Central Region Partnership Coordinator Activities
December 1st, 2016 – January 4th, 2017

Current Activities:

- Prepared for monthly meeting by developing meeting notes and agenda, completing action items, and completing monthly coordinator activities report.
- Managing coordination and budget for Central Region Partnership activities.
- Working with accounting to collect and synthesize budget reconciliation documents.
- Continued to collect impact data re: outcomes via a monthly SurveyMonkey® surveys.
- Coordinated a Roving Supervisor meeting.
- Coordinated a Mental Health First Aid (MHFA) Instructor Support Group meeting.
- Coordinated and trained the Adult MHFA T4T training in Sonora. Coordinated with hotel for a room block and extra meeting room. Set up catering for the event and processed invoice.
- Continued coordinating with UC Davis staff to negotiate contract scope of work for a Leadership T4T.
- Coordinated contract negotiation for Cultural Competence training. Developed and disseminated flyer and began coordinating registration and other details.
- Completed bi-weekly reports on Central Region activities and budget for CIBHS.
- Booked phone conference lines for face-to-face meetings for 2017.
- Continued emailing chair at CSU, Stanislaus to meet and dialogue re: field placement options for upcoming cohorts of the Hybrid MSW Program.
- Beginning to gather data for developing the bi-annual Outcomes report for the Central Region.
- Worked with staff at CIBHS to coordinate logistical and administrative functions of the Central Region Partnership, including: the development of periodic “announcements;” processing consultant invoices; posting information to the Central Region website; preparing and planning for development of the next Outcomes document; and, planning of face-to-face meetings/trainings, etc.