Central Region Partnership Coordinator Activities
November 3rd, 2016 – November 30th, 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.
• Coordinated a Roving Supervisor meeting.
• Coordinated a Mental Health First Aid (MHFA) Instructor Support Group meeting.
• Coordinated a contract between CIBHS and the National Council to prepare for MHFA T4T training. Also, coordinating with Tuolumne County to get a venue for the course. Contacted hotel for a room block and set up catering for the event. Registered participants and emailed with other details.
• Continued coordinating with UC Davis staff to negotiate contract scope of work for a Leadership T4T.
• Coordinated with and emailed trainer for Using Data training. Collected registration information, hotel needs and coordinated catering needs. Will support trainer with AV equipment on site.
• Continued coordinating with and emailed trainer to negotiate contract scope of work 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 monthly 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.