

# **MENDOCINO WORKS**

## **Employment Resource Centers**

---

Ukiah Resource Center Council Meeting Minutes  
Tuesday, November 18, 2003

**Present:** MPIC, Helen Nofi, Christy Grivette; Goodwill, Helen Williams; Mayacama, Suzanne Warner; & JA, Felipe Mendoza.

---

### **Approval of Prior Minutes:**

Minutes read and approved

### **Announcements:**

Welcome to:

- ☺ Kathleen Swain the new Analyst for the WIB staff.
- ☺ Cindi Hood is Fort Bragg MPIC's new Office Manager/Job Developer.
- ☺ Jesse Ferguson is the new Ukiah Goodwill Manager starting on 11/20/03.

Helen and Christy are reviewing Resource Room handouts & updating as needed. Please give any information that you think might be helpful to customers to Christy or Helen.

### **Building Update:**

No more notes from Janitor stating the doors are being left unlocked. Felipe will make another sign to try and keep staff attention on locking doors and building security. Emergency lighting system is still being worked on; fixtures had to be ordered. It was suggested that lights be installed closer to the floor because if there were a fire, exit signs on ceiling would not be visible.

### **Resource Room/Lobby Committee Update:**

There will be a meeting on 11/20/03 from 8:30-9:30 to discuss any issues regarding the Resource Room and Lobby. We will also be discussing further details on decoration and resources agencies have to purchase items, i.e. a shelf...

### **Special Events Committee:**

Halloween Soup Off was a big success; there were 7 soup entries. Planning a Thanksgiving Celebration/Potluck on 11/20/03 from 12-1 in the lunchroom. We will be closing the center for that hour. Staff is encouraged to take a leaf from the special events board and write down what they are thankful for. The notes will be read during the lunch. Silent Auction items will be distributed and money will be collected at that time.

### **Training Calendar Update:**

Helen Williams announced the "Essential Job Coach Training" by Mindy Oppenheim at the Willits Library on Monday and Tuesday November 24 & 25 from 9-4. Any staff person is welcome to attend. Please contact Carol Barrett at 467-5171.

### **Meeting Frequency:**

Revisit this item in February 2004.

### **Mendocino Works Partnership Council:**

No one present to report. Felipe shared that the council is trying to develop a list that shows what each partner agency contributes and has contributed to the one stop.

**Mendocino Works Ukiah Open House:**

Set tentative date for 1/29/04. Would be for Job Seekers and Employers. We could reverse the roles and have a Job Seeker Table where employers would seek out job seekers. Flyers will be made and posted at Ukiah Chamber of Commerce, MCDSS, & MWU. Article could possibly be submitted to UDJ. We could have 6-10 success stories tell their story, have refreshments such as cookies, pretzels, punch, and water. We could make color-coded nametags so that Job Seekers could be green, staff could be blue, and employers could be orange. If an agency could not have a representative, they would need to beg another agency to be available for them. Helen will ask Cindy Miller to email all staff with complete list of brainstorming ideas and request that all agencies participate and send a representative to the next Center Council Meeting.

Next Meeting	Facilitator	Note Taker
<b>December 16</b>	<b>Madelyn McCauley</b>	
<b>Agenda Items</b> <ul style="list-style-type: none"> <li>➤ Lobby Committee update</li> <li>➤ MWU Open House</li> <li>➤ Partnership Council Report</li> <li>➤ Agency Sharing</li> <li>➤ Who will facilitate next meeting</li> </ul>		