

MENDOCINO WORKS

W C C

WILLITS CENTER COUNCIL MINUTES

Date: September 20, 2006

PRESENT

Dept. of Social Services: Bob Brumback, Alice Langton-Sloan, Jennifer Miller, Debra Reed. **Public Health:** Jeannine Shaw.
AODP: Helen Falandes.

DISTRIBUTION

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

Facilitator:

Notetaker:

Bob Brumback

Jennifer Miller

CORRECTION TO MINUTES

- Helen Falandes requested clarification be added to the report of an incident at the Family Center. There was no evidence that AODP clients were involved in the incident.
- Jennifer Report: Sentence should read: Tapestry Family Services has secured an MOU with MCDSS to provide Parent Child Interactive Therapy (PCIT) at the WISC and in Ukiah.

APPROVAL OF MINUTES

Minutes were approved with the above corrections.

ADD – AMEND – APPROVE - AGENDA ITEMS

The format of the agenda was revised to reflect participants' ability to add, amend and approve the agenda. Even though the agenda is set at the end of each meeting this will allow the group to provide additional input and secure agreement of the agenda format.

No Adds presented.

ANNOUNCEMENTS

Noel O'Neil has been appointed Branch Director for Public Health.

Board of Supervisors onsite workshop scheduled for 9/25/06 and staff are preparing for the visit.

AGENDA ITEMS

Meeting Format: Decision was unanimous by 221B staff to incorporate their "Steering Committee" into the WCC meeting. What does the format of WCC then look like? Setting the agenda, set issues for 221B first on the agenda to allow 221B staff to come and participate in those specific items and not have to stay for the entire meeting. Helen reported that a process would be determined to handle items specific to 221B to resolve internally. The request is to see if there is a possibility of changing the day and time of this meeting.

Participants provided information of their schedules to consider:

Karen DeSoto of Mental Health – NO – Wednesday's and Friday's, YES – 1st, 2nd, 4th Tuesdays from 1:00-3:00 and 2nd Thursdays from 3:00-5:00.

Bob Brumback of DSS – NO- Wednesday's, weekly from 10:30-12:00, Thursday's, weekly from 1:30-2:30, 2nd Tuesday from 9:00-12:00, with other staff conferences scheduled.

Eva Coder-Steffensen of DOR – Start time would work better if started 15-minutes later at 1:45.

Jeannine Shaw of Public Health – YES – Tuesday's.

Debra Reed of DSS – YES – 1st Thursday morning and 4th Tuesday afternoon.

Due to staff with schedules of 4-10, it was initially decided to set the meeting on Tuesdays, Wednesdays, or Thursdays.

It was suggested that the time of the meeting be reduced to 1-1/2 hours from 2-hours, since past meetings have rarely gone the full 2-hours.

It is the desire of the group to hear from participants about possibly changing the day/time and to discuss further at the October meeting.

Discussion continued about how to get an item on the agenda. MPIC offered support with the minute taking during this meeting, but due to the lack of timeliness with the issuance of minutes and agendas prior to the meetings, and ongoing format issues, Jennifer recommended that DSS take the responsibility back. Since MPIC's staff that take minutes does not work at this site and is not familiar with the WISC day-to-day operations, participants, etc., perhaps using a clerical staff that is working here would benefit the minute taking process. Debra Reed shared the format might include the Interagency Reports at the beginning of the agenda to allow for site issues to be discussed that effect all partners, because we have again moved into the original format of discussing issues that impact the site, center and safety. It was suggested that requests for agenda items be sent to Jennifer until a clerical staff can be assigned to this responsibility. The minute taker would ultimately be the receiver for agenda items. The facilitator would be responsible to discuss with the clerk the agenda format and decide on the timeline. Debra Reed shared in other meetings the facilitator is assigned for 6-months at a time to allow rotation throughout attendees.

Safety Issues: Anyone

Slip and Falls: Debra Reed suggested with the oncoming cooler weather that staff be made aware of Concentrated Ice Melter that is stored in the 221 and Family Center for early arriving staff to sprinkle on icy patches. Jennifer already has a Building Bulletin in her computer which she will re-issue and to provide to 221B. (Note: since the bulletin would be specific to the DSS buildings, revision will need to happen to make the information specific to 221B's needs.) Also, she voiced concern about the falling tree debris that occur this time of year and the potential for trip hazards. The improvement that occurred we regard to this issue, is that the janitorial staff received clarification that they are responsible for sweeping the sidewalks directly around the buildings on a daily basis. AODP clients that are performing community service can do sweeping also. Contact Valerie Stanley at 456-3821 to coordinate. Debra Reed suggested if possible, putting sweeping the sidewalks of the center as an ongoing need for the community service clients to support to enhance what the janitorial staff is already doing. The ice melting product can be sourced from General Services.

Joint Workshops – Winning the Employment Game: Bob – Two workshops began and then ended due to lack of participation. Participants are asked to refer anyone that could benefit from these workshops. They can either drop by the MPIC Resource Room or call 456-3782 to register. These workshops are open to the public. Bob will coordinate with Helen to do a presentation to the AODP groups.

Interagency Reports:

AODP - Helen Falandes: Nothing new.

Public Health – Jeannine Shaw: Just recently received word of the upcoming MTA rate increase. See Bob’s update below.

DSS Adult Services – Not present

MPIC – Not present

Mayacama – Not present

DSS EFAS/Job Alliance – Bob Brumback: A new IESR, Debra Miles has been hired and will be starting soon. There is a deadline of 9/30 to turn in your existing tickets for the new. Contact Glenna Black with MTA at 462-5765 X108. With the new MTA bus passes there is a huge cost potential and realized one way to keep costs down somewhat. The individual tickets are \$3.50. It takes three tickets to get to Ukiah, so a round trip costs \$21.00 (6 x \$3.50). The 16-punch pass costs \$10.00. That equals \$.63 per punch, so 6-punches for a round trip to Ukiah only cost \$3.75, a savings of \$17.25 instead of giving them 6-individual tickets. It’s always going to be cheaper to give clients a 16-punch pass, even if you only want to give them one round trip. Sure, it means they still have 10-punches left on the pass, but give them the 16-punch ticket pass, because you’re saving \$17.25 by doing so.

DSS Family and Children’s Services – Jennifer Miller: When DSS issues their New Directions newsletter she will distribute to 221B building. The Family Center will be having their annual Fall Festival on Tuesday, October 24. Linda Cushman is still looking for volunteers to work in the garden. Linda has received permission to sign on AODP community services clients to work.

DOR:

WAG; - Not present – Cyndee Logan did report that over 200 people participated in their recent open house.

WISC Services Brochure: Eva Coder-Steffensen stated that she would like to revise the information for DOR. DSS will be requesting to add to the front the county seal and department names. It is the hope of the group that completion of the brochure will happen soon. All other information is finalized.

Signage: MPIC staff not available to report. To stay on agenda.

Stress Relief: Carrie Goldsmith has been secured and a sign up process as been developed. Flyers were made and emailed as well as posted on bulletin boards. Sign up schedule is located at 221 reception with Arlene Terry, please stop by or give her a call at X3700.

Establish next agenda and facilitator:

Bob Brumback to facilitate.

Jennifer Miller to take minutes.

Action Items:

- Provide revisions for the brochure to Cindy Miller

Name:

Jennifer Miller

Next Meeting Agenda:

Remove Jennifer Report to be done in Interagency Report.

Add Events Committee (sub committee) as standing item.

Remove Joint Workshops to be done in Interagency Report.

Recorder: Jennifer Miller

Next Facilitator: Bob Brumback

NEXT MEETING: September 20, 2006

from 1:30 – 3:30

WISC 221 Building

Atlantic Conference Room