

Sonoma County Job Link



Integrated Services

Friday Update

Date 9/19/08

Back after a two week hiatus!

- ✚ **Kathy Update:** Kathy continues to feel better and appreciates everyone's good wishes. Somehow she knows what's going on at work (it's just like her). She is expected to return to work on October 14, 2008.
- ✚ **Written Policies and Procedures:** Greg Varley is in the process of writing down Integrated Services policies and procedures. Karen Fies, Patti Andrews, Abby Galvez, and Antonio Vigil already have a first draft and will pass on a second draft for review to the little Leadership Team soon. If any staff are interested in helping to review the draft procedures, please let Karen know (sounds like fun, doesn't it?). Once these policies and procedures have been approved they will be passed on to all staff and will be posted on the E&T Intranet.
- ✚ **Workshops:** Due to popular demand another Career Exploration workshop was added for this month on 9/24/08. The sign-up sheet is available on the N-Drive.
- ✚ **Friday Updates:** Integrated Services at Job Link is 2.5 months old and many procedures have settled in. The orientations are working well with all counselors participating in the Welcome Process immediately after. A lot of progress has been made with the paper flow process; however we are continuing to work on some details. In addition, the little Leadership Team is addressing questions as they arise. ***From now on, the Friday updates will come out every other Friday!*** As a Learning Lab, we are on an ongoing path creating an improved, demand-driven and customer-friendly system.

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

Mary Lou Cook