

**Mendocino Works Partnership Council
Meeting Minutes 4/10/03**

Distribution:

Brown, Sandi (JA/DSS)	Guerra, Manuel (HEP)	(GWI)	
Colston, Morgaine (WIA)	Holden, Eric (AODP)	Miller, Cynthia (MPIC)	Rutherford, Brent (EDD)
Franco, Jean (MPIC)	(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	Nina Presmont
Brent Rutherford	Debra Reed			

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 approval of a letter of support for West Company’s SBC grant application and the distribution of safety information. The agenda was approved as amended. The Meeting Minutes of March 11, 2003 were reviewed and approved.
3. **Develop One-Stop Resource Sharing Agreement: First Steps**
 - The Partnership Council reviewed the list of possible first steps and elected to begin with contributions to the Ukiah One-Stop Reception / Resource Area.
 - At the May meeting, each agency/partner will provide a list of its contributions to the Reception Desk and/or the Resource Room. This list should include both “hard” costs and staff time.
 - Earle Smith, KOG Associates, will attend the May meeting to provide technical assistance.
4. **Orchard Street Facility and HVAC Update– Debra Reed**
 - Debra Reed and Pete Halstad, General Services Director, toured the facility with Les Ryan who owns the building. Debra reported the status of and the responsibility for the following: ADA upgrades, HVAC upgrade, exterior and interior painting, interior carpeting, electrical issues, water leaks, repainting the parking lot and renegotiating the building lease.
 - Debra will provide updates as progress occurs.
5. **Space Update**
 - Debra Reed indicated that current partners who sublet portions of their space would be in violation of their lease agreement.
 - There needs to be a single point of contact for space needs/issues in the center. Cindy Miller will serve as the initial contact person. Debra Reed will be contacted when the situation involves a lease agreement
6. **Agency Sharing**
 - Brent Rutherford announced that the Department of Rehabilitation and EDD have initiated their partnership in the Jobs for All program.
7. **Added Item: Approve a Letter of Support from Mendocino Works for West Company’s SBC Grant Application** The letter of support was approved and Cindy Miller will write the letter.
8. **Added Item: Distribution of Safety Information** Sandi Brown will ask Felipe Mendoza to distribute Safety Committee notes and checklist to agency managers.

9. **Meeting adjourned.**

**Next Meeting – Thursday, May 8, 2003
1:30 to 3:30 p.m.
Mendocino Works Employment Resource Center
Conference Room 2**