

MENDOCINO WORKS

Employment Resource Centers

Ukiah Center Council Meeting Minutes Mendocino Works Resource Center – Ukiah Tuesday, July 19, 2005

Present: Cora Gonzalez, CHDC, Sandra (Sam) Meyer, MH-CalWORK's, Kathy McMinn, MPIC, Connie Schleuder & Madelyn McCauley, JA, Suzanne Warner, Mayacama, and Julie Soinila, WIB

Call to Order at 10:45 a.m.

Introductions-the group welcomed Debra Reed from MCDSS Facilities

The meeting was facilitated by Kathy McMinn, recorded by Connie Schleuder, Cora Gonzalez timekeeper and Suzanne Warner observer.

Approval of minutes Ukiah Center Council meeting minutes of June 21 were approved with change to the section New Business, last sentence, from Debra Reed of General Services to Debra Reed of MCDSS-Facilities. Changes to agenda in regards to Distribution List included adding C. Schleuder, P. Harpster and D. Reed. Deleting H. Nofi and correction from S. Meyers to S. Meyer. Minutes approved with changes at 10:50.

Kitchen Survey/Building Safety: Kitchen survey results tally indicated to the question, "Kitchen closed off entirely?" 16 yes 25 no. Results to be turned over to Partnership Council Committee. Suggestion was made to bring safety issues/concerns to Site Council meeting for tips available from MCDSS and to combine Site/Safety meeting, noting that WISC has combined their committees/meetings. Once a quarter MCDSS send out a Safety Bulletin for awareness of current issues and has access to Risk Management in reference to safety topics. Parking in undesignated areas for shade is a concern, building bulletin reminder of parking lot designated spaces requested. It was noted that a hotel worker, driving a white Sportage, has been parking in Mendocino Work's lot, however the hotel allows us to use their first four and another 20+ spaces of theirs. Southeast door is not locking properly, building bulletin requesting not to use after 5:00 and/or on weekends until lock and burglar system issues are resolved.

Special Events Committee: Held meeting on July 7th, in attendance A. Terry, C. Gonzalez, H. Nofi, L. Soriano, M. McCauley and M. Madueno. Another meeting to be held, July 21st. Kathy, Vicki and Suzanne offered to be "FRIENDS" of the Special Events Committee and Cora as Treasurer.

Interagency Sharing of Issues

Mayacama: Connie Diamond has been furloughed one day a week due to budget cuts. Suzanne's time is becoming limited.

CHDC: Stated building has been hot.

Job Alliance: DEVCO is learning the new air conditioning/heating system – please be patient and continue to report hot or cold conditions to assist with balancing the building's temperature. Women's restroom toilet is currently being repaired and men's bathroom flooring is in the process of being stripped and waxed.

Kitchen Survey: Talled kitchen surveys, results as follows: Question 1) Shall the kitchen be closed off entirely to site customers? YES 16 NO 24 (40 total) Question 2) Shall the kitchen remain open for customer access without donated food available? YES 12 NO 22 (34 total) Question 3) Shall the kitchen remain open for full access (with donated food) for customers? YES 17 NO 17 (34 total) Question 4) Shall the kitchen remain open to customers who are in workshop, but closed to the general center customers? YES 10 NO 20 (30 total).

Building Safety: Inquiry made as to why the reception area doors to offices are being left opened. Requested to have receptionist close doors in the morning. ADA compliant doors, pressure needs adjusting. Vendor has been contacted to make adjustment. Customers observe staff going in/out and need to go through for restroom use. Most often they just enter and exit at will, closing doors will help to make them aware they are entering a work environment. Reception staff to be responsible for closure of doors. Security Committee to provide updates on status of door closure and/or change to half door (Dutch). DSS-Facilities proposed scheduling annual or bi-annual training(s) on handling clients and that Bill W. @ Risk Management can offer training. Suggestion was made to conduct training twice a year, however only require attending once per year. In this way, the information is provided two times per year to all staff. Can utilize building bulletins quarterly as a reminder of security issues and housekeeping items, etc... There has been confusing communication with client issues, do we request "Officer Firestone" or "Officer of the Day"? Management Committee is working on how to communicate when a situation arises. In addition, how to relay to staff that communication has been made with appropriate individuals and/or agencies. Panic button, under desk, who is responsible for responding to it?

Adjournment: The meeting adjourned at 12:00 a.m.

Agenda items for August 16:

- Conference Room 1
 - Facilitator Madelyn McCauley
 - Observer Lin Park
 - Timekeeper Suzanne Warner
 - Recorder Pam Harpster
- If you have agenda items for the next meeting, you may e-mail them to Pam Harpster at pam@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, August 16, 2005, at 10:30a.m.

Connie Schleuder
MCDSS – Job Alliance

467-5514