



Community Mental Health Partnership
of Southeastern Michigan

Professional Development Committee (PDC)
Meeting Minutes
12/12/08; 10:30a-12:30p; Towner II, Rm. #211

H. Linky (guest), M. Hoffman (guest), J. Baltzell, D. Ehret, S. Brown, R. Petkovich, J. Brown, M. Phillips, J. Kearney, D. Sabourin, M. Vergith (*bolded name indicates present at meeting; non-bolded name indicates absent at meeting*)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Approve Agenda & Minutes	<p>Agenda additions</p> <ul style="list-style-type: none"> o none <p>Minute changes</p> <ul style="list-style-type: none"> o none 	Agenda and Minutes were approved without change	
II. Professional Development System – M. Hoffman	<ul style="list-style-type: none"> o M. Hoffman, of Afia, was present to discuss an electronic training system o Afia is completing a comparison of existing systems to determine which system would be best for the Affiliation o 3 systems are being compared: Essential Learning, Washtenaw County Professional Development (aka PD made EZ), and PCE Encompass Staff Training System o PDC members gave feedback on items they'd like to see in an electronic system o Providers would like to link trainings and credentials thru the Encompass system o In depth discussions were had on opening limited Affiliation trainings to non-hired direct care staff. Pros and cons were discussed. Further discussions will be had on this issue 	<p>M. Hoffman will conduct an assessment of existing electronic training systems and share findings with PDC</p> <p>H. Linky will research the options of opening Affiliation trainings to non-hired direct care staff. Findings will be reported to PDC.</p>	<p>MH</p> <p>HL</p>
III. 2009 PDC Meeting Schedule	<ul style="list-style-type: none"> o The 2009 PDC Meeting Schedule was reviewed and revised 	<p>The February 2009 PDC meeting is canceled</p> <p>The November and December 2009 PDC meetings will be combined into one meeting which will occur on 12/11/09</p>	
IV. Staff Annual Learning Needs Survey	<ul style="list-style-type: none"> o The PDC 2008 Annual Staff Training Survey results were reviewed o R. Petkovich compiled the results and identified trainings most important to staff 	J. Baltzell will draft a cover letter for the staff learning survey results.	JB

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	<ul style="list-style-type: none"> ○ Next step is to share recommendations with supervisors and staff in each Affiliate ○ Discussion was had on the ability to offer motivational training affiliation wide; no action taken 	<p>J. Kearney will distribute the results and cover letter to staff in each Affiliate.</p>	JK
V. CEU Follow- up	<ul style="list-style-type: none"> ○ The Washtenaw County Professional Development Department is ready to begin piloting CEU approved Affiliation trainings (CPI & ORR) to Affiliate staff ○ Courses will cost \$5 per CEU credit ○ Training logistics are being finalized 	<p>Each PDC Affiliate Representative will forward ORR and CPI 2009 trainings schedules (for their County) to J. Baltzell</p>	PDC Affiliate Rep.
VI. Supervisor Training Workgroup Follow-up	<ul style="list-style-type: none"> ○ The group continues to meet ○ Finalizing where training will be kept ○ Gathering data on the CSTS Wiki and Essential Learning used by Lenawee County CMH ○ More information will be reported at the January PDC meeting 		
VII. 2009 PDC Work plan	<ul style="list-style-type: none"> ○ The PDC work plan was submitted to AEC ○ The plan was revised, per AEC feedback 	<p>PDC members will review work plan and notify J. Baltzell with edits</p>	PDC Members
VIII. Timeliness Policy PowerPoint Training	<ul style="list-style-type: none"> ○ PDC is in the process of creating a Timeliness Policy Training 	<p>M. Phillips will create PowerPoint training for the Timeliness Policy. R. Petkovich will assist as needed</p>	MP/RP
IX. AEC Meeting with Committee Chairs	<ul style="list-style-type: none"> ○ M. Harding reported on a new PCE core system, which would replace the Encompass system currently used by the Affiliation ○ Encompass project work groups will be polled to determine if their projects can be placed on hold until the Affiliation gathers information to determine if the new core system is implemented Affiliation wide 	<p>M. Harding will report findings to the AEC</p>	
X. Next Meeting	<ul style="list-style-type: none"> ○ January 23, 2009; 10:30a-12:30p, Towner II, #223 	<p>Agenda Items</p> <ul style="list-style-type: none"> • Grievance & Appeals PowerPoint Training-CJ Witherow & Stephanie Risk • Cultural Competency Review - J. Baltzell • Review CMH Staff Training Grid • Timeliness Policy PowerPoint Training- M. Phillips/R. Petkovich 	<p>Parking Lot</p> <ul style="list-style-type: none"> ○ Findings of offering trainings