

**Mendocino Works Partnership Council
Meeting Minutes 3/11/03**

Distribution:

Brown, Sandi (JA/DSS)	Guerra, Manuel (HEP)	Metcalf, Todd (GWI)	
Colston, Morgaine (WIA)	Holden, Eric (AODP)	Miller, Cynthia (MPIC)	Rutherford, Brent (EDD)
Franco, Jean (MPIC)	Kircher, Sam (CHDC)	Mustain, Denise (MH)	Thaler, Elaine (UVAH)
Gomes, Renato (JA/DSS)	McGarvey, Frank (AODP)	Presmont, Nina (DOR)	

Present:

Sandi Brown	Morgaine Colston	Jean Franco	Cindy Miller	Denise Mustain
Nina Presmont	Brent Rutherford	Elaine Thaler	Julie Soinila	

1. **Call to Order and Introductions** – Morgaine Colston called the meeting to order at 1:35 p.m. Those present introduced themselves.
2. **Agenda/Minutes – Review/Approve** –The agenda was amended to add the status of the H.V.A.C. system as a topic for discussion. The agenda was approved as amended. The Meeting Minutes of February 20, 2003 were reviewed and approved.
3. **Discuss Role of Partnership Council – See Roles and Responsibilities of Mendocino Works and WIB Committees and Councils** – Revised by Brent Rutherford
 - A copy of the “Roles and Responsibilities” document revised by Brent Rutherford was distributed.
 - Brent explained the Mendocino Works System Council is exploring returning to a “visionary” rather than operational entity. A group will be meeting at 10:00 a.m. on April 3rd in Dennis Ivey’s office at MCOE to identify potential new directions. All interested parties are invited to attend.
 - The Partnership Council may assume the role of the Mendocino Works System Council described in the WIB MOU. The Mendocino Works Partnership Council will exchange information and tasks with the Center Councils.
 - Center Councils will handle the day-to-day operations of the One-Stop Centers and will bring unresolved issues to the Partnership Council for discussion and possible resolution.
 - The consensus was that the document was well written and provided a good clarification of the roles and responsibilities.

Action Items: 1) The Council will again review the “Roles and Responsibilities” document in three to six months and 2) the current document will be used as a working model in the interim. 3) Jean Franco will present the document to the Center Councils for their review.

4. **Discuss the Role of Each Agency in the One-Stop Center and Identify the Common Elements**
 - Morgaine Colston distributed a copy of the WIB M.O.U. and Cindy Miller provided a summary of the provisions.
 - The M.O.U. provides a good description as to how the mandated partners have agreed to do business and incorporates the seven key principles of the Workforce Investment Act. Brent Rutherford advised the document is still relevant and allows for continuous improvement.
 - The general consensus was a need for a broader understanding of the M.O.U. and what constitutes a One-Stop system. While the agency directors signed the M.O.U.s, the One-Stop concept needs to be fully understood by frontline staff and integrated into agency operations. Many partners signed the original M.O.U. (which was mandated in order to participate), but few may have really understood what they were signing. While some agencies have embraced the concept of “partnering”, others feel collocated but not “partnered” and lack a clearly defined concept of their role within the context of a One-Stop. Some partners are mandated, but not collocated, and feel “separated”.

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- To make the system stronger and more effective, agencies need to take the responsibility of fostering an understanding among staff, define their role within the One-Stop system, identify the universal goals as set forth in the M.O.U. and determine how services will be delivered.
- Partners need to identify what is good about the M.O.U. and if there are questions or concerns, ask “what does this mean?”
- We need to look at collaboration on all levels, avoid duplication of efforts, leverage funds and make the best use of those funds to continue providing services efficiently and effectively.
- We have a system in Mendocino County of which we can be very proud. Significant progress was made through collocation. We need to continue to bridge the gaps wherever they exist.

5. Office Space Reallocation

- Social Services/Job Alliance has an immediate need for 4 ½ spaces for eligibility workers. Sandi Brown advised this requirement will be reduced once E.S.R.’s begin to assume aspects of eligibility.
 - MPIC offered the use of (1) space.
 - Goodwill Industries may have (1) space available but that needs to be confirmed.
 - Brent Rutherford advised EDD is willing to offer the use of (1) space until such time as they may need it which may be several months to a year from now.

6. Agency Sharing

- Brent Rutherford advised the Department of Rehabilitation and EDD are partnering on all job programs. Based on a very successful State pilot program, EDD will begin stationing an EDD representative part-time at the D.O.R. The goal is to increase universal access for the disabled and ensure there is no duplication of efforts with employment services provided by Mayacama Industries. Nina Presmont attributed DOR success in obtaining the allocation for the partnering project to the enthusiasm generated from a highly successful demonstration project in Santa Rosa. The biggest challenge will be the interfacing of computer systems.

7. Meeting Minutes / Brochures / Web Sites

- Meeting Minutes – Julie Soinila will provide meeting notes for the Partnership Council.
- Brochures – Elaine Thaler passed out the new Mayacama Industries Brochure.
- Web Sites – WIB meeting minutes are posted on the WIB web site - www.mendowib.org. The meeting minutes from Partnership Council meetings will be forwarded to Christine Mullis for posting on the Mendocino Works web site - www.mendocinoworks.com.

Added Item: H.V.A.C. System update – Cindy Miller noted that partners currently pay \$1,200 a month toward upgrading the H.V.A.C. system. Problems are being encountered which have raised the question of whether to replace or repair. Morgaine will invite Debra Reed to the next Partnership Council meeting to discuss the status of the H.V.A.C system.

8. Meeting adjourned 3:37 p.m. Next Meeting – Thursday, April 10, 2003, from 1:30 to 3:30 p.m., Mendocino Works Employment Resource Center – Mendocino Room.