

## Sonoma County Job Link



### Integrated Services

### Friday Update

Date 10/24/08

- ✚ **Full-time work for Kathy:** Kathy will start her full-time work schedule next Monday. To accommodate her schedule – she is off every other Friday – we are writing this update today. *We will continue to send an update every other Friday.*
  
- ✚ **List of acronyms:** Antonio is putting together a list of acronyms for case management with the input from all staff at Job Link. This will facilitate writing case notes into the JTA system.
  
- ✚ **Spanish Workshop:** The next Spanish speaking Job Search Workshop will take place on November 21, 2008. The sign-up sheet is available on the N-Drive.
  
- ✚ **State Conference Call:** Kathy attended a state conference call in regards to Employer/Business Services today. We will be receiving information from other areas including a business service performance matrix, staff training information and an employer interview summary sheet. We will also get information on tracking software and ways we may use the CalJOBS Employer Contact Management System (ECMS). The next conference call is scheduled for November 7, 2008.
  
- ✚ **CWA Wiki:** Various Learning Lab areas will be posting more information to the CWA Wiki soon – <http://jswiintegration.pbwiki.com/FrontPage>

Creativity is inventing, experimenting, growing, taking risks,  
breaking rules, making mistakes, and having fun.

Mary Lou Cook