

Sonoma County Job Link



Integrated Services

Friday Update

Date 3/27/09

- ✚ **Wireless Hotspot:** Job Link is now a wireless hotspot. Clients who want to connect their laptop to the Internet have to sign a “hotspot use policy” after which they will be given a password. This password will change on a monthly basis to minimize misuse of this service. Instructions went out to all staff at Job Link last week.
- ✚ **Workshop Drop-In Procedure:** From now on, all Job Link workshops allow drop-ins to maximize the attendance for this valuable service. Drop-in clients will be asked to sign in on the Drop-in list and are invited to participate in the workshop ***if there are any open spaces available five minutes after the workshop starts.*** Clients still have to go through orientation and welcome before they can attend any workshops, drop-in or scheduled.
- ✚ **Co-located partner meetings:** Job Link is starting monthly meetings for co-located partners to facilitate communication in regards to the constantly improving delivery of client services. These meetings will take place the second Wednesday of each month from 8:15 – 9:15 AM at Job Link.
- ✚ **Skills referrals:** We are moving to a new process because of the volume of people coming through our system. An interim procedure and paperwork have been developed. As you use this system, please remember to put questions and suggestions in the Q&A training track transition document on the N Drive.
- ✚ **Welcome Focus Group:** This group is coming up with new ideas to help improve the Welcome process. In additional staff training sessions and procedure cheat sheets are being developed.
- ✚ **Workshops:** Kathy has set up a meeting in April to address workshop issues. She is already reviewing suggestions that already have been submitted. Please continue to bring forward your great ideas.
- ✚ **Emergency Preparedness:** Please see attached flyers covering the 16th and 17th week of great suggestions to keep you safe in an emergency.
- ✚ **Positive feedback:** Kathie White received a Thank You letter from an appreciative client.

“Thank you for taking the time to speak with me today. Along this career and soul searching journey, I have come upon many kind and helpful people like you. ...Although you know this already, what you are doing really does make a difference to many people. Keep up the good work Kathie.”