

Fresno County Economic Opportunities Commission

TEAM TWENTY-ONE

April 10, 2007
12:00 Noon
Human Resources Training Room
1900 Mariposa Mall, Suite 125

Members Present

Gilda Arreguin
James Avila
Marisela Carrillo
Yahaira Garcia-Perea
Susan Hernandez
Marie Milton
John Sittih
Pauline Real
Sandra Sandoval-Avila
Brandy Tarquino
Trisha Valenzuela
Sarah Worthen

HR Staff Present

Alyssa Collins
Ana Martinez
Jeff Sotelo
Carmen Lopez

Members Absent

Nora Berumen
Arquila Horn
Michelle Tutunjian

Minutes

I. Meeting called to order; introductions:

- The meeting was called to order by Jeff Sotelo at 12:10 p.m.
- All members introduced themselves.

II. Employee Feedback:

- Recognition Luncheon
 - Employment and Training - it was nice; showed improvement from previous years.
 - Transit Systems - keep up the good work; great improvement.
 - Sanctuary - liked the pens and certificates.
 - Head Start - liked the nice frames some of the certificates were put in.
- Wellness Program – Take Action
 - Jeff reminded the Team that employees need to turn in Take Action forms in a timely manner. Jeff also asked Team 21 to review with coworkers how forms are completed and the requirements for participation.
 - Work Force Connection - asked why they had replaced Jamba Juice for Robeks.
 - Alyssa Collins explained Robeks is located in downtown and more convenient to employees.

- March Mixer
 - Sanctuary - pretzels and lemonade were delivered to their site and they really enjoyed them.
 - Health Services - had two complaints, two employees came in later and food was being packed, other than that the rest of the employees enjoyed the food.
 - Employment and Training - would like to have the Employee Appreciation on a Friday instead of a Thursday because their jobs require them to wear professional attire, and Fridays is casual day.
 - Alyssa explained that Employee Appreciations take place on Thursdays because some programs are half staffed on Fridays.
 - Transit Systems - would like something done on a Saturday during one of their in-services or a meeting.
 - LCC - it would be beneficial for them to have something at an in-service because the employees work out in the field.

III. Upcoming Employee Activities:

- Employee Appreciation – Ice Cream
 - Team 21 stated that they would like the same ice-cream as last year
- Spring Family Day at the Ballpark
 - Ana Martinez reported:
 - It will take place on Saturday, May 19, 2007; tailgate party starts at 5:00 pm.
 - Tickets are \$11.00 per person and will include:
 - Tailgate party (dinner)
 - Free parking.
 - Ticket to game.
- EOC Softball Team
 - Practices to start in April, and league will start in June.
 - For any questions employees will need to contact Mike Garcia or Audrey Metcalf.
 - Head Start suggested putting the schedule at the top of the Intranet for employees to see.
- Wild Water/Island Water Park
 - Consignment tickets will be sold for Wild Water at \$15.00 each.
 - Consignment tickets will be sold for Island Water Park at \$15.50 each; EOC will need to sell at least 30.
- Wellness Fair
 - Alyssa reported that it will take place on Tuesday, May 15, 2007.
 - Health Screenings, vendors, physical demonstrations, and cooking demonstrations are expected to be available for employees.
 - Alyssa asked Team 21 if there were any topics they would like to have speakers on, or if there are any vendors they would like to attend.
 - Different Gyms.
 - LCC suggested having the Fire Department do a presentation on Smoke Detectors.
 - Human Resources suggested having a presentation on How to Quit Smoking and Tobacco Prevention.
 - Transit suggested having a presentation on Alzheimer's.
 - Health Services suggested having a Stress Prevention Program.
 - Human Resources informed Team 21 that INSIGHT will be attending the Wellness Fair, and that a link to the INSIGHT library will be posted on the Intranet.

- Summer Family Event
 - Alyssa announced that it will take place in September on a payroll Friday, possibly at Johns Incredible; asked Team 21 for suggestions of other places.
 - Jeff Sotelo suggested to have a picnic at the Chaffee Zoo; HR will look into it cost and availability.

IV. Proposed Activities for 2007:

- Garment District
 - Ana reported that November 17th was still available through Classic Charter Bus Service.
 - The cost will be \$28.00 per person; due at least 14 days prior to the trip; for a 47 passenger bus.
 - Ana asked Team 21 members to poll employees to see how interested they are in this activity, and if they would rather go in mid September or November.
- Results of Activities Survey
 - Ana reported the results of the Activity Survey:
 - #1 - San Francisco for the day.
 - #2 - Safari in Santa Rosa.
 - #3 - Going to an amusement park.
 - Suggestion was made to replace the Garment District trip with a day trip to San Francisco. Jeff asked Team 21 to survey their coworkers to determine which trip would be most desired.
 - EOC Merchandise
 - Alyssa showed Team 21 the items that are being considered for purchase, and asked their feedback on colors or styles.
 - Team 21 suggested including big umbrellas and key chains.
 - Team 21 also asked for a catalog to be made showing items that can be ordered.

V. Program Activities:

- How are events being communicated by the Team 21 members?
 - Jeff asked Team 21 to share how they communicate updates and activities to their coworkers:
 - Health Services - communicates by sending e-mails and following up with a phone call.
 - Employment and Training - sends information via e-mail and makes copies of flyers that are distributed to employees.
 - SOUL - sends e-mails and makes copies for each employee.
 - Food Services - communicates information during their morning meetings.
 - WIC - communicates information during bi-monthly meetings, makes copies, and posters that are attached on their bulletin board.
 - Head Start - post information in Central Office at three different locations, emails staff, and send copies of flyers and surveys to centers. If employees call with question they refer employees to their supervisor to make sure supervisors are relaying information.
 - LCC - Posts flyers near employee's mailboxes, e-mails information and also distributes information during monthly meetings..
 - Transit Systems - relays information personally, through radio announcements, and bulletin board.
 - IT – e-mails information and posts flyers.
 - Human Resources - relays information via e-mail and during staff meetings.

VI. Announcements:

- Health Services:
 - Is in the process of hiring two new staff to do Outreach.
 - Is still collecting donations to meet one of the requirements to become fully funded.
 - Teen Smart is doing outreach in the community:
 - One of their programs gives students the opportunity to learn what caring for a baby is like.
 - Students are given lifelike baby dolls that cry and need to be cared for.
 - The program has been very successful.
 - Male Services Program is working toward establishing a testicular cancer prevention program.
 - Medical Social Worker is at the Health Clinic on Wednesdays.
- SOUL:
 - They just got back from vacation.
 - Next week they will start testing for the California Exit Exam.
 - Their Prom will take place at Club One on April 4, 2007; at least 50 tickets have been pre-sold so far.
- Food Services:
 - They are currently getting ready for the Summer Food Service Program.
- WIC:
 - Many of their clients still don't know about their second center located at Shields and First.
 - Are working on establishing a third center; the location is has not yet been finalized.
- Head Start:
 - Job Fair is April 20, 2007.
 - Funston Head Start center closed due to complex being sold.
- LCC:
 - About 30 Corps members went to Sacramento for Government Day.
 - Continue to have monthly orientations for new Corps Members, ages 18-26.
- Transit Systems:
 - Provided transportation for LCC Corps Members to Sacramento for Government Day.
 - Expand their facilities; now the mechanics have a garage they can work in.
- IT:
 - Getting new equipment for server.
 - Really busy.
- Human Resources:
 - Fire drill was conducted on Friday, April 6.
 - Team 21 suggested each program to have safety monitors responsible for making sure all employees are accounted for during an emergency evacuation.

VII.

- *Next meeting will be on July 10, 2007*

VIII. Adjournment @1:45