



Professional Development Committee (PDC)
Meeting Minutes
9/18/09; 10:00a-1:00p; Towner II, Rm. #2140

S. Hasshaw, S. Turner, M. Phillips, M. Perez, J. Brown, S. Brown, S. Gondek, J. Baltzell, S. Weary, R. Petkovich, D. Sabourin, M. Vergith

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>Minutes changes</p> <ul style="list-style-type: none"> • Sue Gondek recommended that Terry Lerma's full name and contact information should be included in the minutes. <p>Updates</p> <ul style="list-style-type: none"> • Jan met with Shauna to discuss adding training review to contracts for providers. • Mary advised it might be a good idea to have a training meeting at which Jean Scanlon discussed some of the things she's done around Culture of Gentleness. • The PDC suggested that Culture of Gentleness is already incorporated into some other trainings, such as CPI, and so Culture of Gentleness may not need its own stand-alone training. 	<p>Agenda approved</p> <p>Minutes approved</p>	
III. Phone conference w/Terry Lerma	<ul style="list-style-type: none"> • Terry Lerma (Cultural Competency Project Manager) provided a cultural competency overview to the PDC. • Terry will provide a list of questions that would be relevant for the customer survey. • Mary asked if Terry had knowledge of any training material for consumers that can be incorporated into existing assessments. Terry advised that one provider did all of the training for its peer-to-peer groups, and she thinks their information might be helpful. She'll review the information and send it over to PDC if it's valuable. • Terry advised that integrating trainings, instead of having many isolated stand-alone trainings, is best. 	<p>Terry will email relevant documents to the group.</p>	

	<ul style="list-style-type: none"> • Terry suggested that the topic of stigma might best be built into generational differences. She'll check with Marquette, which has done some training based on generational differences. • Terry advised that today's discussion is not the only time questions/communication can be had with her. She is available for future question. 		
<p>IV. Supervisor Training</p>	<ul style="list-style-type: none"> • The thought was to have an electronic package for the supervisor training, but it will be a really long time before more than a few trainings will be available electronically • Jan noted that having the standard materials available would be helpful. • Melinda advised that the Supervisor Training group should come forward with a recommendation, which will then need to go to AEC for approval. • Jan noted that the most important element is consistency when it comes to the training, and then the locals will deliver the consistent training as it best works for the locals. 		
<p>V. Corrective Action Plan from the DCH audit</p>	<p>CJ reviewed the corrective actions taken from the EQR review.</p> <p>3 items on page 6 of corrective action plan:</p> <ul style="list-style-type: none"> • Item F.11 Record Keeping. Some items about affiliate training: regarding releases of information, expiration dates are included; parent signatures are consistently done in the IPOS (Person-Centered Plan); using the correct release of information. • CJ asked when providing staff training on the process where's the best place for it to happen? Melinda advised the PCP training would be the best place. Jan advised for the standard record-keeping training, it'd be a supervisor responsibility in Washtenaw. Renee noted this would be covered in the monthly internal provider meetings in Monroe. In Lenawee, the Compliance Coordinator (Melinda) will train staff. In Livingston supervisors will train staff. • B.7 Targeted Case Management • B.3.4.4. CJ asked if there were any specific trainings that the PDC can recommend? The training should include the words "child" and "family." CPI would work, Appeals training, Behavior Management, Person Centered Planning, Due Process, Recipient Rights. • CJ requested that the PDC recommend to whoever is doing the trainings that: For any regional training that is applicable to family and children that the "family" and 		

	<p>“child” be applied in the titles of the training. And the same should be done at the local levels.</p>		
<p>VI. Training</p>	<ul style="list-style-type: none"> Tracking training on Encompass will be very feasible to do, at this point no additional cost, but someone will need to enter the data. Using Encompass to track training Will allow providers to enter trainings for their staff, and as the staff moves from one provider to another, the information is linked and will follow staff. PCFAS (pre-CAFAS) training: Renee is now a trainer. There is a training scheduled on October 27th, all-day, at Monroe. 5 spots per CMH are available. 		
<p>VII. Next Meeting</p>	<ul style="list-style-type: none"> October 23; 10:30-12:30 pm, Towner II, # 2140 	<p>Agenda Items</p>	<p>Parking Lot</p> <ul style="list-style-type: none"> ○ Review committee's charge ○