



HCW Training Committee November 6, 2013 – Meeting Minutes

Committee Members Present

In Person	Jenny Cokeley, Cassy Fogale, Terry Haydon, Mark King, Joseph Lowe, Mark Prever, Bobbie Sotin
By Phone	Roxie Mayfield
Absent	Lyla Swafford

Non-members Present

OHCC Staff	Simone Dankenbring, Leslie Houston, Suzanne Huffman, Roxanne McAnally, Cheryl Miller, Kelly Rosenau
Others In Person	Glenna Hayes, Aileen Kaye, Roxanne Tolva
Others By Phone	Loyce Edwards, Lyra Hall, Beth Sanders

Call to Order: 1:03 p.m.

Adjournment: 1:39 p.m.

Introductions

Item	Presenter	Discussion	Next Steps
Review/Approve October minutes	Mark King	<ul style="list-style-type: none"> • Bobbie Sotin made the motion to approve minutes. • Joseph Lowe seconded the motion. • Motion approved by consensus. 	
Review Training Reports	Leslie Houston	<ul style="list-style-type: none"> • September training reports reviewed <ul style="list-style-type: none"> ○ 77 classes held <ul style="list-style-type: none"> ▪ 0 Classes canceled ▪ 731 Total attendance ▪ 9.5 Average attendance per class ▪ 6,630 Unduplicated HCWs to date ▪ 67 Unduplicated PSWs to date ▪ 454 Professional Development awards • Quarterly training summary report reviewed <ul style="list-style-type: none"> ○ 217 total classes held <ul style="list-style-type: none"> ▪ 1923 total attendance ▪ LGBT class evaluation presented 	

Training Stipend	Leslie Houston	<ul style="list-style-type: none"> • Bobbie Sotin made a motion to submit to the Commission that Independent Choices personal support workers (PSWs) attend and get paid for homecare worker training classes. • Mark Prever seconded the motion. 	Motion passed and will be submitted to the Commission.
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Tobacco Survey	Beth Sanders	<ul style="list-style-type: none"> • Announced Cinzia Romoli's retirement from Oregon Health Authority • Detailed the timeline for the Tobacco Cessation survey. 	Survey will be emailed on November 18, 2013 – the same week as the Great American Smokeout. People have one week to complete. The data from the survey will be analyzed in early December.
STEPS	Suzanne Huffman	<ul style="list-style-type: none"> • September Statistical Report reviewed. September highlights: <ul style="list-style-type: none"> ○ 42 Planning Interviews – First Time Participants <ul style="list-style-type: none"> ▪ 36 Consumer-Employed Provider Program ▪ 0 Independent Choices ▪ 4 Oregon Project Independence ▪ 2 SPPC ○ 54 Participants received STEPS services ○ 96.75 hours of STEPS services were received • Suzanne also presented the September 2013 narratives. 	STEPS contractors will continue to provide narrative reports for further reading.
HCW Orientation	Leslie Houston	<ul style="list-style-type: none"> • Presented the Homecare Worker Orientation PowerPoint presentation. 	Leslie will make updates and this will be sent to local offices for their use.
Adjournment	Mark King		

The next meeting will be December 4, 2013 at 1:00 – 2:30 p.m. The location is 676 Church Street NE, Salem, OR 97301

Handouts:

- Agenda
- Training Committee Meeting Minutes – October 2, 2013
- Training Report – September 2013
- Training Report – Quarterly – July – September 2013
- Training Evaluation – Diversity Awareness - LGBT
- STEPS Consumer/Employer Statistical Report - September 2013
- STEPS Reports – September 2013
- Homecare Worker Orientation handbook