

Fresno County Economic Opportunities Commission

TEAM TWENTY-ONE

February 15, 2005
12:00 Noon
Human Resources Conference Room
1900 Mariposa Mall, suite 121

MINUTES

Members Present:

Harpreet Dhaliwal
Margarita Farias
Thelma Harrison
Susan Hernandez
Arquilla Horn
Margie Maltos
Joe Martinez
Sally Martinez
Sandy McCullough
Florine Porter
Pauline Real
Brandy Tarquino
Trisha Valenzuela

Staff Present:

Alyssa Collins
Saboun Hem
Rachel Sampaga

Members Absent:

Gilda Arraguin
Michelle Tutunjian

I. Call to Order, Introductions

Alyssa Collins called the meeting to order at 12:10 p.m.

II. Follow-up on Employee Functions/Activities

- Benefits Open Enrollment

Open enrollment was December 1, 2004 – December 15, 2004. There were 42 changes, 28 adds, & 14 drops for open enrollment. Members asked when the Q&A meeting would be. It will be December 1st and all benefits representatives will be there.

- Christmas Party

The Christmas Party was on December 15, 2004 at the Security Banker's Ballroom. We sold 333 tickets and donated 35 tickets. We spent \$3,765.25 and profited \$2,980, for a net cost of \$785.25. Members were surprised that we did not turn any profit and felt we need to address this for the next party. It was also discussed that the event be renamed Holiday Party instead of Christmas Party to avoid religious conflicts.

- Employee Recognition Luncheon

The Employee Recognition Luncheon was on January 31, 2005 at the Grand Occasions. We recognized 10 Community Action All Stars, 22 Exemplary Attendances, (3 No Sick Leave Use). There were a total of 153 employees who attended. Members said they saw the information on the website and staff who attended had commented on the great food and their appreciation for being recognized for their years of service. Members were impressed with exemplary attendance winners, especially perfect attendance.

III. EOC Apparel

We will be getting EOC Apparel with the 40th Anniversary Logo on them. Members suggested different colors for polo shirts, visors, and pullover hooded sweatshirts with pockets.

IV. Upcoming Wellness Activities:

- Weight Watcher's @ Work Program

The Weight Watcher's Program began January 20, 2005 and ends April 7, 2005. The cost is \$10.95/week. Members asked when and where meetings are held. Weight Watcher's meet every Thursday from 12:00 p.m. – 1:00 p.m. in the 1920 building, Room 328.

- Buddy Walk Program

The Buddy Walk Program started January 3, 2005 and ends February 27, 2005. All forms must be turned in by March 4, 2005. The next session will begin on March 21, 2005. Members said the program is beneficial.

- Poker Walk – May 18th

We will be needing volunteers for the Poker Walk on May 18, 2005. Lunch will be provided for participants. It will start at 12:00 p.m. in the Human Resources Office. We will have a sign-up sheet prior to this event.

- Wellness/Education Fair – May 19th

The Wellness/Education Fair is on May 19, 2005 at 10:00 a.m. – 2:00 p.m. Members suggested that we include the following:

- Demonstrations such as aerobics
- Rock climbing
- More interaction
- Scavenger hunt
- Massages
- Healthy recipes
- Whole foods eating station (5-a-day)
- Cooking demonstrations
- Mini contests related to health

V. Upcoming Employee Activities:

- Employee Appreciation – March 24th

Employee Appreciation is on March 24, 2005. Members suggested the following:

- Movies tickets enclosed in an envelope that reads "We Appreciate You"
- Pizza
- Teriyaki bowl
- Items commemorating 40th Anniversary
- Breakfast burritos
- Hamburgers
- Easter eggs filled with candy
- Easter egg cakes
- Little Easter baskets filled with candy

- Day at the Ballpark – May 14th

Day at the Ball Park is on May 14, 2005. This will take place at the Grizzlie's Stadium. Tickets were purchased for \$7. We will try to keep the cost at \$10. The ticket will include admission, dinner (hotdogs), fireworks, tailgate, and parking.

VI. Employee Communication

- Monthly Newsletter

Please send any information you want on the monthly newsletter to Barbara Fukumitsu at the Human Resources Office by the 15th of the month. Members stated that they enjoy the celebrity spotlight section.

- Intranet

Please send any information you want on the intranet to Alyssa Collins at the Human Resources Office at any time.

VII. 40th Anniversary

- Luncheon – June 15th

The luncheon will be on June 15, 2005 at the Convention Center. We will be planning program activities between the months of March through June.

VIII. Survey Results

We received approximately 200 responses for the employee survey and are currently formatting an action plan to address issues. Two issues were addressed in the survey that Team 21 could provide feedback on.

- Team 21 Communication to Staff

Members discussed different ways of communicating with each their staff: by email, phone, memos, monthly staff meetings, bulletin boards, fliers, newsletters, and intranet. Members felt that the best method was a combination of verbal announcements and written reminders.

- Activities/Functions for Staff

Members discussed different activities for employees such as Movie Night, Restaurant Night, EOC picnic (Concert in the Park), MLB game, Disneyland trip, Magic Mountain trip, Reno trip, or Tahoe Trip (One night stay for out of town trips). Members requested looking into the cost and feasibility of each.

IX. Program Activities/Announcements

- Sanctuary's Contributor Luncheon is on March 1, 2005
- EOC Safe Place Youth Rally is at SOUL on March 17, 2005 from 2:10-3:00 p.m.
- Sanctuary's Safe Place Walk & Youth Rally at Fresno City Hall on March 17, 2005 from 3:45-5:00 p.m.
- Sanctuary's Safe Place Events in Four Rural Communities Through A Partnership with Blue Cross of California is on March 13, 2005 – March 19, 2005.
- Shelter will have a banner on it during the months of March – June advertising 40 years of service.
- SOUL will be having a Career Fair on April 1, 2005.
- Open House for SOUL is on April 7, 2005.
- Open House for TLC will be on March 15, 2005.

- Banners on the TLC will also be put out to make EOC's community presence more known.
- Home Base will be having an Open House on March 17th from 4:00 – 6:00 p.m. at their Fowler center.
- Head Start Centers will be having Open Houses during the month of March in celebration of the 40th anniversary.
- WIC will soon be in the process of remodeling their offices.

X. Closing Remarks

The next Team 21 meeting will be on April 5, 2005.

XI. Adjournment

The meeting was adjourned at 1:00 p.m.