January 1, 2012 - March 31, 2012

Plumas Business and Career Network

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(530) 283-1606
www.aworkforce.org
The Alliance for Workforce Development, Inc. would like to welcome Faith Whelan as the new Frontline Receptionist with our Business and Career Network team in Plumas County.

Faith lived in the Quincy area as a child, having moved to Loyalton, Sierra County in her late teens. She has recently relocated to the area with her family.

Faith has extensive experience working with the public, both as a paid professional and as a volunteer who gave her time to help the local community. She is also experienced in the realm of website design and online marketing. Faith enjoys helping people to learn and succeed in life. In her free time she can be found playing whatever sport her children have taken up, right alongside them! She also likes to cook and do arts and crafts with her family.

Faith’s previous experiences in business and in community service make her an excellent addition to our frontline staff.

We look forward to working with Faith as part of our Plumas team.
Following the success of MusicLand, which opened in Greenville on December 1st 2011, local entrepreneur, Ken Donnell, is set to open up another music store in Chico. Former “On the Job Training” employee, Jim McBeen has also been made a partner in the business in Greenville. Congratulations to Jim! Having two stores will provide more opportunity for these business partners to buy in larger quantities thus offering a greater range of products along with competitive pricing.

Ken has appreciated working with the staff at the Business and Career Network over the last 3 years. He has successfully mentored Summer Youth Program participants, one of whom is now an employee following an internship with Miniflex, and he has trained employees through the National Emergency Grant’s “On the Job Training” program. As an entrepreneur and business owner he has also attended several of our Technical Assistance Workshops aimed at supporting local businesses, having been through the “Business Boot Camp in 2009! With this experience and knowledge he kindly took part in filming for the Business Service promotional video. During his interview for this video Ken explained, “I wouldn’t be where I am today with my business if it weren’t for the help and support of staff at the Business and Career Network.”

We wish Ken continued success in his endeavors to grow businesses, and provide jobs and services, in our rural community and beyond.
Youth Work Experience at Stone Leaf, Quincy

Gavin Peters came into the Business and Career Network seeking help with planning his future. Referred to AFWD’s Youth Program, he met eligibility requirements and was enrolled in the program. Gavin’s goals included not only working, but having the ability to earn enough to live independently and gain a better understanding of work/careers that would be a good fit for him. He participated in Youth Workshops that helped him improve job search, interviewing, and customer service skills. He completed activities to help him to understand a paycheck, employee benefits, maintaining a personal budget and positive credit, banking, finding housing, and finding/owning transportation. Shortly after enrolling in the youth program Gavin enrolled in classes at Feather River College. Completing a work experience job was one of the program activities suggested to help Gavin to meet his goals. He began his 16 weeks of employment at Stone Leaf Productions in February. Gavin is now a full time college student with a fantastic part- time job that he loves. We look forward to following Gavin’s progress.

Good Job Gavin!!
Assisting American Valley Aviation with a New Hire

Kyle Dembosz is the newest employee at American Valley Aviation in Quincy. For the past four years, Kyle has worked in every department at the Les Schwab Horton Tire Center performing oil changes, brake repair, tire installation, rotation and alignment. He was also trained as a customer service and sales representative. Every winter Kyle was laid off for the season and then brought back on as business picked up in the late spring or summer. The inconsistency of seasonal employment made it difficult for Kyle to settle down in Quincy.

After this season’s layoff, Kyle was referred by a friend to the Business & Career Network in Quincy. He worked with one of the office’s Career Center Advisors, to talk about career options that would fit his education and skills. Having graduated from the Universal Technical Institute in Sacramento Kyle wanted to expand on the skills he had gained through his schooling and find a more secure position.

American Valley Aviation, Inc. (AVA), a company based in Quincy, wished to hire a new Automotive Technician due to a new contract AVA has recently been awarded. They required someone with a level of experience, but more importantly with the requisite skills needed to work on diesel engines and military vehicles. AVA’s HR Manager approached AFWD to assist the business with their candidate search.

With Kyle’s background and his education, he seemed like a very suitable referral for the position. His resume was submitted to AVA and upon review he was invited to interview for the position. As a result Kyle was recently hired by AVA. He is thrilled to have this new opportunity and is enjoying working in such a state-of-the-art shop. This new job will allow Kyle to have stable employment allowing him to remain in Plumas County, closer to his family and contributing to the community in which he grew up.
NoRTEC sponsored a Job Developer Certification Program in Redding, California from January 17th to 19th. This event was attended by staff from the One Stops in Plumas, Lassen, Butte, Siskiyou, Shasta, and Del Norte counties. This interactive event was offered by Career TEAM, LLC and Mike Fazio led the training. The title of the training was, “Sales, Marketing and Presentation Skills Training for the Career Services Professional”. It provided tools and strategies for presenting an agency’s career services to clients, businesses and the community.

Mike Fazio has been working for Career TEAM, LLC for many years and enjoys his job. He travels around the United States holding trainings for workforce professionals. 60 Minutes recently featured Mike Fazio and this Certification Program in a show that looked at Solutions to the Unemployment Crisis. One of the most important aspects covered in the training was how to change the brand of a One Stop. There is a need to alter the perception that employers have about potential employees who may be unemployed as well giving job seekers a more positive outlook and preparing them with the requisite skills needed to secure full-time employment. The program explained that developing a strong partnership between employers, non-profits, employees and the community is the foundation for creating success. Communication and “selling” business services is the key to initiating and strengthening that link.

The training not only introduced these strategies but also required attendees to put these practices into place. Groups of three or four were given the task of creating a presentation to “sell” One Stop services to a business or to a job-seeker. After working on the PowerPoint presentations each group presented their pitch to the class. This simple exercise not only got everyone thinking about the array of services that One Stop offices provide, but perhaps more importantly, the presentations got participants to look at how these services can be marketed to see a greater return in success and satisfaction for the members of the communities we serve.
Kristie Vineyard’s primary occupation has been in the medical industry working mainly as a Medical Secretary/Receptionist and Guest Services representative. Her most recent position, at the time of enrollment with the Business and Career Network, was as a Medical Secretary in a rural community. With her current skills she had been unable to find self-sufficient employment and had been unemployed for more than six months.

Kristie needed to upgrade her skills to become more employable. She was very interested in learning the skills needed to find employment in the field of Medical Billing within the hospital/medical industry. Kristie had an opportunity to fill an open position as a Patient Financial Services Representative by completing an On the Job Training (OJT) Program with Plumas District Hospital in Quincy, California. Plumas District Hospital was a pre-approved National Emergency Grant OJT healthcare worksite for the position of Patient Financial Services Representative. Based on her skill gap, a 22 week OJT was deemed appropriate for the skill level necessary for this position. Without the On the Job Training, Kristie would not have been able to perform the employer specific skills for this position. The OJT has enabled her to receive the training and skills required to transition into this new job. Kristie’s OJT ended successfully on December 16th 2011 and, thanks to the National Emergency Grant, she is currently employed full-time at Plumas District Hospital where she has become a valuable member of the hospital’s billing department. Congratulations on your success Kristie.
2012 Labor Law Update Workshop

The Plumas Business and Career Network held its 2012 Labor Law Update Workshop at The Plumas/Sierra County Fairgrounds on January 19th. Twenty-eight people attended this informative workshop in The Mineral Building. AFWD’s Executive Director Traci Holt, PHR presented the knowledge and expertise of current labor laws, with

workshop. Ms. Holt shared her HR expertise, local businesses to assist them with their business and HR needs. AFWD holds the annual Labor Law Update Workshop to keep local businesses abreast of recent changes that affect their company and their employees.

Topics this year included:
• NLRB – Notification of Employee Rights
• Meal and Rest Break Update
• Pregnancy Disability Leave SB299
• Notice of Pay Detail AB469
• Independent Contractor SB459

Some common questions asked included:
• What should be included on a timecard to show breaks were taken?
• What is the minimum rest period for an employee?
• How do we set up an alternate work week?

Other items included:
• OSHA reporting
• Social Media White Paper
• Employee status versus independent contractor

Alliance for Workforce Development, Inc. (AFWD) provides workforce development and human resource services throughout Plumas, Lassen, Modoc, Butte and Sierra Counties. Through a team approach, and in collaboration with other organizations, AFWD is committed to meeting employers’ workforce preparation needs. For further information on AFWD’s business services please visit us at www.aworkforce.org

“All was very informative and up to date. Thank you,” Sandy Thomas, Plumas County Auditor
Workshop: Marketing to Government

From 9 am to 12 noon on March 8, 2012 Jayne Murnane of the Federal Technology Center presented a workshop entitled, “Marketing to Government”. This workshop, hosted by the Business and Career Network in Quincy, provided attendees with vital information on how to sell products or services to the State and Federal Government.

This introductory class described how to:

- Decide if the government marketplace is the right customer for your company
- Understand the government customer
- Evaluate the government market
- Evaluate your capabilities
- Apply four key marketing principles to government sales
- Make contact

Attendees received many valuable pieces of information and were able to ask several pertinent questions relating to their specific line of business. Thank you Jayne for supporting Plumas County businesses in their endeavors to contract with all levels of the Government.
With the Business and Career Networks in both Plumas and Sierra Counties working together, The Alliance for Workforce Development, Inc. has continued to assist Simple Fuels, a local biodiesel producer in Chilcoot, Plumas County, California.

In August of 2011 Karen Robinson was hired as a Biodiesel Administrative Clerk to assist President, Jamie Lutch with many of the administrative tasks that are so important to the smooth operation of this growing “green” business. Through funding from the National Emergency Grant, AFWD supported Karen’s “On the Job” training period during her first 24 weeks of employment. In February this year she successfully completed this initial training, becoming a valuable employee who is trained in the many job specific tasks necessary to support this biodiesel business. Karen plays a vital role in tracking the progress of sales representatives and assisting in data entry to track prospective clients and new grease suppliers. She has demonstrated the ability to efficiently maintain the company’s database for all grease collection schedules and payments to suppliers. During her training Karen was supported by AFWD through computer based, pre-vocational instruction courseware, “Element K”. Consisting of self-paced, e-learning courses, “Element K” helped Karen to update her skills in Access, Word, Excel and QuickBooks, giving her the knowledge needed for her new position.
Simple Fuels President, Jamie Lutch, commented, "The training program via Business and Career Network has proven to be invaluable to our company. Our industry is quite complex and as a small growing business we did not have the resources to support a full-time employee through a lengthy training period. The assistance we received through the program allowed us to train Karen with the skills and information required to handle the multitude of accounting, compliance, customer service, and data management tasks. She is a valuable part of our team and we expect this full-time position to remain in place indefinitely."

Karen’s explains, “Having enjoyed the benefits and pleasures of living in Sierra Valley for many years, I am aware that the biggest drawback is the lack of employment and business opportunities locally so I have spent a lot of time and expense commuting to work in Reno. I was therefore excited to see a biodiesel plant being built in Chilcoot knowing that it would provide local employment for our community. I was surprised and grateful when the Business and Career Network, and Jamie Lutch at Simple Fuels Biodiesel, gave me the opportunity to get the necessary, on the job training, for a full time position in the office. I find it an exciting industry and a great place to work where I can make a beneficial difference for my family, my employer and the community. I am looking forward to seeing this company expand and provide others with a great job opportunity.”

We congratulate Karen on her achievements and wish her continued success in her new career.
Upcoming Events in Plumas County

For more information on upcoming events & workshops visit:

http://www.afwdhr.org/id3.html

PLUMAS & SIERRA COUNTY EMPLOYERS

16th ANNUAL PLUMAS/SIERRA JOB FAIRS

FREE participation in the 16th Annual Plumas & Sierra County Job Fairs will benefit your business!

• Build a workforce
• Build an applicant pool
• Represent your industry

2012
April 3rd: Chester Memorial Hall
225 Gay St., Chester, CA 96020

April 4th: Feather River College Gym
570 Golden Ave., Quincy, CA 95971

April 5th: Graeagle Fire Department
7620 Highway 89, Graeagle, CA 96103

Sponsored by:

Job Fairs are from:
2:30pm - 4:30pm
Set-up from 1:45pm

To register for any, or all of these job fairs please contact:
Plumas: Jan Prichard (530)283-1606 jprichard@ncen.org
Sierra: Jennifer Johnson (530)993-4295 jjohnson@ncen.org

Alliance for Workforce Development, Inc. is an Equal Opportunity Employer/Program.
Auxiliary Aids and services are available upon request to individuals with disabilities. Requests made at least 72 hours in advance will help to ensure availability.