



TRAINING COMMITTEE

MEETING MINUTES

May 1, 2013

<i>Members present:</i>	Terry Haydon, Mark King, Joseph Lowe, Bobbie Sotin
<i>Members absent:</i>	Jenny Cokeley, Katie Coombes, Roxie Mayfield, Lyla Swafford
<i>Others present:</i>	Terry Cramer (via phone), Jereme Grzybowski, Glenna Hayes, Aileen Kaye, Mat Rapoza, Cinzia Romoli, Johnnie Terwilliger, Roxy Tolva
<i>Staff present:</i>	Leslie Houston, Suzanne Huffman, Nancy Janes, Roxanne McAnally, Ron McGhee, Cheryl Miller, Kelly Rosenau

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order by Mark King at 1:02 p.m.

INTRODUCTIONS

Attendees introduced themselves.

AGENDA

The agenda was accepted as written.

APPROVAL OF MINUTES

Minutes of March 6, 2013 were reviewed. **Motion** was made by Bobbie Sotin and **seconded** by Terry Haydon to accept the minutes as corrected. **Approved.**

TRAINING REPORT

Leslie Houston presented the *Home Care Commission Monthly Training Report March 2013*.

- 72 Classes held/3 classes canceled
- 649 Total attendance
- 9 Average attendance per class
- 6,408 Unduplicated HCWs to date
- 59 Unduplicated PSWs to date

Leslie also presented the *Quarterly Training Summary Report Quarter: 1/1/13-3/31/13*.

Leslie also presented the *Home Care Commission Training Evaluations—*

Diversity Awareness: LGBT Jan-Mar 2013.

Joyce Beedle and Alla Varivoda will teach *Diabetes By the Numbers in June*. Both will give disclaimers at the beginning of class that they are not Diabetes educators.

Aileen Kaye reported on the updates to the *Helping Caregivers Fight Fraud and Abuse* class.

STEPS REPORT

Suzanne Huffman presented the *STEPS Statistical Report* for March 2013.

- 48 Planning Interviews – First Time Participants
 - 31 Client-Employed Provider program
 - 0 Independent Choices
 - 13 Oregon Project Independence
 - 4 PC-20
- 44 Participants received STEPS services
- 126 hours of STEPS services were received

Suzanne also presented the March 2013 narrative and encouraged further reading.

OHCC staff is still working with the Office of Information Systems to get new referrals directly to the contractors from Oregon ACCESS.

TOBACCO AWARENESS ACTION PROJECT

Cinzia Romoli presented a draft of the *Homecare Worker Survey, Spring 2013*. Committee members made suggestions to improve it. Cinzia will make changes and send to Leslie for final review before it is sent to HCWs.

REGISTRY AND REFERRAL SYSTEM (RRS) UPDATE

Ron McGhee reported that nearly all of the system development team has been hired. Beginning soon, we will start user group meetings.

Suggestions on how the trainings be weighted:

- Reduce points for CPR/First Aid so that it is not weighted higher than other OHCC trainings
- Three year expiration date for classes
 - Classes will still be in HCWs' records, but not counted in matching scores
 - Possibly give HCWs, on their profiles, a flag when a class is going to expire from their records
- All classes, even if not selected by employers, be worth some

weight in matching scores with bonus points given to classes that employers have selected

- Professional Development Recognition recipients to receive a few points weighted in the matching scores
 - The “star” will not be removed
- Training is the only section that will have points—all other sections will have flags
- Possibly flag HCWs’ profiles who can apply for the Professional Development Recognition

ADJOURNMENT

The meeting was adjourned at 2:54 p.m.

NEXT MEETING

The next Training Committee meeting is June 5, 2013, at 1:00 p.m. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Training Committee Meeting Minutes April 3, 2013
- Training Report, March 2013
- Quarterly Training Summary Report Quarter: 1/1/13-3/31/13
- Home Care Commission Training Evaluations—Diversity Awareness: LGBT Jan-Mar 2013
- STEPS Consumer/Employer Statistical Report, March 2013
- STEPS Reports – March 2013
- Homecare Worker Survey, Spring 2013