

MENDOCINO WORKS

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WILLITS CENTER COUNCIL MINUTES

Date: June 24, 2008

PRESENT

HHSA, Social Services Branch: Alice Langton-Sloan **Department of Rehabilitation:** Ernie Waugh **MPIC:** Debbi Purcell
HHSA, Public Health - AODP: Helen Falandes: **HHSA, Public Health Branch – Nursing:** Jeannine Shaw **WIC:** Jeannine Sandler: **HHSA, Mental Health Branch:** John Flammang **Mayacama:** Suzanne Warner

DISTRIBUTION

HHSA SSB: Pat Atkinson, Sandi Brown, Susan Era, Alice Langton-Sloan, Janet Lombard, Judy Morgan, Jennifer Miller, Marla Quintana, Debra Reed, Jennifer Sookne, Sue Trotter, Cathy Vaughn, Susana Wilson. **MPIC:** Pam Harpster, Debbi Purcell, Claudette Rhodes, John Ulvila. **DOR:** Nina Presmont, Ernie Waugh. **JP:** David Barrett. **HHSA, PHB, Nursing:** Jeannine Shaw, Jeannine Sandler. **HHSA, PHB AODP:** Helen Falandes. **HHSA, MHB:** John Flammang (May & June), Cheryl Cramer. **Mayacama:** Connie Diamond, Suzanne Warner. **EDD:** Kay Matson, Amelia Bartolomeu. **WAG:** Cyndee Logan.

Facilitator:

Notetaker:

Helen Falandes

Alice Langton-Sloan

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

APPROVAL OF MINUTES

- ❖ Postponed to approve May and June minutes until the July meeting.

AGENDA ITEMS

ADD – AMEND - APPROVE

- No additions, amendments, agenda was approved.

SAFETY ISSUES

- With the current smoke conditions due to the fires General Services has been instructed to go to each county facility and close all the intake functions of the HVAC systems. No one was able to report whether this had happened at WISC yet or not. Public Health has issued advisories regarding what to do and not do with such unhealthful air quality.

WISC FACILITY MAINTENANCE

- An HVAC unit in the 221 building was low on coolant and a staff member succumbed to heat exhaustion and was transported to the hospital. Jennifer Miller issued an extreme priority work order and Reliance Heating and Cooling were on site the very next morning and corrected the problem.

INTERAGENCY REPORTS

- **MPIC – Debbi Purcell** – Kimberly Franklin has been hired as the new Resource Specialist. Staff is servicing the employees laid off from the Harwood Mill.
- **Department of Rehabilitation – Ernie Waugh** – The first time where the State Director attended a meeting held recently in Ukiah. He was interested about the Pinoleville Indian Program which is a part of DOR with regard to funding. Recently there was an all day training regarding new self-employment regulations which will be able to “fast track” clients into the programs. There is a serious budget situation with their budget year ending June 30, they are without a budget. They are hoping for a budget by August or September but it may not happen until October. This means that all State agencies will not have a budget until approvals are done. They are still able to accept referrals and as example send clients to Mendocino College or any place that will “carry” the accounts receivable until budgets are approved. Monies can be paid retroactively for transportation costs, etc. Eva Coder-Steffensen will be returning between July 11-15.
- **SSB Children’s Services – Alice Langton-Sloan** – New hire Social Worker Assistant; Berdette Wymer has been assigned to the Family Connections Program. Social Worker Assistant Ana Madrigal-Duran has been assigned to the role of “Senior” SWA which encompasses more direct responsibility in overseeing the Family Resource Center Environment. Environment means, caring for families, ambiance, donations, and staff support. HHS Agency Integrations Phase 1 for the Systems of Care will begin on July 1.
- **PHB – Nursing – Jeannine Shaw** – Staff are currently on standby if the need arises to set up evacuation shelters due to the fires. Carol Anne Cruise will return from vacation in mid July.
- **PHB – WIC – Jeannine Sandler** – Still understaffed. There is a new Nutritionist that will be trained to support the WISC office. There is a change coming regarding the label information on juice packaging that will take effect June 30, 2008. It is about stating the Vitamin C content must be 120% RDA. The information will be printed on the checks that participants receive.
- **PHB – AODP – Helen Falandes** – Mandy Ashby has been hired as full time receptionist. AODP has now been shifted in the HHS Integration Plan from Phase 2 to Phase 1, which moves them in the Integration Plan effective July 1, 2008 rather than January 1, 2009 as originally identified. There have been many meetings with Carmel Angelo, Susana Wilson and Stacey Cryer to discuss the structure of their process. Since all Branches already co-exist here at WISC and we integrate our processes already, we should experience little impact of change. Adult programs will now be under AOASOC, Prevention Programs under Community Health and Adolescent Programs under CFSOC.
- **MHB – John Flammang** – Cheryl Cramer begins Monday, June 30 as the Willits Clinical Supervisor for Youth and Family Services under the Children and Family System of Care. She previously worked at the Laws Clinic. Paul Jacobson has been hired and is working here in Willits for Youth and Family Services. Another clinician will be hired but it has yet to be determined where they will be assigned. An offer is being made to a candidate who will be filling the Family Strength’s Facilitator position that John Flammang is vacating. Once training is completed they will be working in Willits. Expect notification soon of twenty-one Mental Health positions that will be moving to Social Services AOASOC and the CFSOC Branches.
- **Mayacama – Suzanne Warner** – There is an expectation their budget will be cut by 10%. More referrals are needed.
- **SSB Adult and Aging Services – No one present.**

ADDITIONS

- **Debbi Purcell** – Communication of WISC WCC issues to the Partnership Council. The Partnership Council consists of members of the Workforce Investment Board.

It was requested by Mendocino Works Program Director to perhaps put a standing item on the agenda if anything is identified that should be moved to the Partnership Council in the event WCC determines they are not able to handle at this level and perhaps as example required to be referred to the Agency Directors. Apparently a lack of communication was identified by the Partnership Council between themselves and the Site Council of not knowing what each entity is doing. We are being asked to identify how we move the communication back and forth between the Councils. It was asked what role and responsibility the Partnership Council has over our Center Council and visa versa and what specific communication processes they are looking for. An example presented was the development of a Welcome Packet for new staff and how input from all partners would be an appropriate action done by (perhaps) WCC that would necessitate a review by the Partnership Council for input. It was suggested that this item be added to the next agenda for further discussion and Debbi will bring more specific information about this topic.

COMMITTEES

- **WISC Events Committee – No report.**

**NEXT MEETING: July 22, 2008
from 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 or 456-3705!