



Professional Development Committee (PDC)  
**Meeting Minutes**  
04/24/09 ; 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, S. Turner, L. Hall**  
*(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><b>Agenda additions</b></p> <ul style="list-style-type: none"> <li>• Follow-up from 4/20 AEC meeting regarding Supervisory training.</li> </ul> <p><b>Minutes changes</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Agenda</b> approved as amended</p> <p><b>Minutes</b> approved</p>	
III. Follow-up from 4/20 AEC meeting re: Supervisory training	<ul style="list-style-type: none"> <li>• J. Baltzell reviewed AEC's feedback to the Supervisory Training recommendations. AEC approved the content of the recommended training, and left the method of implementation to be determined later.               <ul style="list-style-type: none"> <li>○ AEC had some concerns about online training not meeting all training needs, and made the point that some trainings need to be conducted face-to-face rather than online.</li> <li>○ J. Baltzell advised that each county will need to make the decision about which type of system to use for training and tracking of training.</li> <li>○ One question for investigation: If only 1 other county opts into the training, would the PCE cost be pro-rated?</li> <li>○ At this point, Lenawee is not interested in using PCE (is this acronym right?).</li> </ul> </li> </ul>		
IV. Criteria for Adding to/Removing training from annual training grid	<ul style="list-style-type: none"> <li>• Some questions to consider regarding the training grid:               <ul style="list-style-type: none"> <li>- What were the decision points that came out of discussions about guidelines for training content?</li> <li>- What decision-making body needs to see the content for approval? Who mandates the content?</li> <li>- L. Hall has a copy of the form/template that she helped to create for the item above and will provide it to J. Baltzell.</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>- There is a mistake on the Affiliation Staff Training Requirements dated October 2008. On page 3, for the MI Child/Adolescent's initial training requirement, it currently states "Within 24 hours and then annually."</li> <li>- There's no indication in the Staff Training grid if "year" indicates calendar or fiscal year. The consensus among the committee is that people are tracking "1 year" as being from the date of the last training.</li> <li>- The PDC will consider asking existing committees to review existing training grids for any new trainings to add or old trainings to remove.</li> </ul>	Update the initial training requirement to state "24 hours annually."	<b>SG</b>
V. Review training grid	<ul style="list-style-type: none"> <li>• Training grid issues were reviewed. <ul style="list-style-type: none"> <li>- The Compliance group is reviewing what is required and what the DCH is looking for.</li> <li>- Committees will be asked to review their training requirements as part of their work plan.</li> <li>- For the Grievance and Appeals training: <ul style="list-style-type: none"> <li>○ How will tests and answers for staff trainings be administered? Who should have access to those answers?</li> <li>○ Some online trainings have answers embedded in the training, as well as questions that can be rotated and mixed.</li> </ul> </li> </ul> </li> </ul>		
VI. Review contractors' training grid for LIP	<ul style="list-style-type: none"> <li>• Contractors' training grid issues were reviewed: <ul style="list-style-type: none"> <li>○ Recipient Rights training for doctors seems too long, and the format isn't conducive.</li> <li>○ The costs for doctors' training were discussed. Who should pay: doctors or counties? Should the doctors be expected to already have the trainings as a requirement of their contracts?</li> <li>○ Network Management will be asked to follow up on Recipient Rights training issues for contractors.</li> </ul> </li> </ul>		
VII. Shared Governance training – Leslie Hall	<ul style="list-style-type: none"> <li>• Leslie Hall reviewed the "Shared Governance and Expectations" document. Highlights: <ul style="list-style-type: none"> <li>○ The concrete skill set needed for understanding Shared Governance</li> <li>○ The roles of different staff</li> <li>○ The overlapping characteristics between Shared Governance and the Recovery Model. <ul style="list-style-type: none"> <li>- M. O'Hare noted that trust-building should be included in the Shared Governance model. L. Hall agreed and said that it would be added.</li> </ul> </li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Shared Governance training is intended for all staff.</li> <li>○ The PDC suggested that committee chairs take the training first as a group, with the idea of it being “train the trainers.”</li> <li>○ Culture of Gentleness should be included as part of the Shared Governance model.</li> <li>○ L. Hall will create a roll-out plan, possibly for the beginning of the next fiscal year. The roll-out plan will come to the PDC first for review and approval.</li> </ul>		
VIII. ARR's Q1 plan	<ul style="list-style-type: none"> <li>● Data that went into the Environmental Scan were reviewed. Highlights: <ul style="list-style-type: none"> <li>- Consistent training support for Support Coordinators</li> <li>- More access to training is needed for providers</li> <li>- What leaders do to promote diversity and inclusion</li> <li>- Continuing with Evidence-Base Practice training</li> <li>- What can work with Peer Support Specialists</li> </ul> </li> </ul>		
IX. Review the work plan	<ul style="list-style-type: none"> <li>● Moved to May meeting</li> </ul>		
X. Cultural Competency	<ul style="list-style-type: none"> <li>● Moved to May meeting</li> </ul>		
XI. Follow-up of CEU's with basic rights	<ul style="list-style-type: none"> <li>● Moved to May meeting</li> </ul>		
<b>XII. Next Meeting</b>	<ul style="list-style-type: none"> <li>○ <b>5/22/09 10:30a-12:30p Towner II, Rm. #2140</b></li> </ul>	<b>Agenda Items</b> <ul style="list-style-type: none"> <li>○ Review the work plan</li> <li>○ Cultural Competency</li> <li>○ Follow-up of CEU's with basic rights</li> </ul>	<b>Parking Lot</b> <ul style="list-style-type: none"> <li>○</li> </ul>