

**Ukiah Center Council Meeting Minutes
Mendocino Works Resource Center - Ukiah
Tuesday, April 19, 2005**

Present: Helen Nofi, Debbie Dale, Joan Kelley, MPIC, Belinda Nash, Lorraine Perry, EDD, Glenna Blake, MTA, Julie Soinila, WIB, Madelyn McCauley, Felipe Mendoza, JA, Rick Negron, HEP, Dan Jenkins, Mendocino College, Julie Soinila, WIB, Cora Gonzalez, CHDC, & Madelin Holtkamp, EDFC.

Call to Order at 10:35 a.m.

Introductions-the group welcomed Joan Kelley, Belinda Nash, Madelyn Holtkamp, Rick Negron, & Dan Jenkins.

The meeting was facilitated by Felipe Mendoza, and recorded by Debbie Dale.

Approval of minutes Ukiah Center Council meeting minutes of March 15 were approved.

Second Training Day The group agreed that it was a good show of agencies, and there were many positive comments made. There was also good attendance at the potluck.

Belinda Nash reported another way to keep partner agencies updated to new employees and policies was something they used to do at one of her previous jobs. New employees would be videotaped/photographed, and sent to web pages or agencies. This item will appear on the upcoming agenda to discuss further.

Julie thanked Felipe for doing an outstanding job on setup of the Mendocino room for that day.

Decorating the Mendocino Room Update: Madelyn McCauley made a request for maintenance assistance in that room two months ago. After removal of some items on the wall, they (Christy, Lorraine & she) will revisit this opportunity.

Building Safety has been tabled until 5/17 because Lin Park was not in attendance.

New Business

Dan Jenkins gave a detailed presentation of Cooperative Work Experience Education for Mendocino College. There are three different types of work experience: general 1-3 units, occupational 1-4 units, and an alternate work experience plan, 1-8 units. More detailed information regarding work experience education can be found at the college, the UCC group also has copies of the brochure.

Building Recycling Madelin H. is very frustrated with in house lack of recycling efforts. She has found aluminum cans inside the trash receptacles and food containers that we get from Safeway, that should be recycled, but are not. Many ideas were exchanged, one being, a slush fund for ancillary services that might be provided by collecting those cans discarded for trash.

Another idea is to have Solid Waste come to this building and do an on site report and give us ideas on how to boost our recycling efforts.

- **Additional Action:** Felipe Mendoza contacted Mendocino Solid Waste Management Authority and they will be looking at our garbage and recycling on May 12 at 9am. Felipe and Madelyn Holtkamp will meet with a representative and get tips on how to boost our recycling.

Employee Stress Relief Joan Kelley was not heard at the meeting because there wasn't enough time. This item will reappear on next month's agenda, however, she may add comments to these minutes if she chooses to do so.

- **Stress Relief Proposal:** Joan Kelley: Time ran out before I could present our proposal. At MPIC's Simply Better meeting it was suggested that we ask our partnering agencies if they would be interested in joining with us in scheduling a masseuse to come in on a weekly or bi-weekly basis to give whoever wanted them 15 minute massages for @\$10. We figure if we had enough interested people, we could make it worth someone's while to do this for this reduced rate. When we did it before, the masseuse brought a special chair

and worked mostly on the head, neck and shoulder area. It was done with clothes on. Discuss it with your agency employees and we will discuss it again next meeting. Thank you.

Interagency Sharing of Issues

DOR: Nothing to report.

EDD: Belinda thanked Felipe for trimming the outside bushes near the building. EDD will receive new computers in May or June. The state mandate to stop issuing unemployment and state disability information at employment resource centers is in effect due to privacy issues.

Lorraine reported that the Ukiah Mendocino Works Employment Resource Center (MWERC) "Hire Vets First" campaign was covered in "SCENE", EDD's quarterly newsletter. (1st Quarter 2005) She also reminded us that May is Vet Appreciation month.

EDFC: Madelin H. has money to lend to expand businesses for employers who create jobs for others. This is not an entitlement program.

HEP: (High School Equivalency Program), Individuals 17 or older who themselves, or whose parents, have worked in agricultural jobs for at least 75 days in the two years previous to application qualify for this program. Such employment includes work in fields, packinghouses, canneries, slaughterhouses, nurseries, ranches, farms, dairies, and fisheries.

➤ HEP has a new home at 486 N. State Street, next to Coffee Critic. They are graduating 83 students this year.

CAMP: (College Assistance Migrant Program) this program provides intensive services during the student's first academic year in college.

Job Alliance: Will have two new employees by May 15. Orientation is going well, with lots of new referrals. Madelyn M. thanked the janitor for doing a fine job of cleaning this building; and he is an avid recycler. There was kudos all around for his outstanding work.

Mayacama: Nothing to report.

MPIC: Helen reported that the Customer Service/Human Resource (Simply Better) Team will be revisiting and updating the resource center tour handout for all of our One Stop Centers. There will be training for MPIC employees, and Mendocino Works partners.

MTA: Cutting services is still up in the air. There will be a meeting on April 26, at conference room C at 501 LowGap. About 15 percent of services will be cut, as well as staff reduction in hours.

WIB: Has 1600 mailings for a 5-year survey with Mendocino College in an effort to address the business needs of the community. Mayacama is assisting with the mailings.

Julie's correction to the minutes:

➤ 1600 copies of the Winter issue of the WIB Newsletter were mailed out at the beginning of the month. Mayacama Industries assists with mailing and handling services and the Department of Social Services covers the cost. Also, the WIB is preparing to partner with Mendocino College in conducting a survey of Business Community. The college survey is conducted at five-year intervals to assess the training needs of the business community and to help them develop their curriculum.

Adjournment the meeting adjourned at 11:55 a.m.

Agenda Items for May 17:

- Mendocino Room Reorganization
- Building Safety
- Employee Stress Relief
- Interagency Sharing of Issues
- New Business

- ❑ **Facilitator Madelyn McCauley**
- ❑ **Observer Julie Soinila**
- ❑ **Timekeeper Lorraine Perry**
- ❑ **Recorder Debbie Dale**

- If you have agenda items for the next meeting, you may e-mail them to me at Debbie@mpic.org.
- If you have corrections or addition to these minutes, e-mail or call me.

The next Ukiah Center Council Meeting will be on Tuesday, May 17, 2005, at 10:30 a.m.

Debbie Dale

Mendocino Private Industry Council

467-5917