



Community Mental Health Partnership
of Southeastern Michigan

Professional Development Committee (PDC)
Meeting Minutes
2/22/08; 10:30a-12:30p; Towner II, Rm. #223

D. Ehret, J. Baltzell, S. Gondek, R. Petkovich, M. Phillips, D. Sabourin, J. Jackson, L. Hall, M. Vergith, 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	<p>Agenda additions</p> <ul style="list-style-type: none"> PDC Meeting Schedule <p>Minute changes</p> <ul style="list-style-type: none"> None 	<p>Agenda approved with addition</p> <p>Minutes approved without change</p>	
II. Staff Training Recommendations	<p>Staff Survey/Results</p> <ul style="list-style-type: none"> A draft memo outlining “next steps” for the staff training survey results was reviewed J. Baltzell will revise the memo and forward it to CCC for informational purposes only The staff development training survey will be reviewed for future use <p>Annual Medication Refresher Training</p> <ul style="list-style-type: none"> PDC recommendations and previous action on the annual medication refresher training will be reviewed at PDC on 3/28/08 <p>CPI Provider Training Needs</p> <ul style="list-style-type: none"> A draft CPI staff training rotation calendar was disbursed & reviewed Trainings would occur monthly, rotating across the affiliation Trainings would accommodate initial CPI training for CMH and Provider staff Staff who work directly with consumers with behavior plans will be 1st priority for the CPI training Washtenaw County Professional Development, a CEU vendor, has submitted the CPI training for CEU eligibility. Trainer bios are for any new CPI trainers. Autism CPI training was recommended for CPI trainer staff 	<p>J. Baltzell will revise the staff survey memo</p> <p>J. Kearney will email PDC the staff survey for review</p> <p>Each affiliate will provide J. Baltzell with any revised CPI staff</p>	

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	<ul style="list-style-type: none"> Affiliation CPI training needs will be reviewed again for accuracy CPI recommendations will be presented to AEC in March '08 Lenawee County has not submitted their portion of the CPI training application, which will allow trainers to rotate across the affiliation once approved 	<p>training needs.</p> <p>Lenawee County will provide J. Baltzell with CPI training application information.</p>	
III. PI Update	<ul style="list-style-type: none"> PI Committee structure, focus and work completion has been reorganized PDC will no longer report to PI PDC will report to CCC PDC chair will attend monthly AEC + Committee Chair meetings, occurring on the 3rd Monday 		
IV. Policy Updates	<p>Competency & Credentialing Policy</p> <ul style="list-style-type: none"> Draft policy was reviewed Language stating “during orientation and on performance evaluations” will be added to standard #7. Application section will be revised to exclude providers Policy does not apply to students 	<p>J. Baltzell will revise the policy and send to J. Kearney for distribution to local management teams for review.</p>	<p>J. Baltzell/J. Kearney</p>
V. Work-plan	<p>PDC Charge & Work-plan</p> <ul style="list-style-type: none"> Work-plan will be finalized at the next PDC meeting Committee is on track with completing work <p>CCC Work-plan Outcome #3 PDC will provide CCC a supervisor training and implementation plan, as requested per CCC work-plan.</p>	<p>J. Baltzell will assist M. Vergith in finalizing the PDC FY08 work-plan</p> <p>M. Phillips will contact G. Harris to obtain the supervisor training curriculum used in Monroe. PDC will use the Monroe curriculum to prepare a supervisor training implementation plan for the affiliation.</p>	<p>J. Baltzell/M. Vergith</p> <p>M. Phillips</p>
VI. Root Cause Recommendation-B. Sacks	<ul style="list-style-type: none"> Tabled 		
VII. PDC Meeting Schedule	<ul style="list-style-type: none"> No August meeting No November meeting December meeting will be held on the 12th (same time, different room, #211) 		
VIII. Meeting Evaluation	<ul style="list-style-type: none"> Were learning org. principles used? Yes, team learning & systems thinking 		

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IX. Next Meeting	<ul style="list-style-type: none"> • 3/28/08 10:30a-12:30p Towner II, Rm. #223 	Agenda Items <ul style="list-style-type: none"> • Root Cause Recommendation • Staff Training Survey • Annual Medication Refresher Training • Review Training Grid for Accuracy • Finalize PDC Workplan 	Parking Lot <ul style="list-style-type: none"> ○ Timeliness Policy PowerPoint Training