



Professional Development Committee (PDC)
Meeting Minutes
03/27/09 ; 10:30a-12:30p; Towner II, Rm. #2140

J. Baltzell, S. Gondek, D. Sabourin, M. Phillips, M. Vergith, S. Brown, R. Petkovich, J. Brown, M. Hoffman, M. Perez, S. Weary, M. O'Hare (*bolded name indicates present at meeting; non-bolded name indicates absent at meeting*)

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Check-in			
II. Approve Agenda & Minutes	<p>Agenda additions</p> <ul style="list-style-type: none"> • none <p>Minute changes</p> <ul style="list-style-type: none"> • Sherri Turner's name was misspelled in the 1/23/09 minutes. 	<p>Agenda approved</p> <p>Minutes approved as corrected</p>	
III. Supervisor Training Follow-up	<ul style="list-style-type: none"> • M. Phillips presented the Summary of Recommendations from the Supervisor Training Development Work Group (see handout). <ul style="list-style-type: none"> ○ M. Phillips advised that the Summary was being submitted for approval from the PDC, and the next step would be for the recommendations to be presented to the AEC. ○ M. O'Hare advised that when the recommendations are presented to the board a timeline will be expected. M. O'Hare noted that training modules will need to be transferred from a face-to-face format to online training, which will affect the timeline. ○ J. Baltzell noted the next AEC Director & Committee Chairs meeting is 4/20/09, and that it would be best to submit the recommendations offline. ○ M. Perez noted that Essential Learning (EL) has worked well for Lenawee, and is cost-effective. On average, EL costs Lenawee \$80/staff per year. ○ M. O'Hare suggested the PDC review the Supervisor's Toolkit on the intranet. 	<ol style="list-style-type: none"> 1. M. Phillips will provide a list of training modules to the PDC, and will specify which modules are face-to-face and which are online. 	M. Phillips
IV. ARR	<ul style="list-style-type: none"> • M. O'Hare advised that section 10 of the ARR, in particular the Quality Improvement portion, will be reviewed with the PDC. <ul style="list-style-type: none"> ○ There was an ARR town hall meeting on 3/26/09 at 		

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	<p>which there was a discussion regarding CEU's and if it would help if providers could stay local to obtain CEU's.</p> <ul style="list-style-type: none"> ○ Also at the town hall a point was made from consumers that there needs to be continued training for staff on empathy and a culture of gentleness. ○ Recruitment and Succession is another section of ARR, and the 2 factors affecting them are competitive wages and provision of benefits. ○ There is a gap of knowledge in supervisory training; staff (providers and CMH) did not know if their supervisors had special training or not. ○ Environmental Scan: September's Washtenaw employee survey information will be used. <ul style="list-style-type: none"> ▪ Livingston's Denison survey is similar to Washtenaw's employee survey, and M. O'Hare will try to use it. ▪ Lenawee will put a couple of M. O'Hare's questions on their next survey, per M. Perez. ▪ Monroe has a satisfaction survey from 2 years ago which M. O'Hare should be able to use. ○ M. O'Hare asked for other big gaps in staff development: <ul style="list-style-type: none"> ▪ Training that is organized and easily accessible by all Affiliation staff. ▪ Time away from the job for training. ▪ Including competencies in performance evaluations ▪ Providing advanced training for staff, after an employee has been on the job for some period of time, such as 3 or 6 months. ○ M. O'Hare questioned if there is a something built into the Toolbox for a mentor or "train-the-trainer" development program. There is not. ○ M. O'Hare will gather input from stakeholders and the environmental scan to provide a QI plan for the PDC 	<ol style="list-style-type: none"> 1. QI Plan 	<p>M. O'Hare</p>
<p>V. Timeliness Policy Training</p>	<ul style="list-style-type: none"> • PowerPoint presentation was handed out reviewing CMHPSM's policy for the timely provision and documentation of care (see handout). <ul style="list-style-type: none"> ○ M. Perez stated the presentation had a good format, and noted that the timeline should be checked for accuracy. 	<ol style="list-style-type: none"> 2. Timeline to be verified with Nicole James-Emerick 	<p>J. Baltzell</p>

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	<ul style="list-style-type: none"> ○ M. O'Hare suggested that PDC put together 2-3 criteria that explain why the Timeliness Policy training should be annual on the training grid. 		
VI. AEC Meeting with Committee Chairs	<ul style="list-style-type: none"> ● Summary of Recommendations from the Supervisor Training Development Work Group to be presented (see Minutes item III). 	Presentation of Summary of Recommendations to AEC	J. Baltzell
VII. DCH Audit-Documentation PCP Training	<ul style="list-style-type: none"> ● The DCH audit was on the plan of corrective actions last year. ● The next audit will be 4/6-4/10. 		
VIII. Meeting Evaluation	<ul style="list-style-type: none"> ○ Learning org. principles were used during the PDC meeting. ○ A lot was accomplished during the meeting. ○ Meeting topics flowed well and weren't impeded by the agenda. ○ Every agenda topic was covered. 		
IX. Next Meeting	<ul style="list-style-type: none"> ○ 4/24/09 10:30a-12:30p Towner II, Rm. #2140 	Agenda Items <ul style="list-style-type: none"> ○ Criteria for Timeliness Training on the annual training grid ○ Review training grid ○ Review contractors' training grid for LIP ○ ARR's QI plan ○ Review the work plan ○ Follow-up of CEU's with basic rights 	Parking Lot <ul style="list-style-type: none"> ○