Central Region Partnership Coordinator Activities
May 4th, 2017 – May 31st, 2017

Current Activities:

- Prepared for monthly meeting by developing meeting notes and agenda, completing action items, and completing monthly coordinator activities report.
- Worked with staff to coordinate the catering and venue for the face-to-face meeting on June 1st, 2017.
- Managing coordination and budget for Central Region Partnership activities.
- 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.
- Coordinating with UC Davis staff to reschedule the Lead Now Leadership T4T.
- Completed bi-weekly reports on Central Region activities and budget for CIBHS.
- Finalized 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.