



Professional Development Committee (PDC)
Meeting Minutes
4/25/08; 10:30a-12:30p; Towner II, Rm. #223

J. Baltzell, S. Gondek, B. Sacks, D. Ehret, J. Kearney, D. Sabourin, J. Jackson, M. Phillips, M. Vergith, S. Reitmeier, S. Brown, R. Petkovich (*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"> • Root Causes <p>Minute changes</p> <ul style="list-style-type: none"> • None 	Agenda and minutes approved	
II. Staff Training Survey	<ul style="list-style-type: none"> • The staff training survey is a joint commission standards requirement • PDC previously reviewed FY07 survey • Discussion was had on shortening the survey for FY08 usage • FY07 survey results will be listed separate from FY08 survey • FY08 survey will consist of 3 open ended questions • A CSTS intern will compile the results of FY08 survey 	J. Baltzell will bring draft staff training survey that will be used FY08 to PDC for review in May, along with draft email listing results of last year's staff training survey.	J. Baltzell
III. Provider Staff Medication Refresher Training	<ul style="list-style-type: none"> ○ The refresher medication training is annual ○ Instructions state staff are to contact nurse to get a test and nurse will grade test accordingly ○ Concern raised over CLS and Respite staff contacting the nurse ○ For Monroe and Lenawee it is not a concern 	J. Baltzell will email S. Brown to determine if the Medication Refresher Training and nurse contact portion of it will be a concern for CLS and Respite staff.	J. Baltzell
IV. Root Cause Recommendations	<ul style="list-style-type: none"> ○ 2 issues from a Monroe County root cause analysis were brought forward to PDC for discussion: <ul style="list-style-type: none"> ▪ Assessing provider staff ability to work with consumer ▪ Process for provider staff to notify family member of a consumer emergency or death ○ Provider Relations Unit (PRU) works with Eastern Michigan University to manage provider staff training and curriculum development ○ It was suggested to incorporate emergency situation role 	<p>B. Sacks will follow up with R. Green on the 2 root cause analysis concerns</p> <p>CSTS will share its guidelines on communicating with family</p>	<p>B. Sacks</p> <p>J. Baltzell</p>

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	<ul style="list-style-type: none"> playing into trainings ○ It is unknown if provider offers remedial training for staff that aren't comfortable working with consumers ○ Question was raised should direct care staff inform consumer family member of emergency situation/death 		
V. Staff Training Grid	<ul style="list-style-type: none"> ○ Grid was reviewed for accuracy and revised accordingly ○ Anti-stigma will be combined with Customer Service (CS) training ○ PI 1 is changing to QI/Learning Org ○ PI 2 will become staff specific and removed from grid ○ Co-Occurring may need to be removed ○ LEP/Cultural Competency affiliation curriculum will be combined and required yearly ○ L. Hall is modifying the CS affiliation curriculum and CEU certification is being obtained ○ Self Determination (SD) training is being piloted in the Grievance & Appeal training. Unknown if SD training requirement is yearly or every 2 years. ○ Discussion had on affiliation events, like sharing hope conference, being counted toward staff training requirement. ○ Several trainings have been approved for CEU: motivational interviewing; self inflicted violence in children in adolescents, yellow ribbon, passion fatigue, HIV/AIDS and other communicable diseases. Others are pending ○ J. Baltzell will follow up with the Washtenaw County PD department to determine when/if trainings can be opened to the affiliation. 	<p>B. Sacks will follow up with B. Paxton to determine where SD training will be placed, either with Person Centered Planning or Grievance & Appeal, and how often SD training is required.</p> <p>B. Sacks will follow up with B. Paxton to determine if affiliation training/events can meet affiliation staff training requirements</p>	<p>B. Sacks</p> <p>B. Sacks</p>
VI. QI Training	<ul style="list-style-type: none"> ○ QI training curriculum was distributed and reviewed 	<p>PDC approved the QI affiliation training; it will be posted to the affiliation website</p>	<p>S. Gondek</p>
VII. Work-plan	<p>PDC Charge & Work-plan</p>	<p>No action taken</p>	
VIII. Synopsis of PDC Report to Affiliation Executive Committee (AEC)	<ul style="list-style-type: none"> ○ 1st time the AEC met with all committee chairs ○ The notion of shared governance was discussed ○ Shared governance document was distributed at AEC and will be revised before distributing to staff ○ AEC is looking to embed shared governance into the affiliation thru leadership ○ There were committee updates from Clinical Care, Regional Finance and Customer Service 	<p>J. Baltzell will revise the PDC status report and present it to the AEC.</p>	<p>J. Baltzell</p>

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	<ul style="list-style-type: none"> ○ Affiliation Committee Work plans will be reviewed at AEC ○ Draft PDC status report was distributed (today at PDC) and reviewed for submission to AEC in May '08 ○ PDC discussed reciprocity training within the affiliation 		
IX. Supervisor Training Follow-up	<ul style="list-style-type: none"> ○ Feedback still being gathered ○ Overall well received ○ Specific feedback will be forwarded to M. Phillips 		
X. Meeting Evaluation	<ul style="list-style-type: none"> ○ Learning org principles were used during the PDC meeting 		
XI. Next Meeting	<ul style="list-style-type: none"> ○ 5/23/0810:30a-12:30p Towner II, Rm. #223 	Agenda Items <ul style="list-style-type: none"> ○ Supervisor Training Follow-up ○ Review staff training survey ○ Staff training grid ○ Synopsis of PDC Report to AEC (standing agenda item) 	Parking Lot <ul style="list-style-type: none"> ○ Timeliness Policy ○ PowerPoint Training