

# MENDOCINO WORKS

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## WILLITS CENTER COUNCIL MINUTES

Date: June 26, 2007

### PRESENT

**Social Services:** Jennifer Miller, Heather Bourgeois, Alice Langton-Sloan, Sue Trotter. **Dept. of Rehab:** Ernie Waugh. **Mental Health:** Karen DeSoto. **WAG:** Cyndee Logan. **Public Health/Nursing:** Jeannine Shaw. **MPIC:** Pam Harpster. **Public Health/AODP:** Helen Falandes.

### DISTRIBUTION

**Social Services:** Pat Atkinson, Sandi Brown, Morgaine Colston, Mary Elliott, Susan Era, Bill Fitzgerald, Alice Langton-Sloan, Janet Lombard, Jennifer Miller, Marla Quintana, Debra Reed, Jennifer Sookne, Sue Trotter. **MPIC:** Pam Harpster, Cindy Miller, John Ulvila. **Dept. of Rehabilitation:** Nina Presmont, Ernie Waugh. **Probation:** Buck Ganter. **Public Health/Nursing:** Jeannine Shaw. **Public Health/AODP:** Helen Falandes, Connie Ross. **Mental Health:** Karen DeSoto. **Mayacama:** Connie Diamond, Suzanne Warner. **EDD:** Belinda Mobley. **WAG:** Cyndee Logan.

### Facilitator:

Jennifer Miller (Karen De Soto absent)

### Notetaker:

Heather Bourgeois

### WISC BUILDING LEGEND

**221 Building:** Social Services Branch (SS), Mendocino Private Industry Council (MPIC), Dept. of Rehabilitation (DOR), Juvenile Probation, Employment Development Department (EDD)

**221B Building:** Public Health and Mental Health Branches

**221C Building:** Social Services Branch (SS), Family & Children's Services Division, Family Resource Center

**221D Building:** Willits Action Group (WAG), Mendocino County Youth Project (MCYP)

### CORRECTION TO MINUTES

- None

### APPROVAL OF MINUTES

- Minutes for April were approved, with no corrections.

### AGENDA ITEMS

#### ADD - AMEND - APPROVE

- Cindy Miller - Titles to Use When Answering the Phone: There are 3 different phone numbers to the main WISC reception (3700 - Social Services, 3740 - Adult Services, 3760 - Mendocino Works) but they are being answered inconsistently. Need to clarify with clerks on standard greetings.
- Pam Harpster - WISC Brochure: Needs to be updated for HHSA. Changes: make it clear on the last page that the locations are for Mendocino Works. Add main number for DOR 463-4791.

### ANNOUNCEMENTS

None

### AGENDA ITEMS

**Safety Issues:** No safety hazard incidents reported. Kids have been messing around with the utility covers looking for frogs and spiders; might need to look into locking them or some other protection.

**WISC Facility Repairs:** No repairs, just hoping to get some new flowers planted soon.

**Interagency Reports:**

**Mayacama – Suzanne Warner:** Hired a new staff member and may hire more if it continues to be busy. They are looking for some part-time work for someone.

**DOR – Eva Coder-Steffenen:** Eva will be taking a one year leave of absence and going to Norway, starting July 13<sup>th</sup>. They will be short-staffed.

**MPIC – Pam Harpster:** There are some changes being implemented in the Resource Room. They have new SmartWare applications to be used with barcode scan cards to track people who use the Resource Room. This will be implemented in all locations, and might be useful for other programs at WISC such as Mental Health and CPS. They will be able to view statistics on their clients. Not all of the information on the applications is required. There will be a training on SmartWare for partners on July 10<sup>th</sup> from 9-12 and 1-3 at the orchard Center. The new application will go into use on July 1<sup>st</sup>. Mark Winkler will be taking over Christy's position in Willits. He will be full-time M-F, but will be working in Covelo on Tuesdays.

**Public Health/Nursing – Jeannine Shaw:** Carolanne will be taking time off this summer. Ukiah had a nurse retire and her replacement started this week. They are short on clerical staff.

**Public Health/AODP – Helen Falandes:** A staff member resigned and Leslie Kirkpatrick will be taking on the role. Nancy Sutherland will be taking on Leslie's old position. They are still short-staffed in Willits, so they are having to put people on a waiting list for 1-3 weeks. Certain people (like CPS clients, pregnant women, etc. take priority).

**Mental Health – Not Present**

**SS Adult Services – Bill Fitzgerald:** Tracy Martinazzi has changed to a position with CPS. They have already been down one social worker since 2004, so Bill is having to fill in. The caseloads for APS and IHSS are growing (1500 people on IHSS and 120 open cases).

**WAG – Not Present****SS EFAS/Job Alliance – Not Present**

**SS Children's Services – Jennifer Miller:** Have hired two new social workers for Willits, one ER and one continuing. Pat Atkinson is having to carry some cases. Still have one court and 2 social worker assistant positions open. Had to reduce summer activities for the kids because there is not enough staff. They are currently working on finding space for the new staff coming in. New HHSA Director, Carmel Angelo, was welcomed at WISC last week. She was given a tour of all the programs. She would like to come back and discuss more services for north county. Deborah Lovett has been promoted to Program Specialist and is now running the Family Resource Centers. There is a new web-based database system for tracking clients and class information. She is training facilitators and organizing community service people, etc. This allows Alice to spend more time focusing on ER.

**WISC Events Committee – Jennifer Miller:** The committee sponsored the welcome for Carmel Angelo. May do some bar-b-que potlucks at the Family Center this summer.

**Ad Hoc – Emergency Preparedness WISC Generator:** Held meeting to identify need for emergency backup generator for power failures. Need recommendations for what to purchase. Waiting to hear from management.

**Marketing of WISC Center – Jennifer Miller:** How do we present our services to the community?

**Establish Next Agenda & Facilitator:**

Pam Harpster will facilitate.

Heather Bourgeois to take minutes.

Agenda:

**Standing items only.**

**Don't forget request for agenda items may be requested through Jennifer Miller via email at [millerj@mcdss.org](mailto:millerj@mcdss.org) or 456-3705!**

**Next Facilitator:** Pam Harpster

**Minute Taker:** Heather Bourgeois

**Next Meeting Agenda:** Heather Bourgeois

**NEXT MEETING: July 24, 2007  
from 1:30 – 3:00  
WISC 221 Building  
Atlantic Conference Room**