

# MENDOCINO WORKS

W C C

## WILLITS CENTER COUNCIL MINUTES

Date: April 7, 2009

### PRESENT

**HHSA, Social Services Branch:** Jennifer Miller, Laura Stebbins. **HHSA, PHB - WIC:** Jeannine Sandler. **HHSA, PHB - Nursing:** Jeannine Shaw. **HHSA, PHB - AODP:** Aileen Gaynor. **Department of Rehabilitation:** Ernie Waugh. **DSLCL:** Tanner Silva.

### DISTRIBUTION

**HHSA SSB:** Elaine Allred, Pat Atkinson, Sandi Brown, Susan Era, Alice Langton-Sloan, Janet Lombard, Judy Morgan, Jennifer Miller, Marla Quintana, Debra Reed, Jennifer Sookne, Laura Stebbins, Sue Trotter, Cathy Vaughan, Susana Wilson, Mary Zigler. **MPIC:** Pam Harpster, Debbi Purcell, Claudette Rhodes, John Ulvila. **DOR:** Nina Presmont, Ernie Waugh. **JP:** David Barrett. **HHSA, PHB - WIC:** Jeannine Sandler. **HHSA, PHB - Nursing:** Jeannine Shaw. **HHSA, PHB - AODP:** Helen Falandes. **HHSA, MHB:** Cheryl Cramer. **Mayacama:** Connie Diamond, Suzanne Warner. **EDD:** Amelia Bartolomeu, Kay Nord. **WAG:** Cyndee Logan. **DSLCL:** Tanner Silva.

#### Facilitator:

#### Notetaker:

Jennifer Miller

Laura Stebbins

### WISC BUILDING AND ACRONYM LEGEND

**221 Building:** Health and Human Services Agency, Social Services Branch, **(HHSA-SSB)**, Adult and Aging Services Division (AAS), Family and Children's Services Division **(FCS)**, Employment and Family Assistance Services Division/CalWORKS Job Services **(EFAS/CJS)**, Mendocino Private Industry Council **(MPIC)**, Department of Rehabilitation **(DOR)**, Juvenile Probation **(JP)**, Employment Development Department **(EDD)**

**221B Building:** Health and Human Services Agency, Public Health Branch **(HHSA-PHB)** and Mental Health Branch **(HHSA-MHB)**

**221C Building:** Health and Human Services Agency, Social Services Branch **(HHSA-SSB)**, Family & Children's Services Division, Family Resource Center, **(HHSA-FCS-FRC)**

**221D Building:** Willits Action Group **(WAG)**, Mendocino County Youth Project **(MCYP)**

### CORRECTION TO MINUTES

- None

### APPROVAL OF MINUTES

- Minutes for March 3, 2009 were approved with no corrections.

### AGENDA ITEMS

#### ADD - AMEND - APPROVE

- Jeannine Shaw requested to add "Transportation Pilot Project for Round Valley" to the agenda. The agenda was approved with the noted addition.

### SAFETY ISSUES

- Jennifer Miller reported that a staff person recently slipped on wet leaves in a gutter and received minor injuries. The leaves were cleaned up the following day.
- Jennifer recently sent out the quarterly WISC safety bulletin that reminds staff of the location of first aid kits, the location of emergency exit and fire extinguisher maps, and general safety reminders.

### WISC FACILITY MAINTENANCE

- Jeannine reported that the heater for the south side of the 221B building is not working and has been out for several weeks. Reliance has a part on order to fix the heater.

## INTERAGENCY REPORTS

- **Department of Rehabilitation – Ernie Waugh** – Ernie will be attending trainings on April 15<sup>th</sup> and 22<sup>nd</sup>. DOR will be doing orientations again in Willits. They will be held on the last Thursday of each month from 2:00 to 3:00 pm. Ernie will put the dates on the calendar in the Resource Room and they will also be on Smartware.
- **Disability Services & Legal Center – Tanner Silva** – Tanner said that DSLC will be in Willits on the 2<sup>nd</sup> Wednesday of each month from 10:00 am – 3:00 pm in Ernie Waugh’s office to offer DSLC and CAP (Client Assistance Program) services. If you have clients you want to refer please give them Tanners phone number to schedule an appointment. DSLC is also in Lakeport at the EDD office assessment room on the 2<sup>nd</sup> Wednesday of each month from 10:00 am – 3:30 pm (contact Malinda), in Ft. Bragg at the One-Stop on the 4<sup>th</sup> Thursday of each month 10:00 am – 3:30 pm (contact Tanner), and in Clearlake at the Lighthouse drop-in center on the 1<sup>st</sup> Friday of each month from 10:00 am – 3:30 pm (contact Malinda).

Tanner mentioned that she will need internet access while using Ernie’s office. Jennifer asked Tanner to talk with Debbi Purcell about the internet access. If necessary Jennifer will connect with the Social Services IT Department.

- **PHB – AODP – Aileen Gaynor** – Aileen said that they will be putting in a locked door for access to AODP. Jennifer said that this will be a half door with a buzzer and a mirror.
- **PHB – Nursing – Jeannine Shaw** – Jeannine reported that starting next Monday (4/13) most of Public Health will be working four 9-hour days instead of four 10’s. Nursing is looking at reducing the number of contacts to their cases and at other ways to shift workloads. Jeannine will be working half time in the Comprehensive Perinatal Services Program and half time in Maternal Child Adolescent Health. Jeannine stated that Public Health Field Nursing is high level prevention but it is not a mandated service.
- **HHSA, PHB - WIC: Jeannine Sandler** – WIC staff will continue to work four 10-hour days. They just received a caseload increase to 3,225. This means that 3,225 participants received vouchers for the month of January, whether they received them in November, December or January.

WIC is going to a new food package which brings new rules and a lot of mandatory trainings. Because of this they are not doing as much triple issuing and there is currently an emphasis on single and double issuance of vouchers. This means that staff needs to provide more services to the participants when they do see them.

- **SSB Employment & Family Assistance Services/CalWORKs Job Services – Jennifer Miller for Sue Trotter** – Sue Trotter, Employment Service Representatives (ESR) Supervisor, is covering the Orchard unit in Ukiah. She is in the Ukiah office three days per week and in Willits one day per week. Christine Thrillkill, Continuing CalWORKs Eligibility Worker, is now on site full time at the WISC. Helen Michaels also continues to be at the WISC every Monday from 8:00 to 5:00 to accept CMSP and MediCal applications. She can take up to four applications per day on a first come, first served basis. Helen is also at the Little Lake Health Center doing intake on Wednesdays and Thursdays on a first come, first served basis. The hope is that a 2<sup>nd</sup> CalWORKs continuing Eligibility Worker will be assigned to Willits.

The ESR’s are working diligently on the employment piece of the CalWORKs grant by doing outreach and assisting applicants to obtain the skills necessary to go back to work. This is important because there are strict mandates by the federal government to get CalWORKs participants engaged. If the participant does not meet the CalWORKs program requirements the County gets sanctioned (financially penalized).

- **SSB Adult and Aging Services – Jennifer Miller for Cathy Vaughan** – During these difficult economic times Adult Services has seen a slight increase in the APS caseload. The IHSS roles have also increased as people are not able to find employment and are applying to get on the registry.

## COMMUNICATION FROM WISC WCC (WCC) TO MW PARTNERSHIP COUNCIL (MWPC)

- Nothing to report this month.

## COMMITTEES

- **WISC Events Committee** – On St. Patrick’s Day the events committee prepared a corned beef lunch with all the fixings including potatoes, carrots, cabbage, green soda, and bread. There was a good turnout and the event committee made about \$9.

### **TRANSPORTATION PILOT PROJECT FOR ROUND VALLEY**

- Jeannine Shaw shared the following information about a transportation pilot project for Round Valley: Round Valley, one of the most remote geographic areas in Mendocino County, has few transportation options due to its remoteness as well as low population density. Recent community surveys about transportation needs in Round Valley have resulted in a low response rate and vague results. In an effort to substantiate anecdotal information and identify specific transportation needs, First 5 Mendocino is in the process of trying to establish whether or not individuals needing to travel between Covelo and Willits and/or Willits and Covelo would utilize a van service, were it available. Currently the pilot project has a van temporarily on loan from the Mendocino County Office of Education. Storage and maintenance for the van as well as driver training is being provided by the Round Valley Unified School District and temporary funding for a part time coordinator as well as insurance and other operating costs is being provided by First 5 Mendocino. Other items still needed to get the project started include: an employer to process driver applications and to pay the drivers, a part time coordinator, a good bulk rate on gasoline, drivers (must be 21 years of age with a good driving record), a van for permanent use and another van for backup. This project is being sponsored by First 5 Mendocino. Let them know what is needed or how you can help at 468-5139

**NEXT MEETING: May 5, 2009**

**1:30 – 3:00**

**WISC 221 Building**

**Atlantic Conference Room**

**Facilitator: Jennifer Miller**

**Minute Taker: Laura Stebbins**

Don’t forget request for agenda items may be requested through Jennifer Miller via email at [millerj@mcdss.org](mailto:millerj@mcdss.org) or 456-3705!

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## WILLITS CENTER COUNCIL MINUTES

Date: March 3, 2009

### PRESENT

**HHSA, Social Services Branch:** Jennifer Miller, Laura Stebbins, Cathy Vaughan. **Department of Rehabilitation:** Ernie Waugh.  
**Guests:** Susan Gravier and Pamela Jensen, Willits Community Services

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**221D Building:** Willits Action Group **(WAG)**, Mendocino County Youth Project **(MCYP)**

### CORRECTION TO MINUTES

- None

### APPROVAL OF MINUTES

- Minutes for February 3, 2009 were approved with no corrections.

### AGENDA ITEMS

#### ADD - AMEND - APPROVE

- No additions, amendments, agenda was approved

### WILLITS COMMUNITY SERVICES - AT HOME PROGRAM

- Susie Gravier and Pamela Jensen presented information about several programs offered at Willits Community Services (WCS):

WCS has two housing programs. The Mental Health Services Act voucher program can supply hotel vouchers to homeless clients who are active on David Sundvold's caseload. The voucher is normally limited to two to three days, but can be extended in certain circumstances. WCS also has their own motel voucher used for emergency services for families, elderly, illness, etc... Because of limited funding these vouchers are also issued for a limited number of days.

The SOPH - Permanent Supportive Housing program is for people who are homeless and have a disability. Medi Cal recipients are eligible for this program. The program is designed to assist people to become self-sufficient in two years or less. The clients work one-on-one with the program coordinator to ensure that their case plans are being followed and to address any barriers that they may have that interfere with their moving forward. The client pays 30% of their monthly income for rent and WCS pays for gas, electric, garbage and handles all of the maintenance.

The At Home program is for those people who are homeless, do not qualify for Medic-cal and have co-occurring disorders. The WCs case manager works intensely with the client to become self-sufficient. The goal is to find permanent housing for the client however this is not always immediate and they may use motel vouchers until permanent housing can be secured.

### **SAFETY ISSUES**

- None

### **WISC FACILITY MAINTENANCE**

- None

### **INTERAGENCY REPORTS**

- **Department of Rehabilitation – Ernie Waugh** – They recently had a site visit from the Sacramento Co-op unit from Mental Health and Rehab. The results of the visit were very good. Ernie said that they have two new job developers from the Mental Health GA unit attending the co-op team meetings and they have brought a lot of new energy and creativity.

DOR has a program where people can go to work at various organizations and in various positions to get training and they get paid for their work. Previously this program was for three to six months. DOR pays a flat rate across the state and has recently decided to raise the rates. This has reduced the amount of time the client can work to 1 ½ months for the same amount of money that previously paid for three to six months.

- **SSB Adult and Aging Services – Cathy Vaughan** – Now that the state budget has been signed they are waiting to see what that means in terms of cuts to IHSS and APS.
- **SSB Children's Services – Jennifer Miller for Pat Atkinson** – Jennifer gave an update on where the county is in the layoff process. The Board of Supervisors (BOS) has approved layoff of 15 Civil Service Positions and 14 Merit Systems positions. The BOS approval means that Merit Systems will be able to release the seniority study to HHSA once it is complete. The seniority study for Civil Service has been completed. The HHSA Director, Carmel Angelo, wants to proceed with any layoffs using a phased in approach and she is going before the BOS to request approval to layoff five Civil Service positions and five Merit System positions. The five Civil Service positions are in Mental Health and those employees will be receiving layoff notices today or tomorrow. The five Merit Systems positions are in Adult Services and Children's Services however, because the seniority study for Merit systems is not yet complete the soonest any Merit Systems layoffs will occur is May. Because of the cost saving measures that have been put into place, the reduced work week, and normal attrition of staff, the HHSA Leadership Team is still hopeful that they will not need to layoff any Social Service positions.

### **COMMUNICATION FROM WISC WCC (WCC) TO MW PARTNERSHIP COUNCIL (MWPC)**

- Nothing to report this month.

### **COMMITTEES**

- **WISC Events Committee** – The events committee is planning a corned beef feed on Saint Patrick's day. Another soup/chili/bread event will also be planned.