



UKIAH CENTER COUNCIL MINUTES

Date: January 28, 2009

PRESENT

DHHS – CJS: Connie Schleuder, Debra Reed; **DOR:** Tina Fincher; **MPIC, Inc.:** Peggy Daugherty, Helen Nofi; **CHDC:** Cora Gonzalez; **GOODWILL:** Diana Wood; **EDD:** Tami Gildea;

DISTRIBUTION

D. Ballek
E. Bartolomeu
P. Daugherty
C. Diamond
D. Donelson

T. Fincher
C. Gard Shires
T. Gildea
C. Gonzalez
L. Hambrick

P. Harpster
R. Bigardi
K. Nord
J. Morgan
C. Rhodes

R. Murray
N. Presmont
D. Reed
R. Reese
J. Ulvila

C. Schleuder
M. Sides
T. Silvia
J. Sonilia

D. Wood
B. Lockhart
J. Loomis

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| Facilitator: Peggy Daugherty | Recorder: Helen Nofi |
| APPROVAL OF MINUTES | |
| <ul style="list-style-type: none"> ▪ Diana recommended Minutes be approved. Seconded by Tina | |
| AGENDA ITEMS | |
| ADD – AMEND – APPROVE | |
| AGENDA ITEMS | |
| SPECIAL EVENTS COMMITTEE –Peggy Daugherty <ul style="list-style-type: none"> • There is no Special Events Committee • Cherri will send a flyer to recruit staff for a committee for each of the planned events and Helen will be the contact person. Some questions for the flyer: What event would you like? How many each year? Pot luck everything brought? Just an event of getting together? Some suggestions: February 14, Valentines Day, March 17, St. Patrick’s Day, April 12, Easter, May 5, Cinco de Mayo, July 4, July 28 Summer BBQ(pot luck),October 29, Halloween, November25, Thanksgiving, December 10, Christmas. | |
| SMARTware – Peggy Daugherty <ul style="list-style-type: none"> ▪ Peggy and John attended a meeting in Sacramento on January 21st. No update from that meeting. The next SMARTware meeting will be in Oakland on March 24th at which time they will get an update on the Business services portion of SMARTware and possibly an update on reporting. | |
| RESOURCE ROOM – Peggy Daugherty for Christy Gard Shires <ul style="list-style-type: none"> ▪ Resource room numbers are up, almost doubled since last December. ▪ The noise level is astounding. It is difficult to hear on the phones. ▪ Signs will be posted to keep noise level down after researching the signs used at the local Library. ▪ A Building Bulletin will be sent to all staff re: not meeting with customers at the front desk and in the Resource Room to help keep the noise level down and to respect confidentiality issues. | |
| BUILDING ISSUES –Connie Schleuder <ul style="list-style-type: none"> • Numbering system vs line in lobby will be tabled until the February meeting. • Connie will be posting DHHS’s “Value Based Operating Principals” in the foyer. • The water dispenser was removed from the kitchen on Monday, January 26th. • All staff are requested to make 2 sided copies whenever possible when using the CJS copy machine. • Don Ballek of EDFC would like to have a food drive for Plowshares and the Community Center. | |
| BUILDING SAFETY –Connie Schleuder <ul style="list-style-type: none"> ▪ All staff should have badges ▪ Our last fire drill was 11/07. There is a fire drill in the planning stages. ▪ We still have people getting lost going to and from the bathroom. There are signs posted on the walls and we feel they are adequate. ▪ The Emergency Response Team Area “A” has limited staff and we may have to have staff from another area fill a position on the Area “A” team. ▪ We need to have a procedure to notify all managers as well as all staff when there is a hostile customer in the center. This will be an agenda item for February’s meeting. | |
| MENDOCINO WORKS TRAINING: | |

INTERAGENCY REPORTS:

- **MPIC** –Charlene Coakley will be out indefinitely. Scotty Willis will be out indefinitely. Carol Jarvis's last day will be January 30th. We will be very short staffed during that time. We are looking at providing a Summer Youth Program this year. We have a list of targeted Employers (i.e. Mervyns, Harwood, and Alex Thomas) who only can be used for our Rapid Response funds. Our regular funding is spent until new budget in July. There will be 2 WIA orientations a month.
- **Dept. of Rehab** – Ava is going to stay in Norway. Aimee Swearengin has been hired in a full time position.
- **EDD** – Gloria will be back to work on Monday February 2nd. IAW of February 6th is cancelled.
- **CHDC** - Ortencia Ramirez has been hired as an Intake Outreach Worker. CHDC has funds and is looking for referrals.
- **DHHS –CJS** – Don't know yet about furlough days. No empty positions are being filled. Samuel has started as a Work Experience from CHDC. Tracey is out. Cherri is back full time next month. Mail for staff and partners will not be distributed in the wall boxes but may be filed in a drop file that is in a desk with a lock.

Establish Next Agenda, Tasks & Roles

Agenda topic - staff training on "How to Cope with Today's Economy"

Request for agenda items may be added to next meeting can be made through Peggy Daugherty at peggy@mpic.org or 467-5921

Tasks:

Group Roles: Will be determined at the beginning of February's meeting

Facilitator: _____ **Timekeeper: Cora Gonzalez** **Recorder: Helen Nofi**

**NEXT MEETING: February 24, 2009 from 10:30-12
Conference Room 1, Mendocino Works, Ukiah**