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WILLITS CENTER COUNCIL MINUTES

April 20, 2005

PRESENT

Bob Brumback, Bill Fitzgerald, Jennifer Miller, Cindy Miller, Jeannine Shaw, Cyndee Logan, Joan Kelley

DISTRIBUTION

Pat Atkinson – Children’s Services, Sandi Brown – Job Alliance, Bob Brumback – Job Alliance, Fred Cassella – MPIC, Morgaine Colston – EFAS, Eva Steffensen – State Vocational Rehabilitation, Ernest Waugh – Department of Rehabilitation, Mary Elliott – Children’s Services, Susan Era – Adult Services, Bill Fitzgerald – Adult Services, Jeannine Shaw – Public Health, Bobbi Kelley-Ryan – Probation, Joan Kelley - MPIC, Janet Lombard – Adult Services, Cindy Miller – MPIC, Jennifer Miller – Children’s Services, Nina Presmont – State Vocational Rehabilitation, Marla Quintana – EFAS, Belinda Nash – EDD, John Ulvila – MPIC, Debra Reed – Department of Social Services, Suzanne Warner – Mayacama, Connie Diamond – Mayacama, Denise Sams – CalWorks Mental Health, Helen Falandes – AODP, Dana Lamon – Mental Health Cyndee Logan – Willits Action Group.

Facilitator:

Notetaker:

Cyndee Logan

Joan Kelley

ANNOUNCEMENTS

No Announcements

APPROVAL OF MINUTES

Minutes for March 16, 2005 were approved unanimously. (Jennifer Miller, Bill Fitzgerald)

ADDITIONS TO AGENDA

Signage for the Center on Valley Street. (Fred/Jennifer)
 Press Release for the Willits News about the Center. (Jennifer)
 Stress Relief idea/proposal. (Joan)
 Ancillary Services Policy (Cindy)
 These items will be heard after the Emergency Policy Discussion.

FOLLOW-UP ITEMS

Events Committee - Bob

Baked Potato Day for St. Patrick’s Day had a great turn out. Ran out of toppings. Had 30 potatoes and sold 27.
 Nothing more is currently planned. A lunch barbeque is being talked about over at the Family Center for the whole campus.

Resource Sharing Agreement – Cindy

Cindy passed out a copy of the Resource Sharing Agreement that has been finalized. Included in the handout were draft copies of the Cost Allocation Plan (CAP) for the three main centers. The methodology for both the Resource Sharing Agreement and the CAP are included in the packet as well. Two meetings ago Cindy had asked people to think about what resources their agencies provide that jointly contribute to any of our customers or to the center’s staff. These are universal services or joint services and are considered partner contributions. Today’s discussion is to examine that further. She passed out a Willits Cost Sheet. Some examples of universal services she gave were: staff time for reception, the resource room, and workshops that are open to the public; tech support. More examples of shared costs are: brochures for the public; copy and fax machines available to all staff; paper and office supplies for reception, workshops, resource room; coffee, sugar, and cream for staff kitchen; equipment in conference rooms and resource room. The goal is to determine the base cost of all those contributions. Then those costs are divided by the square footage each agency occupies. At that point inequities can be identified and adjusted. This is an auditable form so these costs must be accurate. Working these details takes some time but can really help make decisions. After we get the numbers, we can discuss any items that are out of wack. The costs listed on the Facilities Cost Allocation Plan are not the same as the costs on the Cost Allocation Plan. This equitable distribution of costs is required by law.

Debra Reed asked for a line for Building and Maintenance. This would include the part of Jennifer and Felipe’s time / salaries that are spent on building issues as well as bills for maintenance not listed under the Facilities Cost Allocation Plan.

Cindy noted that being able to show concretely that all partners are contributing equally have proven to be a positive process at the Ukiah Center. Cindy asked for people to take the charts and try to have them filled out by the next meeting.

Cindy Logan would like to figure out how Willits Action Group can fit into this Cost Allocation Plan at some time. She said WAG is a coalition of the Youth Project, School District, City of Willits, Public Health and the Food Bank. Their employer of record is NCO and their fiscal agent is Howard Hospital. Their purpose is to support community health. Cindy Miller agreed that those costs

<p>might not fit into this Cost Allocation Plan for this building but an annual contribution could be listed and be used as community match. WAG can open many of their workshops to the public.</p>
<p>Emergency Policies – Jennifer Jennifer is still working on finalizing the Emergency Policies. She has contacted the security service vendor about the alarm system calling 911 directly when used. This would solve the problem about how to respond to a situation in the reception area. The 911 procedures have been received from Public Health and will be integrated by next meeting. They are still working out the kinks and also bringing up staff awareness of the system.</p> <p>Jennifer also reported that Debra Reed’s assistant, Juanita Dreiling, has been working to update the County’s Safety Policy. Part of the update has to do with the Material Safety Data Sheets to establish our understanding of the chemicals involved with the Center. This has to do with concerns for chemical sensitive persons, fire emergencies, etc. Jennifer will be taking an inventory on materials on site.</p>
<p>Program Overview – Jennifer Joan handed out a rough draft of what she had done so far - with the understanding that she needed to go over it with Jennifer to be sure no one was left out. They agreed to meet after the meeting. Jennifer said there are pictures of the Center on the MCDSS website and she would send the links to Joan. A map of the campus would be helpful. Joan will contact Juvenile Probation for their input and add them and WAG to the brochure. Joan said the brochure could be arranged by building and linked to the map.</p>
<p>Stress Relief – Joan Joan asked people to check with the staff in their agencies to see how many would be interested in having a masseuse come once a week to give 15 minute massages for \$10 each. If enough people were interested then a proposal could be made to local masseuses and see if someone would agree to do this. It would be done on break time or however each agency wants to handle it. Cindy said that when they had someone come to MPIC, sometimes the woman was there most of the day. Please bring feedback to the next meeting.</p> <p>Also Joan said they were open to other suggestions for stress relief as well. Jennifer suggested the Events Committee could look into a brown bag lunch event to view some “Stress Buster” videos. They are quite humorous.</p>
<p>Signage on Valley Street – Fred/Jennifer Jennifer concurs with Fred about the need for a WISC sign on Valley Street. Jennifer is willing to talk to Debra Reed about it. Cindy suggested getting a couple quotes from local sign makers. Sanky Signs has been the one MPIC has worked with before. After getting a quote, that amount is divided by the number of agencies and then each agency submits a purchase order for their share of the sign. It is easier and faster than going through the County. Sanky has worked with Mendocino Works before. They will do it as long as they get paid within the year and they will take care of all the permits required. Jennifer can mention that option to Debra. She is aware of it.</p>
<p>Press Release in Willits News – Jennifer It has been almost a year since any news of the WISC has been in the Willits News and Jennifer has had feedback of people not knowing about the WISC. It was agreed to work with the Willits News to get a press release and story developed. Claudia Reed is their only reporter. There was a suggestion to interview clients who can remain anonymous if they wanted or discuss the WAG development. It would be nice to have a regular column to give updates about developments, classes, etc.</p>
<p>Parking Policy – Jennifer Jennifer reported that because of recent vandalism, to Public Health vehicles in Ukiah, the County was concerned about having all the County cars parked in one area. They would prefer them to be more spread around and not parked next to each other. It was agreed to park nine County cars in Areas 5 & 6 and have the four after hours vehicles parked in Areas 3 & 4.</p> <p>Bob suggested sending a Memo on parking courtesy. The spaces are narrow and if people do not park in the center of the space, others cannot fit in the adjoining space. Cindy will send Jennifer a copy of Ukiah’s Policy and Procedures format.</p>
<p>MTA Bus Stop - Bob Bob has been emailing back and forth with Glenna Blake from MTA. She has indicated that they are working on getting a MTA bus stop here at WISC and it might come out in the summer schedule that becomes effective June 19th. She will email Bob as soon as she has the specifics nailed down. MTA is suffering budget cuts and has to prioritize bus stops but WISC is a priority because of the demand as well as the fact that WISC supports MTA by buying bus passes for clients.</p>
<p>Ancillary Services – Cindy Cindy reported that Mendocino Works just finished a policy on Ancillary Services. She was surprised more people were not aware of it. She explained that there is money available for Workforce Development and One Stop Partners. The money comes from a contract with ROP to provide open classes to the public. ROP gives Mendocino Works money for people who fill out those green enrollment sheets and attend workshops, assessments and tutorials. The Partnership Council decided to use that money for Ancillary Services in the following ways: The first priority is to provide bus passes at no cost. No paperwork is necessary. The second priority is to purchase resources for universal services in the One Stop. For example, if a workshop needs a video, someone can fill out a form to request it. There are three people on the committee that reviews requests – Cindy is one of them. The last portion is for support services for customers. The money can pay for books, tools, tuition, clothing, medical expenses, etc. It has to be someone</p>

receiving services through the Centers. Cindy will make sure people have a copy of the policy. So far we have \$4,200 and with the new contract due in June, we will be making anywhere from \$10,000 to \$20,000. She also added that the tutorials will be available for any agency for upgrading skills.

Jennifer Report – Jennifer

Jennifer passed

WAG Community Garden at WISC- Cyndee Logan

Cyndee reported that WAG got their application into the USDA. There are five different sites proposed but the one at WICS is going to be the star because they hope to have the classes on how to can and how to cook related to the garden. They have signed an agreement with the schools to be able to harvest the gardens during the summer while schools are not in session. Also the schools have agreed to put locally grown produce in the lunch program. They are trying to form a local farmers network to coordinate providing whole foods for the schools.

Mapping the site is underway. The exact designation of space needs to be finalized by August because that is when the funds are due. She wants to be sure everyone is in agreement. The contract with MCOE and the County are done.

The contractor working on the building renovation is scheduling classes for local youth throughout the day to work with him. He wants 4-5 at a time. They have 10 so far. Cindy will talk to Tami about the Summer Youth Project to see if the youth could receive a stipend for a Work Experience. There is a local electrical contractor also working at the site. (He knows solar installation as well.) WAG is working on getting him covered under ROP to cover the liability issues. Cindy said that under our Work Experience program MPIC is the employer of record. She will have Tami call Cyndee.

Because they are doing bio-intensive gardening, it doesn't matter what time of year you start the garden. It will be a year around garden. They will also work with the Farmers Market.

Cyndee mentioned the scheduled WEL Event (Willits Economic Localization Project). They are tied in with Sustainable Willits. They are looking at alternative energy, community gardens including a small community farm. There are a lot of good ideas behind this group for community building. Sometimes the presentations can be a little doom and gloom but they have mobilized a group of about 100 people who come to meetings every two weeks. That has been sustained for about six months. For a small town, that is remarkable. They are trying to move more toward the mainstream. Many of the people from here that have been involved with alternative energy for many years are filtering back to get involved here. The involvement of John Jeavons has also been significant. It bears keeping an eye on. They have succeeded to get City Council to form an ad hoc committee to work on an alternative energy survey for the area. Joan brought up that the development of the local alternative energy business cluster is part of Mendocino County's Economic Development Strategy.

Other -

There were no additional items.

Next Agenda & Facilitator -

- ☞ PatAtkinson will be next meeting facilitator
- *Resource Sharing Agreement, Universal Services - Cindy
- *Events Committee - ongoing
- *Emergency Policies – Jennifer
- *Site Safety Policies - ongoing
- *Program overviews – Jennifer /Joan
- *The Jennifer Report, Building Issues or shared issues with Public Health
- *MTA bus stop
- *Stress Relief Proposal
- *Sign on Valley Street
- *Press Release
- *Update Community Garden at WISC (Draft of the Garden Map)

NEXT MEETING:

Wednesday, May 18, 2005

1:30-2:45 p.m.

Atlantic Conference Room (R1)

Willits Integrated Services Center

To be followed by the North Coast Providers Meeting

From 3:00 – 4:30 pm