



Community Mental Health Partnership  
of southeastern michigan

Professional Development Committee (PDC)  
Meeting Minutes  
4/27/07; 10:30a-12:30p; Towner II, Rm. #223

**M. Phillips, S. Gondek, S. Reitmeier, D. Ehret, M. Vergith, J. Kearney, J. Baltzell, D. Sabourin, J. Bozek, J. Jackson, K. Galanes, L. Hall, S. Brown**  
*(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"> <li>o <b>Agenda additions</b> DCH POC</li> <li>o <b>Minute changes</b> None</li> </ul>	<b>Agenda approved with addition, minutes approved without change</b>	
II. DCH POC	<ul style="list-style-type: none"> <li>o Due 5/2/07. Remedial action plan was reviewed.</li> <li>o DCH POC items include supervision of paraprofessional staff, signed respite contacts, original psych evaluation in the charts and professional staff not using credentials with signature.</li> </ul>	<b>M. Phillips will submit POC response to J. Vandine, Compliance Committee.</b>	<b>M. Phillips</b>
III. Medication Training	<ul style="list-style-type: none"> <li>o <b>Review each County's Process</b> Nursing staff in Lenawee administers a monthly medication training refresher. Washtenaw does a pre and post training test. Livingston has employee and provider medication training.</li> </ul>	<p><b>D. Ehret will forward Lenawee County's medication training refresher curriculum to M. Phillips.</b></p> <p><b>M. Phillips will follow up with Monroe to determine what types of medication trainings are offered. and compare each counties' medication training curriculum</b></p>	<p><b>D. Ehret</b></p> <p><b>M. Phillips</b></p>
IV. Social Work CEU's	<ul style="list-style-type: none"> <li>o J. Baltzell, at CSTS, is working with Washtenaw Community College to get CMH required trainings CEU certified. Livingston requested and received application from State for CEU approved trainings. It was asked if there is a strategy being developed for affiliation approved CEU trainings.</li> </ul>	<b>M. Phillips will follow up with J. Baltzell to determine progress of affiliation required trainings becoming CEU eligible and being offered thru Washtenaw Community College.</b>	<b>M. Phillips</b>
V. Training Policy	<ul style="list-style-type: none"> <li>o <b>Review Policy Statement</b> Tabled</li> </ul>	<b>M. Vergith will send affiliation training policy statement to M. Phillips for review.</b>	<b>M. Vergith</b>
VI. Staff Training Survey	<ul style="list-style-type: none"> <li>o Tabled</li> </ul>		

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
Results			
VII. Appointment of New Committee Co-Chair	<ul style="list-style-type: none"> <li>○ J. Bozek won by majority vote as PDC co-chair, however she is retiring. J. Baltzell and L. Hall tied for second. Another vote will be conducted vial email to determine PDC co-chair</li> </ul>	<p><b>M. Phillips will send a second email PDC asking that each member nominate a PDC Co-Chair again.</b></p>	
VIII. Learning Org Outcome Indicator	<ul style="list-style-type: none"> <li>○ <b>The Final re-write.</b> The PI learning organization principles indicator will be re-written. It was suggested to review CMH required training grid to make certain learning org principles are incorporated in the trainings. It was also suggested to train the trainers of the required trainings in learning org principles.</li> </ul>	<p><b>M. Phillips will discuss with L. Hall the concept of learning org principles being incorporated in required CMH trainings and those trainers being trained in learning org principles.</b></p>	<p><b>M. Phillips</b></p>
IX. Learning Organization Tip of the Month	<ul style="list-style-type: none"> <li>○ Tabled</li> </ul>		
X. <b>Next Meeting</b>	<ul style="list-style-type: none"> <li>○ <b>5/18/07; 10:30a-12p; Towner II, Rm. #223</b></li> </ul>	<p><b>Agenda Items</b></p> <ul style="list-style-type: none"> <li>○ Staff Training Survey Results</li> <li>○ Learning Org Tip of the Month</li> <li>○ Social Work CEU's</li> <li>○ Medication Training</li> <li>○ Affiliation Training Policy</li> <li>○ Learning Org Outcome Indicator</li> <li>○ PDC Co-Chair</li> </ul>	<p><b>Parking Lot</b></p> <ul style="list-style-type: none"> <li>○ Cultural Competency/Local Needs Assessment</li> <li>○ Training Implications of new Social Work Licensing</li> </ul>