

Partnership Council
Meeting Minutes June 12, 2003

Distribution:

Brown, Sandi (JA/DSS)	McGarvey, Frank (AODP)	Rutherford, Brent (EDD)	Reed, Debra (DSS)
Colston, Morgaine (WIA)	Miller, Cynthia (MPIC)	Thaler, Elaine (UVAH)	
Franco, Jean (MPIC)	Mustain, Denise (MH)	Bob Jordan (CHDC)	
Guerra, Manuel (HEP)	Presmont, Nina (DOR)	Eickmeier, Bob(Goodwill)	

Present:

Brown, Sandi (JA/DSS)	Bob Eickmeier (Goodwill)	Reed, Debra (DSS)	Julie Soinila (WIA)
Colston, Morgaine (WIA)	Bob Jordan (CHDC)	Rutherford, Brent (EDD)	
Franco, Jean (MPIC)	Miller, Cynthia (MPIC)	Thaler, Elaine (UVAH)	

1. **Call to Order and Introductions** – Morgaine Colston
2. **Agenda/Minutes – Review / Approve** – The agenda was approved and the minutes from April 10, 2003 were approved.
3. **Develop One-Stop Resource Sharing Agreement: First Step**
 - **Each agency will supply a list of its contributions to One-Stop Reception Area and/or Resource Room** – Cindy Miller reviewed both the MPIC monthly and fixed contributions to the Ukiah Reception Area and Resource Room. **Action item for August meeting:** Each agency to compile cost of contributions to reception area/resource room and send to Cindy or Morgaine prior to August 14th meeting.
4. **Coverage for Reception Area and Resource Room** – Cindy will discuss staffing with Job Alliance and EDD.
5. **One-Stop Resource Sharing Agreement: Determine Second Step at August 14th meeting**
 - **Identify Shared Costs** – Costs that benefit multiple partners
 - **Define what comprises the shared costs and assign a \$\$\$ value**
 - **Determine how these costs will be funded**
 - **Each agency supply a list of its contributions to One-Stop**
 - **Assign a \$\$ value to each contribution**
6. **Space/Facility Update** – The number of people vs. space and conference room availability were discussed. Space is limited, but so far everyone has been accommodated as equitably as possible.
 - **Sublease with EDD** – Debra Reed outlined the building modifications that may be required.
 - **CHDC Status** – Bob Jordan advised CHDC fully expects to be refunded by the Department of Labor and is committed to partnering and remaining co-located.
 - **Long Distance Billing** – Debra Reed explained the ability to identify individual long distance costs was lost during the co-location. An internal tracking system needs to be installed to rectify the situation. In the interim, long distance phone bills have been paid by the Department of Social Services. A comparison between this year's and last year's bills indicates a 78% increase in long

distance charges and a method of cost allocation needs to be determined in order to reimburse the County for charges incurred since November 1, 2002.

Actions Items: 1) DSS Fiscal will compile copies of the long distance charges from November to the present. 2) Long distance charges will be verified to ensure that the rate negotiated by the County was used. 3) Ensure that a software system is installed to track future long distance charges by agency. Debra Reed will contact the IT Department for an update on their plans for writing and installing new software.

7. **Responsibility for Cost of Readyng Vacated Space** – The Council agreed that the agency vacating the space should be responsible for any costs associated with cleaning and painting, etc. Upon vacating, the space should be painted with standard Kelly Moore white, environmentally safe and low odor interior paint. A letter will be distributed to all partners clarifying their responsibilities with regard to cleaning and painting vacated space.
8. **Center Councils Update** – Jean Franco reported she has been providing coverage at the Fort Bragg One-Stop. Center Council meeting agendas and minutes are being generated by MPIC staff and the meeting minutes are being posted on the Mendocino Works website by Cindy Miller. At future meetings she will focus on educating both staff and partners that Center Council meetings are the preferred discussion forum when issues arise.
9. **Agency Sharing**
 - Bob Jordan provided a handout on CHDC and discussed the history of the organization, including its presence in Mendocino County since 1980. Bob explained CHDC is a community-based organization with a very decentralized delivery system, providing training and education for migrant and seasonal farmworkers. CHDC collaborates with MPIC in training programs and operates a skills training center in Santa Rosa with 60 to 100 students in attendance at any one time. CHDC expects to receive confirmation on the status of its funding from the DOL a week from today and remains committed to partnering and co-locating.
 - Brent Rutherford from the Employment Development Department reported a new veteran's affairs representative will be providing services in the Ukiah office, as well as providing outreach to Fort Bragg and Willits. When EDD was advised that Trade Adjustment Act funds were being discontinued until October, they had already committed to OJTs and agreements with training contractors. Fortunately, MPIC filled in the funding gap with an offer to provide the necessary training dollars. This is an excellent example of partnering.
 - Bob Eickmeier reported Goodwill Industries will experience a 20% cut to workforce programs and the closing of the Willits office at the end of June. A new member of the Ukiah staff is Shanley Mellow. Joining Shanley is Helen Williams with 20 years of experience handling individual and supplemental living programs. Bob mentioned the DITI program continues to be very successful. Approximately 200 people were served in Mendocino, Lake, Napa and Sonoma Counties last year and funding is expected for next year.
 - Cindy Miller advised MPIC recently filled two case manager positions and is currently in the process of hiring a program manager in Fort Bragg. They will be conducting a Rapid Response session at Mendocino Forest Products in Fort Bragg on June 16th.
 - Elaine Thaylor reported UVAH is experiencing budget cuts and significant increases in worker's compensation rates (which have doubled).

Meeting adjourned.

Next Meeting – Thursday, August 14, 2003, 1:30 pm – 3:30 pm, Mendocino Room, 631 South Orchard