

# W C C

## WILLITS CENTER COUNCIL MINUTES

June 15, 2005

### PRESENT

Bob Brumback, Jeannine Shaw, Joan Kelley, Pat Atkinson, Fred Casella, Suzanne Warner, Glenna Blake, Cindy Miller

### DISTRIBUTION

Pat Atkinson – Children’s Services, Sandi Brown – Job Alliance, Bob Brumback – Job Alliance, Fred Cassella – MPIC, Morgaine Colston – EFAS, Eva Steffensen – State Vocational Rehabilitation, Ernest Waugh – Department of Rehabilitation, Mary Elliott – Children’s Services, Susan Era – Adult Services, Bill Fitzgerald – Adult Services, Jeannine Shaw – Public Health, Bobbi Kelley-Ryan – Probation, Joan Kelley - MPIC, Janet Lombard – Adult Services, Cindy Miller – MPIC, Jennifer Miller – Children’s Services, Nina Presmont – State Vocational Rehabilitation, Marla Quintana – EFAS, Belinda Nash – EDD, John Ulvila – MPIC, Debra Reed – Department of Social Services, Suzanne Warner – Mayacama, Connie Diamond – Mayacama, Denise Sams – CalWorks Mental Health, Helen Falandes – AODP, Dana Lamon – Mental Health Cyndee Logan – Willits Action Group.

#### Facilitator:

#### Notetaker:

Pat Atkinson

Joan Kelley

### ANNOUNCEMENTS

#### Announcements

Joan will be leaving before the next meeting. People wished her well.

Jeannine Shaw said that Dana Lamon from Mental Health is on leave right now. Pat asked if anyone was filling in for Dana during her absence. Jeannine said Kianna Zielesch and Debbie Tannenbaum. Robin Sagen is back from time off after adopting a new baby.

Pat said the new supervisor that is replacing Michelle Hansen is just arriving. Her name is Thelma Giwoff.

### APPROVAL OF MINUTES

**Minutes for May 18, 2005** were approved unanimously with corrected name. (Jennifer Miller, Jeannine Shaw)

### ADDITIONS TO AGENDA

MTA Bus Stop and Frequency of Meetings were added to the agenda.

### FOLLOW-UP ITEMS

#### **MTA Bus Stop**

Glenna Blake communicated with Bob while MTA figured out how to provide service to the WISC. June 19<sup>th</sup> is the starting date for service. The WISC is now on the printed schedule. Because of the service cuts there was more room on the schedule for a map. The fare is \$.75. The fare for seniors and disabled is half price. The disabled passengers have to have a card to get the discount. Pat asked about the possibility of a shelter. Glenna said that she would look into it. She announced that they just finished their Short Range Development Plan, which is mandated by the state every five years. One of the recommendations that came out of that report was to develop a Flex Route for Willits. A Flex Route is a combination of a fixed route with Dial-A-Ride. They will look at it for next year. They are becoming more popular in other cities and they are more economical to run than a regular route. The Flex Route works by leaving enough time between stops to allow for diversions to pick up people that called in for a Dial-A-Ride. It works well especially in rural areas. If it works in Willits, then MTA will try it in Ukiah.

Some of the MTA cuts: the run from Willits to Laytonville was cut from 2 to 1, the run from Ukiah to Hopland and Ukiah to Talmage were cut from 2 to 1. They will be watching these routes because they are not performing. She handed out the new schedules.

#### **Events Committee - Bob**

Bob said that the Events Committee has not discussed the possibility of an Anniversary Party combined with the opening of the remodeled WAG, (Little Log Cabin), but they will. People suggested they talk to Cyndee Logan for ideas about food and coordinate the time line. Thoughts were to have it during the week from 10:00 to 2:00, or 11:00 to 1:00. Coordinating with the start of the bus route was felt to be too soon but Glenna said that MTA might be able to provide free fares that day for people coming to and from the party whenever it turns out to be.

#### **Resource Sharing Agreement – Cindy**

Cindy said that she has not heard from people yet in response to her request for their Universal Costs as part of the Resource Sharing Agreements. Bob said that he had passed the request on to Sandi Brown but Cindy has not heard anything from Sandi. Pat had asked Mary Elliot to assign an analyst to work on the agreement for the whole building. Cindy has heard nothing from that direction either. Cindy said she needs to have this in place soon. She requested this information by the next meeting. Anyone who is working on it

<p>can call her any time if there are questions. She asked if people would like her to follow down with people in their agencies that were addressing this. Cindy will follow up with the other partners that are not here. As far as Cindy understood, Probation's costs are being paid for by the Department of Social Services. She will check with Debra Reed. They do not participate much if at all in Universal Services.</p> <p>Cindy explained that this agreement is required by the Federal Office of Budget Management. It is a One-Stop requirement to have both a Facility Cost Sharing Agreement and a Resource Sharing Agreement showing that not one agency in the center is bearing more than their share of resources. This is an auditable item – it needs to be accurate. On the bright side it does help with equitability. The sooner she can get that information the better.</p>
<p><b>Emergency Policies – Jennifer/Pat</b></p> <p>Jennifer said that she is very close to being done. Cindy asked if she had received the format for policies. Jennifer said she had not so Cindy will send her that format. The County may have a format as well. Because it is an integrated activity and will be adhered to by all the agencies, it needs to be a County Policy but in the correct format. There is an approval sheet attached to the policy, which is signed by each agency head, which shows they have received, reviewed and approved the policy.</p>
<p><b>Program Overview – Jennifer</b></p> <p>Joan said that she would like to meet with Jennifer to see what agencies have sent their paragraphs and who has not. It is not clear whether Joan will be able to finish this project before she leaves. Cindy said that she will work on it if that happens.</p>
<p><b>Stress Relief – Joan</b></p> <p>Joan said the next step is to contact the masseuses. Bob talked to Carrie Goldsmith who is connected to Mental Health, about the idea and she said she had one of the chairs we had talked about. Bob also said she would be a good person to start with because there was a recent article in the paper about her. Joan said she would call her.</p>
<p><b>Signage on Valley Street – Fred</b></p> <p>Fred has not heard back from Debra Reed about getting permission for the sign, which is necessary because the sign will be on County property. Cindy will be at a meeting with Debra Reed soon so she will try to talk to her then. Cindy also said she will get a quote from Sanky Signs. Fred talked to Sanky and couldn't remember what issue came up in that discussion. Cindy said that people were having trouble finding the center so we need to resolve the problem soon. There may need to be two signs. Sanky has been doing this for so long that he may have good suggestions as to the location of the signs. Jeannine wanted some idea of the cost ahead of time. Cindy said that once they had a quote they would divide the amount by the number of agencies. It is usually around \$200 each. She will get that quote as soon as possible.</p>
<p><b>Press Release in Willits News – Jennifer/Pat</b></p> <p>Jennifer said she has a couple volunteers to work on the press releases. Joan reminded the group working on outreach that the anniversary party was discussed as a good opportunity to invite the press. Cindy asked the agencies present what their current marketing strategies were. Pat said they were outreaching to health providers around the Family Connections Program. Other than that they do not have a marketing plan. Cindy said that MPIC is going to put an ad in the Willits News as part of MPIC's marketing. Bob said there is no marketing for JA or CPS. Cindy said their outreach is for employment services.</p>
<p><b>Jennifer Report – Jennifer/Jeannine Shaw</b></p> <p>She is finding that there are less and less issues coming up.</p>
<p><b>Frequency of Meetings – Cindy</b></p> <p>Cindy mentioned that in most collocations, there are frequent meetings at the beginning of the merge and then they become less frequent over time. Ukiah still meets every month but there are 16 partners and 80-90 staff. Fort Bragg meets quarterly but is talking about making it bi-monthly as they move toward collocation. Cindy was asking whether it is time to make the WISC meetings every other month. Cindy likes strong meetings and when needed but not more than necessary. People felt that things are moving along well. Pat and Jennifer said that this meeting is fulfilling requirements for Site Safety meetings as well as collocation so she just wants to be sure those requirements are still being reached. People thought every other month was OK with the option that any agency can call an ad hoc meeting between scheduled meetings when necessary. Cindy mentioned there are other workshops and activities that can happen on the off months to strengthen the inter agency cooperation. Cindy said it is important to stay committed to keep moving issues along. Cindy would like to see more partners become active. Perhaps fewer meetings will help.</p>
<p><b>WAG Community Garden at WISC- Cyndee Logan</b></p> <p>Cyndee was not present.</p>
<p><b>Other -</b></p> <p>Glenna Blake was invited to the next meetings of the WISC and the North County Providers, both of which will be meeting on August 17, 2005. She will be added to the list that receives minutes and agendas.</p> <p>Pat thought that the topic for the next North County Providers was a presenter from the WELL (Willis Economic Localization) Group. More outreach and an RSVP might be necessary to increase attendance for the N.C. Providers Meeting.</p> <p>Cindy wanted to discuss Joint Workshops that are given at the One-Stop and the Site Calendar. Pat asked people to bring examples for the discussion. This item could also be a chance to brainstorm about the possibilities of new workshops.</p>
<p><b>Next Agenda &amp; Facilitator -</b></p> <p>☞ Bob Brumbach will be next meeting facilitator</p>

- \*Resource Sharing Agreement, Universal Services - Cindy
- \*Events Committee – Anniversary Party/WAG opening
- \*Joint Workshops / Calendar given at the One-Stop – Cindy
- \*Emergency Policies – Jennifer
- \*Site Safety Policies - ongoing
- \*Program overviews – Jennifer / Cindy
- \*The Jennifer Report, Building Issues or shared issues with Public Health
- \*Stress Relief Proposal - Carla
- \*Signs on Valley Street – Cindy/Fred
- \*Press Release (could combine with Events Committee Anniversary/WAG opening party) - Jennifer
- \*Update Community Garden at WISC (Draft of the Garden Map) - Cyndee

NEXT MEETING:

Wednesday, August 17, 2005

**1:30-2:45 p.m.**

Atlantic Conference Room (R1)

Willits Integrated Services Center

**North County Providers Meeting**

**3:00 – 4:30 p.m.**