

MENDOCINO WORKS

Ukiah Center Council MINUTES

November 15, 2005

PRESENT	
Julie Sonilia, WIB; Kathy McMinn, MPIC; Madelyn McCauley, JA; Pam Harpster, MPIC; Cora Gonzalez, CHDC; Lin Park, DOR; Suzanne Warner, UVAH; Dianna Wood, Rebecca Reed, GIRE.	
DISTRIBUTION	
C. Henderson, C. Diamond, J. Franco, J. Sonilia, N. Presmont, T. Mee, B. Nash, S. Meyer, C. Miller, G. Blake, R. Reese, K. McMinn, M. McCauley, S. O'Hara, M. Holtamp, P. Harpster,; J. Ulvila, C. Gonzalez, L. Park, S. Habina, K. Matson, C. Schleuder, S. Tanner; S. Warner.	
Facilitator:	Notetaker:
Linn Park	Pam Harpster
ANNOUNCEMENTS	
None	
INTRODUCTIONS	
Dianna Woods from Goodwill Industry was welcomed and introduced.	
APPROVAL OF MINUTES	
Pam passed around the membership list to be viewed by members and updated. Added Dianna Wood and removed Nina Presmont per Linn's request. Minutes Approved.	
ADDITIONS TO AGENDA	
Pam - Agenda format	
FOLLOW-UP ITEMS	
<u>Special Events Committee: Cora and Pam</u> Last meeting UCC set up activities and dates for some special events for the center, but because there weren't any Special Events Committee meetings, the follow up wasn't possible to see these events through. (This is because most of the members of the Special Events are no longer working here or too busy to take it on alone.) October's Soup Off went really well, and "friends of the Special Events Committee" came together and organized the event. Most staff participated and everyone seemed to enjoy the energy from this activity. The Silent Auction did not take place as staff are really busy, and this is project requires much time to organize and coordinate. The UCC agreed that until the first of the year, this committee would play as the Special Events Committee role and carry out the next event of the Holiday Meal on December 15 th . After January 1 st , the UCC will provide oversight and play as a supportive role to the Special Events committee, but recruitment is needed to handle the affairs of the activities. Julie will send out an email to Connie or Pam to forward to all staff for recruitment for a meeting on December 15 th . This recruitment meeting will be for regular members and "friends of the Committee" to take on the role of Special Events. Holiday Meal: December 15, 2005 There is about \$100.00 in the Special Events funds, enough to purchase the turkeys and ham for holiday dinner. Dianna agrees to cook the turkeys as she is equipped to BBQ, fry and roast them. JA can contribute plates, plastic wear, napkins, etc. A potluck sign-up sheet can be distributed and a suggested donation of \$5.00 for those who cannot contribute food. Pam and/or MPIC will make the flyers and the sign-up sheets and ensure that they are distributed around. Target date for this will be November 28 to send out the flyers and sign-up sheets.	
<u>Resource Room:</u> Pam The Resource Room has been very busy lately. Lay-offs in the vineyards have brought in many seasonal farm workers signing up for unemployment have kept Gloria and other Spanish translators very busy.	

With the new conversion of adding the EDD desk, there has been a loss of two computers. There have only been a couple of times when all the computers have been full, with the exception of after the IAW meetings and workshops.

Pam has been meeting with the Ukiah Resource Team monthly to discuss strategies and services in the Resource Room. She has also scheduled a quarterly meeting with all the Resource Center Teams in the County on the 6th of December in Willits.

Pam handed out the monthly activity report.

Building Issues:

Connie wasn't able to be at this meeting, so she wasn't there for her regular report. Others report that the air-conditioner seems to be on when the heater needs to warm the rooms. Some areas are still quite cold, while other areas remain a little too warm.

Hopes that the directional arrows will be painted soon, as concerns about cars going the wrong way in the exit and entranceways could cause an accident. Madelyn indicates that the parking lot numbering should be happening soon.

Safety Issues:

JA discovered that only DSS employees are supposed to do the monthly inspections of the fire extinguishers. The schedule that was generated during the last UCC meeting needs to be disregarded.

Pam shared that the Partnership Committee had Connie and Pam meet to discuss the possibilities of visitor badges. Their discussion actually only presented more questions about the process than a plan of action. Connie will be writing up these questions to present to the Partnership Committee before being able to move on. Questions such as:

1. Would it be easier to use employee badges and identify those who "belong in the building" than to hand out badges to all customers who may enter the back of the building? JA has attempted to use sticker badges before, and the littering of the stickers got out of hand.
2. Who would we require to wear the visitor badges? All customers using the Resource Room? If not, how would the resource Staff monitor those going back to use the restrooms?
3. Would we need to lock the doors and allow visitors to enter only after being cleared by the front desk? (as the set up in Willits)

Questions were raised about the Safety issues for the Front Desk. Partnership Committee has agreed to install a door behind the front desk to allow staff entrance into the back where Mickey's desk currently resides. Mickey's desk will be moved to Pam's area, and plans are being made to move Pam to an office (location to be announced.)

Interagency Updates:

Julie reported about the Economic Forum held at Mendocino College by the WIB. Had a great turn out of about 85 attendees. Savings Bank and Carpenter Local 751 donated the food. Speakers were great as they identified the Industry Clusters for Mendocino County. They did a survey of the attendees and had great responses and plan to continue this for future forums. There is a positive "forward momentum" for more to come.

Cora will be handing out Holiday Baskets out to her customers, and may have some extras if any other agencies have referrals for those in need.

Kathy suggests that we put up a box to gather food for the Plowshares or other service agency needing food; like we have done in the past. She will place a box in the kitchen for donations.

Upcoming Events & Training:

- Chamber Mixer this Friday at the Holiday Inn at 5:30 – 7:30.
- WEST will be sponsoring a Tax Incentive Workshop on the 17th in the Mendocino Room.
- JA and MPIC will be sponsoring a All Staff Training with Larry Robbins on January 11' 2006.

Agenda:

Pam shared that the Willits Center Council (WCC) agreed that regarding the agenda the “Expectations” were basically the same as the Agenda Items and they voted to have this taken off. Pam asks UCC if any members would miss it if she were to remove the “Objectives” from the UCC agenda to avoid unnecessary redundancy? All agreed to delete that portion of the agenda.

Observations of this meeting:

Were made by Cora and there was a lot of laughter and sharing of ideas.

Group Roles for Next Month: December 20, 2005 - Let's bring snacks for the holiday...

Facilitator – Madelyn

Recorder: Pam

Observer: Lin

Time Keeper: Suzanne

NEXT MEETING: December 20, 2005