Central Region Partnership Coordinator Activities
July 7th, 2016 – August 3rd, 2016

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.
- Coordinated with CIBHS’ new IT department to get emails, calendar, tasks and contacts moved over with some issues.
- Coordinated a Mental Health First Aid (MHFA) Instructor Support Group meeting – missed it.
- Working with accounting to collect and synthesize budget reconciliation documents.
- 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.
- Made edits to the Semi-Annual report for OSHPD based on feedback from counties in the Region.
- 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.