Central Region Partnership Coordinator Activities

Current Activities:

- Prepared for monthly meeting by developing 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.
- Coordinated and facilitated a Mental Health First Aid (MHFA) Instructor Support Group meeting.
- Continued to collect impact data re: outcomes via a monthly SurveyMonkey® surveys.
- Facilitated a Roving Supervisor meeting.
- Completed bi-weekly reports on Central Region activities and budget for CIBHS.
- Drafted Semi-Annual report for OSHPD.
- Continued discussions and disseminated resources from CalMHSA representative regarding work for PNP/Psychiatrist program.
- Completed coordinating UC Davis Leadership training series including catering and hotel accommodations.
- Worked with staff at CIBHS to coordinate logistical and administrative functions of the Central Region Partnership, including the development of the weekly and monthly announcements, processing consultant invoices, and posting information to the Central Region website, preparing and planning for development of the next Outcomes document, planning of face-to-face meetings/trainings, etc.