

**Health and Human Services Advisory Meeting
March 6, 2006
Jackson High School B206**

In attendance: Erin Galli, Barb Lombard, Diane Kinch, Kristi Reardon, Nancy Vanderberg, Jaime Ablutz, Jeff Russell, Ellen Carpentier, Susan Tapert, MaryAnne Erickson, Peggy Morris, Craig Langley, Twyla Lucas, Gay Kirkpatrick, Laurie Youngquist, Corie Gudgeon.

Chairperson- Pam Wessel-Estes was absent to sickness, Gay Kirkpatrick substituted.

- Susan Tapert, Ellen Carpentier meet to discuss ASL program needs.

Suggested Website (used in the workplace)

- Nutrition-www.mypyramid.gov
Nutritiondata.com (fast food nutrition)
- Physical Fitness-CascadeRehad.com
Web MD
- Parenting- Prepare and Enrich (google)
- Early Childhood ED- Kristi handed out attachment
www.uwsc.org (Volunteering)

Industry Standard Questions

How is math specifically used in your profession?

- Nancy-incoming students at EvCC poor math skills, low in finding percentages- suggestions-review percentages, use realistic (story problems), show relationship on math to real life.
Students not making correlation of modern math skills (everyday activity related to math)
- Jeff-Budgeting skills, understanding cash flow, insurance, investments, book keeping (Excel worksheet)
- Kristi-Data summaries (Excel)

What communication methods do you use in your workplace?

- Jaime- Out of office communication uses email
Inter-office-verbal
Written documentation of communication
- Kristi-phone

80% email between out of office communication

written and verbal communication through meeting agendas, staff to parent communication, parent to child communication

- Jeff- Stressed the importance of verbal (face to face) communication skills, recommended for conflict resolutions (shows emotions and expressions), discussed how email do not show emotions and people to be careful on what is sent via email.

Written communications through letters

- Nancy-email-discussed email etiquette, email policies and boundaries.

What do you document in your business for legal, customer service or record keeping purposes?

- Jeff-Records, proof all confidentiality
- Jamie-discussed record keeping, written and typed documentation, files are organized and keep for up to 7 years.
- Kristi-All documents are under HIPPA (Federal Requirement protect contact/individual information), parental confidentiality forms (assessments)

What denotes professionalism? Attendance? Schedule? Dress Code?

- Nancy- Discuss how community and teamwork lacks if students or works are not in attendance occurs within the schools or workplace.
- Jeff- Social Consumption-Today's society has a sense of self, but lacks a sense of others.
Flexible schedule, meetings, daily activities are set
- Jamie-set schedule (appointment based)
- Kristi-flexible (but still need the "community" environment found in an office/classroom)
- All stated that Dress Code was casual (West Coast Casual). Khakis, dress shirts, dress professional or dress up when meeting, presenting or community outreach activities.

Kristi suggested Guest Speaker: Bonny Walters 921-3400.

**Next Meeting May 16, 2006 at Cascade High School
3-4:30pm**