



Community Mental Health Partnership
of southeastern Michigan

Professional Development Committee (PDC)
Meeting Minutes
3/28/08; 10:30a-12:30p; Towner II, Rm. #223

S. Gondek, M. Phillips, S. Brown, R. Petkovich, D. Ehret, J. Baltzell, J. Kearney, D. Sabourin, J. Jackson, L. Hall, M. Vergith, S. Reitmeier, B. Sacks
(*Bolded name indicates present at meeting; non-bolded name indicates absent at meeting*)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Approve Agenda & Minutes	Agenda additions <ul style="list-style-type: none"> • Supervisor Training Minute changes <ul style="list-style-type: none"> • Update: Application to do CPI as a region has been completed. Director signature will be obtained and application will be sent off, 	Agenda approved with addition Minutes approved without change	
II. Staff Training Survey	<ul style="list-style-type: none"> • Survey is really long • Suggested to rate the top 5 and leave a section for other concerns • Suggested to do an abbreviated survey based on recommendations from previous survey • 	J. Baltzell will draft a simple survey to access staff training needs to meet Joint Commission standards by the next PDC meeting. A brief statement will be included in the survey explaining the reason for the simple version.	J. Baltzell
III. Annual Medication Refresher Training	<ul style="list-style-type: none"> ○ Monroe does not want mandated case managers meds training unless identified in their job description. ○ 	J. Baltzell will send the Medication Refresher Training Recommendations to R. Petkovich, who will revise to accommodate affiliates that do not have staff passing medications.	J. Baltzell
IV. Staff Training Grid	<ul style="list-style-type: none"> ○ Review for Accuracy ○ Document revised ○ Change date ○ Affiliation trainings will be posted on the affiliation website ○ Livingston has local curriculum for anti stigma ○ Suggested to have guidelines for the “as needed” language on the grid ○ Unknown if ethics/anti-stigma curriculum is being developed ○ Clarify customer service training applies to cs staff initially and annually, and extended to all affiliation staff, role of it, to affiliation staff when curriculum is developed. Suggested it gets folded into orientation and not a required training, or tack onto an already required training,	M. Phillips will follow up with L. Newberg to determine if the ethics committee will be creating an ethics training J. Baltzell will consult with CS committee to determine best fit for CS training, and if there is a curriculum developed.	

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	<p>such as cultural competency. Suggested to ask CS chair if powerpoint exists.</p> <ul style="list-style-type: none"> ○ S. Reitmeier is drafting a PI/outcomes data training for PDC review/approval. ○ Suggested to rollout the med administration refresher training at a provider meeting; align affiliation by 6/08 ○ As needed will be defined at the end of the grid ○ Add page numbers to the grid ○ Affiliation staff training requirements grid will be reviewed by CCC, once revised ○ CPI will be added to the grid, required for implementers of plan and refresher every 2 years. Optional for admin (non plan implementer) staff. ○ Suggested, writers of plans be trained in CPI-recommendation only at this point ○ CPI required for staff working with consumers that have in their behavior plans and refresher every 2 years; optional to other staff. Authors of behavior plans, must have the training, not optional, no refresher required ○ DRA training will be added to the grid; it is available on the Encompass, under the help section. It will be added to the affiliation website. Required for all new employees. Follow up is needed with PRU to determine how standard will be met for this training. Affiliation distributes a powerpoint ○ 	<p>J. Baltzell will follow up with K. Gauthier regarding presenting the meds refresher training update at an upcoming provider meeting</p> <p>J. Kearney will redraft the affiliation training grid and send out to PDC for review by the next meeting.</p>	
V. Work-plan	<p>PDC Charge & Work-plan</p> <ul style="list-style-type: none"> ● PDC reporting to CCC ● Workplan has not been revised. ● 		
VI. Root Cause Recommendation-B. Sacks	<ul style="list-style-type: none"> ○ B. Sacks absent ○ tabled 	R. Petkovich will follow up with B. Sacks.	
VII. Monroe's supervision training	<ul style="list-style-type: none"> ○ Document reviewed ○ Supervision guidance addressed in the training ○ Learning org principles included in the training ○ Training stresses clinical excellence and consistency ○ Training will be shared with supervisors locally ○ 	<p>M. Phillips will send the Monroe supervision training and leadership document to J. Kearney to forward to PDC for review.</p> <p>Each affiliate will provide feedback/changes and review at the 4/25/08 PDC meeting.</p>	

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		PDC will forward recommendations to CCC for review by 5/1/08.	
VIII. Meeting Evaluation	<ul style="list-style-type: none"> ○ Were learning org. principles used? ○ Shared vision used ○ 		
IX. Next Meeting	<ul style="list-style-type: none"> ○ 4/25/08 10:30a-12:30p Towner II, Rm. #223 ○ M. Phillips will participate via videoconference 	Agenda Items Follow up on the supervisor training Final version of the staff training grid Report out of the PDC report to AEC Follow up with PRU on the Provider refresher training Work plan update Staff training survey	Parking Lot <ul style="list-style-type: none"> ○ Timeliness Policy ○ PowerPoint Training ○ Root Cause ○ Recommendation-B. Sacks