

MENDOCINO WORKS

UKIAH CENTER COUNCIL MINUTES

Date: July 24, 2007

PRESENT

Dept. of Rehab. – Tina Fincher, **MPIC** – Pam Harpster, **Mayacama** – Suzanne Warner, **Job Alliance** – Connie Schleuder & Madelyn McCauley.

DISTRIBUTION

CRI: Tanner Silva **Department of Rehab:** Nina Pressmont, Tina Fincher **EDD:** Belinda Mobley, Kay Matson **EDFC:** Madeyln Holcamp **Experience Works:** Jessie Martin **Goodwill:** Rebecca Reese, Diana Wood **Job Alliance:** Sandra Brown, Debra Reed, Madelyn McCauley **Mayacama:** Connie Diamond, Suzanne Warner **Mental Health:** Sharon Habina **MPIC:** Cindy Miller, John Uvila, Pamela Harpster **West Company:** Rachel Murray, Loyd Hambrick **WIB:** Debra Donelson, Julie Sonilia

Facilitator:

Pam Harpster

Notetaker:

Pam Harpster

CORRECTION TO MINUTES

- None suggested.

APPROVAL OF MINUTES

- Minutes were approved by Tina Fincher, seconded by Suzanne Warner.

AGENDA ITEMS

ADD – AMEND - APPROVE

- Approved

ANNOUNCEMENTS

None

AGENDA ITEMS

SPECIAL EVENTS COMMITTEE- Suzanne Warner

Barbeque went well, everyone had a good time and enjoyed the nice meal.

RESOURCE ROOM – Pam Harpster

Resource and MPIC began using SMARTWare on the 16th, customers seem to be happy with getting a card that allows them to scan instead of signing in. Working out much smoother than originally expected as there has been supportive help from CHDC's work experience helping to enter the new PINKS.

BUILDING ISSUES Connie Schleuder

Building temperatures have stabilized since work recently performed on the HVAC. Mendocino Room has at times become stuffy when the room is full of people. Connie suggests when scheduling a large group of people in the Mendocino Room to make use of fan(s) to help with circulation. In addition, informing Connie or Reneé in advance to request temperature be lowered during this timeframe.

JA staff requested cleaning of chairs in the Mendocino Room. Not the responsibility of County Janitor to clean the chairs, and is requesting MPIC clean and repair the since they actually belong to MPIC. Pam and Madelyn offered that since the chairs are actually utilized by all partners and customers, that this is more of a Mendocino Works universal service issue. Madelyn suggests that this go before the Partnership Committee. Pam will write up a proposal for Cindy to present.

Connie inquired about obtaining the key for the CCC office as she understands that the lease has terminated. Again, this issue was determined to be presented to the Partnership Committee as a policy or method to collect keys from partnering staff when they leave. Connie conveyed she normally finds out after the fact when the staff person is no longer available and had vacated the building. She is requesting a system be established for the prompt return of keys upon staff departure.

BUILDING SAFETY-Connie Schleuder –

- Connie is planning a safety meeting around the third week of August (21-22-23), date to be announced soon. Partners need to update their staff areas to determine who is appropriate and available for the roles of the Safety committee.
- Suzanne motions that we all bring our Safety Binders to the next meeting so that we can all look it over to determine if any updates are needed. Pam will send out a special email to all Center Council Members letting them know that time will be allocated during the next meeting for this task.
- Connie will also be presenting suggestions about notifying staff of an emergency, as it is not appropriate to use the fire alarm for emergencies unless there is a fire. A fire alarm indicates to the occupants to evacuate and there may be times that the message needs to be clear to remain in the building if the danger is outside. Connie has done some research regarding this and will present her ideas to the Partnership Committee.
- Connie suggested re-implementing the Welcome Packet and the need to present all new partnering staff one when they first begin working here in the building. The group suggested the packet include building information such as safety protocol, parking, keys, etc, as well as Mendocino Works policies. This was presented to the Partnership Council, but Center Council was told that they are working on this so not to take that on at this time. Suggestions made to revisit this with the Partnership again after a sample of what the Center Council would like the Welcome Packet to look like, or contain.
- Questions were raised about staff badges so customers in the Resource Room would know who the building staffs are since sensitive and confidential information is being shared. Pam suggests that if we went with badges, that they would all look the same representing Mendocino Works instead of separate agency logos. Pam will look into this for next meeting.
- Concern about storage in the phone and electrical rooms as there are several desks and partitions stored that need to be removed. Connie will be discussing this with the partners that have things stored to remind them of the urgency to remove them.

Interagency Reports:

- **MPIC – Pam**

Mark Winkler has resigned so MPIC is currently recruiting for a new Case Manager in Willits. Partner training occurred on July 10th for the new SMARTWare system. We are aware and discovering many new challenges as well as opportunities to review policies for changes.

- **Mayacama-Suzanne Warner**

All going well, looking for new customers.

- **Dept. of Rehab – Tina Fincher**

Budget still not signed by State yet. Still cannot provide services until release of funds. Some changes on intake, they no longer are allowed to copy Social Security cards, but instead view them and sign a statement that the customer has one and has been viewed. Only last 4 digits are now allowed to be used for much of the paperwork.

- **Job Alliance-Connie Schleuder & Madelyn McCauley**

Reported that Sandi Brown has accepted new position Manager of Employment Family Assistance Services Morgain's replacement. They are going through internal recruitment to replace Sandi's position as Program Manager.

Maria Medueno has taken a position with Social Security.

Connie is looking at scantrons for the SMARTWare system. She is looking at "pen scanners" that are more accurate and take less desk space.

- **Experience Works – Jessie Martin**

There has been an increase of applicants in Ukiah which has been great. This has created some great new action and energy with Experience Works. They have met their enrollment goals, and the cut in hours has since returned to normal.

Establish Next Agenda, Tasks & Roles

Next Meeting Agenda:

Increase Safety portion to 20 minutes so that all members can review their binders to discuss any needed changes.

Request for agenda items may be added to next meeting can be made through Pamela Harpster pam@mpic.org or 467-5910

Tasks:

Pam will write up memo to Partnership Committee regarding Conference Room Chairs and Welcome Packet. Pam will send out a special notice to Center Council Members requesting their participation and to come with their Safety binders.

Connie will present safety concerns to Partnership Committee.

Connie will follow-up with Partner Management staff regarding the items stored in HVAC, Electric, etc. rooms.

Group Roles:

Facilitator: Madelyn **Timekeeper:** Connie **Recorder:** Pam

NEXT MEETING: August 28, 2007

from

Conference Room 1

Mendocino Works, Ukiah