Central Region Partnership Coordinator Activities
April 6th, 2017 – May 3rd, 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 synthesize and finalize budget reconciliation and work plan budget 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.
- Coordinated a Mental Health First Aid (MHFA) Instructor Support Group meeting.
- Attended the Workforce Education and Training Summit hosted by CIBHS.
- Continued coordinating with UC Davis staff to execute final contract/scope of work for the Lead Now Leadership T4T.
- Completed bi-weekly reports on Central Region activities and budget for CIBHS.
- Obtained outcomes information for bi-annual outcomes report from the chair at CSU, Stanislaus’ Hybrid MSW Program.
- 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.