



TRAINING COMMITTEE MEETING MINUTES November 4, 2009

Members present:

Judy Cunio (via phone); Patrick Featherstone; Terry Haydon; Angela Munkers; Dayle Niemie; Deborah Schwartz; and Michael Volpe

Members absent:

Mary Wood

Others present:

Jenny Cokeley; Loyce Edwards; Aileen Kaye; Mark King; Heidi Kyle; and Glenna Niemie

Staff present:

Leslie Houston; Nancy Janes; and Cheryl Miller

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:02 p.m. by Dayle Niemie.

INTRODUCTIONS

Each attendee introduced himself/herself.

AGENDA

The agenda was accepted with no additional topics.

APPROVAL OF MINUTES

Minutes of the September 30 meeting were reviewed. **Motion** was made by Michael Volpe and **seconded** by Terry Haydon to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

- September Training Report
 - 52 classes held.
 - No classes cancelled.
 - 886 attended trainings.
 - 716 HCWs
 - 38 Adult Foster Care
 - 132 Guests/Consumers
 - 17 average attendance per class.
- October Training Report
 - 67 classes held.
 - No classes cancelled.

- 846 attended trainings.
- 12.63 average attendance per class.
- 4,042 unduplicated workers have been trained to date.
- 1,618 classes held to date.
- 23,281 total attendance to date.

Terry Haydon asked why the Diabetes class has not been held for some time. Leslie Houston answered that the trainer is no longer working for us. Leslie indicated that she would like to find a new trainer; however, the trainer must be certified to do it. Jenny Cokeley suggested partnering with local area hospitals. Leslie indicated that it would be a good idea; however, the training needs to be uniform throughout the State. Hospitals may not be able to accommodate the current outline and training materials for the class. It is much easier to have one or two individuals who go throughout the State.

Leslie Houston presented the quarterly report on class activity from July through September. *Preventing Disease Transmission* had higher attendance than *Stress Management and Relaxation Techniques* this quarter.

Terry Haydon made a suggestion that H1N1 flu information be added to the *Preventing Disease Transmission* classes. Leslie Houston indicated that the class already covers all the basic things for flu prevention. The Oregon Home Care Commission (OHCC) has purchased additional brochures about hand washing and flu basics for trainers to have available for homecare workers during class.

Leslie Houston also presented the quarterly report on the class evaluations. She is not reporting all classes any longer, but reports on the specialty classes such as *Blindness and Low Vision* and *Dementia and Alzheimer's* and new classes such as *Respiratory Care* and *Substance Abuse Awareness*.

Leslie Houston reported that the *Heart Healthy* class has been taught twice. The participant packet is being revised. Extra copies of the current participant packet were available to the Committee.

Deborah Schwartz wanted to know if there was any progress on the class regarding the roles between case manager, homecare worker, and consumer. Leslie Houston indicated that she has not had the time to develop the class any further.

Leslie Houston reported that she is still in the process of developing new trainings based upon the material she received from Southwest Oregon Community College. Modules were received on urinary tract infections, constipation, cancer, and living with Chronic Obstructive Pulmonary Disease which she would like to develop into one or more classes. Leslie also received a course on medications which she is currently trying to develop into a class for homecare workers. Leslie indicated that the name should not be Medication Management or Medication Monitoring since homecare workers are not licensed healthcare professionals. Leslie asked the Committee for suggestions on a name. Jenny Cokeley suggested that the title have the word "organization" in it.

Leslie Houston indicated that the OHCC needs to update the presentations for homecare worker orientations given by local offices to include a live-in provider section. Terry Haydon and Dayle Niemie indicated that they would like to be part of the sub-committee responsible for creating it. Cheryl Miller asked if there were any more volunteers from the Committee to be part of this sub-committee.

STEPS REPORT

Cheryl Miller presented:

- September Statistical Report
 - 47 first time consumers were trained.
 - 5 workshops were held.
 - No workshops were cancelled.
 - 8 first time representatives were trained.
 - 55 first time new participants were trained.
- Project to Date Statistical Report (March 2007-September 2009)
 - 1,806 first time participants have been trained.
 - 1,553 first time client-employed providers have been trained.
- STEPS Activities
 - The Committee was encouraged to read some of the highlights of this report.

Cheryl Miller reported on the activity since the last Committee meeting.

- The OHCC is waiting for the exception to be approved in order to hire a new Registry and Referral System/STEPS Coordinator.
- Cheryl has met with all the CIL directors.
- A conference call is scheduled with all the trainers on November 10, 2009. In preparation for this meeting, the OHCC sent out an informational packet about the Commission to all the trainers and a *Ready Book* to lead trainers.
- Cheryl is discussing plans for a pilot project in Tillamook County to include training and distribution of the *Ready Book* to consumers.

Cheryl Miller indicated that information about H1N1 has been or soon will be distributed to all CIL directors and trainers to share with consumers in each area. The OHCC website has been updated with current information regarding the H1N1 flu.

Dayle Niemie wanted clarification about the RRS/STEPS Coordinator position. Cheryl Miller explained to him that the RRS Manager and the STEPS Coordinator positions were very similar. Since Wendy Sampels retired, we have a vacancy to fill that position. This enables the OHCC to have one person manage both of these vital roles. Cheryl indicated that she would like to have the CILs involved in the process of hiring this individual. Dayle would like to be kept informed of any progress.

ADDITIONAL TOPIC OF INTEREST

Cheryl Miller reported that she received a phone call from Tina Kitchin, SPD Medical Director, regarding a grant proposal to assist homecare workers to quit smoking. Tina asked Cheryl if the OHCC would be interested; however, she did not have enough information on which the Committee could make a decision. As Cheryl receives more information she will report it to the Committee.

ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is December 2, 2009, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
- Training Summary Report
- Home Care Commission Training Evaluations—July-Sept 2009
- Helping Caregivers Fight Fraud & Abuse Grants Pass 9/09/2009 Evaluation Summary
- SILC STEPS Project Report to Home Care Commission, November 2009
- STEPS Consumer/Employer Training Statistical Report, September 2009
- STEPS Consumer/Employer Training Statistical Report, Project to Date – September 2009