



**UKIAH CENTER COUNCIL  
MINUTES**

**Date: April 22, 2008**

**PRESENT**

**DHHS – CJS:** No Attendee **DOR:** Tina Fincher; **EDD:** Kay Matson; **Experience Works:** No Attendee; **Goodwill:** No Attendee **Mayacama:** Suzanne Warner; **MPIC, Inc.:** Peggy Daugherty  
**WIB:** No Attendee

**DISTRIBUTION**

D. Ballek  
E. Bartolomeu  
P. Daugherty  
C. Diamond  
D. Donelson

T. Fincher  
C. Gard Shires  
T. Gildea  
C. Gonzalez  
L. Hambrick

P. Harpster  
R. Bigardi  
K. Matson  
M. McCauley  
J. Morgan

R. Murray  
N. Presmont  
D. Reed  
R. Reese  
C. Rhodes

C. Schleuder  
M. Sides  
T. Silvia  
J. Sonilia  
J. Ulvila

S. Warner  
D. Wood

**Facilitator:**

**Recorder:**

Kay Matson

Peggy Daugherty

**APPROVAL OF MINUTES**

- Minutes were approved with changes for 2/26 and approved as written for 3/25/08

**AGENDA ITEMS**

**ADD – AMEND – APPROVE**

- Approved

**AGENDA ITEMS**

**SPECIAL EVENTS COMMITTEE – Suzanne Warner**

- Special Event for April was a Plant Sale which was very successful (Made \$100.00) Blue Sky Nursery gave the team a fabulous deal on the plants and Suzanne & Cherri were able to use recycled pots to plant together for the Sale. Wonderful Job by Both!!!
- May will be Cinco De Mayo event
- June will be Silent Auction Month
- Still looking for new members. Suggested that a short description of what the Special Events Teams be added to the Orientation Packet. She included a copy for review.

**ORIENTATION PACKET (FORMERLY WELCOME PACKET) – Connie Schleuder**

In progress, when completed a Master copy will be kept at the reception desk.

Possible additions:

- SMARTware information what SMARTware is and how to sign up for training. (Still waiting for information from Pam)
- The status of the name badges is still pending
- Welcome Board in the Break Room and has been requested to be hung up by the county, but has not been completed.

In reviewing the Orientation packet, the following suggestions were made by the group present

- The date of the Parking Guidelines is 4/7/08, but some of the people mentioned in the background section were not employed in the One-Stop on this date. Need to clarify this information as it was confusing.
- HHS Memo dated 8/28/07 – in the second paragraph in parenthesis are names listed. What does this apply to? Need to clarify.
- Building Bulletin dated Monday, April, 2008 has a word missing in the second sentence. Should say “This does NOT apply to EDD staff because.....”
- Suggested that the Assembly Area 1 on it be labeled as “EMERGENCY EVACUATION MAP” as there is no indication what this map applies to.
- Same suggestion for the diagram that follows the Assembly Area Map
- Kay Matson’s name is spelled incorrectly on the Map with the employee names and since changes are in process, the following additions of the new members of CJS, EW, & MPIC should be made.

Building Bulletin dated Monday, April 7, 2008 Interview Rooms need to have the passwords for the computers listed. Also some of the sites are blocked from these rooms as well.

**SMARTware – Peggy Daugherty**

- There were no changes to report for SMARTware
- Tina requested a copy of the Bar Code Sheet for DOR, she may want to make some changes

**RESOURCE ROOM – Christy Gard Shires**

- Christy and Jill to do Resource Room/Front Desk Procedures training in May to MPIC and CJS employees who are interested or work the front desk.

**BUILDING ISSUES – Connie Schleuder**

- Connie was not available to report out on any building issues at this meeting

**BUILDING SAFETY – Connie Schleuder**

- Connie not available to report out on this topic

**MENDOCINO WORKS TRAINING:**

- Personal Safety – facilitated by HHS/SSB scheduled for June 4<sup>th</sup> and June 10<sup>th</sup> from 9:00 to noon. Flyers went out to all Mendocino Works Staff
- Resource and Front Desk training – facilitated by Mendocino Works Resource Specialists scheduled for May 16<sup>th</sup> 8:30 to 9:30 Mendocino Room and May 21<sup>st</sup> from 10:00 to 12:00 (CJS Staff)

**INTERAGENCY REPORTS:**

- **HHS - MCDSS – CalWORKs Job Services** – No Report
- **Mayacama** – Suzanne report that there will be a Disability Class @ Mendocino college. Contact Suzanne for more details
- **MPIC** – MPIC is looking for Dislocated Workers and possible WIA customers as our numbers are down. If you have good candidate, please refer. Announced new case manager.
- **Experience Works** – No Report
- **Dept. of Rehab** – Still looking for a replacement for Ft. Bragg
- **EDD** – Been very, very busy in the resource room. One of the things that seem to take a lot of time is helping people find the on-line application sites for the big employers like Home Depot; Save Mart – Lucky Stores; WalMart; UVMC; Safeway; MCOE Job Application. It was suggested that if we could set up a shortcut on the desk top that would take the customer directly to the application site, this would free up more time for the resource staff to help with other questions, and situations.

**Establish Next Agenda, Tasks & Roles**

**Next Meeting Agenda:**

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:** Helen Nofi

**NEXT MEETING: May 27, 2008 from 10:30-12  
Conference Room 1, Mendocino Works, Ukiah**