Providing pathways to success

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www.a workforce.org

MEC Staff Attend Training

The Job & Career Transition Coach training was a 3 day training that began on May 18th of 2009 and took place at Checkers in Oroville, CA. The training was created by Career Development Expert, Richard L. Knowdell, MS, NCC, NCCC, CCMF to teach Job & Career Transition Coaching. It was an intensive training that taught a wide spectrum of values, skill and interests that can be used in coaching someone through a job or career transition. At the completion of the training attendees Donna Connor and Carrie Skaggs from the Modoc Employment Center completed and received certification as "Job and Career Transition Coach."



<http://www.careernetwork.org/ijctect.html>

Submitted by: Carrie Skaggs

Broadband Meeting

Amee Albrecht and Kim Stanford attended the Broadband Community Meeting on April 17th, 2009. Don Krysakowski, Assistant Director for the Center of Economic Development at California State University, Chico are surveying about 1,600 businesses and residents across Tehama, Siskiyou, Lassen, Shasta, Butte, Plumas and Modoc counties to find how far broadband, or high-speed Internet access, has penetrated rural areas.

The survey began at the end of May and will last until July or August, at which time the results will be reported to the California Emerging Technology Fund, an organization dedicated to the spread of communication technologies that is funding the project in conjunction with the Redding-based McConnell Foundation.

The results of the study should help broadband companies identify where to lay broadband infrastructure. More than just giving locals access to dot coms, that are designed around high speed Internet, extending broadband to rural areas can offer significant economic benefits, including the ability to telecommute or operate businesses from homes. The same technologies can enhance existing business by helping them market themselves to customers by having an online presence.

<http://www.cedcal.com/>



Submitted by: Kim Stanford

FTC Workshop

In a partnership with the Federal Technology Center, the Modoc Employment Center was the location of a seminar entitled "Federal Contract Administration" on April 22, 2009. Three people attended the seminar, which was presented by FTC's Jayne Murnane. This workshop explains contract elements, types of contracts, uniform contract format, roles & authority of government representatives, post-award conferences, managing delivery schedules, quality, inspection and acceptance, packaging and transportation, contract changes, contract modifications, payment issues, contract completion and close-out, contract disputes, and recommended websites. For more information, visit the FTC web site at www.TheFTC.org.



Submitted by: Ameer Albrecht

New Employee

Kim Stanford

March 23, 2009 was Kim Stanford's first day as Modoc's Business Development Specialist. She has been intent on attending weekly Board of Supervisor meetings, Chamber of Commerce, City Council, and facilitating the monthly Modoc Vitality meetings. She has been working closely with Kim Hunter, County Planner and Chester Robertson, City Public Works, to identify projects and priorities that go along with our Vitality Plan Goals.

She has completed a business pamphlet that includes "How to do Business in Modoc County", complete with City, County, State and Federal requirements, phone numbers and e-mail information. It is ready to go to the printers and should be available soon.

There have been several business inquiries and she is helping an individual with her loan package for a MEDC loan.

Kim has been working with the Alturas Chamber and is now maintaining their website. She will be working with the Surprise Valley Chamber and has offered to help with maintaining their website.

She is coordinating a steering committee to review and update the current Vitality Plan. This will hopefully coincide with the Economic Development element of the City and County General Plan.



Submitted by: Kim Stanford

Summer Jobs Program

Orientations:

The 2009 Summer Jobs Program orientations for Modoc County were held at The Modoc Employment Center, Surprise Valley High School and in "The Honker" room at Tulelake High School on April 27th, May 4th, May 11th and May 12th. Youth from ages 16-24 came from all over the county to learn about how the Summer Jobs program could help them get to work this summer. The excited youth brought their parents to get questions answered that could bring them one step closer to getting a job. Eligibility requirements for the program were explained to the youth and applications were accepted.



Employer orientations:

Employer orientations for the 2009 Summer Jobs Program were held on June 9, 2009, in Alturas at the Modoc Employment Center and on June 11, 2009, in “The Honker” room at Tulelake High School. The employers came to get information on their roles and responsibilities as supervisors. Many topics were covered such as safety, contracts and timesheets. The employers were given the names and contact information for the youth that will participate at their location. All of the employers were ready to get started working with the youth.





Work Readiness Event:

The Modoc Employment Center hosted the 2009 Summer Jobs Program Work Readiness Event with 30 youth in attendance. The event took place on Tuesday, June 16th and Wednesday, June 17th from 9:00am to 4:00pm each day. The first day began with New Hire Orientation where the youth were given and coached through the “Summer Youth Jobs Program Participant Handbook,” an “Employee Handbook,” and the “Injury and Illness Prevention Program” handbook. The youth learned what our expectations of them are during the program. They also learned about money management and many basic life skills. On the second day of the event the youth learned job searching skills, job search tips, information about completing a resume, along with interviewing and customer service skills. At the end of the Work Readiness Event the youth were thankful for the information learned and ready to begin their summer work experience.



www.afwdsummerjobs.com

Submitted by: Carrie Skaggs

Rapid Response Workshop

Traci Holt, Executive Director, Holly Schirmer, Director of Business Services, and Ameer Albrecht, HR Consultant/Rapid Response Coordinator from Alliance for Workforce Development, Inc. attended The Great Transition "Building Workforce Partnerships Conference". The Conference was held in San Jose, California on May 26-28th, 2009. The Rapid Response Roundtable and Training addressed issues, practices, policies, and resources regarding layoff aversion and dislocated worker services. The event also provided rapid response 101 training for new and experienced practitioners.



<http://www.wed-works.org/>

Submitted by: Ameer Albrecht

Bailey Creek All Staff

On June 23rd -26th 2009 an All Staff Meeting was held for The Alliance of Workforce Development staff of Lassen, Modoc, Plumas, and Sierra counties. The meeting was held at the beautiful Bailey Creek, and was facilitated by Traci Holt Executive Director of Alliance for Workforce Development, Inc. (AFWD). The goals of the meetings were to improve efficiency, and increase understanding of the company we work for, how it works, and why the required documentation we turn in must be completed accurately and on time. Some of the topics covered during the meeting were:

- ε Why's and How's of Coding
- ε Supporting Documentation –Why is it needed?
- ε Invoices- What do you do when you receive one?
- ε Work Experiences Do's & Don't's
- ε Timelines- What's behind the scenes of deadlines?

Traci covered all of the questions sent in by staff members and took more questions at each meeting. She went over items such as MIS reports, File Reviews, Supportive Service Training, and Policy Manuals.

The company structure was discussed along with future company goals. All staff members are encouraged to monitor their goals by county, and keep deadlines in mind at all times. Congratulations to Modoc Employment Center on winning the first annual Superstar award! This was earned by being the most consistent office at getting paper work completed correctly with all deadlines met.



Academy for Future Business Owners-Coming Soon

Modoc Employment Center will be hosting the Academy for Future Business Owner's at the Modoc High School on July 13 – 17, 2009. This event is for youth ages 16-18 that are curious about the world of business. They will attend a 5 day workshop with a trade fair to market their products on the last day. Many prizes are being offered such as: a trip to The Ultimate Life Summit for Teens in Walt Disney World, a laptop computer, a Wii, a GPS Navigation System, and much more.

Juan Casimiro owner and lead trainer for Insight, an international, youth entrepreneurial training company will be teaching the future business owners in our community how to develop into strong and effective entrepreneurial leaders. "We want to grow and inspire young entrepreneurs, and offer value to our clients by delivering innovative programs and training" said Casimiro. "But personally, it is of the utmost importance for us to motivate students to learn entrepreneurial skill sets at an early age while they have less to risk." The academy is sponsored by the Modoc Employment Center, Sunrise Rotary, Noon Rotary, Plumas Bank, Modoc High School, Modoc County Juvenile Justice Delinquency Prevention Commission, and Northern California WIRED.

www.casimirofoundation.org

<http://uls.magicwandfoundation.com/>

Submitted by: Roxy Fredrickson

Success Story

Modoc Employment Center Staff would like to congratulate Keri Alward on her new job as an Office Assistant at Dr. Uppal's office in Susanville, CA. Keri was laid off from a Property Manager position in Alturas, at the beginning of February, due to the down turn in our economy. She promptly came into MEC to begin her job search. She's was very determined to upgrade her skills in order to get a clerical position. Keri was enrolled in our program and given an Element K account for computer tutorials in QuickBooks, which she accessed regularly and successfully completed. AFWD also helped Keri with supportive services so she could maintain job searching and it paid off. She is now happily employed.

Congratulations, Keri!!!



UPCOMING EVENTS

July 13-17- Academy for Future Business Owners

July 15th- FTC Workshop- Responding to RFP's

July 15th- Modoc Economic Vitality Group Meeting

August 19th- Modoc Economic Vitality Group Meeting

September 16th- Modoc Economic Vitality Group Meeting