



Community Mental Health Partnership
of southeastern michigan

Professional Development Committee (PDC)
Meeting Minutes
3/23/07; 10:30a-12:30p; Towner II, Rm. #223

S. Gondek, M. Phillips, J. Bozek, L. Hall, S. Brown, M. Vergith, J. Baltzell, J. Jackson, J. Kearney, D. Sabourin, K. Galanes, D. Ehret, S. Reitmeier
(Bolded name indicates present at meeting; non-bolded name indicates absent at meeting)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Approve Agenda & Minutes	<ul style="list-style-type: none"> o Agenda additions Revise PDC learning org. indicator o Minute changes None 		
II. Medication Training	<ul style="list-style-type: none"> o NMC requested that PDC present the recommended change of annual refresher medication training requirement to Providers at the upcoming Provider meeting. There is currently no standardized medication training refresher course across the affiliation. Each affiliate uses a different process. J. Jackson has information from Ohio on their state approved outline for medication training and has spoken to K. Gauthier regarding it. 	J. Bozek will ask nurses to design a medication refresher curriculum for Monroe. Each county will bring their curriculum and pre and post test to PDC for review.	J. Bozek/All
III. Appointment of New Committee Co-Chair	<ul style="list-style-type: none"> o The PI committee has discussed and indicated a two year time frame for regional committee chairs. PDC previously agreed to establish a co-chair, with the understanding the co-chair would transition to committee chair within 4 to 5 months. PDC committee chair responsibilities include attending PI monthly and reporting to PI quarterly. 	M. Phillips will send an email to PDC members, listing of all members and PDC members will choose a co-chair. Majority wins. Co-chair will be chosen by their peers.	M. Phillips
IV. Policy Review	<ul style="list-style-type: none"> o Competency Assessment Policy Policy was reviewed and revised. Feedback was received from D. Sabourin indicating a need for peer review of clinicians. The peer review policy will be cross referenced with the competency policy and referenced as necessary. The competency checklist referenced in the peer review policy is a regional checklist and will be attached to the competency policy. o Training Policy M. Vergith will draft the policy statement, by next meeting. J. Baltzell updated the CMH training checklist grid. Policy draft reviewed next month at PDC. 	<p>M. Phillips will revise the Competency Assessment Policy and send to PDC for review.</p> <p>M. Vergith will draft a Training Policy statement. Policy draft will be reviewed by PDC in April '07.</p>	

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	<ul style="list-style-type: none"> ○ Question was raised on status of PCP/SD and cultural competency refresher CDs. M. Phillips will follow up with B. Paxton. It was asked if there was a curriculum for on-going trainings. ○ WCC is interested in reviewing affiliation trainings for State approved CEU eligibility. CSTS and WCHO have submitted trainings to WCC for approval. There is opportunity for affiliation staff to teach the courses and receive triple CEU credits. CSTS is exploring the option of on-site courses. J. Baltzell will follow up with B. Paxton and C. Witherow on G& A and PCP trainings. 	<p>L. Hall will bring Livingston's ethics/anti-stigma, customer service training and PI 2, outcomes and data curriculums to PDC next month.</p>	
V. Staff Training Survey Results	<ul style="list-style-type: none"> ○ Question was raised on the frequency and use of advance directives training. Online training with pre and post testing was suggested. M. Phillips will follow up with B. Paxton. ○ The PDC will concentrate on CEU approved trainings for CMH staff. Zoomerang survey creator, C. Wolfe, will be requested to further aggregate survey results based on responses to questions 3 & 4. 	<p>All PDC members will review survey result comments, along with local and regional offered trainings.</p> <p>J. Baltzell will bring draft of training tracking report for CMH employees to the next PDC meeting.</p>	
VI. Learning Organization Tip of the Month	<ul style="list-style-type: none"> ○ An excerpt on systems thinking was distributed for review. Inquiry vs. advocacy was discussed. 		
VII. Re-write learning organization in the PDC charge	<ul style="list-style-type: none"> ○ The PDC PI Indicator #2, in its current form, does not adequately measure the learning organization (L.O.) initiatives being performed in both CMH and Provider realms. Indicator needs to be re-written. It was suggested to measure L.O. activity frequencies and participants attending as well as to catalog all learning org activities. ○ It was also suggested to have L. O. facilitators provide learning organization principles trainings to regional committees. 	<p>PDC PI indicator will be re-written to state all regional committees will be trained in learning organization principles. Indicator language change will be reported to PI.</p> <p>Each county will catalog learning organization initiatives and share with PDC. L. Hall will send out check list for use in cataloging L.O. initiatives.</p>	
VIII. Next Meeting	<ul style="list-style-type: none"> ○ 4/27/07; 10:30a-12p; Towner II, Rm. #223 	<p>Agenda Items</p>	<p>Parking Lot</p> <ul style="list-style-type: none"> ○ Cultural Competency/Local Needs Assessment ○ Training Implications of new Social Work Licensing