



TRAINING COMMITTEE MEETING MINUTES December 2, 2009

<i>Members present:</i>	Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi
<i>Staff present:</i>	Leslie Houston; Nancy Janes; Cheryl Miller; and Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 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 November 4, 2009 meeting were reviewed. **Motion** was made by Mary Wood and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

- The report's format has changed to display class trends in trainings between July 2009 and November 2009
- 60 classes were held in November
- 0 classes were cancelled in November
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- Leslie has created a rough draft for the live-in orientation. She met with Cheryl Miller and Jenny Cokeley to review procedures in the rough draft. Leslie asked for subcommittee volunteers to develop the live-in orientation. Subcommittee members are Beckie Capoferri, Jenny Cokeley, Loyce Edwards, Lyra Hall, Terry Haydon, Angela Munkers, Dayle Niemie, Deborah Schwartz, and another HCW to be named.

STEPS REPORT

Dayle Niemie reported that on November 23, 2009 he met with HASL Executive Director, Randy Samuelson, who described his vision for the Brookings area Independent Living programs. Dayle will give Cheryl Miller a full report to present to the Commission. Cheryl reminded the Committee that SCILS, which serviced Curry and Coos Counties, does not exist any longer and that HASL has volunteered to cover the area.

Cheryl Miller reported October's consumer training statistics:

- 12 first time participants in workshops
- 34 first time One-on-One participants
- 46 total first time participants
- 3 workshops held
- 0 workshops cancelled

- 39 Client-Employed Provider participants
- 6 Oregon Project Independence participants
- 1 State Plan Personal Care participant

Cheryl Miller reported consumer training statistics since March 2007:

- 756 first time participants in workshops
- 1,087 first time One-on-One participants
- 9 first time participants in Guide-on-the-Side
- 1,852 total first time participants
- 1,592 Client-Employed Provider participants
- 164 Oregon Project Independence participants
- 82 State Plan Personal Care participants
- 14 Spousal Pay participants

Cheryl Miller presented the STEPS Report. Cheryl noted that the format was changed to give the Committee/Commission a better picture of what the CILs are doing. Cheryl briefly reported some highlights in the report.

Cheryl Miller stated that the next conference call meeting is scheduled for December 8, 2009. Kelly Rosenau, Workers' Compensation Coordinator, will attend to explain the workers' compensation claims process to the trainers.

Cheryl Miller reported on the *Ready Book* consumer training pilot project in Tillamook County. She reported that Jennifer High, lead trainer for UVDN, has volunteered to be in the training plan workgroup.

Judy Cunio asked Cheryl Miller if a RRS/STEPS Coordinator had been hired yet. Cheryl replied that as soon as the hiring freeze is lifted, this position, as well as the Training Support staff, will hopefully be filled.

Cheryl Miller reported the STEPS website changes. Phone numbers and links have been corrected and a current map added. Currently the CILs and OHCC staff are working together to update the *Frequently Asked Questions*.

Michael Volpe asked Cheryl Miller what is meant by "remedial efforts"

mentioned during a report from a previous meeting. Cheryl responded that this is a direct quote from one of the trainers. CILs are reporting to the OHCC that the majority of the referrals they receive from case managers are for consumers who are having problems. CILs would prefer to receive referrals before problems arise.

Cheryl Miller reported that OHCC staff is involving the CILS in every aspect of the OHCC. The executive directors and trainers have been given an overview of the OHCC, updates on hiring a new RRS/STEPS Coordinator, and have been invited to participate in Committee and Commission meetings. Cheryl reported that there has been positive feedback from the CILs about the open door policy.

Dayle Niemie commented that it would be valuable if case managers mentioned the STEPS program to consumers during reassessments. He stated that when consumers are given initial approval for services, they are given so much information, it is overwhelming. Michael Volpe concurred with Dayle.

PREVENTING VIOLENCE AGAINST CAREGIVERS (PVAC) REPORT

Lindsay Nakaishi, Oregon Health and Science University, disseminated the PVAC Project Update report to the Committee. She reported that OHSU is partnered with Johns Hopkins University in Baltimore on this project. This group is working to define the problem of what is workplace violence and to discover how many HCWs experience physical, sexual, emotional, or financial violence in the workplace.

Lindsay Nakaishi reported that the project has completed its meetings with HCWs and local office staff. Lindsay indicated that all interviews/focus group discussions were recorded and are transcribed for review. Lindsay explained the first page of the PVAC report:

- Homecare Workers
 - 83 female HCW participants
 - 6 focus group meeting throughout the state.
- Case Managers, HCW clerks, and other staff
 - 99 staff participants
 - 12 focus groups

Lindsay Nakaishi explained that prior to the start of either the HCW or staff focus groups, all participants were asked to complete a questionnaire. Lindsay pointed out that staff responses were much different than the HCWs' responses. Lindsay believes that staff is exposed to more knowledge of violence toward HCWs over their careers; therefore, they see a much higher rate of violence reported than in the HCWs' responses, who are only reporting their own experiences.

Lindsay Nakaishi reported that the next step is to interview consumer/employers. Her group is currently writing up protocol and interview questions for the consumer/employers. She hopes that the statewide interviews will begin in December or January. When the group is ready to conduct the interviews, they will provide contact information to the OHCC. Lindsay indicated that once the consumer/employer interviews are complete, data from all focus groups will be used to develop a survey. The survey will be sent out to HCWs in order to develop a better picture of the issue. The ultimate goal of this process is to develop a useful training to empower HCWs to not be victims of workplace violence.

Michael Volpe asked if prior to the interview, individuals were self-selected. Lindsay Nakaishi answered that the interviewees were self-selected which does create biased results. Leslie Houston stated that this project was promoted in the Training Newsletter for three months with Helen Moss's phone number to call if anyone was interested. The number of phone calls in any location decided where the focus groups would meet. Once the locations were scheduled, a flyer was created for HCWs in each area and were available for HCWs to pick up at trainings held in the focus group city for a month prior to the meeting.

Leslie Houston reported that Lyla Swafford is a member of the advisory group for this study. Leslie indicated that Lyla believes it would be good for Commissioners to participate, and Leslie asked the Commissioners to let her or Cheryl Miller know if they would like to participate. Leslie informed the Committee that consumer interviews would be one-on-one, not in focus groups. Leslie asked the Committee to start letting consumers know that the interview process will begin soon. Judy Cunio, Michael Volpe, and Dayle Niemie volunteered to be interviewed.

The Committee discussed current workplace safety policy. Terry Haydon stressed that these policies must be consistently followed statewide. Mary Wood suggested that it would be good to create training for consumers about workplace violence (primarily sexual harassment) through the STEPS program. Questions were raised about why HCWs are unwilling to report workplace violence; however, there was no resolution.

The following are some poignant comments made by Judy Cunio regarding the subject of workplace violence:

- "I felt for years that where do you draw the line? Where the workers have to be so careful about not abusing the client, but yet they can't even defend themselves? No amount of money is worth getting beat up and not being able to do anything about it. We have been taught. We've been doing trainings on abuse of the client. I always say that it works both ways, so where do we draw the line?"
- "I'm not making any excuses either way. . . . I used to say, 'Why do I have to get mad to get what I need?' That's because sometimes that's the only way you can communicate. I'm not saying I was right, but you get so frustrated. Communication plays an important part. I've learned the hard way. I'm not saying, 'Oh yeah I was right;' I wasn't right but what can you do?"

Michael Volpe asked Lindsay Nakaishi if the study has a uniform definition of abuse. Lindsay responded that the definition is "If the HCW felt violated." Michael said, "The reason I ask is that the relationship between the HCW and the consumer is a rather close one as you are well aware. Inevitably there are going to be disagreements and perhaps raised tones of voice, and I think that can be interpreted as abuse by either party. Perhaps that would not really constitute abuse as we are talking about it right now. I just think that coming up with a definition of abuse is going to be difficult, but is also going to be difficult to come up with any valuable information if something has not been done to try to get clarity to what abuse is."

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directed only to female HCWs; will future surveys be directed toward the same. Lindsay responded that the grant is written to focus only on female HCWs and that it is written only in English. Terry commented that the focus will need to expand beyond female, English speaking HCWs.

ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is January 6, 2010, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
- Training Summary Report
- Helping Caregivers Fight Fraud & Abuse Redmond 10/27/2009 and Astoria 11/12/2009 Evaluation Summaries
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ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is January 6, 2010, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
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TRAINING COMMITTEE MEETING MINUTES December 2, 2009

<i>Members present:</i>	Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi
<i>Staff present:</i>	Leslie Houston; Nancy Janes; Cheryl Miller; and Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 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 November 4, 2009 meeting were reviewed. **Motion** was made by Mary Wood and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

- The report's format has changed to display class trends in trainings between July 2009 and November 2009
- 60 classes were held in November
- 0 classes were cancelled in November
- Average attendance per class during November was 14
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STEPS REPORT

Dayle Niemie reported that on November 23, 2009 he met with HASL Executive Director, Randy Samuelson, who described his vision for the Brookings area Independent Living programs. Dayle will give Cheryl Miller a full report to present to the Commission. Cheryl reminded the Committee that SCILS, which serviced Curry and Coos Counties, does not exist any longer and that HASL has volunteered to cover the area.

Cheryl Miller reported October's consumer training statistics:

- 12 first time participants in workshops
- 34 first time One-on-One participants
- 46 total first time participants
- 3 workshops held
- 0 workshops cancelled

- 39 Client-Employed Provider participants
- 6 Oregon Project Independence participants
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Cheryl Miller reported consumer training statistics since March 2007:

- 756 first time participants in workshops
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Cheryl Miller presented the STEPS Report. Cheryl noted that the format was changed to give the Committee/Commission a better picture of what the CILs are doing. Cheryl briefly reported some highlights in the report.

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Cheryl Miller reported on the *Ready Book* consumer training pilot project in Tillamook County. She reported that Jennifer High, lead trainer for UVDN, has volunteered to be in the training plan workgroup.

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Cheryl Miller reported the STEPS website changes. Phone numbers and links have been corrected and a current map added. Currently the CILs and OHCC staff are working together to update the *Frequently Asked Questions*.

Michael Volpe asked Cheryl Miller what is meant by "remedial efforts"

mentioned during a report from a previous meeting. Cheryl responded that this is a direct quote from one of the trainers. CILs are reporting to the OHCC that the majority of the referrals they receive from case managers are for consumers who are having problems. CILs would prefer to receive referrals before problems arise.

Cheryl Miller reported that OHCC staff is involving the CILS in every aspect of the OHCC. The executive directors and trainers have been given an overview of the OHCC, updates on hiring a new RRS/STEPS Coordinator, and have been invited to participate in Committee and Commission meetings. Cheryl reported that there has been positive feedback from the CILs about the open door policy.

Dayle Niemie commented that it would be valuable if case managers mentioned the STEPS program to consumers during reassessments. He stated that when consumers are given initial approval for services, they are given so much information, it is overwhelming. Michael Volpe concurred with Dayle.

PREVENTING VIOLENCE AGAINST CAREGIVERS (PVAC) REPORT

Lindsay Nakaishi, Oregon Health and Science University, disseminated the PVAC Project Update report to the Committee. She reported that OHSU is partnered with Johns Hopkins University in Baltimore on this project. This group is working to define the problem of what is workplace violence and to discover how many HCWs experience physical, sexual, emotional, or financial violence in the workplace.

Lindsay Nakaishi reported that the project has completed its meetings with HCWs and local office staff. Lindsay indicated that all interviews/focus group discussions were recorded and are transcribed for review. Lindsay explained the first page of the PVAC report:

- Homecare Workers
 - 83 female HCW participants
 - 6 focus group meeting throughout the state.
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 - 99 staff participants
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Lindsay Nakaishi explained that prior to the start of either the HCW or staff focus groups, all participants were asked to complete a questionnaire. Lindsay pointed out that staff responses were much different than the HCWs' responses. Lindsay believes that staff is exposed to more knowledge of violence toward HCWs over their careers; therefore, they see a much higher rate of violence reported than in the HCWs' responses, who are only reporting their own experiences.

Lindsay Nakaishi reported that the next step is to interview consumer/employers. Her group is currently writing up protocol and interview questions for the consumer/employers. She hopes that the statewide interviews will begin in December or January. When the group is ready to conduct the interviews, they will provide contact information to the OHCC. Lindsay indicated that once the consumer/employer interviews are complete, data from all focus groups will be used to develop a survey. The survey will be sent out to HCWs in order to develop a better picture of the issue. The ultimate goal of this process is to develop a useful training to empower HCWs to not be victims of workplace violence.

Michael Volpe asked if prior to the interview, individuals were self-selected. Lindsay Nakaishi answered that the interviewees were self-selected which does create biased results. Leslie Houston stated that this project was promoted in the Training Newsletter for three months with Helen Moss's phone number to call if anyone was interested. The number of phone calls in any location decided where the focus groups would meet. Once the locations were scheduled, a flyer was created for HCWs in each area and were available for HCWs to pick up at trainings held in the focus group city for a month prior to the meeting.

Leslie Houston reported that Lyla Swafford is a member of the advisory group for this study. Leslie indicated that Lyla believes it would be good for Commissioners to participate, and Leslie asked the Commissioners to let her or Cheryl Miller know if they would like to participate. Leslie informed the Committee that consumer interviews would be one-on-one, not in focus groups. Leslie asked the Committee to start letting consumers know that the interview process will begin soon. Judy Cunio, Michael Volpe, and Dayle Niemie volunteered to be interviewed.

The Committee discussed current workplace safety policy. Terry Haydon stressed that these policies must be consistently followed statewide. Mary Wood suggested that it would be good to create training for consumers about workplace violence (primarily sexual harassment) through the STEPS program. Questions were raised about why HCWs are unwilling to report workplace violence; however, there was no resolution.

The following are some poignant comments made by Judy Cunio regarding the subject of workplace violence:

- "I felt for years that where do you draw the line? Where the workers have to be so careful about not abusing the client, but yet they can't even defend themselves? No amount of money is worth getting beat up and not being able to do anything about it. We have been taught. We've been doing trainings on abuse of the client. I always say that it works both ways, so where do we draw the line?"
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ADJOURNMENT

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ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is January 6, 2010, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
- Training Summary Report
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TRAINING COMMITTEE MEETING MINUTES December 2, 2009

<i>Members present:</i>	Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi
<i>Staff present:</i>	Leslie Houston; Nancy Janes; Cheryl Miller; and Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 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 November 4, 2009 meeting were reviewed. **Motion** was made by Mary Wood and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

- The report's format has changed to display class trends in trainings between July 2009 and November 2009
- 60 classes were held in November
- 0 classes were cancelled in November
- Average attendance per class during November was 14
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STEPS REPORT

Dayle Niemie reported that on November 23, 2009 he met with HASL Executive Director, Randy Samuelson, who described his vision for the Brookings area Independent Living programs. Dayle will give Cheryl Miller a full report to present to the Commission. Cheryl reminded the Committee that SCILS, which serviced Curry and Coos Counties, does not exist any longer and that HASL has volunteered to cover the area.

Cheryl Miller reported October's consumer training statistics:

- 12 first time participants in workshops
- 34 first time One-on-One participants
- 46 total first time participants
- 3 workshops held
- 0 workshops cancelled

- 39 Client-Employed Provider participants
- 6 Oregon Project Independence participants
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Cheryl Miller reported consumer training statistics since March 2007:

- 756 first time participants in workshops
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Cheryl Miller presented the STEPS Report. Cheryl noted that the format was changed to give the Committee/Commission a better picture of what the CILs are doing. Cheryl briefly reported some highlights in the report.

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Michael Volpe asked Cheryl Miller what is meant by "remedial efforts"

mentioned during a report from a previous meeting. Cheryl responded that this is a direct quote from one of the trainers. CILs are reporting to the OHCC that the majority of the referrals they receive from case managers are for consumers who are having problems. CILs would prefer to receive referrals before problems arise.

Cheryl Miller reported that OHCC staff is involving the CILS in every aspect of the OHCC. The executive directors and trainers have been given an overview of the OHCC, updates on hiring a new RRS/STEPS Coordinator, and have been invited to participate in Committee and Commission meetings. Cheryl reported that there has been positive feedback from the CILs about the open door policy.

Dayle Niemie commented that it would be valuable if case managers mentioned the STEPS program to consumers during reassessments. He stated that when consumers are given initial approval for services, they are given so much information, it is overwhelming. Michael Volpe concurred with Dayle.

PREVENTING VIOLENCE AGAINST CAREGIVERS (PVAC) REPORT

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 - 83 female HCW participants
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Lindsay Nakaishi explained that prior to the start of either the HCW or staff focus groups, all participants were asked to complete a questionnaire. Lindsay pointed out that staff responses were much different than the HCWs' responses. Lindsay believes that staff is exposed to more knowledge of violence toward HCWs over their careers; therefore, they see a much higher rate of violence reported than in the HCWs' responses, who are only reporting their own experiences.

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ADJOURNMENT

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AGENDA

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directed only to female HCWs; will future surveys be directed toward the same. Lindsay responded that the grant is written to focus only on female HCWs and that it is written only in English. Terry commented that the focus will need to expand beyond female, English speaking HCWs.

ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is January 6, 2010, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
- Training Summary Report
- Helping Caregivers Fight Fraud & Abuse Redmond 10/27/2009 and Astoria 11/12/2009 Evaluation Summaries
- STEPS Report, December 2009
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- Preventing Violence Against Caregivers, Project Update, 2009



TRAINING COMMITTEE MEETING MINUTES December 2, 2009

Members present:

Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood

Members absent:

Patrick Featherstone

Others present:

Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi

Staff present:

Leslie Houston; Nancy Janes; Cheryl Miller; and Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 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 November 4, 2009 meeting were reviewed. **Motion** was made by Mary Wood and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

- The report's format has changed to display class trends in trainings between July 2009 and November 2009
- 60 classes were held in November
- 0 classes were cancelled in November
- Average attendance per class during November was 14
- Number of HCWs attending classes has been dropping since July, while the number of AFHs and others have been increasing.

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to appear when the OHCC discontinued providing refreshments at trainings; however, the current flu scare might have contributed. Deborah Schwartz mentioned that leaders at the regional meetings can address this topic for discussion. Deborah will also ask the leaders to find out if trainings have been publicized to the AFHs.

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- Leslie has created a rough draft for the live-in orientation. She met with Cheryl Miller and Jenny Cokeley to review procedures in the rough draft. Leslie asked for subcommittee volunteers to develop the live-in orientation. Subcommittee members are Beckie Capoferri, Jenny Cokeley, Loyce Edwards, Lyra Hall, Terry Haydon, Angela Munkers, Dayle Niemie, Deborah Schwartz, and another HCW to be named.

STEPS REPORT

Dayle Niemie reported that on November 23, 2009 he met with HASL Executive Director, Randy Samuelson, who described his vision for the Brookings area Independent Living programs. Dayle will give Cheryl Miller a full report to present to the Commission. Cheryl reminded the Committee that SCILS, which serviced Curry and Coos Counties, does not exist any longer and that HASL has volunteered to cover the area.

Cheryl Miller reported October's consumer training statistics:

- 12 first time participants in workshops
- 34 first time One-on-One participants
- 46 total first time participants
- 3 workshops held
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Cheryl Miller presented the STEPS Report. Cheryl noted that the format was changed to give the Committee/Commission a better picture of what the CILs are doing. Cheryl briefly reported some highlights in the report.

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Cheryl Miller reported on the *Ready Book* consumer training pilot project in Tillamook County. She reported that Jennifer High, lead trainer for UVDN, has volunteered to be in the training plan workgroup.

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Cheryl Miller reported the STEPS website changes. Phone numbers and links have been corrected and a current map added. Currently the CILs and OHCC staff are working together to update the *Frequently Asked Questions*.

Michael Volpe asked Cheryl Miller what is meant by "remedial efforts"

mentioned during a report from a previous meeting. Cheryl responded that this is a direct quote from one of the trainers. CILs are reporting to the OHCC that the majority of the referrals they receive from case managers are for consumers who are having problems. CILs would prefer to receive referrals before problems arise.

Cheryl Miller reported that OHCC staff is involving the CILS in every aspect of the OHCC. The executive directors and trainers have been given an overview of the OHCC, updates on hiring a new RRS/STEPS Coordinator, and have been invited to participate in Committee and Commission meetings. Cheryl reported that there has been positive feedback from the CILs about the open door policy.

Dayle Niemie commented that it would be valuable if case managers mentioned the STEPS program to consumers during reassessments. He stated that when consumers are given initial approval for services, they are given so much information, it is overwhelming. Michael Volpe concurred with Dayle.

PREVENTING VIOLENCE AGAINST CAREGIVERS (PVAC) REPORT

Lindsay Nakaishi, Oregon Health and Science University, disseminated the PVAC Project Update report to the Committee. She reported that OHSU is partnered with Johns Hopkins University in Baltimore on this project. This group is working to define the problem of what is workplace violence and to discover how many HCWs experience physical, sexual, emotional, or financial violence in the workplace.

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 - 83 female HCW participants
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ADJOURNMENT

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TRAINING COMMITTEE

MEETING MINUTES

December 2, 2009

<i>Members present:</i>	Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi
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TRAINING COMMITTEE MEETING MINUTES December 2, 2009

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ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is January 6, 2010, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Home Care Commission Training Report
- Training Summary Report
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TRAINING COMMITTEE MEETING MINUTES December 2, 2009

<i>Members present:</i>	Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi
<i>Staff present:</i>	Leslie Houston; Nancy Janes; Cheryl Miller; and Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 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 November 4, 2009 meeting were reviewed. **Motion** was made by Mary Wood and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

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- 60 classes were held in November
- 0 classes were cancelled in November
- Average attendance per class during November was 14
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TRAINING COMMITTEE

MEETING MINUTES

December 2, 2009

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ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is January 6, 2010, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
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TRAINING COMMITTEE MEETING MINUTES December 2, 2009

<i>Members present:</i>	Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi
<i>Staff present:</i>	Leslie Houston; Nancy Janes; Cheryl Miller; and Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 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 November 4, 2009 meeting were reviewed. **Motion** was made by Mary Wood and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

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- Average attendance per class during November was 14
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ADJOURNMENT

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December 2, 2009

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The Committee discussed current workplace safety policy. Terry Haydon stressed that these policies must be consistently followed statewide. Mary Wood suggested that it would be good to create training for consumers about workplace violence (primarily sexual harassment) through the STEPS program. Questions were raised about why HCWs are unwilling to report workplace violence; however, there was no resolution.

The following are some poignant comments made by Judy Cunio regarding the subject of workplace violence:

- "I felt for years that where do you draw the line? Where the workers have to be so careful about not abusing the client, but yet they can't even defend themselves? No amount of money is worth getting beat up and not being able to do anything about it. We have been taught. We've been doing trainings on abuse of the client. I always say that it works both ways, so where do we draw the line?"
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directed only to female HCWs; will future surveys be directed toward the same. Lindsay responded that the grant is written to focus only on female HCWs and that it is written only in English. Terry commented that the focus will need to expand beyond female, English speaking HCWs.

ADJOURNMENT

The meeting adjourned at 2:09 p.m.

NEXT MEETING

The next Training Committee meeting is January 6, 2010, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
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TRAINING COMMITTEE MEETING MINUTES December 2, 2009

Members present:

Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood

Members absent:

Patrick Featherstone

Others present:

Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi

Staff present:

Leslie Houston; Nancy Janes; Cheryl Miller; and Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 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 November 4, 2009 meeting were reviewed. **Motion** was made by Mary Wood and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

TRAINING REPORT

Leslie Houston reported:

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- Average attendance per class during November was 14
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ADJOURNMENT

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TRAINING COMMITTEE MEETING MINUTES December 2, 2009

<i>Members present:</i>	Judy Cunio; Terry Haydon; Angela Munkers; Deborah Schwartz; Michael Volpe; and Mary Wood
<i>Members absent:</i>	Patrick Featherstone
<i>Others present:</i>	Loyce Edwards; Lyra Hall; Dora J. Hillegas; Aileen Kaye; Carol Loop; and Lindsay Nakaishi
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