

Mentor Program Advisory Committee (MPAC)

Committee Purpose:

Meeting activities include planning future mentor meetings, sharing local agency concerns with SSIS, discussing trainings at the meetings, and gathering suggestions for future mentor meetings from regional meetings and staff. The advisory committee consists of 15 -20 mentors representing different sized County and Tribal agencies. Meetings with the Mentor Program Coordinator are conducted by phone or by iLinc with a toll free number available at no cost to the members.

Advisory Committee Members' Role:

Designated agency mentors interested in the Worker Mentor Program's development and are willing to participate in regular hour long teleconference meetings. They:

- Obtain agenda topics, questions or concerns from county coordinators and mentors in their region by forwarding MPAC agenda within the one week period prior to the MPAC meeting.
- Attend MPAC teleconferences and participate in feedback and brainstorming sessions.
- Participate in post-mentor meeting evaluation and feedback time.
- Discuss training needs and users' struggles following version releases.

SSIS Worker Mentor Coordinator's Role: Lisa Litchfield

- Schedules regular one hour meetings.
- Sends out agenda to MPAC representatives one week before every meeting. Members then send this email out to their regional mentors for feedback to be brought to the meeting
- Meets with the SSIS Director to identify issues that may need discussion at the MPAC meeting
- Attends pilot calls of new versions to determine if there are issues that need to be discussed at the next mentor meeting
- Sends finalized meeting minutes to MPAC members for their information and for them to forward to their regional mentors.

Meeting Goals:

- Identify mentor concerns and areas of needed support.
- Develop the next mentor meeting agenda.
- Discuss topics and handouts for the next mentor meeting.
- Support each member in his/her job as well as the mentors in their regions.
- Support new mentors as they are identified.