Central Region Partnership Coordinator Activities
August 4th, 2016 – August 31st, 2016

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.
- 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.
- 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.
- Submitted the finalized 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 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.