

Regional Education Department Staff Meeting
August 14, 1992
4:00 - 6:00 p.m

Agenda

1. Announcements

a. Program Independent vs interdependent

All BAHSES programs are interdependent. There are no independent operations at this time.

b. Areas of responsibilities.

To clarify who is responsible for what. The organization programs are divided by programs and geography. BAHSES EAST program personnel are responsible for and coordinating all events in the East Bay operational area. BAHSES WEST program personnel are responsible for and coordinating all events in the West Bay operational area. Regional personnel have regional responsibility for coordinating program(s) between operational areas or they act as liaison.

a. Orientation - August 15, 1992

There will be an orientation in Oakland for all volunteers at 250 E12th Street, Oakland.

b. Job Openings

We currently have three openings

- 1.) Program Coordinator - Support Services - BAHSES WEST
- 2.) Program Assistant - Education/Outreach - (RELAPSE)
BAHSES WEST
- 3.) Program Assistant - Education/Outreach (Job Share - M&M)
BAHSES WEST

c. Handling of donations/funds

All funds must be turned in with BAHSES BWMT/MACT Accounting Form 442000 6/92 within 48 working hour after collection. Cash will be sealed in a envelope and submit with accounting form.

2. Scheduling of events

a. QPP (Quarterly Program Plan)

People need to prepare their QPP and submit them so we do not end up double book events, this includes Support Services.

b. Utilization of agency/program resources

All program resources are property of the Agency and to be utilized by all agency personnel. There are very few exception to this rule such as paper set aside for newsletters. Any funds collected regardless of department or events collecting the funds are agency funds.

3. S.W.A.T. Kits Maintenance

a. Responsibility

b. Protocol

It is the responsibility of all education personnel to maintain the Kits. One day per week will be set aside to work on kits. This work activity will be scheduled in advance to ensure kits will be ready at all times.

Used kits are not to be store in the supply closet, but outside of the room. Completed kits are to be kept in the supply closet.

4. Supplies

a. Definition and ownership

Supplies are not property of any one program

b. Maintaining inventories

It is everyone's responsible to maintain program material inventories.

c. Locating new materials

Clarmundo has located many new materials. Be careful they do not counter what we are saying. Everyone should be collecting material from every conference, collaboration or event attended.

d. Educational aids/supplies funds and purchasing policies

All agency supplies are paid for by checks from the fiscal agent. Petty cash checks are only issued in cases of emergency or when there is a cash flow problem. This means that people need to plan to order their supplies with enough lead time.

5. Paid and non paid staff

a. Training and Recertification of all facilitators

All staff personnel especially non-paid staff need to be recertified as workshop facilitators. This way they will receive the up to date manuals and changes to the workshop. Training to be scheduled.

b. Active role in program development

All agency personnel have an active role in the development of programs.

c. Commitment

There has to be a commitment to the program and the agency both in participation and sticking to schedules.

d. Being current on HIV/AIDS information

All staff personnel need to be current on the events that impact the communities we serve and HIV/AIDS. Information collected can be found in the 560000 and 600000 series. Please take time to investigate these resources. Meanwhile, there are read packets that are circulated in the department, please read them they are very informative on many levels.

6. Educational aids

a. Program Module Charts

We have been contacted by a word processing firm that will be willing to work with us on developing a new module education charts. Tom Schroeder and Lee will develop a draft for everyone to review and make comments.

b. S.W.A.T. Scenarios

Tabled to next meeting.

7. Education Master Plan.

I have not received education master plans from Shurland and Clarmundo. This is different from the QPP. The master plan is a projection of where education is and where it wants to go in the next year to five years.

8. Next meeting

Change of date for next meeting: September 21, 1992 - 6:00 - 8:00 p.m.
BAHSES WEST Office. If you have anything for the agenda get it to me by September 17, 1992.

Prepared by Lee Y. Woo

512005/523005

522005

cc: Mike Brunetti

Regional Education Department Staff Meeting
Minutes
September 21, 1992
6:00 - 8:00 pm

1. Announcements

2. QPP for 4th Quarter

All program personnel are to submit their QPPs for the 4th quarter October - December.

3. Clarmundo Sullivan's event - 9/26

Not available to report

4. Tri-City Clinics Workshop - 9/25

Lee and Tom will conduct the workshop

5. Program Module Chart

Staff to review and test will be conduct in-house as soon as the charts are ready

6. S.W.A.T. 100s

Education staff to review to make sure it is OK

7. Agency Brochure

Staff to review to see if it need updating for the education component

8. Next Meeting

October 19, 1992 6:00 - 8:00 pm BAHSES Office. If you are not able to attend, please let me know.

512005/522005/532005

Regional Education Minutes
November 30, 1992
6:00 - 7:30 p.m.

1. Announcements

a. Part Time Personnel responsibilities:

- 1) Overtime - Overtime must be approved first. If not, it becomes volunteer time
- 2) Timesheet - Not being turned on time. To avoid not receiving a check or holding up payroll, must turn in timesheet first work day after payday.
- 3) Schedule - Not receiving works schedules by established deadlines. It is important to get them in.
- 4) Requirements - Part-time personnel are to review the requirements for being part-time.
- 5) Performance Evaluation schedule - Evaluations are being scheduled. All personnel are to be evaluated.

2. Program Reports

- a. Relapse - "Take it to your bedroom" Workshop scheduled for 1/5/93 at Eros.
- b. Brothers Program - Has been implemented for all African American programs 9BAHSES WEST and EAST)
- c. Jelousy did outreach at Box and now working on the Stud.
- d. OMH - has event scheduled for Dec 20, 1992.

3. Staff Retreat Dec 4, 1992

- a. As many as possible to attend.

4. Workshops and HIT Tables schedules

- a. There is a form that every workshop and HIT Table to be scheduled on to be entered into a database.

5. Training Schedule for FY 92/93

FY 92/93 training schedule has been developed and distributed

a. Requirement for all staff

- 1) All staff to be retrained. Need to select training date.

b. Trainees assignments

- 1) We are training people, but nowhere for them to work. It is important not only to train people, but have venues for them to work in. Currently BAHSES West does not have any on-going workshops and HIT tables. Program personnel are to

c. Training Routine

1) It has been suggested that education/outreach volunteers follow a course of training. Start with HIT Tables then to S.W.A.T.

6. Coordination of events and activities between BAHSES WEST and EAST

a. There needs to be better coordination between the WEST and East education operations

7. Steamworks Scheduling

a. Lee will be working with the Steamworks to develop new HIT Table and Workshop Schedules.

8. Next Regional Education meeting is Dec 14, 1992 - 6:00 - 7:30 p.m.

512005/522005

Regional Education Meeting
November 30, 1992
6:00 - 7:30 p.m.

1. Announcements

a. Part Time Personnel responsibilities

- 1) Overtime
- 2) Timesheet
- 3) Schedule
- 4) Requirements
- 5) Performance Evaluation schedule

2. Program Reports

3. Staff Retreat Dec 4, 1992

4. Workshops and HIT Tables schedules

5. Training Schedule for FY 92/93

- a. Requirement for all staff
- b. Trainees assignments
- c. Training Routine

6. Coordination of events and activities between BAHSES WEST and EAST

7. Steamworks Scheduling

512005/522005



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BAHSES MEMORANDUM



BAHSES
TO SERVE OUR COMMUNITIES

January 8, 1993

TO: All Education Personnel

FR: Lee Y. Woo

RE: MONTHLY MEETING

The Regional Education Department meeting is scheduled for January 27, 1993 6:00 - 8:00 pm. at the BAHSES office. If you are unable to attend, please let me know immediately.

cc: Mike Brunetti
Dakota Scott-Hoffman

512005/522005



BAY AREA HIV SUPPORT AND EDUCATION SERVICES
A PROJECT OF BLACK AND WHITE MEN TOGETHER/MEN OF ALL COLORS TOGETHER