Central Region Partnership Coordinator Activities
March 3rd, 2017 – April 5th, 2017

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.
- Worked with accounting to collect and synthesize budget reconciliation documents.
- Continued to work on analyzing and synthesizing impact data for bi-annual outcomes document via a monthly SurveyMonkey® surveys.
- Coordinated a Roving Supervisor meeting.
- Finalized the semi-annual Roving Supervisor Report.
- Coordinated a Mental Health First Aid (MHFA) Instructor Support Group meeting.
- Attended the California Mental Health First Aid Summit.
- Coordinated with UC Davis staff to execute final contract/scope of work for the Lead Now Leadership T4T.
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- Completed bi-weekly reports on Central Region activities and budget for CIBHS.
- Working with chair at CSU, Stanislaus to get outcomes information for bi-annual outcomes report.
- Continuing to develop Work Plan for upcoming fiscal year.
- 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.