



TRAINING COMMITTEE MEETING MINUTES January 7, 2009

<i>Members present:</i>	Sharon Ely, Terry Haydon, RC Homer, Angela Munkers, Dayle Niemie, Deborah Swartz, Mike Volpe, Mary Wood
<i>Others present:</i>	Joan Claypool, Jenny Cokeley, Lyra Hall, Roberta Lilly, May Martin, Glenna Niemie
<i>Staff present:</i>	Josie Blades, Leslie Houston, Kelly Rosenau, Cheryl Sanders.

MEETING CALLED TO ORDER

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:03 pm by Dayle Niemie.

INTRODUCTIONS

Each attendee introduced himself/herself.

AGENDA

The agenda was accepted with no additional topics.

APPROVAL OF MINUTES

Minutes of the January 7 meeting was reviewed. Sharon Ely made a **motion** to accept the minutes as written. **Seconded** by RC Homer. **Approved.**

REPORT ON TRAININGS

Leslie Houston reported:

- 28 classes were held in December with 419 attending. One class was cancelled due to weather.
- 2,949 unduplicated HCWs have been trained to date.
- 499 total classes were held in 2008 with a total attendance of 7,584.
- For the quarter ending December 31, 2008, 122 classes were held.
- The average class size has increased to 17.
- A summary of all trainings by city was distributed as well as a report showing 2008 classes by day of the week and time of the

day. The evening and afternoon classes have the highest attendance and Tuesday and Wednesday are the most popular days to hold classes.

- A quarterly compilation of class evaluations was distributed.

STEPS UPDATE

Joan Claypool reported:

- During October, 76 consumers and 15 representatives received STEPS training.
- A total of 1,110 participants have received STEPS training to date.
- STEPS training has decreased in some areas, especially Multnomah County which is down by 50%.
- Two recent events are expected to increase referrals: 1) a Information Memorandum distributed by SPD in November clarifying the ability to share consumer information with the CILS; and 2) new in-home rules that define consumer responsibilities.
- Deborah Schwartz will be replacing Karla Spence on the STEPS Advisory Council.

HEMOCARE WORKER PEER MENTORING UPDATE

Leslie Houston reported that she had a meeting scheduled at PCC with the peer Mentors for retraining on boundary and record keeping issues.

PVAC (PREVENTING VIOLENCE AGAINST CAREGIVERS) UPDATE

Leslie Houston reported that the committee is still working on questions for the focus groups. Two HCWs are on this committee: Kim Schultz and Norma Joyce. 50 HCWs throughout the State will participate in the focus groups which should start mid-year. Mike Volpe asked about data on violence against consumers; Cheryl Sanders stated that APS would have those statistics.

REVIEW OF SUGGESTIONS AND NEW TRAINING TOPICS

Leslie Houston distributed a list of ideas and training suggestions from all of the 2008 training class evaluations. Top suggestions for new trainings are nutrition and meal planning, lift/transfer equipment use, medical conditions, and medication management. Other ideas suggested were training on business skills, how to get work, and understanding the task list and voucher.

Leslie presented a list of her suggestions for new trainings to develop in 2009. The Committee voted on their top three potentials from this list and will discuss them at the February meeting.

ADVANCED RESPIRATORY CARE TRAINING

The Committee was asked whether to consider an advanced respiratory training class that would include ventilator use. The majority expressed concern that there are too many different types of machines to be trained on and expressed concern as to the liability of teaching HCWs who are not employed by a consumer. The Training Committee will recommend to the Commission that OHCC not provide advanced respiratory training.

ONLINE TRAINING OPTIONS

Leslie Houston asked if the Training Committee would consider providing online courses as a substitute for HCWs to personally attend a course(s). Leslie stated that there are vendors that have online training courses that they would like to sell to OHCC. One course in particular is First Aid. Discussion that followed indicated:

- Online training eliminates the networking and rapport-building when workers get together.
- OHCC could not monitor the HCWs time when participating in a course online and therefore would not get paid to take it.
- Online training would be a useful tool for HCWs in rural areas and for those who are live-ins and cannot get to a training.

The Committee recommended that OHCC consider online training in the future, but only for classes which the OHCC develops. There was no interest in purchasing training from other sources.

TRAINING FEES

After discussion on whether OHCC should charge fees to non-HCWs who attend training classes, Sharon Ely made a **motion** that until the State and OHCC's budgets are finalized and the HCW's bargaining agreement is settled, that it would be premature to develop a fee arrangement for non-HCWs. Debra Schwartz recommended that this discussion be tabled until this Fall and **seconded** this motion. **Approved.**

The fees subcommittee presented the following proposal: HCWs with a

HK provider number; consumers of in-home services; and SPD/AAA staff and translators will be given priority to register for all OHCC trainings. All other attendees may attend at no charge, but cannot register for any class more than seven (7) calendar days prior to the training. **Motion** was made by Sharon Ely to accept this recommendation. **Seconded** by Mary Wood. **Approved.**

Both recommendations mentioned above will be presented to the Commission for approval.

ADJOURNMENT

The meeting adjourned at 2:53 p.m.

NEXT MEETING

The next Training Committee meeting is February 4, 2009, at 1:00 pm. The location is 676 Church Street NE, Salem, Oregon.

Handouts:

- Agenda
- Meeting Minutes from December 3, 2008
- STEPS Project Report to the Home Care Commission, January 2009
- STEPS Consumer/Employer Training Statistical Report, October 2008
- STEPS Consumer/Employer Training Statistical Report, Project to Date, October 31, 2008
- Home Care Commission Training Report, December 2008
- Training Summary Report
- 2008 Classes, Attendance Count of Classes and Average Class Size per City
- Training Evaluations
- Suggested Training Ideas from 2008 Evaluations
- Training Fees Proposal