

Sonoma County Job Link



Integrated Services

Friday Update

Date 12/19/08

✚ **Emergency Preparedness:** The County of Sonoma started a new Emergency Preparedness Program. Every Wednesday, each county employee receives a flyer with suggestions on how to prepare for an emergency. This step by step approach breaks down this enormous task and spreads the cost over several months. We will be attaching the emergency preparedness flyers to the Friday Updates.

✚ **Updated Procedures:** Many people have given input for the Job Link policies and procedures, including line staff, managers and partners. By January 2009 the procedures will be published. As you work in accordance with these policies and procedures, please give your feedback to your supervisor. We would like to know which parts of the policies and procedures are working and which ones need improvement. This will assist us in updating these documents as we go along. The Job Link policies and procedures will be available on the Employment and Training Intranet. Karen is working on getting access for on-site partners.

✚ **Reminders:**

- Starting January 5, 2009, the Resource Center will be staffed by WIA counselors or partner staff from 10:00 AM – 3:00 PM in order to engage clients and assist them to effectively use the resources offered at Job Link. This includes providing job search tips/leads, assisting clients in their career exploration, signing clients up for workshops, and making appropriate referrals.
- The Computer Lab is now open during lunch time. The new hours are: Monday through Friday 8:30 AM – 4:00 PM.

✚ **Welcome Stats:** Since the implementation of Integrated Services on July 1, 2008 we have welcomed the following number of clients:

○ July	1,122	○ October	590
○ August	605	○ <u>November</u>	<u>678</u>
○ September	661	○ Total:	3,656

✚ **Happy Holidays:** The Integrated Services Friday Update (ISFU) is taking some time off. You will receive the next ISFU on 1/16/2009.

Have a wonderful holiday season and a Happy New Year!

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

Mary Lou Cook