

# MENDOCINO WORKS

## Ukiah Center Council MINUTES

October 17, 2006

Kay Matson – EDD, Marie Hollinan - Experience Works, Madelyn McCauley – JA, Connie Schleuder – JA, (arrived late), Suzanne Warner-Mavacama, Julie Sonilia-WIA, Pamela Harpster-MPIC, Tina Fincher-Dept of Rehab.

G. Blake - MTA, S. Brown - JA, S. Cabral - Ex. Works, C. Diamond - UVAH, C. Gonsalves - CHDC, P. Harpster - MPIC, C. Henderson - WIB, M. Hollinan - Ex. Works, M. Holtamp - EDFC, K. Matson - EDD, M. McCauley - JA, T. Mee - MPIC, S. Meyer - MH, C. Miller - MPIC, B. Mobley - EDD, M. Orosco - North Bay Veterans Resource Center, L. Park - DOR, N. Pressmont - DOR, D. Reed - JA, R. Reese - Goodwill, D. Sams - MH, C. Schleuder - JA, T. Silvia - CRI, J. Sonilia - WIB, J. Ulvia - MPIC, S. Warner - UVAH, D. Wood - Goodwill.

Julie Sonilia

Tape Recorder – Angelina Trippo

### FOLLOW-UP ITEMS

**Special Events Committee:** Suzanne

Halloween theme contest for individual cubicles and costumes on October 31, featuring a Harvest Potluck. Events meeting Thursday 10/26/06, 10:00 am in break room and is open to all.

**Wellness:** Cindy Miller

Cindy Miller reported on email response from county regarding Wellness Committee request to use the Mendocino Room for lunchtime events/activities. It was not approved because of liability issues –the county would have to be listed as additional insurance for each and every event that occurred at no less than one million dollars per agency. The suggestion was to develop a year long calendar of monthly events and activities and have one certificate of insurance coverage per partner for one facility location use for the whole year. Line dancing will have to stop until a decision is made by the Wellness Committee to make a decision.

**Resource Room:** Pam

Paul Lane from Dept. of Rehab needs number of referrals made to his office from Mendocino Work's office.

Report from the County Wide Resource Team meeting in Willits on Oct. 10: Some of the MPIC staff went to Sacramento Employment and Training Resource Room (SETA) to view their resource room and their use of the Smartware scan card system in action. Their Case Management System (which MWs is currently looking at purchasing here) uses a card with bar codes of activity/program names and when customer arrives, card will be scanned to record activity use for that day. Not only a time saver but allows for easier reporting when numbers are needed. Lake County is also reviewing this system for use.

Questions from Marie, from Experience Works and Cora, CHDC are not reflecting their walk-in clients. Experience Works will be added to the sign-in sheet and Pam suggests that they take a minute to look at the sign-in sheet when greeting their customers to check to see if they checked the appropriate box.

WEG attendance is really down and Resource Staff will be calling all universal customers the day before calling to remind customers to come to workshop. All agencies are encouraged to do the same in calling their customers and send postcards. Kay will call her referrals a second time. Post cards have been designed but not being utilized. No date set for Nov. for the WEG so far, hoping for a date soon.

**Safety Issues:** Connie

New lever handles on patio doors. (South side) East side of building, supply room, only releases key when door is locked.

**Building Issues:** Connie

Carpeting will be done in April '07, possibly come in on Friday and be done by Monday. Carpet will be done in section/blocks all partners are encouraged to check their April calendars and see what week works for their agency as IT dept needs to plan also. Sandi will take map of building to partnership meeting. Marie, Experience Works asked for some assistance when move takes place. This carpet replacement is part of landlord's agreement for maintenance up-keep.

Possible use of Scan card- no plan to implement yet.

New patio furniture replacement, possibly coated metal, Deborah will do search.

**Interagency Updates:**

**Dept of Rehab- Tina Fincher**

Will be hiring another Senior Vocational Rehabilitation Counselor for the Ukiah Branch. The second interviews are supposed to be coming up soon.

**Experience Works-Marie:** three new people this week, placed an ad in Exchange Magazine, received lots of response, will run ad once a week. New field supervisor has not yet been assigned, still in transition.

**WIB-Julie:** Collen, Debb, and Jaclyn will attend two day workshop/event at the coast, on county wide Economic Outlook Forum, Brent Rutherford with ROP is involved.

**EDD-Kay:** Walgreens interviewed on Oct. 4 here on site and was very successful.

Many holiday hiring opportunities at local stores, phone book deliveries (self-employment, piecework).

Dept. of Labor wants to justify services through enrollments with CalJobs. Customers attending Ron Arkin's World of Work cannot be counted. Two new customers attending WEG in Willits, attended two days; WEG in Ukiah month to month, Referrals from Lakeport can use the PINKS to attend WEG.

**Mayacama-Suzanne:** Referrals from Dept. of Rehab appreciated.

Per other staff's request, she asked about bulletin board flyers in break room, county policy say okay for union to post their flyer (of political nature opposing the current Governor). Also advertisement for business is posted. What is the rule regarding business ad for piece work-what's appropriate.

**JA-Madelyn:** State has tightened up on JA to meet new federal regulation changes, will start new enforcements, such as special projects to do more follow up with clients. TANF in California does not meet numbers with federal regulations

Connie-Vending machine issue is to have more healthy food choices, Suzanne asked if the company had a list of foods to choose from, possibly looking to go toward sandwiches only (?). Only one person from the county doing the research so it is taking a while.

**MPIC-Pam:** Referral to SMARTware system as new management for recording activity use and updating case management assistance. Offer made by Cindy Miller to take Resource Team to Sacramento to see how the system works in Resource Room setting.

**Upcoming Events & Training:**

None mentioned.

**Group Roles for Next Month:** November 21, 2006, 1:30PM. Connie unable to attend.

**Facilitator** –Madelyn

**Recorder:** Pam, Angelina or recorder

**Time Keeper:** Marie

**Agenda Items:**

Standing items: Connie and Pam will write policy for room use, Madelyn conference rooms.

Conference room 2 has more furniture than needed, move to storage or other area where needed.

Carpet installment standing item.