



## UKIAH CENTER COUNCIL MINUTES

Date: November 25, 2008

### PRESENT

DHHS – CJS: Jill Petro; DOR: Tina Fincher; MPIC, Inc.: Peggy Daugherty, Helen Nofi;

### 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

**Facilitator:**

**Recorder:**

Peggy Daugherty	Helen Nofi
<b>APPROVAL OF MINUTES</b>	
<ul style="list-style-type: none"> <li>▪ Connie recommended Minutes be approved. Seconded by Helen</li> </ul>	
<b>AGENDA ITEMS</b>	
<b>ADD – AMEND – APPROVE</b>	
<b>AGENDA ITEMS</b>	
<b>SPECIAL EVENTS COMMITTEE –Peggy Daugherty</b>	
<ul style="list-style-type: none"> <li>• Next event will be the “Holiday Luncheon”, on December 11, 2008, noon to 1 pm.</li> <li>• Special Events committee will provide ham, turkey and paper goods. There will be a sign up sheet for side dishes.</li> <li>• Next year plans are to have six (6) events for the whole year. There will be a Brain Storm meeting after the holidays to prepare for Special Events for next year.</li> <li>• A Treasurer will be needed for Special Events.</li> </ul>	
<b>SMARTware – Peggy Daugherty</b>	
<ul style="list-style-type: none"> <li>▪ Peggy, Pam and John attended a meeting in Sacramento on November 12<sup>th</sup>. We are scheduled to transfer to the new platform sometime in January. The next SMARTware meeting will be on January 21<sup>st</sup> at which time the team will get an update on the transition to the new platform, and a chance to look at the new SMARTware application.</li> <li>▪ Once this information is obtained, John and Pam will schedule a SMARTware User Group meeting to discuss the changes and give the Group a chance to give their input, and address any questions.</li> </ul>	
<b>RESOURCE ROOM – Peggy Daugherty and Jill Petro</b>	
<ul style="list-style-type: none"> <li>▪ Resource room numbers are up. A comparison from last year: number of clients increased 49% or 278, Visits increased 50% or 625 and Services increased 82% or 1700.</li> <li>▪ The updated Resource Center Rules of Conduct will be submitted to Pam for approval and determine if it is necessary to bring to the Partnership Council.</li> <li>▪ Peggy will check with Pam regarding the size of the sign and where to post it on the doors of the Assessment Lab indicating the hours the Lab is open.</li> <li>▪ Items in the Lost and Found, left after 30 days should be discarded or given to Plow Shares or Goodwill, etc. Peggy will email all Partners in the building for feedback and approval.</li> <li>▪ There is a 2<sup>nd</sup> extension for UI. You have to wait till you receive the letter for more information. This will have an impact on the number of customers entering the center.</li> </ul>	
<b>BUILDING ISSUES – Jill Petro for Connie Schleuder</b>	
<ul style="list-style-type: none"> <li>• Interview rooms have been painted.</li> <li>• Interview room 1 – ADA accommodation room now houses CJS computer and room 6 will house MPIC’s computer.</li> <li>• Numbering system vs line in lobby will be tabled until the January meeting when we have more Partner staff in attendance</li> <li>• Plastic recycle bags, establish a system for all partner staff to take to recycling and request staff not use for dropping off bags from home. Jill will make a draft sign to be posted in the kitchen pending Connie’s approval. If this method fails a Building Bulletin will be sent out.</li> <li>• CIMC is on the Welcome Board today. They will be attending our Center Council Meetings in the future and will be asked to provide us with a presentation of their services.</li> </ul>	
<b>BUILDING SAFETY – Jill Petro for Connie Schleuder</b>	
<ul style="list-style-type: none"> <li>▪ Heaters need to be UL and have a safety tip switch. Connie has a list of staff utilizing non-compliant heaters and information for ordering compliant heaters from Curry’s Office Supplies</li> </ul>	
<b>MENDOCINO WORKS TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ No trainings for MPIC.</li> <li>▪ MPIC is looking at offering a new type of needed workshop with assistance of Partner staff (ie. a workshop to address the grief process for unemployed people).</li> </ul>	

**INTERAGENCY REPORTS:**

- **MPIC** –Charlene Coakley will have knee and wrist surgery and is expected to be out from 11/26/08 until sometime in February 2009. We will be short staffed during that time. Lucy and Yolanda will be working with Charlene’s customers until she returns.
- We have submitted a grant proposal for additional assistance rapid response but won’t know till the end of January if we will receive the grant.
- MPIC will be taking Furlough days – December 1<sup>st</sup>, December 22, 23, 24, January 2 and January 16<sup>th</sup>.
- **Dept. of Rehab** – Nina is looking to hire a counselor for the Coast but not sure when.

**Establish Next Agenda, Tasks & Roles**

**Due to Work Furloughs, a shortage of staff and Holiday schedules we will cancel the December meeting.**

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

**Tasks:**

**Group Roles:** Will be determined at the beginning of January’s meeting

**Facilitator:** \_\_\_\_\_ **Timekeeper:** \_\_\_\_\_ **Recorder:** Helen Nofi

**NEXT MEETING: January 27, 2009 from 10:30-12  
Conference Room 1, Mendocino Works, Ukiah**