



Professional Development Committee (PDC)
Meeting Minutes
5/18/07; 10:30a-12:30p; Towner II, Rm. #223

M. Phillips, J. Kearney, A. Zander (guest), S. Gondek, R. Petkovich, J. Baltzell, D. Ehret, M. Vergith, D. Sabourin, J. Jackson, L. Hall, S. Reitmeier, 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"> ○ Agenda additions Washtenaw County Professional Development Module ○ Minute changes None 	<p>Agenda approved with addition.</p> <p>Minutes approved without change.</p>	
II. Professional Development Module	<ul style="list-style-type: none"> ○ The Washtenaw County Professional Development module was presented to PDC. The module allows Washtenaw County employees to register and track courses offered thru Washtenaw County and outside vendors. A similar module in Encompass is available to the affiliation. The Encompass professional development module will be presented to AEC in June '07. ○ Concerns regarding use of the Encompass PD module include capacity, supervisor approval and exporting of data from current systems used by affiliates into Encompass. 		
III. Medication Training	<ul style="list-style-type: none"> ○ It was suggested that each county's annual and refresher if applicable, medication training curriculum be reviewed by nursing staff. Feedback will be brought to PDC for further discussion. 		
IV. Social Work CEU's	<ul style="list-style-type: none"> ○ CSTS is partnering with WCC to provide approved social work CEU courses for CMH required trainings. Three CMH trainings, basic rights, youth and self harm behavior and motivational interviewing, have been approved for the Fall '07 start. There is a fee for the courses; each course costs \$29. ○ There was discussion on the fee associated with CEU approved course and responsibility of payment. CMH has not paid for staff to obtain CEU credits in the past. 	<p>Each county will determine amount of social work staff and percentage of workforce make up by social worker.</p>	

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	<p>Payment requirement is an issue for CMH.</p> <ul style="list-style-type: none"> ○ Concerns were had on offering CEU courses for social worker staff and not other discipline specific staff such as nurses and doctors. CSTS will follow up with HR staff for clarification. ○ Discussion is needed with WCC on expanding partnership from CSTS (Washtenaw only) to affiliation. ○ Fall WCC schedule will be shared with affiliation once it's available. Future plans include CMH trainings being eligible for CEU and CAC credits 		
V. Training Policy	<ul style="list-style-type: none"> ○ Draft Affiliation Training Policy was reviewed and revised. Standardized definitions will be used where applicable. It was suggested to regionalize ethics and stigma training. M. Phillips will follow up with L. Hall. HIPAA definition will be added and be separate from Rights definition. LEP training definition will be added. Further discussion is needed on LEP training requirement. M. Phillips will follow up. 	M. Phillips and M. Vergith will revise the Affiliation Training Policy and forward to J. Kearney.	M. Phillips; M. Vergith
VI. Staff Training Survey Results	<ul style="list-style-type: none"> ○ The survey results will be used to identify areas of interest and to develop CEU eligibility curriculum. 		
VII. Appointment of New Committee Co-Chair	<ul style="list-style-type: none"> ○ Another email vote for co-chair position will be conducted. 		
VIII. Learning Org Outcome Indicator	<ul style="list-style-type: none"> ○ Tabled 		
IX. Learning Organization Tip of the Month	<ul style="list-style-type: none"> ○ Tabled 		
X. Next Meeting	<ul style="list-style-type: none"> ○ 6/22/07; 10:30a-12p; Towner II, Rm. #223 	Agenda Items	Parking Lot <ul style="list-style-type: none"> ○ Cultural Competency/Local Needs Assessment ○ Training Implications of new Social Work Licensing