



**Personal Support Worker Training Committee**

**Meeting Summary**

Monday, February 22, 2017

9:00 AM to 10:30 AM

676 Church Street NE, Salem, OR 97301

<b>Attendance Roster</b>	<b>In-Person/By Phone</b>
Rebecca Hill	In Person
Kelsey Weigel	In Person
Roberta Lilly	In Person
Joanna Gould	In Person
Kelly Rosenau	In Person
Josh Mellon	In Person
Roxanne McAnally	In Person
Matt Crandall	In Person
Rachel Hansen	In Person
Angela Dionne	In Person

<b>Agenda Item</b>	<b>Presenter/Facilitator</b>
Introductions	Matt Crandall
Review/Approve Meeting Agenda	Matt Crandall
Review/Approve Meeting Minutes	Matt Crandall
Chair Position – PSW Training Committee *Agenda item added at beginning of meeting	Roberta Lilly
PSW Training Report Update	Roberta Lilly
Competencies	Roxanne McAnally
Goals	Roberta Lilly
Newsletter Review – PSW Related	Roberta Lilly/Matt Crandall
Adjournment	All

**Decisions from today's meeting**

- 1) Matt will schedule a teleconference mini workgroup to discuss “Enhanced Certification Renewal Plan Options”; this topic will also be added to the March PSW Training Committee agenda.
- 2) The PSW Training Committee has been without a chair since September 2016. Rebecca Hill was nominated as new chair and approved by consensus. This recommendation will be brought to the DD/MH Committee. If approved, the DD/MH Committee will make a motion for the Oregon Home Care Commission to consider in March 2017.
- 3) Goals –Reviewed Competencies and class summary;
  - \* Identify which classes are a priority to translate, consider certifications as a priority.
  - \* Matrix of Class Choices and Revision Dates was shared; Priority revisions are underway for PDC classes.
  - \* Committee members are asked to contact Roberta if they would like to see specific class material updated.
  - \* “Family as Paid Support” has been approved as a new class; in-depth details will be shared at March committee meeting.
- 4) Newsletter Review –There is no longer a separate PSW Newsletter; all information will be put in to the main OHCC newsletter. PSW training committee may want to see information shared in the newsletter; please bring ideas forward. This will be discussed further at the next meeting. (An inspirational quote was offered as one idea.)

**Assignment Tracker**

<i>Topic</i>	<i>Owner</i>	<i>Assigned Date</i>	<i>Due Date</i>
Schedule of class curriculum changes and notification of new classes being developed and offered.	Roberta Lilly	1/25/17	Ongoing
Provide certifications report at each meeting.	Matt Crandall	1/25/17	Ongoing
Research how to obtain data regarding number of those attending orientations.	Roberta Lilly	1/25/17	3/22/17
Classroom evaluation document update.	Matt Crandall	1/25/17	4/26/17
Provide enhanced certification renewal plan options (formulate workgroup). Schedule workgroup teleconference for enhanced certification renewal plan options.	Roberta Lilly, Matt Crandall	1/25/17	3/22/17
Submit recommendation to commission meeting (if Rebecca Hill is approved by DD/MH Committee to be chair of PSW Training Committee)	Ray Miller	2/22/17	3/22/17

***Future Agenda Topics***

- 1) Region Data – GIS Data
- 2) Enhanced Certification Renewal Plan Options
- 3) Core Competencies/Revision Dates
- 4) Newsletter Review/PSW Input from committee members

***Completed Items***

- 1) Send PDC assessment calendar to Diana Lobo. (Matt)
- 2) Include a legend on reports – describe acronyms, whether numbers represent active/inactive/duplicated, etc. (Sue/Roberta)