



## TRAINING COMMITTEE MEETING MINUTES September 30, 2009

<i>Members present:</i>	Terry Haydon; Angela Munkers; Dayle Niemie; Deborah Schwartz; and Michael Volpe
<i>Members absent:</i>	Sharon Ely; Patrick Featherstone; and Mary Wood
<i>Others present:</i>	Don Bruland; Joan Claypool; Judy Cunio; Tina Juan; Glenna Niemie; and Carol Simonds
<i>Staff present:</i>	Leslie Houston; Nancy Janes; and Cheryl Sanders Miller

### ***MEETING CALLED TO ORDER***

Meeting was held at 676 Church St. NE, Salem, Oregon, and was called to order at 1:10 p.m. by Leslie Houston.

### ***INTRODUCTIONS***

Each attendee introduced himself/herself.

### ***AGENDA***

The agenda was accepted with no additional topics.

### ***APPROVAL OF MINUTES***

Minutes of the September 2 meeting were reviewed. **Motion** was made by Terry Haydon and **seconded** by Michael Volpe to accept the minutes as written. **Approved.**

### ***TRAINING REPORT***

Leslie Houston reported:

- 55 training classes were held in August.
- One training class was cancelled in Baker City due to low registration.
- 825 attended trainings in August.
- 15 average attendance per class in August.
- 3,852 unduplicated workers have been trained to date.
- Does not have the numbers for the September trainings yet.

Michael Volpe wanted to know which classes are the most and the least popular. Leslie Houston indicated that the *Stress Management and*

*Relaxation Techniques* class is the most popular. The *Keeping It Professional* class is the least popular.

Don Bruland asked if the Oregon Home Care Commission has done any surveys asking what types of trainings HCWs would like to have. Leslie Houston indicated that she receives suggestions from HCWs written on class evaluations. Don suggested that the Commission should conduct a survey in the future to learn what trainings that individuals who currently do not come to trainings would like to attend.

### ***STEPS UPDATE***

Joan Claypool reported that there were 61 new consumers trained in August. The total new consumers since March 2007 are 1,751. The total number of events during the same time period is 2,933.

Joan also reported that the Centers for Independent Living are asking for lists of eligible consumers from Seniors and People with Disabilities. There is no decision whether the lists will be provided yet.

Cheryl Sanders Miller reported that STEPS is being transitioned to the OHCC, effective October 1, 2009. She stated that all seven of the CILs have signed the contracts with the OHCC. Cheryl also reported that she has been in contact with the CIL directors in an effort to ensure a smooth transition. She also indicated that she has been in communication with Angela Munkers in an effort to increase the number of consumers trained by having the local offices possibly mail training flyers to consumers or to provide lists of consumers to the CILs.

The Committee thanked Joan for all her work with STEPS.

### ***TRAINING PAYMENT GUIDELINES***

Dayle Niemie opened the discussion regarding changes to the training payments guidelines. Leslie Houston noted the changes:

- Number three was changed to "HCW's must have an active provider number at the time of the training."
- Number five, sentence two was changed to "Payment will be prorated if the HCW does not attend the entire class."
- Number six sentence two was changed to "Live-In providers will receive \$6 per hour on top of their regular pay if they are being

paid during the time of the training.”

- Numbers seven and eight changed “client” to “consumer.”
- Number 11 was changed to “HCW’s may receive payment for the same training once in a 12-month period.”

Deborah Schwartz indicated that there is some discontent with the budget cuts that have already happened. She also had questions regarding the live-in being paid \$6 an hour. Terry Haydon asked how staff would know whether or not the HCW is working as a live-in on the day of the training. Leslie answered that staff does not know; therefore, each case is being handled individually.

Don Bruland did not understand how the HCW could be at a class during a time when he/she is suppose to be working for the consumer unless the consumer attends the class also. He suggested that all HCWs be paid \$10.20 per hour unless the consumer accompanies his/her HCW at the training. The Committee agreed that this is a good idea.

Leslie Houston opened the discussion regarding the changes to policy number 11 of the guidelines. She indicated that making this change would help the training budget. Deborah Schwartz wants to know what the budget is prior to making changes. Cheryl Sanders Miller and Don Bruland indicated that making cuts sooner is better than making deeper cuts later. Cheryl will be working on the budget prior to the November Commission meeting.

Don Bruland suggested that the Commission adopt number 11 on a temporary basis with the option to restore it later if the budget allows.

Michael Volpe made a **motion** to recommend accepting the training pay guidelines as written with the change suggested to number six, effective October 1, 2009; and to number 11, effective November 15, 2009 with the option to restore it later. Angela Munkers **seconded** the motion. The motion **passed** with three in favor, one opposed, and one abstention.

### ***ADJOURNMENT***

The meeting adjourned at 2:35 p.m.

### ***NEXT MEETING***

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

Handouts:

- Agenda
- Home Care Commission Training Report
- SILC STEPS Project Report to Home Care Commission, October 2009
- STEPS Consumer/Employer Training Statistical Report, August 2009
- STEPS Consumer/Employer Training Statistical Report, Project to Date – August 2009
- New STEPS Participants Trained chart
- Homecare Worker Paid Training Time