HCW Training Committee
February 5, 2014 – Meeting Minutes

Committee Members Present

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

Non-members Present

OHCC Staff	Leslie Houston, Suzanne Huffman, Nancy Janes, Roxanne McAnally, Joan Medlen, Cheryl Miller
Others In Person	Aileen Kaye, Beth Sanders
Others By Phone	Lyra Hall

Call to Order: 1:05 p.m. **Adjournment:** 2:35 p.m.

Introductions			
Item	**Presenter**	**Discussion**	**Next Steps**
Review/Approve November minutes	Mark King	• Bobbie Sotin made the motion to approve minutes • Mark Prever seconded the motion • Motion approved by consensus	
		• December training reports reviewed o 55 classes held ▪ 1 Class canceled ▪ 676 Total attendance ▪ 12.3 Average attendance per class ▪ 6,867 Unduplicated HCWs to date ▪ 7812 Unduplicated PSWs to date ▪ 492 Professional Development awards • Reviewed the *Quarterly Training Summary Report Quarter: October-December 2013* • Reviewed evaluation for *Diversity Awareness: LGBT* • Reviewed *Training Suggestions 2013* • COMPASS Project given two-year grant extension.	

Item	Presenter	Discussion	Next Steps
STEPS	Suzanne Huffman	• November Statistical Report reviewed. November highlights: o 38 Planning Interviews – First Time Participants ▪ 28 Consumer-Employed Provider Program ▪ 0 Independent Choices ▪ 8 Oregon Project Independence ▪ 2 SPPC o 38 Participants received STEPS services o 53.25 hours of STEPS services were received • December Statistical Report reviewed. December highlights: o 32 Planning Interviews – First Time Participants ▪ 27 Consumer-Employed Provider Program ▪ 0 Independent Choices ▪ 5 Oregon Project Independence ▪ 0 SPPC o 47 Participants received STEPS services o 68.00 hours of STEPS services were received • Suzanne also presented the November and December 2013 narratives.	

Tobacco Project Update	Beth Sanders	• Follow-up to recent survey compared to 2010. o Fewer HCWs use tobacco. o More HCWs actively trying to quit tobacco. o More HCWs who wanted Quit Line to contact them. • Ideas for activities to pursue o Continue to promote benefits to cessation self-management programs. ▪ Community-based cessation programs? o What kind of buy in can we get from insurance regarding self-management/ promote cessation? o How to continue to reduce exposure to smoke for both employers and HCWs. o Traditional Health Workers Curriculum ▪ Continuing education opportunities?	Review posters/flyers for training classes and STEPS. Review statements on HCW remittances. Communicate with Trust later this year regarding tobacco cessation/ self-maintenance programs. Provide information about effects of first, second, and third hand smoke to employers and HCWs. Have tobacco cessation information available at SEIU meetings.
CMS Core Competencies and Enhanced Worker	Leslie Houston	• Meetings to create Enhanced Worker program have begun. • Program must couple training program with a consumer who has medically driven needs. • Reviewed CMS Core Competencies versus classes already provided.	
Adjournment	Mark King		
The next meeting will be March 5, 2014 at 1:00 – 2:30 p.m. The location is 676 Church Street NE, Salem, OR 97301			

Handouts:

- Agenda
- Training Committee Meeting Minutes – December 4, 2013
- Training Report – December 2013
- Quarterly Training Summary Report—October –December 2103
- Training Suggestions 2013
- STEPS Consumer/Employer Statistical Report – November 2013 and December 2013

- STEPS Reports – November 2013 and December 2013
- Centers for Medicare and Medicaid Services Direct Service Worker Competency Set