



Professional Development Committee  
**Meeting Minutes**  
1/26/07; 10:30a-12:30p; Towner II, Room #223

**Present:** J. Kearney, K. Galanes, J. Jackson, M. Phillips, S. Gondek, D. Ehret, J. Baltzell, J. Bozek, L. Hall, D. Sabourin, M. Vergith, S. Reitmeier, S. Brown

*(Bolded committee member name represents present and un-bolded represents absent)*

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
Approve Agenda and Minutes	<b>Minute changes:</b> none <b>Agenda additions:</b> ceu's for social workers	Minutes and agenda were approved	
CMH Staff Training Needs Assessment – update	Survey feedback is due 1/29/07 to J. Kearney. Survey will be distributed on 1/29/07 with a 2/12/07 completion date. Survey will be printed and distributed manually to CMHPSM staff that does not have computer access. Survey results will be tabulated and reviewed by PDC.		
Policy Review	<b>Training Policy</b> The policy applies to CMHPSM staff and not Provider staff. The statement stating CMH will track staff trainings will remain in the policy and may become a PDC indicator. The tracking of staff training will be added to the PDC workplan. Reporting format for staff training tracking needs to be determined. Fiscal year '07, 3 <sup>rd</sup> quarter staff training data will be reviewed by PDC.  <b>Competency Assessment Policy</b> Policy will state supervision time is documented and filed at the discretion of each affiliate. It was suggested to integrate supervision and competency assessment policies. Final decision will be made at a later date.	<b>M. Phillips will finalize Regional Training Policy definitions.</b>  <b>J. Baltzell will revise CMH staff training grid and bring to PDC for review before it is referenced in the Regional Training Policy. J. Baltzell will draft a staff training report template.</b>  <b>Each affiliate that has a Competency Assessment Policy will bring it to PDC for review. M. Phillips will review each affiliate's policy and combine as needed; a regional policy will be created.</b>	M. Phillips  J. Baltzell  M. Phillips
Residential Staff Training Proposal	J. Jackson distributed a proposal for standardizing, providing and tracking direct care worker training. PDC supported the		

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	proposal and referred J. Jackson to K. Gauthier, manager of Provider Relations Unit at the WCHO. It was suggested to include problem solving, conflict resolution and learning organization trainings into the proposal. Concept should be presented to Providers, as well.		
Frequency of Medication Training	Medication training frequency for CMH staff is not standard across the affiliation. CMH staff training grid states it will be provided annually. Training frequency needs to be standard and documented across the affiliation.		
EBP PowerPoint Training Presentation – draft	The EBP PowerPoint presentation was distributed and reviewed. CCC is responsible for implementing EBP practices. J. Capobianco resources the workgroup leaders.	<p><b>J. Capobianco will revise the EBP presentation and contact CCC members to determine if they can present training to local affiliates.</b></p> <p>Revised presentation will be forwarded to G. Harris &amp; M. Phillips for review and finalized at CCC.</p> <p>Final presentation will be presented at PDC, for information purposes only.</p>	J. Capobianco
Learning Organization Tip of the Month	<i>A study at Cornell University found that <u>compassion</u> and <u>building teamwork</u> will be two of the most important characteristics business leaders will need for success a decade from now- Doc Childre and Bruce Cryer, from Chaos to Coherence</i>		
CEU for Social Workers	WCC has been selected to provide Social Work CEU courses. More information will be coming. WCC is recruiting staff to build curriculum and faculty to teach the course(s). Affiliate trainings such as ORR, PCP and G&A may be applicable for CEU. Regional staff may be eligible to apply as WCC faculty to teach Social Work CEU courses.	<b>J. Baltzell and S. Wiland will provide more information on the social work cue courses at WCC, and co-occurring training as they become available.</b>	<b>S. Wiland, J. Baltzell</b>
Next meeting	2/23/07; 10:30a-12:30p; Towner II, Room #223	<p><b>Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Cultural Competency/Local Needs Assessment</li> <li>• Training Implications of new Social Work Licensing</li> <li>• CEU training for Social Workers</li> </ul>	