



TRAINING COMMITTEE MEETING MINUTES

September 2, 2009

<i>Members present:</i>	Sharon Ely, Terry Haydon, Angela Munkers, Dayle Niemie (via phone), Deborah Schwartz, Michael Volpe, Mary Wood (via phone)
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Jan Abushakrah, Joan Claypool, Judy Cunio (via phone), Loyce Edwards, Aileen Kaye, Tina Parrott
<i>Staff present:</i>	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 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 August 5 meeting were reviewed. **Motion** was made by Sharon Ely and **seconded** by Terry Haydon to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

- 55 training classes were held in August.
- One training class was cancelled in Baker City due to low registration.
- New class titled "Heart Healthy" based upon materials from Southwest Oregon Community College begins in October.
- "Helping Caregivers Fight Fraud & Abuse" classes were held in Klamath Falls and Coos Bay.
- 3,852 unduplicated workers have been trained to date.

CPR/FIRST AID REPORT

Kelly Rosenau reported:

- May 5, 2006-June 30, 2007
 - Processed 115 requests
 - Classes taken: 72
 - Expired referrals: 43
 - Total paid for classes: \$2,737
 - Average class cost: \$38
 - Number of re-certifications: 0
- July 1, 2007-June 30, 2008
 - Processed 237 requests
 - Classes taken: 102
 - Expired referrals: 135
 - Total paid for classes: \$3,994
 - Average class cost: \$39
 - Number of re-certifications: 5
- July 1, 2008-June 30, 2009
 - Processed 386 requests
 - Classes taken: 209
 - Expired referrals: 150
 - Total Paid for classes: \$7,635
 - Average class cost: \$36
 - Number of re-certifications: 23

STEPS UPDATE

Joan Claypool reported that there were 71 new consumers trained in July.

Joan reminded the Training Committee about the meeting to bring STEPS into the Oregon Home Care Commission. Cheryl Sanders stated that due to the budget cuts, the Commission is concerned that the STEPS program would have several services cut. By bringing the program into the Oregon Home Care Commission, there will be fewer program cuts. The plan is to have this transition process completed by October 1, 2009. Joan Claypool informed the Committee that the STEPS budget and the CIL contracts would be ready soon.

PEER MENTOR PROGRAM FINAL REPORT

Jan Abushakrah reported:

- Everything that was learned during the two year program, including the procedures, will be saved to CD-ROMs in case this program is resurrected in the future.
- Goals for the peer mentor program:
 - Professional development for the workers serving as mentors.
 - Increase HCWs trained by the Oregon Home Care Commission.
 - Assist HCWs with the Registry & Referral System.
 - Decrease HCW turnover resulting from isolation, lack of guidance, and frustrations with paperwork.
- Created a telephone survey for HCWs to rate how the peer mentor program helped them in their jobs.
 - HCWs and employers were assisted during this program.
 - HCWs indicated that peer mentors are needed for this type of work.
- Suggested a more effective use of peer mentors in the future.
 - Speakers of languages other than English
 - Rural areas
- Suggested that the OHCC build some leadership trainings into the curriculum (including coaching) and form support groups in each area.

The Committee thanked Jan Abushakrah, Tina Parrott, and Mary Ann Shaw for creating and implementing this program.

FEDERAL STIMULUS GRANT

Suanne Jackson, Trainer, Portland Community College, and Diana White, Portland State University, presented a proposal to the Committee to join a partnership that they are forming to submit a grant application to the Department of Labor Employment and Training Administration (ETA) (funding through the American Recovery & Reinvestment Act 2009). The goal of the partnership would be to extend the successful Jobs to Careers (JTC) training curriculum in assisted living to direct care workers in other community-based care settings (in-home care, adult foster care providers, supported living, and group homes). Diane White and Suanne Jackson feel that this program will enhance the training and skill level of the in-home workforce; increase professionalism of the home care

workforce; improve quality of care for older disabled employers; and increase the direct care worker's pool to meet the current and future needs for this workforce.

Leslie Houston explained to the Committee that this program would give HCWs another level of professionalism. It is designed to measure the competencies of HCWs who have taken the trainings provided.

Deborah Schwartz made a **motion** to recommend participation in this proposal to be brought to the Commission. Terry Haydon **seconded** the motion. Dayle Niemie took the vote of the Committee:

- Sharon Ely **Abstained**, but changed to **Yes**.
- Terry Haydon voted **Yes**.
- Angela Munkers voted **Yes**.
- Dayle Niemie **Abstained**.
- Deborah Schwartz voted **Yes**.
- Michael Volpe **Abstained**, but changed to **Yes**.

The **motion** was carried to present this grant proposal to the Commission.

ADJOURNMENT

The meeting adjourned at 2:45 p.m.

NEXT MEETING

The next Training Committee meeting is September 30, 2009, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
- Home Care Commission Training "Helping Caregivers Fight Fraud & Abuse" Evaluations; Coos Bay, August 8, 2009; and Klamath Falls, August 19, 2009
- CPR & First Aid Report, September 2009
- SILC STEPS Project Report to Home Care Commission, September 2009
- STEPS Consumer/Employer Training Statistical Report, July 2009
- STEPS Consumer/Employer Training Statistical Report, Project to Date – July 2009

- New STEPS Participants Trained chart
- "Oregon Homecare Commission and Portland Community College" "Homecare Worker Peer Mentor Program," "Year 2: July 1 ,2008 through June 30, 2009," "Final Report"
- "Department of Labor Employment and Training Administration (ETA)" "American Recovery & Reinvestment Act 2009," "Health Care Sector and Other High Growth & Emerging Industries," Grant Application Proposal