



Professional Development Committee (PDC)
Meeting Minutes
01/23/09 ; 10:30a-12:30p; Towner II, Rm. #211

J. Baltzell, S. Gondek, , D. Ehret,, D. Sabourin, , M. Phillips, M. Vergith, , S. Brown, R. Petkovich, James Brown, Matt Hoffman, Stephanie Risk (*bolded name indicates present at meeting; non-bolded name indicates absent at meeting*)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Check-in	Sherry Turner of Adult Learning Systems is interested in joining the committee as a provider representative Melinda Perez will be replacing Dawn on this committee		
II. Approve Agenda & Minutes	<p>Agenda additions</p> <ul style="list-style-type: none"> • ARR – Stephanie Risk • PD systems assessment – Matt Hoffman <p>Minute changes</p> <ul style="list-style-type: none"> • None 	Agenda and minutes approved	
III. Grievance & Appeals PowerPoint Training- CJ Witherow & Stephanie Risk	<ul style="list-style-type: none"> • Stephanie presented and made recommendations about this updated training. • Removed PCP and SDI as there are already power point trainings for these topics • Removed DRA and Medicaid managed care out of the refresher training 	<ol style="list-style-type: none"> 1. Recommend continue in person training for new staff 2. Recommend this power point for experienced clinical staff highlighting grievance and appeals and medical necessity. 	Stephanie Risk will see the revised training is posted to the web site.
IV. CEU followup (guests: M.O'Hare & L. Wicks)	<ul style="list-style-type: none"> o Linda suggested that we pilot the Basic Rights/Confidentiality training for the region o She has the dates of the trainings o The appropriate sign in sheets will need to be used o Washtenaw county is willing to pilot this without cost to the region o Linda needs a designated point person to collect signatures and send them to Linda, and to distribute the CEU certificates o We will correspond via email, Linda will return in March to review the pilot and identify next steps 	<ol style="list-style-type: none"> 1. Members will send Linda a designated point person, and also the street address and room number of the training 	
V. Review Cultural Competency Training – J. Baltzell	<ul style="list-style-type: none"> o Tabled 		
VI. Staff Training Grid	<ul style="list-style-type: none"> o Tabled 		

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VII. Supervisor Training Workgroup Follow up – M. Phillips	<ul style="list-style-type: none"> ○ No update, new system will help 		
VIII. PD systems assessment	<ul style="list-style-type: none"> ○ Matt compared the feasibility of PCE building a system for tracking training for the region, using Essential Learning as a base system, or modifying the county system. ○ Recommends customizing the county system and pulling in information from Essential Learning 	<ol style="list-style-type: none"> 1. Take recommendation to directors 2. Determine what, if any cost from PCE 	<p>J. Baltzell</p> <p>M. Hoffman</p>
IX. ARR	<ul style="list-style-type: none"> ○ Stephanie presented the draft ARR requirements ○ 500 word limit per topic ○ Key improvement tasks, milestones and endeavors ○ DCH will review our progress ○ Planned start date by DCH of 10/01/09 ○ May have 30 days to submit 	<p>J. Baltzell will be contact for Stephanie when the ARR is final.</p>	<p>J. Baltzell</p>
X. Synopsis of PDC Report to Affiliation Executive Committee (AEC)	<ul style="list-style-type: none"> ○ Update regarding county PD system ○ Learning needs survey 	<p>J. Baltzell will revise the PDC status report and present it to the AEC.</p>	<p>J. Baltzell</p>
XI. Meeting Evaluation	<ul style="list-style-type: none"> ○ Learning org principles were used during the PDC meeting 		
XII. Next Meeting	<ul style="list-style-type: none"> ○ 3/27/09 10:30a-12:30p Towner II, Rm. #223 	<p>Agenda Items</p> <ul style="list-style-type: none"> ○ Supervisor Training Follow-up ○ ARR ○ Timeliness Policy Training ○ CEU followup ○ Synopsis of PDC Report to AEC (standing agenda item) 	<p>Parking Lot</p> <ul style="list-style-type: none"> ○ Timeliness Policy PowerPoint Training