



## TRAINING COMMITTEE MEETING MINUTES

May 6, 2009

*Members present:*

Sharon Ely, Patrick Featherstone, Terry Haydon, Angela Munkers, Dayle Niemie, Deborah Schwartz, Mary Wood

*Members absent:*

Michael Volpe

*Others present:*

Joan Claypool, Jenny Cokeley, Aileen Kaye, May Martin, Glenna Niemie

*Staff present:*

Yvonne Fleming, Leslie Houston, Cheryl Sanders

### **MEETING CALLED TO ORDER**

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:05 pm by Dayle Niemie.

### **INTRODUCTIONS**

Each attendee introduced himself/herself.

### **AGENDA**

The agenda was accepted with no additional topics.

### **APPROVAL OF MINUTES**

Minutes of the April 1 meeting were reviewed. Mary Wood made a **motion** to accept the minutes as written. **Seconded** by Terry Haydon. **Approved.**

### **TRAINING REPORT**

Leslie Houston reported:

- 55 training classes were held in April.
- 1 class was canceled.
- Average class attendance was 18.1.
- Total attendance in April was 996.
- 3,465 unduplicated HCWs have been trained to date.

Aileen Kaye presented evaluations for the Fraud and Abuse classes held in Hillsboro on March 26 and Roseburg on April 29. Attendance at these classes was good.

Leslie Houston presented a RRS training report and stated that during April, 141 HCWs participated in two-hour trainings.

### ***STEPS UPDATE***

Joan Claypool reported:

- 50 new participants were trained in February with a total of 1,293 trained since the project started.
- 74 total events were held in February with a total of 2,389 events held since the project started.
- Joan presented a chart showing the number of participants trained each month since March 2007.
- Continue to have low referral rates in Marion, Polk, Yamhill, and Lincoln Counties.
- The STEPS Advisory Committee met on April 22:
  - "STEPS" will be used as the brand name for the project.
  - The language "gift card" is acceptable to use in marketing.
  - Scripts were outlined for use in phone conversations and/or presentations to groups.
- Joan visited HASL and UVDN in April.
- CCTV taping has been shown in Marion County. It will be given to the CILs to share in their local service areas.

### ***HEMOCARE WORKER PEER MENTORING UPDATE***

Leslie Houston reported:

- Peer mentors have two outreach events planned in May.
- The Advisory Committee will meet this month. Will discuss with PCC whether they can continue the peer mentor program. Leslie then asked for Committee member input on continuation of the program. Deborah Schwartz stated that there has been some challenges in regards to what role the peer mentors are to play, what their professional boundary issues are, job description, etc. Deborah would like to see the program monitored more before making a decision as to whether to continue it.

### ***PVAC (PREVENTING VIOLENCE AGAINST CAREGIVERS) UPDATE***

Leslie Houston reported that several PVAC focus groups have been held. Some of these focus groups are being held following training classes which is working well. Phase II will include one-on-one interviews.

***ECONOMIC RECOVERY TRAINING OPPORTUNITIES***

Cheryl Sanders stated that Karla Spence could not be in attendance to speak on the training opportunities available through the Economic Stimulus Package. SEIU is determining whether they want to apply for funds that will become available through a grant and wanted to know if the Training Committee could brainstorm ideas on how/where we could use some of these dollars. The Training Committee decided that not enough specifics/details were available to make any recommendation at this time. More information may be available at the next meeting.

***VOUCHERS AND TASK LISTS***

Jenny Cokeley reviewed the HCW "Task List" and "Payment Voucher" for the Committee. To clear up some confusion, Jenny stated that the Task List that is on the Forms Server is generic and lists all of the tasks that could be done by a HCW, but the one that is in Oregon Access is specific to a consumer and is based on SPD's assessment. During the discussion, it was brought out that some HCWs are receiving the "Service Plan" in place of the Task List. Leslie Houston asked if the HCW should receive the Task List and Service Plan. Response from Jenny Cokeley: Task List.

A Payment Voucher is created for the HCW from the Service Plan which lists the total number of hours allotted for different tasks. Explanations of the different tasks are included with the voucher to help the HCW in determining which category their work falls into that they perform for their consumer.

***OTHER***

Leslie Houston presented two class handouts that had been made into booklets: Taking Responsibility in Personal Safety and Keeping It Professional.

***ADJOURNMENT***

The meeting adjourned at 2:26 p.m.

***NEXT MEETING***

The next Training Committee meeting is June 3, 2009, at 1:00 pm. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
- Home Care Commission Training Evaluations, January – March 2009
- Training Summary Report, January – March 2009
- Helping Caregivers Fight Fraud & Abuse, Hillsboro, March 26, 2009, Attendee Evaluation Summary
- Helping Caregivers Fight Fraud & Abuse, Roseburg, April 29, 2009, Attendee Evaluation Summary
- Registry Trainings April 2009
- SILC STEPS Project Report to Home Care Commission, May 2009
- STEPS Consumer/Employer Training Statistical Report, February 2009
- STEPS Consumer/Employer Training Statistical Report, Project to Date – February 2009
- New STEPS Participants Trained chart
- Task List (SDS598N)
- Payment Voucher
- Handbook: Keeping It Professional
- Handbook: Taking Responsibility in Personal Safety