

MENDOCINO WORKS

Employment Resource Centers

Ukiah Resource Center Council Meeting Minutes
Mendocino Works Resource Center - Ukiah, CA
Tuesday, March 18, 2002

Present: MPIC: Jean Franco, Helen Nofi, Kathy McMinn, Christy Grivette, Christine Mullis; Goodwill: Lily Kyle; Mayacama: Connie Diamond; JA: Ann Tiemann; WIA: Julie Soinlia; Voc Rehab: Paul Lane

Introductions & Approval of Prior Minutes

Minutes approved from prior meeting.

Coffee

Noted that coffee pot burners are being left on at night, and even on weekends, resulting in yucky-caked on coffee residue stuck in carafes. Please broadcast this news to all your staff and make sure whoever is doing kitchen duty is turning off burners at the end of the day.

Regarding cost of coffee – MPIC is currently paying for all the coffee which other staff and clients are drinking. It also was noted that water which JA buys is consumed by other staff and clients. So, it may be a “wash.” Jean is to check with Carla to see if there has been a surge in coffee costs since the move. Situation to be reviewed at next meeting.

Resource Room/Lobby Committee Update

Resource Room and lobby looking great! Christy and Cerre have done a fabulous job in cleaning up the reception area, and the resource room is more client friendly now because of:

- The Job Board is back (only state listings in binders now).
- Cloth covered boards replaced the cork boards.
- Fax machine and typewriter moved to better location.
- Signs more prominent.
- Video area set up improved and Video Binder made with a video listing.
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Still in the works:

- Pictures for the walls.
- One dedicated unemployment insurance coming soon.

One more meeting will take place for the finishing touches – update next meeting.

Mendocino Works Emergency Response Team Update

The emergency response team met on March 7th to put binders together. Group leaders are contacting all staff about emergency procedures. Next meeting April 11th.

Workshops Update

The first week of combined workshops is taking place this week! So far, it's been great! Ann noted it was wonderful to have Debbi Purcell help bring new life to the “Applications” component. About 14 people attended, 13 JA clients and just one from the general public. This is expected to change however as the word gets out. Christine will attach a copy of the Calendar to the minutes so that more partners will be aware of what's being offered and what's available to serve clients.

A meeting will take place after this week to look at the evaluation feedback from attendees, and for general follow up on how effective the workshops were, and ways to improve them for next month.

New names were created for the workshops, as well as MPIC's Job Club. Job Club is now called "JAG" for Job Activities Group, and the names for the week-long hard skills training collaboration:

Monday: Applications: *Apply Yourself!*
Tuesday: "World of Work" (Ron Arkin)
Wednesday: Resumes: *Put Your Best Foot Forward!*
Thursday: Interviews: *Answering the Tough Interview Questions!*
Friday: Job Search: *Winning the Employment Game!*

Training Calendar Updates (if a ny)

No updates at the present time.

Discussion around the last training offered on serving special client populations. Staff has commented that they would like more practical knowledge on exactly how to deal with special clients – especially those with mental illness. Helen is collecting questions from staff which hopefully can be answered at a future training for this purpose. The idea is to gather the experts right here in Mendocino County who have hands on experience dealing with these particular types of clients, such as Ernie/Vocational Rehab, Jean Franco/MPIC, Connie Diamond/Mayacama, etc.

Mendocino Works Partnership Council

The Mendocino Works Systems Council is being replaced by the current Partnership Council (previously known as both the Systems Council Operations Sub-committee and the Ukiah Collocation Committee); Jean passed out the "Roles and Responsibilities of Mendocino Works and Workforce Investment Board Committees and Councils." Minutes from the Partnership Council will be forwarded to Christine, who will upload them to the Mendocino Works website.

Agency Sharing

Goodwill

Lily Kyle has arrived in the Ukiah office to replace Robert's old position as an Employment Services Specialist. Goodwill is going through a reorganization. Robert is leaving his DITI Coordinator position, and will be replaced by Shelly from Lakeport. Goodwill will not be offering services in Willits after June 30, and Aimee will then come to work with independent and supported living clients in Ukiah. Todd Metcalf is leaving and will probably not be replaced – everything in a state of flux right now.

Goodwill is hoping to stabilize and rebuild connections with other partners. Along those lines, Lily talked about the Career Skills Training Goodwill offers once a month. This workshop helps clients choose a vocational goal, which is an area that other partner's clients may find helpful, although it should be kept in mind that Goodwill's clients often have significant barriers. Lily also wants to sit in on the collaborative workshops going on this week as she thinks her clients could benefit from the hard skills aspect offered therein.

MPIC

Helen passed around the new Pink Initial Contact form, with a change recommended by Lorraine of EDD who works with parolees. It used to say "I have been convicted of a felony" and now says simply "Referred from Parole Office."

Christine informed everyone that the PowerPoint "Virtual" tour draft is complete – awaiting edits/suggestions/approval from others at this point. When approved, will make changes and then work on a Spanish version.

Employer Services Brochure

Tabled due to lack of time.

Meeting adjourned.

April 15th Agenda Items:

- Employer Services Brochure
- Coffee / Water Update
- Resource Room/Lobby Committee Update
- Mendocino Works Emergency Response Team Update
- Workshops Update
- Training Calendar Updates (if any)
- Partnership Committee Update/Feedback
- Agency Sharing
- Do we need a "board" cleaner? (removing old materials, etc.)
- Help with restocking brochures in lobby and taking inventory?