



Professional Development Committee (PDC)  
**Meeting Minutes**  
5/22/09; 10:30a-12:30p; Towner II, Rm. #2140  
(Formerly Rm. # 223)

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

AGENDA ITEM	DISCUSSION POINTS	ACTION/OUTCOME	RESPONSIBILITY
I. Check In	M. Perez reported an error message on the Grievance and Appeal refresher page when clicking on the link for the site for “Clinical Staff.”	S. Gondek to investigate	<b>SG</b>
II. Approve Agenda & Minutes	<p><b>Agenda additions</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Minute changes</b></p> <ul style="list-style-type: none"> <li>• P. 2 should state “24 hours annually”</li> </ul>	<p>Approved</p> <p>Approved as amended</p>	
III. ARR Update	M. O’Hare reported that the ARR was presented to the Directors, then the Directors for approval, and has now been submitted to state.		
IV. Review the Work Plan	<p><b>Section # 1:</b></p> <ul style="list-style-type: none"> <li>• The Provider Alliance is working on a process for entering required training conducted by other entities (external to the Affiliation) into the system. It might also be a good idea to have multiple options to meet a specific requirement.</li> <li>• Item E of the work plan needs to be reviewed.</li> <li>• The timeline and status for sections E and F</li> </ul>	<p>M. Phillips will follow up with L. Hall regarding template that J. Baltzell can use for entering trainings into the system.</p> <p>Jan will investigate options for fulfilling requirements.</p>	

	<p>need to be removed.</p> <p><b>Section # 2:</b></p> <ul style="list-style-type: none"> <li>• The Culture of Gentleness tool fits this goal.</li> <li>• The new target date is September of 2009</li> <li>• The status needs to be removed.</li> </ul> <p><b>Section # 3</b></p> <ul style="list-style-type: none"> <li>• With Lenawee on a different system (EL vs. PCE), Lenawee could just submit staff transcripts to the Affiliation to keep track of training.</li> <li>• Directors are waiting for PDC to make recommendations for which system to use for tracking training. There will be further discussion at next month's meeting regarding how each county tracks training.</li> <li>• The timeline and status information needs to be removed.</li> </ul> <p><b>Section # 4</b></p> <ul style="list-style-type: none"> <li>• There needs to be some sort of validation control, some type of measurable component, perhaps as an additional objective.</li> </ul> <p>Any recommendations for work plan additions from ARR would come at the next meeting, after PI has determined what from ARR needs to go to PDC.</p>		
<p>V. Cultural Competency</p>	<ul style="list-style-type: none"> <li>• J. Baltzell reviewed training documents from the state's March training.</li> </ul>		

	<ul style="list-style-type: none"><li>• There is an assessment piece that J. Baltzell is not sure how to go about filling out. There is also a question as to which survey to fill out.</li><li>• M. Perez's concern is that some of the survey questions may be too invasive and/or unreasonable for consumers.</li><li>• Incorporating some questions into an existing survey, rather than bombarding consumers with another survey, may be a better option. The Cultural Awareness survey may be an option.</li><li>• There is also 2 hours of telephone technical assistance that Affiliation could use. One such use could be to find out what kinds of questions the Affiliation should be asking.</li><li>• J. Baltzell suggested that maybe Jessica Sahutoglu, Nicole James or Teresa Sharp could review the demographic data provided to provide a basic overview of the region. If the data can be pulled from Encompass Jessica can help, but she is not able to search for data. This may be a mini-project, because once data has been pulled, someone will need to analyze it. The first step will be to determine if the information has value, which will be a question for Directors.</li><li>• The data should be looked at on both a county and Affiliation-level.</li><li>• PDC is scheduled to report to AEC next</li></ul>	<p>M. O'Hare will make the request for data help</p>	
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	<p>month so J. Baltzell will ask for recommendations from the AEC regarding data analysis and the 2-hour technical assistance (what should the focus be).</p>		
<p>VI. Follow-up of CEU's with basic rights</p>	<ul style="list-style-type: none"> <li>• Currently, there is a pilot throughout the region on offerings CEU's. While it is a pilot, there is a no cost. The pilot lasts through September.</li> <li>• The System has worked well in Monroe.</li> <li>• Lenawee has not had anyone go through yet.</li> <li>• Livingston has not received feedback yet. M. Phillips will check in.</li> <li>• J. Baltzell will check in with Linda Wicks for feedback from Washtenaw.</li> </ul>		
<p>VII. Follow-up on Supervisory Training</p>	<ul style="list-style-type: none"> <li>• M. Phillips advised that the advisory group is scheduled to get together again to review any curriculum issues. Currently, it takes approximately 1 year to transfer a face-to-face training to online training. The group is also determining which classes can go electronic, and which should stay face-to-face.</li> </ul>		
<p>VIII. Follow-up on Criteria for Adding/Removing Training from the Training Grid</p>	<p><b>Adding training to the grid:</b></p> <ul style="list-style-type: none"> <li>• When training should be added: when there are new requirements from the state or other accrediting bodies, or if a training is put into the contract, either a PIHP or provider contract.</li> <li>• One consideration is to have separate sections of the grid, such as core and "other," or some kind of distinction such as if a training applies to one's position or not.</li> </ul>		

- S. Hasshaw asked if the Deficit Reduction Act should be included in the Provider training as well. The consensus among the committee is yes.

**Removing training from the grid:**

- One reason to remove a training is if it's no longer mandated.
- Crisis Prevention Institute training might be a good example of a training that can be removed, or at least considered as optional.
- Another reason to remove a training is when a new training comes out and replaces an existing training.
- For Example: if CPI could be part of a curriculum of Gentle Teaching, CPI would be able to be one option to meet that requirement. The Rights group would probably need to be involved in that conversation.
- Should Shared Governance be added to the grid? No clear consensus, which is an example of why there needs to be clear guidelines for how training is included on the grid.
- When considering adding, the cost, feasibility and value of the training should be considered.
- Customer Service Staff are required to receive Customer Service/Anti Stigma training (p. 2)

<b>IX. Next Meeting</b>	○ <b>June 26, 2009; 10:30a-12:30p, Towner II, #2140</b> <b>Facilitator: Mary Phillips</b>	<b>Agenda Items</b> <ul style="list-style-type: none"><li>● <b>Looking at upcoming schedule?? Needs Assessment</b></li><li>● <b>Training discussion: how each county is tracking, should a change be considered</b></li><li>● <b>Follow up on Criteria for adding/removing training from the training grid</b></li><li>● <b>Supervisory training</b></li><li>● <b>Staff survey</b></li><li>● <b>How each county tracks training</b></li></ul>	<b>Parking Lot</b> <ul style="list-style-type: none"><li>● <b>Alignment of CPI/Gentle Teaching/3<sup>rd</sup> thing (end of summer)</b></li></ul>
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