

Date: November 21, 2013

Location: Westcott Bay

In Attendance: Dorothy, Angela, Kristi, Danette, Anna, Anne K., Jane, Jennifer, Nancy, Hope, Kristine, Tammy, Anita, Kara, Noreen, Susan, Anne E. and Joni

Treats: Kara & Jennifer

Game & Door Prize: Anne E.

Winner: Kara

LCC Update

No meeting.

FYIs

Jane has updated the Time & Effort spreadsheets for the 6 and 20 account code versions so that the summary sheet distributes "other" based on the percentages for the whole year. She will update the 12 account code version when she can. Let her know if you want a copy.

The contract template on the intranet is continually updated, so be sure and start with a new one each time. The template is found here:

<https://intranet.nwesd.org/Departments/Fiscal/Contracts>

Professional development identification

We have a \$1,000 budget for professional development. We can use this to bring someone in, or to attend external trainings.

Joni handed out a questionnaire to start the discussion. The questions were:

What challenges do you face every day?

What is most frustrating about your role?

What areas of your role, or the NWESD, do you wish you knew more about?

What skills or additional training would help you work more productively or effectively?

After discussing challenges and frustrations, we focused on skills/training that would be most helpful. During a go-round everyone mentioned some type of training that would be helpful to them. These were put on the white board, and voted on. The top votes went to (1) Excel, (2) Outlook, (3) Adobe Acrobat Pro, (4) Phone programming & Communication Strategies. Joni and Jennifer will start looking at options for these trainings.

Department go-round

- Dorothy – Busy with her three departments.
- Angela – Working on installation of NRLC portables, and program budgets.
- Kristi – PBIS class tomorrow with 70 people, lunch will be in the lobby; working on October counts, budgets, transition facilitators. There will be a Special Ed

- political panel December 11, and a Center for Changes & Transition Services training the next day.
- Danette – Working on getting new budgets set up, closing old budgets and paying districts.
 - Anna – Helping with Infant/Toddler program, and whatever Danette needs
 - Anne K – Medicaid grant contract has been signed. The new EMR (emergency medical records) system has to be in place before the therapists can start. Should be by mid-December or January. There will be some restructuring of her position after she leaves.
 - Jane – Has budget revisions to do, there is still one more person to hire which will bring Prevention staff to 27. The Medicaid budget still needs to be done.
 - Anita – Lots of classes. On December 13 she will have classes in every room.
 - Kristine – Will be gone 2 weeks at the end of December, back January 6. Get clock hour propositions in before she leaves if they are urgent. She has some job postings coming, and possible mandatory staff trainings. The week after Thanksgiving it's time to decorate the front lobby for the holidays so feel free to come and help at lunch or breaks.
 - Kara – there will be an early payset this month, and there will be a single payset in December. She will send an email with all the details and deadlines soon.
 - Noreen – will be out next week and Terri will batch invoices while she's gone.
 - Anne – Lorali is on her way to OSPI to accept the Featherstone award which was given to the School Nurse Corps of Washington State this year.
 - Joni – Jerry is out until Monday.

Minutes respectfully submitted by Anne Elkins