

**Training Advisory Board (TAB)
Bay Area Academy
MINUTES**

**March 19, 2010
9:30 AM – 12:00 PM
Location: Martinez
40 Douglas Drive, Room 100/101
Martinez, CA 94553**

Joe Valentine, Chair, TAB; Director, Contra Costa County, EHSD
Rodger Lum, Director, BAA
Rita Takahashi, Director, School of Social Work/SFSU; PI of BAA

Attendance

Name	County/Organization	Name	County/Organization
Banks, Sevaughn	CalSWEC	Lewis, Marjorie	Napa
Barrett, Peter	Sonoma	Lum, Rodger	Bay Area Academy
Cannell, Jennifer	Bay Area Academy	Martinez, Linda	Santa Clara
Corona, Maria	San Benito	McClain, Helen	Santa Clara
Donahue, Maggie	San Francisco	Mitchell, Erica	Solano
Dowling, Jill	Bay Area Academy	Perkins, Patricia	Contra Costa
Ducati, Erika	Bay Area Academy	Pierce, Ginger	Monterey
Hengeveld-Bidmon, Evelyn	Santa Cruz	Shean, Mary	Alameda
Hill, Darlene	Bay Area Academy	Southard, Doug	Santa Clara
Jeter, Debby	San Francisco	Takahashi, Rita	SFSU, SSW
Jones, Lori	Alameda	White, Alice	Monterey
Kahn Cole, Cyndia	Bay Area Academy	Yokel, Judy	Santa Cruz
Lefler, Judith	Bay Area Academy		

**9:30 – 9:40 am
Refreshments, Welcome, Introductions**

**9:40 – 9:45 am
Review/Additions to Agenda**

- **Agenda Review-** add the following:
 - General Information- UNC Survey (Darlene Hill)
 - CalSWEC Updates- Fairness & Equity Survey (Sevaughn Banks)
 - Other Discussion- Title IV-E (Maggie Donahue)
- **Approval of December 11, 2009 Minutes-** approved

TAB Chair Report (CWDA, BASSC- research priorities) - Joe Valentine

- Development of CW Performance pointers – work started several years ago when Directors explored how to improve practice – incorporates research and best practice info in succinct pieces workers can use to apply to their practice
- BASSC- permanence and safety outcomes
- 5 counties- focus groups- looked at draft performance pointers
- Directors came to conclusion – have Child Welfare Directors come to talk about what would be helpful- April BASSC CW Directors will join for discussion
- What is impact of recession on populations we serve, on our budgets and what should we be doing to address it to serve children and families? Discussed at BASSC
- CWDA doing survey- Documenting the Harm – collect data from every county’s Social Service Department
- In Oct CWDA Conference- at Poverty Symposium #2- held one last year- how we measure poverty and how do we address it?
 - Senate Bill SB1084- legislation modeled on what CT did- adopted law- goal to reduce child poverty 50% within 10 years. Been pushing for CA to do it.

- Would create task force on economic security to increase family self sufficiency.
- In preparation for that commission, BASSC to do literature review on impact of poverty on children. Administrative data- look at.
- Do focus groups with people we serve to gather first hand anecdotal information.
- Do public education- ex. Do presentation for Contra Costa Board.
- Policy advocacy.
- Good info for CW to have.
- Concern- not doing enough to engage Deans and Directors of Schools of Social Work in our meetings.
 - Proposal to have shared agenda and co-leadership of BASSC. Hoping to lead to more in depth dialogue of how work being done at the Universities can be used by our departments and how we can better inform the University curriculum.
- EBP Symposium- January in San Diego.
 - How can colleges help counties provide faculty researchers to help in this effort?
 - Get practitioners and faculty together.
 - University/county research opportunities.
 - Funding?

9:45 – 10:05 am

General Academy Updates

1. New Director-elect, SFSU School of Social Work, and PI for the BAA

- a. Rita Takahashi, Director, School of Social Work at SFSU and Principal Investigator for the Bay Area Academy - 3 year term ending at end of August.
- b. Faculty voted on new Director. Dean will be reviewing before determination is made. SFSU President makes the appointment of the Director. The faculty vote, the Dean and the school provide guidance, and the President makes the final determination.
- c. Rita will give her notes from TAB and BASSC to the new Director.
- d. A graduate degree in social work is required for Directors, although this requirement may be waived under certain circumstances.
- e. The Vice-chair of BASSC, who also serves as Chair of TAB, has historically been a County Director. BASSC is open to the idea of a college Dean or Director serving as co-chair or vice-chair of BASSC- more discussion will take place at the next BASSC meeting.

2. Issues with and resolution of SFSU business operations

- a. Issues with late trainer/vendor payments and delays with contract processing continue.
- b. Ex. APS contract for FY 10-13 – language changed by procurement and state went back and forth with them.
- c. With Rita Takahashi's support, submitted list of issues with SFSU processes- shared with Dean to share with others at the University.
- d. How can the University improve internal business processes?
- e. Campus operations have experienced downsized staff, and have been dealing with State budget cuts and furloughs.
- f. Hopeful things will improve in next few months to make timely vendor/trainer payments.

3. Trilogy LMS

- a. Due to budget concerns, CDSS notified CalSWEC and the BAA in December 2009 to stop using Trilogy and to not renew the contract. CalSWEC wrote a memo to CDSS regarding the time and money already invested in developing the system and we are waiting to hear a response from CDSS.
- b. CDSS will let us know what would be cut from budget in FY10-11, as soon as they have more information from the May Revise and beyond. Don't think it's appropriate for the state to pick out certain things for reductions, such as the use of a LMS. CDSS should let the region decide what its priorities are. Greg Rose and Kevin Gaines responsive to that. Present cost- cut other places than Trilogy
- c. CalSWEC recommendations on LMS to CDSS- investigate different LMS's – look at what they are, how much they cost, maintenance, etc. and present to CDSS.
 - i. What can you recommend? Trilogy, SABA- skill soft housed on it, Moodle, SumTotal, VGI (not recommend), Cornerstone
- d. Re-allocating funds- not taking money out of our contracts.
- e. Use for SF still? Need to know what the cost would be before Judith can talk with SF. Can they add other training into it? (other than BAA)

4. Key training staff changes

- a. Erika Ducati is our new SF Training Specialist. Formerly she was a SF CW staff and APS. Has MSW and working on LCSW. Welcome to Erika!
- b. Jennifer Burke is on military leave, extended for 3 more years. Working on developing MH services for returning service personnel.
- c. Darlene Hill (formerly Modesto)- is our Evaluation & Research Specialist. This is a new position that will be working on our database for trainer evaluations. There is a new participant satisfaction survey. Will be able to pull info by county or training from the database. Can run different reports and get set up to auto-generate summaries to go out to trainers, hopefully a week after training is done. Will implement a more thorough evaluation of trainers.
- d. Erin Twomey, Southern Training Specialist, has resigned and will be leaving to travel around end of April/beginning of May. Position will be posted in April and will be 30% on Monterey Training Project and 70% on our Regional contract, serving San Benito, Monterey, Santa Cruz, and Santa Clara. Will send email to all to announce position once it is posted on the SFSU website.

5. CWS/CMS Training proposal

- a. Submitted proposal to the State for us to start training as of Oct 1, 2010. State is unsure about how much money is available and if they will go with RTA's delivering this training.
- b. 9 out of 12 counties said they would use BAA for CWS/CMS training. Other counties have in-house resources. Some smaller counties would ask if they could use other counties' computer labs, or use portable lab- BAA laptops to bring to counties.
- c. Waiting to see what happens with state budget situation.
- d. Question- if a county hasn't used those funds, can they? This is something we need to discuss with CDSS.
- e. The first year will be devoted to transitioning and providing training, with infrastructure enhancements and other training issues to be handled in second year. The BAA would like to hire an experienced CWS/CMS Staff as the project coordinator/trainer.
- f. Our goal is to integrate CWS/CMS into core training- will probably be year 2. Who would train Probation? Our proposal would include Probation officers in addition to Child Welfare Workers, but this would be subject to subsequent CDSS preferences and negotiations.

10:05 – 11:05 am

Hot Topics/Discussion

1. Annual Training Plan

a. FY 10-11 Annual Needs Assessment- summary of responses

- i. Did not complete needs assessment analysis- but have some analysis. Will do highlights from needs assessment and then go over annual plan. Did not get all counties by deadline so pushed our deadlines back.
- ii. Analysis
 1. # of CWW expected to decline by 32.6%
 2. CW Supervisor hires will increase by 46.7%
 3. New CW Manager hires will decline by 20% for next FY
 4. Half of our counties will have fewer CW Staff; 42% expect no change.
 5. Across region- 23 total CW staff have been laid off this current FY compared to 129 from previous year.
 6. Counties project hiring smaller # of CWW and Managers
 7. 6% decline in total # of CW staff to be trained this FY (current workers and anticipated new hires)
 8. Will impact how many CORE trainings we can provide.
 9. Allocated 60% training, 40% capacity building- survey asked if you would change that – all but 1 county said they would not change it. Santa Cruz would want 40% training and 60% capacity building- had so much training this year, need other support.
 10. Question- top 3 approaches to see in EBP- greater infusion of content into existing core and advanced trainings 75% replied. Development of special courses, individualized county consultation, online course (see survey data). TS's will use this info to work with you throughout the year.
 11. Rodger will send out final summary next week that compiles the Needs Assessment data you received today.

- iii. 10% veto of CW allocation next budget year- will affect county allocations in CW
- iv. Cost shift in counties to cover more IV-E dollars, could translate to cuts.
- v. SW, new Supervisors & Managers- new staff as opposed to staff bumping into positions- considering CORE training challenge- won't follow same hiring pattern as in past. Will need to look at info and start planning with our counties. Alameda and Santa Clara still hiring – CORE.
- vi. Between now and June 30th- need to plan 30 more days of training
- vii. Counties- we had to take best guess when completing the survey, not sure what will happened next FY
- viii. BAA plans for 236 training days- maybe 80 CORE, leaves a lot for advanced training. If you need more capacity building hours, we'll figure out a way to help you with that.
- ix. SF- consultant meet with different units in county- unit by function- what do they need on that topic and what modality will work best for them? Will build curriculum to fit their needs. Can help you evaluate what your staff's training needs are. Keep this in mind when working with your Training Specialist.
- x. Emancipation conferences and internal in-house training, mentor and modeling- never had train the trainer- looking toward more train the trainer to utilize our own resources - Monterey.
- xi. Specialist/consultant service to county – extend to training- ex. Secondary trauma- provide per unit, specialist come in and train.
- xii. Changed trainings to half day training- feedback – wish it was all day, etc. Maybe look at offering in a series.
- xiii. Counties- bring your training requests to your CAST, RAP, RETAIN meetings.
- b. FY 10-11 Annual Training Plan (3rd year of 3 year contract)**
 - i. Allocation remains the same \$1.9million/year. Last year we thought we would get an augment but we did not get this because of budget issues.
 - ii. All universities faced with budget cuts. Fiscal Affairs & Office of Research and Sponsored Programs have asked if they can get more indirect cost revenues from our contract. In past years ORSP negotiated directly with CDSS. Will make internal adjustments to accommodate university request for indirect increase. Preliminary budget added \$16,000 for university to come out of program funds.
 - iii. CDSS has not said they will cut RTA budgets.
 - iv. County PQCR support- out of county budgets.
 - v. If university wants additional money and it affects program- equity issue. We (counties) don't get increase for cost of doing business, so if university going to cut into our budget, we will register concern with the university.
 - vi. Provide 236 days of training and 1,243 hours of capacity building to counties.
 - vii. We did more CORE this year than we thought we were going to do. We'll use what we did this year as guide for next year.
 - viii. Supervisor consult groups.
 - ix. If we have your approval, then we will submit it to BASSC for approval, then submit to SFSU for approval, then to CDSS within next couple of months.
 - x. Do we have your support for the plan?
 - 1. Request to have a few days to read it.
 - 2. Outside deadline to finalize for BASSC on April 2nd.
 - 3. Counties have until Wed by 5pm to get back to Rodger with any comments/questions. If you don't respond, you are in agreement.

2. PQCR

- a. Valuable for us to be involved in your PQCR process. It informs training as does the SIP.
- b. We have stated to CDSS with CalSWEC that we feel it is important for us to be involved in the PQCR process.
- c. If you have a county contract with us, we can still be involved.
- d. Only 1 PQCR for next year- Santa Clara 2011.
- e. Hope to work this out over the next year with CDSS.

11:05 – 11:20 pm
Other Discussion

1. Title IV-E

- a. 2 questions
 - i. State Chancellor's office provides money to division within City College to provide foster care training - \$80,000 all state money. Does it draw down Title IV-E? Think it's State money to match. Look into it. (SF & Monterey?)
 - Monterey- paying instructors and doing information meetings- don't know from what money
 - Contra Costa- Pride training and resources
 - State rep at STEC for foster parent training- asked her- should be used as requested by county child welfare
 - ii. Expansion of who can be included in training with Title IV-E dollars. Do you have in-house or know of someone who understands IV-E from all perspectives?
 - Cathy Ralph – IV-E Coordinator, UC Berkeley School of Social Welfare.
 - Elliot Robinson – Monterey County.
 - Northern Academy class- Managers and Directors- fiscal essentials for non-fiscal managers- offer this around IV-E training- practice clarification. Provide training on claiming and other IV-E strategies. Fiscal training for workers- are we doing? Would be helpful- wraparound, etc. Fiscal essential training cover this? For social workers- not supervisors and managers. Time studies. In Foundations of Supervision and Manager CORE. Can use this as a basis for training for workers.
- b. Titles that go with codes (SF)- time studies- save workers time and when get it back, can pick up premise items that don't get if time study not detailed enough. Found in adoptions not claiming as much money as we could. Dan Gardner- looking for counties interested in automated time-study software. Now private consultant, was from San Luis Obispo county.
- c. Workers have to do entries for their time study. Did not do paper this past quarter –on computer.
- d. Requirement for 40 hours- coming to end of 2nd year- do you need to have 100% compliance for all workers and supervisors? Will we be penalized in first cycle? If people are on leave, expectation is that they have 40 hours, whatever you don't have will carry over to next reporting time (so if you don't do 10 goes into next so 50 instead of 40)- need to see that in writing- hasn't been specifically explained. FAQ came out after regs came out- if county not compliant, need to submit explanation of corrective action. Asked about ratio for less than full-time- they said no- still expect 40. First cycle , won't ding counties.

2. UNC Survey

- a. Survey before and after CMI II- UNC survey- next week CWS in Hayward and then April 7th substance abuse in Hayward. Right now Alameda going through CORE so doing survey with them.
- b. Asks views and opinions on different types of abuse to see if there is a change in attitude before and after CMI II regarding abuse, sexual abuse.
- c. We don't know if we'll get regional results but will get data and will let everyone know.
- d. Results will go out to counties- might not be county or region specific.

11:20 – 11:55am

General Information and County Updates

1. County Updates

a. Napa

- Last hurdle of completing SIP
- Long year of PQCR county self assessment, been submitted to state- like 2 separate reports, OCAP report. To board of supervisors April 6th, due to State on the 9th. Challenging – after we sent draft in to state for SIP- due Feb- they have 10 working days to give us feedback- with holiday and furloughs almost a whole month before we got feedback from the state.
- Started fatherhood initiative- 1st meeting a couple weeks ago, Linda Canan attended.
- ILP breakthrough series collaborative.
- Were able to fill ER vacancy with new social worker.

- With SIP- split 2 people on OCAP, others worked primarily on SIP then combined it with full workgroup that met together. Formatting issues, worksheets, etc. CBCAP most difficult.
 - SF has 1 person doing whole report. Ask counties to do their own audit. Doesn't have to do with content. Identify page and paragraphs for them.
- b. Contra Costa**
- Retirements this month.
 - Just finished county self assessment in Jan- developing SIP objectives.
 - Training 2nd year CORE completed. Get 40 hours completed. Using unit meetings and gatherings to qualify as trainings.
 - All Staff days- staff appreciation next week- 3 different regions.
- c. Sonoma**
- Lots of training, end of year - try to get it all in. Lot of mandatory training- performance eval, wraparound.
 - Job posting for 4 new social workers- may be 20% cuts in department so not sure we'll hire.
 - 5 interns graduating- hiring to coincide with their graduation. Bid for field instructors- next year interns- haven't heard yet. If any counties have incentives for field instructors that work let them know. People are not volunteering to be field instructors because they are too busy.
 - Switching from CAT to SDM probably in October.
 - Signs of safety- what do you think of it? Hearing about it- heard it will be integrated with SDM- great book. Judith to forward info on call coming up.
- d. Santa Cruz**
- PQCR in January- tri-county with Monterey and San Benito. Gearing up for self-assessment and SIP.
 - Developing budget for FY 10-11, have target of 20% county cost reduction. Decrease by attrition, small # of demotions, layoffs will have in FY 10-11.
 - Training – new LMS user testing phase, happy with it but glitches and vendor communication not good. Which trainings can we put in LMS that will be interactive?
 - Morale- consult group - workers wanted it – workers didn't show to training after requesting it. Self care, team learning. Lots of mandatory training.
 - How can we provide organizational support to the division? Streamlining, issues in daily workplace. They are furloughed and fewer staff so not working to pull staff out for training. Supervisor and worker- strengthen capacity outside of training approach.
 - Employment related services- social workers don't know about- develop interactive media to speak to social worker to help keep children safe, support them in thinking about that aspect of families needs.
- e. Monterey**
- Not anticipating hiring any social workers or supervisors this year.
 - Alice is a CW Supervisor 1 day/week due to budgets.
 - Get everyone finished with core- hopefully be June. Getting them through missed trainings.
 - Just finished PQCR. Looked at placement stability over 24 months, got other things out of it- combined with report back day and appreciation day.
 - Facilitated strengths and concerns- 6 focus groups. SIP year. Some mandated training- relative assessment- policy and procedures- workers had lots of questions on this- they were thankful for that. Unit meetings if speaker- then 1 hour of training. Topics- loss and grief- kids, foster parents- do panel with behavioral health- how to work with them on loss and grief.
 - Went well but need to do train the trainer- example. Caseloads are low – high 529 in foster out of home care to a little over 300 (316)- been 2 years of decline- FR 15, Adoption 10-12 primary, Court usually 5 families have intern working with them. With caseloads that low how to justify staff level? 50% of staff been hired in last 2 years so lower caseloads more normal for them. Supervisors saying what else can my staff do? Haven't laid off yet.
 - CHASNA- if you don't use your spot give to BAA or other (see handout)- excellent panel and incredible opportunity- send staff or rep to then come back and do TOL with your staff.
 - RAP training next week.
 - Hartnell website- piloting interactive wrap.
- f. Solano**
- As of March 1 rolled out county initiative of permanency – PTM's permanency team meetings – incorporate emancipation, concurrent planning. Had a few since beginning of March – social workers facilitating them- will do facilitation skills/ manage groups training for them.

- TDM county-wide- imminent risk and removals only. Don't have resources to do TDM's for all children.
 - Hiring a few social workers- off current list. 2 interns graduating. Next year no interns- have staff within division working on MSW- rotate them within division.
 - Major transition in Jan- changed judicial officers- back with old one. Staff changes- court officer position historically been SW III, director-decided that would be a Supervisor position- 1 Supervisor transitioned- they may supervise other classifications but not SW.
 - Training hour requirements- majority close to 40 hours. Get those to finish core.
- g. **San Mateo**
- Doing SW appreciation even
 - Recruitment for CW Director- recruitment and interviews over, appointed early intervention/prevention Director as CW Director- Debby Torres. Reorg.
- h. **Alameda**
- 9 CWW's started – will be in assignments in May. Anticipate hiring about 20 in summer. Supervisors in out of class positions- interviewing for 10 permanent positions.
 - Training through end of FY
 - RFP Visitation center- will be reissued.
 - Will look at what else to do with those training hours. Jef Samp piloting critical thinking piece in SDM, will be evaluated.
 - Interviewing interns for next year, 16 this year. 28 interested for next year. CSEC (sexually exploited youth T4T)- have conversations across all Social Services. Project positions not permanent.
- i. **Santa Clara**
- Director of assessment intake receiving center, children shelter closed- reorg within department- Doug replacing Lisle
 - Fatherhood Initiative, supervisor training for best practices with staff, still CAT county and will be, big training issues- all staff training mandatory all tied to SIP, in Feb engagement training, March TOL, April concurrent planning, May TOL in unit, June participatory case planning. In TOL month unit-based CWS/CMS updates.
 - Staffing- holding- look at internal staffing if job functions that need more staff where will they come from?
 - BAA can do assessment case planning training.
- j. **San Francisco**
- 17,000 layoffs - city budget reduction strategy and rehire at 37.5 hour work weeks, union MOU doesn't allow for less than 40 hours for full time staff- only seniority rights standing, unions working hard to find other concessions before Monday. No further layoffs in CFS at this point
 - Spend \$750,000 between now and June 30th for Older Youth Adoptions program.
 - Foster parent collaborative meeting yesterday- create foster parent training academy- continuum of training whole spectrum.
 - Offsite day with BAA- input from staff- half day trainings- certain ones, lots of staff attending sex abuse, drug use, prostitution. Individual skill building training needs being requested.
 - # of children in CW continues to drop.
 - Do TOL skills next year since done so much training this year.
 - FMFR cases at 20, PP cases at 25.
 - Interviewing interns.
- k. **CalSWEC**
- **Fairness & Equity Survey**- Sevaughn, Cyndia & Jennifer
 - CalSWEC- BASSC research priorities- research agenda on website – permanence, safety and well-being
 - EBP symposium in San Diego- focus on budget cuts- talk to BASSC about research agenda.
 - Fairness & Equity Symposium- June 15th - take flyers.
 - Telephone interview announcement- Jennifer & Cyndia will be calling counties to do an interview- handout with list of questions to be asked.
 - NHS training eval symposium 5/25-26 Berkeley International House.

- Fatherhood Initiative started. Org tool with counties to assess father friendliness. Decide which Father Engagement Strategies to enlist in counties. Counties make policy recommendations.
- E-learning platforms- LMS – tracks training and holds courses. Instead of content management systems.
- EBP symposium questions on their website and have handout.

I. SFSU

- 14 new MSW's graduating- 13-20 to do field placements

m. Bay Area Academy

- Staff Development Off-site- Sept 23 & 24th- save the date will be sent out- don't know location yet.
- Kenneth Hardy- next week Apr 7th in Oakland- training is full, past deadline to register.
- Ongoing Undoing Racism series. Follow-up training June 3rd- Margaret Jackson.

11:55 – 12:00pm

Closing

1. Summary of action items and assignments

- Rodger to send out Needs Assessment Summary next week
- Comments on the Annual Training Plan are due to Rodger by 5pm next Wednesday 3/24/10
- Fiscal IV-E Training for Child Welfare Staff- Judith and training team to look at

2. Calendaring of future meetings/Adjournment

- Next TAB meeting- June 18th from 9:30am-12:00pm, 40 Douglas Drive, Rm 100/101, Martinez, CA 94553. Followed by Regional Children's Committee meeting.