

MENDOCINO WORKS

Employment Resource Centers

Ukiah Resource Center Council Meeting Minutes
Mendocino Works Resource Center-Ukiah, CA
Tuesday, August 19, 2003

Present: MPIC: Cindy Miller, Christy Grivette, Kathy McMinn; JA: Cerre Knox, Madelyn McCauley;
Department of Rehabilitation: Lynn Park; Goodwill: Helen Williams

Approval of Prior Minutes

Minutes approved prior meeting.

Interview Rooms

Nobody has seemed to have any problems with the interview rooms as of late. Madelyn pointed out that the problem seems to stem from frustration at not having a room available when needed (which is very rare). The committee agreed that staff would need to substantiate real issues otherwise this item will be dropped from further discussion.

Special Events Committee

Cerre and Christy reported that the Committee is doing very well. They mentioned that the current event going on at this moment is the Secret Pal Event. This has been a very popular event with staff and has been mentioned that this be a biannual event. There were 32 staff members who signed up and there are staff members who did not participate that have voiced an interest in signing up the next time around.

Cerre and Christy mentioned that the next events to be held will be a silent auction and a Spanish luncheon.

Conference Room and Hall Decorations

Conference room 2 is almost done. The walls have been ID as to where the pictures will go. The committee will work on the workshop room next and then the hallways.

Shelves for the Lobby Area

Risk Management has approved the shelves for the lobby. They would prefer to see wood shelves and artificial plants. They would also like to see a 2" lip on the edge of the shelves as to prevent items from falling in the case of an earthquake. They also need to be high enough as to be out of the reach of children.

The committee decided that they will use the artificial plants as suggested and the wood shelves.

This item will be carried over to the next meeting so that it can be decided as to whom will buy the plants and shelves.

Pots and Soil

It was decided by the committee not to discuss this topic anymore. There is nothing else to discuss on this matter.

Front Lobby Ideas on Improving Customer Service

The meeting with JA and MPIC managers, supervisors and reception staff went very well. The meeting was held on July 30. It was decided that there will be three main people in the front area. Cerre and

Christy will switch between reception and resource center. EDD will also need to supply one full time person to be in the resource center at all times as well. Management will also be putting together a list of designated people to back up the full time people. There will be 3 from the biggest agencies (JA, MPIC, EDD) and then at least 1 from the smaller agencies.

Shared Job Skills Training Workshop

It was suggested that the name of the workshop be changed to Job Search Techniques. It gives much more of a description as to what the workshop is about.

Mark Winkler has taken the lead as to coordinating the workshop and making a syllabus so that back up staff know what it is they will need to do incase they need to fill in. The class is going very well.

Training Calendar

There was a Difficult People training held by the county.

Larry Robbins was in contact with Cindy. He is offering a workshop for \$1800.00. ETN may pick up part of the cost. Cindy will be in contact with them. Larry has good topics and his workshops are interesting. All of the agencies are invited. Cindy would like to see who would like to go. Madelyn will talk with JA's management and see if it is feasible to help pick up part of the cost.

Mendocino Works Partnership Council Update

The partnership is working on a one-stop agreement and looking at what it takes to run a one stop. They are looking at costs, resources and what the agreements are beyond the MOU. How does it relate to the partners and what are the expectations.

Bob Eickmeier was asked how well our center is doing. He commented that we are doing better than a lot of other centers.

Agency Sharing

JA:

Maggie Lohse will be returned to JA.

Several of the staff has applied to be FAR's. They are not sure who will be staying or going.

Roberto will be leaving. He has accepted a job at Social Security and will start there in late September.

The Integrated Workers are doing ok. Some of them like it and some don't. They are still adjusting.

MPIC:

Nothing new

Department of Rehabilitation:

They are waiting to see who will be laid off and how the central office will take care of the issue. There has been a 10% mandated reduction in personnel funds.

Goodwill:

Trying to implement a Supportive Living Program. They will give supportive living to clients in their own home regardless of their disability.

The Fort Bragg office is closing.

Other...

It has been asked that the committee remind other agencies that they need to start signing up more for the Safeway pick-up and the cleaning of the kitchen. JA is feeling that they have taken over most of the

responsibility and would like more agencies to help. Cindy asked Cerre to send out an e-mail reminding people to sign up and become more involved and letting them know that it is their responsibility also.

Cerre and Christy voiced the concern that people are not helping the receptionist fill the coffee for the customers in the morning. It isn't always possible for the receptionist to fill it because they have to open the Resource Room also. Cindy asked Cerre to send an e-mail to all staff asking for staff to please be aware to help with the coffee in the morning.

There was a concern voiced by a member of the JA staff about the doors being left open at night. She does not feel comfortable coming in in the mornings. She asked the committee to please consider a way to help solve this ongoing problem. The committee agreed to add it to the next agenda as there was not sufficient time to talk this over.

Facilitator for the Next Meeting

Kathy graciously volunteered to facilitate the September meeting.

Meeting adjourned

September 16th Agenda Items

- ☺ Appearance and organization of kitchen (Madelyn)
- ☺ Safety Issues-organization of supply room (Madelyn)
- ☺ Janitorial Service-not double checking doors
- ☺ Shelves for the Lobby Area
- ☺ What new project should the committee start tackling (Cindy)
- ☺ Agency Sharing
- ☺ Who Will Facilitate Next Meeting?