Central Region Partnership Coordinator Activities
April 5th, 2018 – June 6th, 2018

Current Activities:

• Chaired the April 2018 meeting.
• Prepared for monthly meeting by developing meeting notes and agenda, completing action items, e.g., Director’s Votes emails, and completing monthly coordinator activities report.
• Managing coordination and budget for Central Region Partnership activities.
• Reconciled final actual expenses with estimated expenses for FY 17/18.
• Coordinated (including, registration, hotel, catering and training logistics for) two training sessions – one 2-day Clinical Supervisor Symposium held May 30th and 31st, 2018, and the 1 and 1/2-day National Cultural and Linguistic Appropriate Standards (NCLAS) and Technical Assistance for development of Cultural Competency Plans course held June 4th and 5th, 2018.
• Collecting and analyzing evaluation information and disseminated certificates to those who completed the Clinical Supervisor Symposium and NCLAS trainings.
• Completed reports on Central Region activities and budget for CIBHS.
• 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.