



## TRAINING COMMITTEE MEETING MINUTES September 1, 2010

<i>Members present:</i>	Judy Cunio; Mark King; Joseph Lowe; Dayle Niemie; Deborah Schwartz; Annie Smith; and Bobbie Sotin
<i>Members absent:</i>	Jenny Cokeley; and Terry Haydon
<i>Others present:</i>	Heidi Kyle; Carol Loop; and Glenna Niemie
<i>Staff present:</i>	Leslie Houston; Suzanne Huffman; 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 1:00 p.m. by Mark King.

### ***INTRODUCTIONS***

Each attendee introduced himself/herself.

### ***AGENDA***

The agenda was accepted with no additional topics.

### ***APPROVAL OF MINUTES***

Minutes of the August 4, 2010 meeting were reviewed. **Motion** was made by Dayle Niemie and **seconded** by Joseph Lowe to accept the minutes as written. **Approved.**

### ***TRAINING REPORT***

Leslie Houston presented the July 2010 class statistics:

- 48 training classes held
- 1 training class cancelled
- 607 total attendance
  - 522 Homecare Workers (HCWs)
  - 59 Adult Foster Homes (AFHs)
  - 26 Others
- 675 total individuals registered for classes
- 136 total individuals were no shows
- 20% no show rate
- 12.65 average participants per class
- 4,654 unduplicated HCWs to date

- 21 SEIU presentations at trainings

Leslie also reported available August 2010 class statistics:

- 63 training classes held
- 0 classes cancelled
- 4,711 unduplicated HCWs to date

Leslie Houston reported that AFHs have a new training program which began July 1, 2010 and only six Oregon Home Care Commission (OHCC) trainings are approved at this time.

Leslie Houston presented more Home Care Commission Training Evaluations, April-June 2010.

### ***STEPS REPORT***

Suzanne Huffman presented the STEPS Consumer/Employer Statistical Report:

- 4 workshops held/0 workshops cancelled
- 51 total participants attended training
  - 43 total first time participants attended training
  - 8 total repeat participants attended training
- 64 total training hours
  - 54.50 total One-on-One hours
  - 9.50 total Guide-on-the-Side hours

Suzanne also presented the STEPS training statistics since March 2007:

- 269 workshops held/64 workshops cancelled
- 3,583 total participants attended training
  - 2,265 total first time participants attended training
  - 1,318 total repeat participants attended training
- 4,897.05 total training hours
  - 4,045 total One-on-One hours
  - 852.05 total Guide-on-the-Side hours

Suzanne Huffman highlighted comments from Lane Independent Living Alliance (LILA) from the September 2010 STEPS Report. While highlighting LILA, Suzanne commented on an email the OHCC received from LILA Executive Director, Sheila Thomas, congratulating Missy Elder for going above and beyond during a training session.

Suzanne Huffman also presented the *Ready Book* Pilot Project Report:

- 340 *Ready Books* distributed
- 101 consumers needed assistance completing the *Ready Book*

Suzanne also presented the July 2010 STEPS *Ready Book* Project Statistical Report:

- 15 first time consumers attended a *Ready Book* training, but have not attended a STEPS training
- 6 total previous STEPS consumers attended a *Ready Book* training
- 20.25 total training hours

Suzanne presented the statistics since March 2010:

- 37 first time consumers attended a *Ready Book* training, but have not attended a STEPS training
- 15 total previous STEPS consumers attended a *Ready Book* training
- 49.50 total training hours

### ***TRAINING GOALS***

Leslie Houston resumed discussion from the previous meeting regarding creating new training goals. Leslie presented the following ideas:

- Increase the number of new workers attending HCC trainings.
- Increase total attendance at HCC trainings.
- Increase number of HCWs who attend more than one training.
- Increase number of workers attending safety trainings.
- Increase number of workers who receive Professional Development recognition.

Mark King wanted to know if the OHCC told consumers about HCW trainings. Leslie Houston stated that we do not have access to the consumers; however, she does advertise to HCWs to share the training newsletter with their employers. Cheryl Miller suggested that we put a notice on the Registry and Referral System (RRS) at the bottom of the match list. Bobbie Sotin stated that if the consumers knew more about the trainings, they would likely be more willing to rearrange schedules to help the HCWs attend them.

Deborah Schwartz stated that she would like to see the number of new HCWs attending classes increased. Kelly Rosenau would like to see the

number of new HCWs attending trainings hoping that HCWs will take safety training. Leslie Houston asked the Committee for ideas on how to get new HCWs into trainings. Suzanne Huffman suggested that we pay new HCWs who have never taken training for one or two classes. She also suggested that HCWs be given a choice of the two classes, one of which includes safety training.

Sue Wilbur suggested that we make online video trainings available or other online training available to HCWs who cannot attend a class. Kelly Rosenau likes the idea of having web classes, but is concerned about how the OHCC would verify that HCWs have taken the classes, especially if HCWs want to apply those to the Professional Development recognition and be used as part of the criteria for the consumer match lists from the RRS. Sue suggested that the online trainings be available to HCWs who do not plan to be referred through the RRS or receive Professional Development recognition. Judy Cunio stated that the DD Council and DD Coalition websites have online trainings, and have DVDs that can be ordered to view. Deborah Schwartz likes the idea of introducing concepts through a DVD, but prefers for HCWs to have trainings where they can network. Loyce Edwards suggested that the OHCC website have the training packets available for HCWs who cannot attend trainings, but would not count toward points in the RRS or the Professional Development recognition.

Cheryl Miller stressed that safety trainings are important. She reminded everyone that when a HCW is injured, most of the time the consumer is also injured. Lyra Hall would like to see the number of HCWs attending safety trainings increased. Deborah Schwartz suggested that the safety trainings be "highlighted" so they stand out visually in the training newsletter. Kelly Rosenau would also like to see the number of HCWs attending safety trainings increased.

Cheryl Miller stressed that the Professional Development recognition be an item to focus upon. Deborah Schwartz would like to increase the number of HCWs achieving the Professional Development recognition. Deborah suggested doing profiles in the newsletter or on the OHCC website as ways to promote the Professional Development recognition, and that the RRS have some way to note if a HCW has received the

Professional Development recognition. Deborah also suggested that signs be on the registration table at classes highlighting HCWs who have received the Professional Development recognition that month. Sue Wilbur recommends that we "motivate" HCWs to achieve the Professional Development recognition by presenting it at HCW orientations or at SEIU meetings. Sue suggested that the SEIU Union board in each office display the list of HCWs who have received the Professional Development recognition in their area. Cheryl suggested that the SEIU website profile HCWs who have received the Professional Development recognition and that the Professional Development recognition award be presented during SEIU Council meetings, etc. Cheryl suggested that SEIU stewards/organizers promote trainings and the Professional Development recognition at HCW orientations. Annie Smith suggested that a little more information be included with the Professional Development recognition notification in the training newsletter.

Lyra Hall suggested that we pay HCWs for safety trainings as long as they have an active provider number. Leslie Houston suggested that we pay HCWs who haven't worked in four or five months. Loyce Edwards believes that this would increase the number of participants at trainings.

Leslie Houston stated that safety trainings and the three "core" classes can be given extra points during matches on the RRS. Deborah Schwartz recommended that classes be given equal points for consistency. Leslie suggested that in lieu of giving points to classes differently, give points in the RRS to HCWs who have achieved the Professional Development recognition. Leslie also suggested that HCWs be required to attend a certain number of training hours to remain available for referral on the RRS. Deborah Schwartz recommended that we talk about this possibility more due to the possible ramifications.

To increase the number of training registrations, Deborah Schwartz suggested that a registration form be available at classes to enable HCWs to register for upcoming classes. Sue Wilbur suggested that the Committee brainstorm more ways to have smaller, more frequent classes available to HCWs.

**ADJOURNMENT**

The meeting was adjourned at 2:25 p.m.

**NEXT MEETING**

The next Training Committee meeting is October 6, 2010, 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 Evaluations Quarterly (April-June 2010) report for *Dementia and Alzheimer's; Diabetes by the Numbers; Grief and Loss; and Respiratory Care*
- STEPS Report, September 2010
- STEPS Consumer/Employer Statistical Report, July 2010
- New STEPS Participants Trained chart
- *Ready Book* Pilot Project, February 26-August 18, 2010
- STEPS *Ready Book* Project Statistical Report July 2010
- Training Potential Training Goals 2010-2011