Central Region Partnership Coordinator Activities
September 7th, 2017 – October 4th, 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.
• Reconciling final actual expenses with estimated expenses for FY 17/18.
• Coordinating and facilitating Training Sub-Committee meetings to plan the training sessions for 2017-2018.
• 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.
• 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.