

NWESD Support Staff Meeting
April 16, 2015
Mt. Erie Room

In Attendance: Anna Bell, Angela, Tracy, Jane, Gerry, Paula, Nancy, Kara, Anita, Jodie, Mia, Jennifer, Kristine, Rose, Noreen, Joni, & Kristi

Treats: Directors

Game & Door Prize: Rose Winner: Kara

Timer: Joni

LCC Update – no LCC Meeting per Kara

PD Course Information – Joni

The summer course catalog is in the works and Joni thanked all who were on the editing committee. Many of the summer course titles are very long. She suggested they be kept to 50-60 words. In preparing the catalog for print, if it goes over that limit they will try to adjust it to make it look suitable for print. Anita asked if the limit could be kept universal between the course template, catalog, and clock hour request. At this time, they all have different word limits.

Anna Bell requested that titles be short and concise for the TV monitor in the lobby as well.

Russell Wood from the Sect. of State office will be here to present “Records Management Implementation Strategies” for district Admin. Assistants. It will be held Thursday, May 14 from 9 am – noon. He will present how to create a system to manage records retention. NWESD staff is welcome to attend. Register in GoSignMeUp, Course # 31128. There is no cost.

GSA Rates/PerDiem Calculations – Kara

Kara explained how out of state meal rates should be figured. She has added an explanation to the bottom of the Meal Rates section of the Travel page under Fiscal>Accounts Payable on the Intranet.

Enterprise Rental Car & Lodging List – Rose

NWESD now has an account with Enterprise Rent-A-Car. Fiscal is currently working on a procedure and there will soon be a reference guide on the Intranet. The log in and PIN information will be kept in Fiscal. Please send requests for rental costs to Rose and she will provide that info. The consensus is that rental costs are much cheaper through Enterprise.

Rose is in the process of updating the lodging list that is on the Intranet travel page. She has updated the per diem rates and added a column with account numbers. If you obtain any account numbers while dealing with a lodging vendor, please submit to Rose so she can add to the listing. She will also add a column with the vendor key.

Fast Track – Kristine

The Fast Track application process in Skyward will begin on Monday. It is accessed through Employee Access on Skyward. Instructions for Internal Applicants were handed out. Fast Track will be presented again at the upcoming All Staff Meeting in greater detail.

Job Description Update – Joni

Joni thanked all who gave input on the job description revisions. They were forwarded to Jerry and after his approval, they have now been sent on to Buck and Marie. They will be presented to the Board as an information item at the next Board Meeting. The final documents will be posted to the Intranet.

Other –

There was discussion as to why our computer technology is so slow and experiencing so many issues. Joni said that Tech Services is working on it. We shouldn't assume that they know we are experiencing problems. Buck's suggestion to Joni was to submit a trouble ticket. Submit any issues you are experiencing to the NWESD Helpdesk.

Department Go-Round –

Kristi: Upcoming events such as Systems of Care and Anita Archer
Angela: Interlocal agreements are back from programs, working on calendars. She & Sheila will be attending an Educator Faire in Tacoma next week. They will have a booth & will be recruiting for

positions in the off-site programs while there. It will be very nice to have the Fast Track Application process in place.

Tracy: Upcoming events such as fall brunch and summer trainings

Jane: busy with contracts

Gerry: Her time with us has been extended to Aug 31. Tex is keeping her busy. He will be on vacation Apr 30 – May 12, so she is available for projects while he is away.

Kara: Attending a training next week for the Uniform Grant Guidance for federal grants. Will then update the policy/procedures & intranet. Fiscal will hold future trainings on the subject as well.

Anita: T&L will be going through transition soon as Kathy Shoop retires the end of June. Pam Estvold is her replacement. Anita is now a Grandma!!! 😊

Jodie: SNC just finished a big project for OSPI. Working on interlocal agreements for detention programs.

Mia: Busy with Audits.

Rose: Busy paying bills.

Noreen: Helping Rose with Vendor updates and new W-9's.

Joni: Jerry is out at a conference this week. Will return on Monday.

Meeting adjourned at 10:55am.

Minutes submitted by Noreen McKinney.