Central Region Partnership Coordinator Activities
October 6th, 2016 – November 2nd, 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.
- Continued to collect impact data re: outcomes via a monthly SurveyMonkey® surveys.
- Facilitated a Roving Supervisor meeting.
- Coordinated a Mental Health First Aid (MHFA) Instructor Support Group meeting.
- Started emailing the National Council to start contract process for MHFA T4T training. Also, coordinating with Tuolumne County to get a venue for the course.
- Coordinated with and emailed UC Davis staff to negotiate contract scope of work for a Leadership T4T.
- Coordinated with and emailed trainer to negotiate contract scope of work for Using Data training. Also, developed and disseminated flyer. Collecting registration information and hotel needs. Will also determine and coordinate catering needs.
- Coordinated with and emailed trainer to negotiate contract scope of work for Cultural Competence training.
- Completed bi-weekly reports on Central Region activities and budget for CIBHS.
- Finalized schedule of monthly meetings for 2017.
- Emailed 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.