

# **MENDOCINO WORKS**

## **Ukiah Center Council MINUTES**

June 20, 2006

### **PRESENT**

Kay Matson –EDD, Pamela Harpster – MPIC, Madelyn McCauley – JA, Sandra Meyer – CW-MH, Tara Wilson – Ford Street, Linn Park – Dept. of Rehab., Charlene Coakley – NBVRC, Suzanne Warner – UVAH.

### **DISTRIBUTION**

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. Nash - EDD, M. Orosco - North Bay Veterans Resource Center, C. Coakley - 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.

#### **Facilitator:**

Sandra Meyer

#### **Notetaker:**

Pam Harpster

### **ANNOUNCEMENTS**

### **INTRODUCTIONS**

### **APPROVAL OF MINUTES**

- Approved

### **ADDITIONS TO AGENDA**

### **FOLLOW-UP ITEMS**

**Special Events Committee:** Pam

BBQ-Vernlyn's retirement = Hawaii. Next week Thurs. 11:00 Special Events will be meeting.

**Stress Relief:** Pam

Lisa is out on medical, will notify Pam when she is able to return.

**Resource Room:** Pam

- Numbers have dropped down a little with the change of weather and increase in job activity.
- New Resource Specialist will start the 3<sup>rd</sup> of July for Job Alliance.
- New Chairs should be arriving soon. Kay will put in a request to have others removed when they arrive.

**Job Alliance Orientations:** Madelyn

New for a trial JA will be conducting orientations on a daily basis. This will mean that tours will be needed every day. Madelyn asked about the virtual tours from MPIC. Pam stated that this project is still underway, and not yet ready for use. Pam will let Madelyn know if this impacts the Resource Room. For now, Ciwona will be scheduled to take these tours.

**Interview Rooms and Conference Rooms:**

New computers and ergonomic chairs for JA's rooms coming soon. Connie and Pam will be working on policies for the Conference Rooms, in progress.

**Safety Issues:** A JA Staff fell outside her cubicle. A full inspection of the carpet was done and found that no functional issues caused the fall.

**Group Roles for Next Month:** July 18, 2006

**Facilitator** – Sam

**Recorder:** Pam

**Time Keeper:** TBA

**Agenda Items:**

Standing items with removal of Stress Relief, continuing item; interview and conference rooms, kitchen clean-up, and wellness.

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