



# UKIAH CENTER COUNCIL MINUTES

Date: September 22, 2009

## PRESENT

**HSA – CJS:** Connie Schleuder, Sue Trotter; **MPIC, Inc.:** Christy Gard Shires, Peggy Daugherty, Helen Nofi; **EDD:** Tami Gildea; **WIB:** Julie Sonilia; **Experience Works:** Rene Bigardi

## DISTRIBUTION

D. Ballek	E. Bartolomeu	C. Diamond	J. Sonilia	B. Lockhart
T. Fincher	C. Gard Shires	T. Gildea	C. Gonzalez	C. Rhodes
P. Harpster	R. Bigardi	J. Morgan	L. Hambrick	
R. Murray	M. Sides-Reichardt	D. Reed	R. Reese	
C. Schleuder	P. Daugherty	T. Silva	J. Ulvila	
C. Hall	K. Nord	D. Donelson	J. Loomis	

### Facilitator:

### Recorder:

Peggy Daugherty

Helen Nofi

## APPROVAL OF MINUTES

- Minutes from previous meeting needed some revisions.

## AGENDA ITEMS

### ADD – AMEND – APPROVE

## AGENDA ITEMS

### SPECIAL EVENTS COMMITTEE – Connie Schleuder

- Cherri great job with Tri-Tip Summer BBQ! We had a very good turn out and awesome food.
- Juanita and Stacey want to be part of the Special Events Committee.
- Next event will be in October, maybe a soup off.

### SMARTware – Peggy Daugherty

- Upgrade has some bugs. We are trying to get them worked out.
- Scanning is much quicker.
- It doesn't time out as often.
- New reporting tool still being tested. You can still bar code reports.

### PARKING – Peggy and Connie

- The Parking Map and Guidelines were handed out to all in attendance so they could be shared with staff, especially the new staff.
- The purpose of these guidelines is to assure that customers have access to adequate parking and to give all staff a chance to have some parking close to the building. Parking spaces are reserved during the week for agency staff up until 9 AM.
- The Parking Map and Guidelines will be brought to the Partnership Council for review and updating as they have not been updated to include new partners in the building.

### AGENCY & VISITOR BADGES & POLICY – Connie Schleuder

- Beginning on October 1<sup>st</sup>, for the safety of every employee, Mendocino Works Employees are being asked to wear an ID badge at all times during work hours.

Individuals, including staff of other departments and agencies, repair persons, contractors, and other vendors, when given access to the employee areas of the building will be given a visitor badge to wear. The visitor badges will be available at the front desk area and are to be disbursed by Workshop Presenters, or Meeting Coordinators. Visitors are to return the visitor badge to Work Shop Presenter, Meeting Coordinator, or front desk before they leave the building.

**INTERAGENCY REPORTS:**

- **MPIC** – John Ulvila, on Friday, September 18, 2009 submitted his resignation as Executive Director of MPIC to resume his role as MPIC's MIS/Fiscal Officer. The MPIC Board of Directors has appointed Charles (Chuck) Hall as Interim Executive Director for 90 days or until a new Director can be appointed.
- Scotty Willis will be out of the office indefinitely.
- The Summer Youth Program was a big success. We were able to transfer quite a few youth to the year round program. We still need older out of school youth (17-24) for our year round program.
- **EDD** – Will find out on Thursday, who will fill the Employment Program Manager 1 position. This is a position until 2010 funded by stimulus money. Mindy Pennington has been hired as a Permanent Intermittent.
- **WIB** – Julie Sonilia's new schedule is Monday thru Thursday 8:30 – 5:30.
- **HHSA/CJS** – Carmel Angelo is the new Agency Director and Assistant CEO for HHSA/CJS. They are waiting till October to see if anymore lay offs are in the future. "Ready, Set, Go" is cancelled for awhile. Connie has signage regarding reporting fraud to be posted in the Interview rooms and the lobby. PUB13 training, regarding civil rights, needed for front desk staff.
- **EXPERIENCE WORKS** - More grant money, slots available, 55+ unemployed refer to Rene. Remember this is a training program. Need people with some skill sets that need some upgrading. Friday, September 25, Kenneth (Chris) Ash will be honored as Employee of the Year for the State of California from Experience Works. Congratulations Chris!

**Establish Next Agenda, Tasks & Roles**

Request for agenda items may be added to next meeting can be made through Peggy Daugherty at [peggy@mpic.org](mailto:peggy@mpic.org) or 467-5921

**Tasks:****Group Roles:****Facilitator:****Timekeeper:****Recorder:**

**NEXT MEETING: October 27, 2009 from 10:30-12  
Conference Room 1, Mendocino Works, Ukiah**