

MENDOCINO WORKS

Employment Resource Centers

Partnership Council Meeting Minutes August 14, 2003

Distribution:

Brown, Sandi (JA/DSS)	Franco, Jean (MPIC)	Miller, Cynthia (MPIC)	Reed, Debra (DSS)
Colston, Morgaine (DSS)	Guerra, Manuel (HEP)	Moody, Deborah (EFAS)	Rutherford, Brent (EDD)
Eickmeier, Bob(Goodwill)	Jordan, Bob (CHDC)	Presmont, Nina (DOR)	Smith, Roy (UVAH)

Present:

Brown, Sandi (JA/DSS)	Henderson, Colleen (WIA)	Miller, Cynthia (MPIC)	Rutherford, Brent (EDD)
Colston, Morgaine (DSS)	Mellow, Shanlee(Goodwill)	Park, Lin (DOR)	Soinila, Julie (WIA)
Eickmeier, Bob(Goodwill)	Moody, Deborah (EFAS)	Reed, Debra (DSS)	

1. **Call to Order and Introductions** – Those present introduced themselves and provided their agency affiliation.
2. **Agenda/Minutes – Review / Approve** – The agenda and the minutes of June 12, 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** –The Council had selected two areas of the center for each agency to provide its list of contributions - the Resource Room and Reception Area. According to the Resource Sharing Agreement, lists should include “in kind” contributions, equipment and staffing. Contribution lists provided by the Mendocino Private Industry Council, Job Alliance, the Workforce Investment Board and the Employment Development Department were reviewed. Representatives from the remaining agencies committed to provide their lists prior to the next meeting. With regard to the cost of the CalJOBS internet connection, Cindy Miller noted Mendocino Works bears that cost. Sandi Brown will add the chairs, tables, computers and consumable supplies to JA contributions. In determining partner contributions, Cindy Miller advised everyone to look at a breakdown between consumables, staffing and fixed costs and how those costs can be equitably shared. Allocation methods could be based on either direct square footage or actual customer numbers.

Next Steps:

- Put together a matrix of agency contributions in the various categories to which others will be added as they become available. Review and determine what costs should be shared or not. Julie Soinila will design the matrix for review at the next meeting. The remaining contribution lists will be collected prior to the September meeting for incorporating into the matrix.
- Review cost sharing agreements and determine how costs should be allocated (based on square footage or number of clients) and decide what is the most equitable cost sharing allocation method for agencies.
- Bob Eickmeier advised the Napa One-Stop Center has developed a cost sharing allocation plan. He will contact them to see if they could provide any ideas that might be helpful in developing our plan. The Santa Cruz One-Stop might also be a good source for information.

4. **One-Stop Resource Sharing Agreement: Determine Second Step** – Once the largest common areas have been addressed, the next step is to look at contributions by partners in other areas.
 - **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 additional contributions to the One-Stop**
 - **Assign a \$\$ value to each contribution**

5. **Space/Facility Update** – The following items were discussed:
 - **Coverage for Reception Area and Resource Room** – Three full-time people are needed to adequately staff the Resource/Reception areas. Job Alliance is looking at supplying one full-time person at the front desk with smaller agencies and partners filling additional slots. EDD, MPIC, and Job Alliance are the major contributors of staff for the two areas. When additional staff are needed at the front desk, a back-up list consisting of representatives from all agencies can be contacted. This list will determine who will need special training. Lin Park asked if time studies had been conducted to determine the volume of customers visiting the Resource Room at any given time to see if there was a pattern. Cindy Miller advised Christy and Cerre had conducted some time studies for that purpose.
 - **Sublease with EDD** –
ADA Compliance/Remodel – Debra Reed advised the State Fire Marshall indicated there are still some “dead ends” with regard to meeting Fire Exit requirements. Debra plans to have the Fire Marshall for the City of Ukiah review the current floor plan. Les Ryan, the Orchard landlord, has agreed to add the costs for the major ADA upgrades to the current lease and extend its term to lower monthly payments.
Safety Issues – This topic was added to the agenda for discussion. A report from the County Fire Inspector listed several safety issues are a concern and these were addressed. The Emergency Response Team leader, Felipe Mendoza, was summoned to the meeting. Felipe advised the E.R.T. had decided at their last meeting to limit their activities to *only* building evacuation issues at this time. Cindy Miller suggested incorporating fire safety guidelines into the Mendocino Works Building Policy or issuing Building Bulletins as a way to communicate information.
 - **Letter re: Responsibilities for Readying Vacated Space** – As agreed at the previous meeting, agencies will be held responsible for readying vacated space for occupancy by doing any necessary painting and cleaning that may be required. A copy of the Mendocino County requirements on acceptable paints and materials will be incorporated into the letter to be used as a guideline when procuring paints and materials for this purpose.
 - **Long Distance Billing** – Debra Reed advised a request has been submitted to the County’s IT Department to design software to track long distance calls by agency. Mike Burns is heading up the effort and Debra is in the process of getting the cost and a timeframe for completion of the new software. Cindy Miller noted shared lines and 800 numbers need to be addressed by the software designer. To ensure these issues are understood, representatives designated to interface with the County’s IT department are Cindy Miller and John Ulvila from MPIC and Sandi Brown and Felipe Mendoza from Job Alliance.
 - **HVAC System Update** – Debra Reed advised the owner was willing to proceed with repairs based on the estimated cost of \$60,000. However, she has not heard from him recently. Calls to DEVCO have not resolved the situation, but Debra will continue to follow-up. Cindy Miller expressed her concern about staff again working in offices that are extremely cold in the winter.

6. **Center Councils Update** – Cindy Miller advised Center Council meetings are being held today in Willits, in Ukiah on August 19th, and in Covelo on the 21st. A Center Council meeting was recently held in Fort Bragg in an attempt to “re-charge” the troops. Representatives from MPIC and Goodwill Industries were present as well as those from the College and the Department of Rehabilitation.

7. **Agency Sharing** – The following reports were provided:
- **Brent Rutherford** from the Employment Development Department reported the two local EDD veterans representative positions had been placed on hold due to the Governor’s “hard freeze” on hiring. Brent also mentioned the State Employees Union has filed a suit against the state for making budget cuts and forcing layoffs in departments funded by sources other than the California General Fund.
 - **Lin Park** from the Department of Rehabilitation advised the D.O.R. is continuously trying to identify ways to reduce costs. A hiring freeze is currently in effect and there is a potential for layoffs within the department.
 - **Bob Eickmeier** from Goodwill Industries reported receiving a memo from the Department of Rehabilitation with regard to contracts being cut by half. New contracts must be in place by August 29th. The reduction is forcing the closure of the Fort Bragg office by that date. There is still some potential of providing services on the coast, but not enough funds to maintain an office there. Bob asked if partners would consider looking at ways to support Goodwill Industries activities on the coast. On a more positive note, Bob also reported the DITI (Disability Information Technology Initiative) Grant is up for renewal. Based on the success of the program, the grant should be renewed. In fact, the program was so successful, Goodwill has been asked to put together another grant which will be an extension of the DITI Grant to provide IT service training, targeting parolees from San Quentin. Bob noted that 115 individuals are paroled from San Quentin into Lake and Mendocino County each month.
8. **Next Meeting – Thursday, September 11, 2003, 1:30 – 3:30 pm, Mendocino Room**

Meeting adjourned.