



## **TRAINING COMMITTEE MEETING MINUTES**

August 5, 2009

*Members present:*

Sharon Ely, Patrick Featherstone, Terry Haydon, Angela Munkers, Dayle Niemie, Deborah Schwartz, Michael Volpe

*Members absent:*

Mary Wood

*Others present:*

Joan Claypool, Jenny Cokeley, Judy Cunio, Lyra Hall, Aileen Kaye, Helen Moss, Glenna Niemie, Carol Simonds, Tina Treasure

*Staff present:*

Yvonne Fleming, Leslie Houston, Kelly Rosenau, 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 May 6 meeting were reviewed. **Motion** was made and **seconded** to accept the minutes as written. **Approved.**

### ***TRAINING REPORT***

Leslie Houston:

- Reported on the number of training classes held: May – 54, June – 60, and July – 56. Average attendance per class: May - 17.6, June - 14.8, and July - 15.4.
- Reported that to date, 3,746 unduplicated HCWs have been trained.
- Presented a quarterly and year-to-date Training Summary Report. Year-to-date totals for 07/01/08 – 06/30/09:
  - 566 training classes were held.

- 9,569 individuals attended classes.
- 17 was the average attendance per class.
- 9 classes were cancelled.
- Presented other year-to-date statistics (07/01/08 – 06/30/09):
  - Attendance in training classes by type:
    - Homecare worker – 8,731 (91.24%)
    - Consumer – 60 (.63%)
    - Adult Foster Care – 436 (4.55%)
    - Guests/other – 300 (3.14%)
    - Staff – 42 (.44%)
  - Trainings were held in 42 different cities/towns. Highest average attendance (without “mega-classes”) was in Portland at 25 and the lowest in John Day at 4.5.
  - 101 Professional Development awards have been given out to HCWs as of July 2009.
- Presented training evaluations for five training classes.
- Is preparing a training on heart health based on three heart-related training classes developed by graduating nursing students at Southwest Oregon Community College.

Leslie Houston reported that the Commission still does not have final budget figures for the Training program for the 2009-2011 biennium. Leslie asked the Committee for suggestions as to where cuts could be made if they were needed. Suggestions/comments made:

- Distribute less printed materials in the training classes.
- Reduce the number of training newsletters mailed out. Could the newsletters be sent via e-mail? Could the newsletters be sent out every other month?
- Reduce the amount of food and type of food ordered for the trainings. Food is more costly than conference room rental. “No show” HCWs at trainings are also costly to the budget.
- Identify other places to hold trainings.
- Charge others (non-HCWs) to attend the training classes.
- A call survey made by a SEIU member/HCW revealed that 250 HCWs stated that they are willing to give up the food and receive a lower stipend in order to maintain the number/selection of training classes that are presently offered.
- Do not pay for CPR/First Aid training classes for HCWs who are

repeated "no shows" in other training classes.

- "No shows" could be listed as such on the Registry.
- Cut trainings in areas that don't draw as many people; however, in some areas, maybe all of the HCWs who are in that area are showing up.
- If we eliminate the food, we might want to change the times of the trainings because some are held around meal times.
- Don't provide full meals, just snacks.
- Call repeat "no show" offenders.
- Offer trainings on VCON, DVD, and/or online.
- Form a subcommittee to discuss the reduction issue.
- Eliminating the food from the trainings would greatly reduce the staff time spent in ordering and confirming catering orders.
- In some classes, 50 percent of those registered do not show up for the class and do not call in to say that they are not coming.
- There is an approximate 33% average "no show" rate at the training classes.
- Has an analysis been done of the "no shows?" How many HCWs are repeat "no shows"?
- What is the actual cost of "no shows" in relation to other training costs?
- Is there a "disincentive" for "no shows"?
- Would an employer want to hire a HCW who is a consistent "no show" at trainings?
- If a HCW is a "no show" at one class, recommend that they not receive a stipend at the next training.
- Offer another incentive for HCWs to show up at trainings rather than cutting a benefit.

### ***STEPS UPDATE***

Joan Claypool distributed several reports including project marketing and partner support from the CILs; June Statistics (92 first time new participants were trained in June); Project to Date Statistics; new STEPS map; STEPS Eligibles Trained July 08 thru June 09 by county, and a chart showing New STEPS Participants Trained in 2007, 2008, and 2009. Joan recently visited CILs in Ontario and John Day.

Tina Treasure, Executive Director, SILC presented a proposal to the

Commission to continue the STEPS program in the next biennium. She presented budget proposals showing a 12% and 20% reduction in cost to deliver the STEPS program over a period of one year. Total projected cost to operate the program at current levels from July 2008 through June 2009 was estimated at \$531,255. A 12% reduction would cost \$468,446; a 20% reduction would cost \$425,860. Calculations were based on 1) training 800 consumers, 2) allowing three hours of training and travel, and 3) indirect costs including administration. Tina stated that the integrity of the STEPS program was also taken into consideration when projecting the budget. SILC would rather see the program not continue than to see demise in the program. SILC does not want to offer a program where the consumer doesn't get the same services as they are presently getting. They do not want to change the program dramatically. Prior to preparing the proposal, SILC discussed possible changes in the program with the CILs, STEPS trainers, field directors, case managers, consumers, and others. Several Commissioners at the meeting reiterated their support for a consumer training program as none existed when they were in need of services.

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

Leslie Houston reported that all focus groups with HCWs have finished gathering information. Focus groups are being set up with staff in local offices in the same areas where HCWs were involved. Focus groups will also be set up with consumers.

### ***WORKPLACE HAZARDS GRANT***

Leslie Houston reported that Ryan Olson of CROET wrote a grant to study workplace hazards for lone workers. The grant has been awarded funds to research the issue. SEIU will recruit some HCWs from a couple of trainings to discuss hazards that exist in their workplace.

### ***FEDERAL STIMULUS GRANT***

Leslie Houston reported that Karla Spence is organizing a group of people to see if Oregon could apply for some federal stimulus healthcare worker funds to aid in creating worker training, green jobs, etc.

### ***PEER MENTOR PROGRAM***

The peer mentor group will present a final report at the September Training and Commission meetings. The peer mentor program will not be funded in the next biennium.

**ADJOURNMENT**

The meeting adjourned at 3:45 p.m.

**NEXT MEETING**

The next Training Committee meeting is September 2, at 1:00 pm. The location is 676 Church Street NE, Salem, Oregon.

## Handouts:

- Agenda
- Meeting Minutes of May 6, 2009
- Home Care Commission Training Report – May, June, July 2009
- Training Summary Report, Quarter 04/0/09 – 06/30/09 and Year to Date 07/01/08 – 06/30/09
- Training Statistics, 07/01/08 – 06/30/09
- Home Care Commission Training Evaluations, April – June 2009
- SILC STEPS Project Report to Home Care Commission, August 2009
- STEPS: Consumer/Employer Training Statistical Report, June 2009
- STEPS: Consumer/Employer Training Statistical Report, Project to Date – June 30, 2009
- New STEPS Participants Trained – 2007, 2008, 2009
- STEPS map
- STEPS Eligibles Trained July 08 thru June 09
- STEPS Proposals – 12 Month Figures for Comparison
- Helping Caregivers Fight Fraud & Abuse, Attendee Evaluation Summary