

LIFE-II Meeting Notes • 14 May 2012

Present: Lisa, Rochelle, Blane, Tessie, Keahi, Linda, Karen, Roxy, Kehau, Lori, Jaye, Naomi, Nicky, Kami, Carrie.

9:05 am: Announcements & Paperwork

- Volunteer note-takers: Karen and Carrie
- May Birthday – Linda
- April meeting minutes read by Lori, Roxy, Tessie
 - Correction on pg. 2 under “Program Integrity”, last arrow should read “Expect to get 8-10 agency **evaluations** back the following year. Office will be checking your agency evaluations returned to the office.”
- Staffing updates:
 - EFNEP Coordinator candidate did not work out. The candidate came a few minutes late, took a phone call at the beginning of the interview, and did not greet Keahi (he turned his back to her to take the phone call). We will try and repost for a longer period (1 month instead of 2 weeks) and rewrite the job description. Keahi suggested we also post the advertisement on Craigslist.
 - Naomi wants the EFNEP Coordinator job description emailed to everyone and we encourage anyone who meets the minimum requirements to apply.
 - For now EFNEP Coordinator duties will be handled by Nicky. However, Nicky will be away from the office 5/21 – 5/29 so during this time if there are any emergency situations contact Naomi or Kami.
 - SNAP-Ed Program Assistant interviews were done last week with promising candidates.
- **Harvesting for Foodbank cancelled**

9:35 am: Sharing Topics

- We will have sharing at meetings to learn from each other.
 - We know people have frustrations and concerns.
 - Sharing experiences will help everyone learn because we all handle things differently.
- Blane shared incident regarding a man (who looked mentally ill) who barged into his class. Man got stuck in elevator and vandalized property trying to get out. Police called in to investigate. Program Manager asked Blane to stay to give her support. Blane did not know what to do.
 - Per Naomi, if you come upon a bad situation or *feel* like you are in danger:
 1. Walk off and/or drive away and call the office.
 2. If you are in a class, lock down the room and secure it and call 911.
 3. Office calls the agency – agency person must be at your class; agency needs procedures for these types of situations.

- Roxy shared that a 3 yr old got a knife from her kitchen-in-a-box and started waving it around; she was able to get the knife from him. She also shared an incident of being confronted and boxed in by 3 women in her class. She did not show fear and made her way through and immediately went to agency office to report it. At the next class, the 3 women carried in her stuff and participated in the cooking demo.
- Keahi made suggestions – be aware of your location (lighting, where you park, etc.); meet new agency contacts at their location, not random places (i.e. Starbucks).
- Per Naomi, do not carry pepper spray because it usually gets used against you and it takes some time to work on someone.
- Absolutely no individual home visits.

10:10 am: FAQ's for Staff Portal (Brainstorming Session)

- Roxy, Linda, Karen
 1. What are the current dates for lessons, FRS? (everything is different)
 2. Is there a direct link to our email?
 3. Can we order materials on-line?
 4. Do we have a chart to determine eligibility?
 5. How do we handle the paperwork for continuing clients?
 6. Do we need to turn in “blank” order forms when not ordering supplies (like with mileage)?
- Blane, Tessie, Keahi
 1. Where do we find our current mileage rate? Link?
 2. Minimum requirements per FTE annually.
 3. Access to printable allergy sign.
 4. Dates for current lessons and forms.
 5. A way to reconcile a discrepancy in client roster compared to office counts.
 6. A formula to calculate for measuring wheel.
 7. A search field for topics to search for meeting minutes.
 8. A copy of current P.O. instead of mailing it.

Question: Do we need to turn in a blank materials order form when not ordering supplies (like mileage)?

Answer: No

- Lisa, Jay, Rochelle
 1. What is the procedure if I encounter a “situation” in a class? Who do I call?
 2. If I am sick and have a class, do I call the agency to cancel or let the office call?
 3. Are we allowed to call clients to schedule an individual make-up if the agency is not willing to do a make-up class?
 4. What am I allowed to purchase on my P.O.? Can I purchase kitchen-in-a-box items on my P.O.? (pens, pencils, knives, can openers, etc.)
- Lori, Kehau
 1. Our safety protocols at agencies.
 2. Mileage rate (change updates).
 3. Elevator speech.

10:45-10:55 am: Break

10:55 am: Personnel Announcement

- PAS (Performance Appraisals)
 - Per Personnel, PAS criteria must be reviewed every 2-3 months.
 - It is **essential** to turn in paperwork every month
 - Mileage and Foodland receipts need to be turned in every single month. If P.O. was not used you can write “NO P.O.” on a piece of paper and turn in.
 - HEMIS every month. Make sure to indicate actual hours and work performed. Take vacation leave if you need to.
 - Put a note in your green folder if paperwork will be late. If you miss a meeting, paperwork must be turned in by the Friday after the meeting otherwise it will be considered late and will affect your PAS evaluation.
 - Client records need to be turned in monthly. Do not hold on to them.

11:10 am: EAH Housing Presentation

- Guest speakers Louise Li (Sr. Resource Coordinator) and Jackie Ma (Resource Coordinator)
 - A mainland based non-profit organization that develops, acquires and rehabilitates affordable housing properties.
 - Rent for these properties are determined by certain criteria so residents’ rent may be different.
 - There are 12 properties throughout Oahu, Maui and the Big Island including Kukui Gardens (downtown), Kalani Gardens (Mililani), and brand new family development Villages Moa’e Ku (Ewa) and new senior apartment building Nanaikeola (Waianae).
 - EAH has partnerships with many community agencies – Alu Like, Legal Aid Society, HCAP (help residents with tax preparation), DOE (for ESL classes), and art classes.
 - “Green” projects with residents – i.e. using CFL light bulbs, using a thermal pot to cook, conserving energy.
 - Helped create “pop-up” farmer’s markets that bring the farmer’s markets to the residents instead of residents going to farmer’s markets. This is especially good for seniors and people with disabilities who can’t travel. EAH first to put on a farmer’s market that accepts EBT cards so that the residents can purchase fresh fruit and vegetables.
 - EAH will collaborate and recruit clients for NEW and provide translators. Contact Louise Li at lli@EAHhousing.org to arrange classes.
 - Go to the EAH website at www.EAHhousing.org for a full listing of properties.

12:10 pm: Food Demo / Lunch

- Keahi – Carrot Raisin Salad
 - Need to change carrot raisin salad to eliminate the sugar. Test putting raisins in vinegar and no sugar.
- Rochelle – Oyster Chicken with Broccoli
- Lori – Oyster Chicken with Broccoli (not evaluated)

12:45 pm: Elevator Speeches

- Blane and Jaye
- Two people will be chosen (without notice) at each meeting to give their elevator speech.

1:15 pm: Naomi

- Reiterates the revision of PAS policy
- Essential to turn in all paperwork monthly.
 - Mileage and P.O. important. If you don't have mileage then "X" out mileage sheet and write "No Mileage"; if no P.O. purchases turn in the expired P.O. and write "no purchases".
 - Everyone turns in a folder at monthly meetings. Need an explanation if no paperwork being turned in.
 - Client records need to be turned in every month.
- Your PAS will reflect compliance or non-compliance.

1:25 pm: Thriving in Times of Change

- Tennis ball toss game (outside)
- "F" words to describe people who deal well with change:

Flexible	Friendly	Focused
Funny	Fabulous	Fruitful
Fearless	Forward	Facilitator
- Types of Change:
 - Cyclical (predictable)
 - No school based programs during summer break.
 - Slow down around Christmas to New Year
 - Other examples: pay dates / fiscal year; taxes.
 - Structural
 - EFNEP funding cut in half
 - Headstart closes all sites
 - Agency personnel turnover
- Options to your response to change: **WILT** or **CHANGE**
- Understanding your response to change – The Change Cycle (flyer)
 - Stages 1-6
 1. Loss
 2. Doubt
 3. Discomfort
 4. Discovery
 5. Understanding
 6. Integration
- Middle 4 letters of CHANGE is "HANG"
- Adapting to change is easier with neoteny.
 - Neoteny = childlike quality in adulthood (not "childish") – love, creativity, curiosity

2:10-2:15 pm: Break

2:15 pm: Demo Recipe Equipment List – KIB

- Break up into pairs. Look over recipes in cookbook and list KIB equipment (i.e. peeler, grater, spoon, etc.) needed for the recipe.

2:40 pm: Myers-Briggs Testing (MBTI)

- Multiple choice personality assessment test.
- Helps to know yourself and allow you to see different ways of working with others.
- The goal of knowing about personality type is to understand and appreciate differences between people.
- Important to check your email for message from Kami regarding the testing. Each person will have their own log-in. MBTI coming in July to discuss.

2:50-3:00 pm: Clean classroom

3:00 pm: Meeting Adjourned

* Notes respectfully submitted by Karen Wold and Carrie Asuncion ☺