

# MEETING MINUTES

**Training Advisory Board (TAB)  
Bay Area Academy  
June 27, 2008  
9:30 AM – 12:00 PM**

**Location:** 40 Douglas Drive, Room 100/101, Martinez, CA 94553

Patrick Duterte, Chair, TAB; Director, Solano County Department of Health and Social Services  
Rodger Lum, Director, BAA  
Rita Takahashi, Director, School of Social Work/SFSU; PI of BAA

## Attendance

Name	County/Organization	Name	County/Organization
Barrett, Peter	Sonoma	Mazawa, Julia	Bay Area Academy
Dowling, Jill	Bay Area Academy	McClain, Helen	San Mateo
Earley, Valerie	Contra Costa	Murtha, Shaunna	Bay Area Academy
Feiner, Rebecca (for Marjorie Lewis)	Napa	Perkins, Patricia	Contra Costa
Hengeveld-Bidmon, Evelyn	Santa Cruz	Rudin, Mimi	Sonoma
Isom, Sophia (for Debby Jeter)	San Francisco	Smith Cohen, Lisle	Santa Clara
Johnson, Barrett	CalSWEC	Smylie, Renee	San Mateo
Kiesz, Suzanne	Solano	Takahashi, Rita	SFSU
Lefler, Judith	Bay Area Academy	Taniguchi, Robert	Monterey
Lum, Rodger	Bay Area Academy	Valentine, Joe	Contra Costa
Martinez, Linda	Santa Clara	Vengapally, Rosily	Contra Costa

**9:30 – 9:45 am**

## Refreshments, Welcome, Introductions

## Review/Additions to Agenda

- 1. Agenda review**
- 2. Approval of March 28, 2008 Minutes**
  - a. Changes to Santa Cruz section- Evelyn Hengeveld-Bidmon is the Staff Development Program Manager. Judy Yokel appointed to Division Director.

## General Academy Updates

- 1. New BAA Offices**
  - a. Bay Area Academy will be moving to a new office across the hall from current office. Address will remain the same - 2201 Broadway, Suite 100, Oakland, CA 94612.
  - b. Negotiating 6 year lease. Will move by Sept. 1, 2008.
  - c. New Training Room will be located on the 2<sup>nd</sup> Floor in Suite 220.
- 2. Strategic Planning/Organizational Restructuring**
  - a. BAA had contracted with Maureen Borland for organizational consulting to help ensure we have the proper infrastructure for growth going forward. She has completed her contract.
  - b. BAA has had two Staff Retreats regarding Strategic Planning and will be convening Workgroups at the Staff Meeting next week to address issues such as Information Technology needs, Organizational Structure and Strategic Planning.
  - c. Plan to wrap-up Strategic Planning by the end of the calendar year.

- d. Will work with BASSC in looking at restructuring TAB to help meet the training needs of counties.

**3. CORE Cycles (refer to BAA Timelines Handout)**

- a. There are currently 3 CORE Cycles in process - D1, D2, D3.
- b. We don't know yet what kind of cycles we will have in the future due to hiring and budget issues in the Bay Area. The remaining cycles are to be announced.
- c. Will do cycle for smaller # of staff than we are used to. There are 7 cycles of CORE in the plan.

**4. Foundations of Supervision - number of cycles**

- a. Usually hold 2 groups per year, but right now we will be doing 1 group due to not having enough Supervisors for 2.
- b. The next Foundations of Supervision will be held in October or November. Mary Garrison will be the trainer.
- c. Staff will need to travel as the training will be held in the Northern, Southern and Central Bay Area counties.

**5. Staff Development Offsite Day**

- a. A "Save the Date" was sent out. It will be held Sept. 11<sup>th</sup> & 12<sup>th</sup> at the Tiburon site where it is held every year.
- b. A survey will be sent out to Staff Development next week soliciting topic suggestions. Please respond to the survey so that feedback can be incorporated into the agenda.
- c. Registration will be in mid-August.

**6. Safe Measures Training for Supervisors**

- a. Sent 3 trainers to Training-for-Trainers on Safe Measures (Betty Hanna, Maryanne Rehberg, Stephanie Coram) so that we can bring the training to county Child Welfare supervisors & staff to utilize Safe Measures to improve outcomes.
- b. It is a ½ day training and can be tailored to different needs.
- c. If you are interested in the training, let your Training Specialist know.

**7. New Health Curriculum**

- a. New state regulations for Health Curriculum for Children & Youth added.
- b. It is being developed and will be rolled out this fiscal year. Developed by Karen Smith who was a pediatrician in SF and is now in Washington.
- c. All 3 CORE's are doing the Health Curriculum as a pilot. It will probably be held at the BAA Oakland site in October.

**8. BAA Timelines (refer to handout)**

- a. On the timelines handout there are reminders for when you need to request training for the following Quarter.
- b. Last day to request advanced trainings for the 1<sup>st</sup> Quarter is July 3, 2008.
- c. Undoing Racism Training - will continue to meet quarterly. Based on the last meeting, staff would like to focus more on what is working in the counties, best practices, what task forces are doing, and how efforts are coming along. The next training may use an open forum discussion. Question came up as to who can attend, with the recommendation that we send people who will be working on efforts to undo racism. BAA might do another "Undoing Racism" training in the spring.

**9. CWS/CMS Training**

- a. CWDA is advocating for regionalized training embedded in practices. Central Academy uses its own funds; Northern Academy has counties contribute funds. Both regions do this training already.

- b. State - planning process for training with more resources. Current discussions center around what to do with funds that had previously gone to the centralized trainer.
- c. Tokens can be used to access training remotely. Training can be embedded in CORE, like what happens in Central.

## Hot Topics/Discussion

### 1. Restructuring TAB

- a. Do we extend membership of TAB? Rodger, Patrick, Mike & Joe are meeting next week to discuss restructuring TAB.
- b. CalSWEC has added Aging & Mental Health initiatives; no regional academy is solely dedicated to Child Welfare. Should TAB evolve with the times? Should TAB only focus on Child Welfare policy issues, or include APS, MH, Probation and/or other areas?
- c. The last time we discussed expanding TAB we concluded with the suggestion to invite others on an as needed basis, esp., when discussing certain issues that require their expertise, perspective or input.
- d. In reviewing formal TAB membership and attendance, we see some inconsistencies due to changing county personnel, busy schedules, discussion topics or agenda item that influence participation, and conflicting priorities. How do we restructure TAB in terms of format, content, membership, or incentives?
- e. How should we revise the TAB purpose statement? At this time the purpose statement doesn't reflect anything around CORE. Consider including CORE in purpose statements.
- f. In looking at restructuring, it is helpful to consider the BAA's funding streams. The largest funding source is CDSS for regional child welfare training. BAA has smaller contracts with counties for additional child welfare training and technical assistance (SF, SM, and Monterey). CDSS funds BAA for APS training (small contract). Annual budget of the BAA is \$3.6 million.
- g. Additional TAB comments:
  - How much flexibility does the BAA have with its regional funding to do other things? Can we provide more technical assistance to counties? Capacity building? Centralized Knowledge Management?
  - The BAA's focus on CW training is helpful, and wouldn't want the Academy to broaden too much and lose focus on CW.
  - Knowledge Management isn't stand alone - can be integrated into all training including CORE
  - Good forum for CW
  - If we look to expand with APS, would this mean more time for meeting? More diluted meetings?
  - The BAA has a master contract with CDSS to provide two advanced trainings per year and develop core curriculum in APS. Project MASTER based out of the Southern region's Academy for Professional Excellence has an Archstone Foundation grant to develop some core APS curriculum. The BAA collaborates with them on this project. Our goal is to regionalize APS trainings much like what happens with child welfare training.
  - CalSWEC - APS conference call prior to TAB see if it needs to be bought here before APS part grows
  - Adult Services Regional Monthly Meeting -- Connect with that meeting to bring back to this group
  - More representation or participation needed from university IV-E Coordinators. Barry expressed willingness to approach them again.
  - How do we improve linkages between university Schools of Social Work and counties? Train students for future work in Child Welfare. Do we schedule strategic planning sessions to include Title IV-E Coordinators?
  - Consider discussions around coordinating and collaborating between schools of Social Work, Staff Development, and Child Welfare departments
  - Collaborative meetings at CalSWEC Quarterly -- Project Coordinators, Schools, Counties could discuss making sure field placement processes went smoothly

- Consider restructuring TAB to focus on Child regional issues in the morning and Adult regional in the afternoon with a working lunch for everyone in middle to talk about joint issues
  - What's the need for developing APS & CW?
  - What are the major needs in Adult Services? How can we best deal with these issues?
  - The BAA works with CWDA to get county input on APS trainings; we haven't participated in Adult Regional Committee meetings yet. Will work on getting input.
- h. Next steps - Joe Valentine, Patrick Duterte, Mike Austin & Rodger will meet next week and at the next BASSC Retreat to discuss restructuring TAB and the Bay Area Academy; will bring back to the September TAB meeting.

## Other Discussion

### 1. Trilogy Integrated Resources Network of Care LMS

#### a. Survey Results (see handout)

- i. CalSWEC has master agreement with Trilogy primarily for events management. Central Academy & BAA are part of the contract which we are moving forward with. Other RTA's - Northern Academy uses Moodle, an open source course management tool for online education, Southern uses another LMS, LA County not interested.
- ii. Given our unique needs for BAA, it will be 6-9 months for Trilogy to get together what we need - developmental cost absorbed into our budget this year.

#### b. Explanation of fees (user and registration)

- i. We could use unspent funds for this year for developmental costs - registration fees for our partners \$2,000.
- ii. User fee is based on # of active users within a county; \$1.50 per user per month.
- iii. Registration fee covers sign-up for trainings
- iv. One central place to register
- v. Issue transcripts, track by start date, we can do reports people need
- vi. CalSWEC's Trilogy site is up and running, they are working out the bugs
- vii. CalSWEC & STEC start with simple topics to do online courses and see how they work for a pilot
- viii. Users/counties can access Trilogy's extensive catalogue of behavioral health courses by paying supplemental fees.
- ix. Trilogy is able to convert PowerPoint presentations and other curriculum materials into online course offerings
- x. The Trilogy eLearning approach is different from webinars

#### c. County issues/concerns/questions for BAA and/or Trilogy Integrated Resources

- i. SM – Helen – now using a LMS to include all trainings in the system and to track everything. How would the BAA LMS work with theirs? How can we integrate or track their trainings? Have an offline group discussion about this, and about data sharing between LMS's. Develop system to interface with theirs. Wouldn't want to register their staff with us given the duplication.
- ii. Santa Cruz – a user fee of \$1.50 is a real concern since they aren't able to even get money for training. If fees are pre-paid by us they would use it; they will input data from our reports. SC only has one IT person and cannot afford to duplicate work or efforts.
- iii. Robert - HR does training tracking, Staff Development does training tracking
- iv. Contra Costa has a system currently – same tracking issue - need flat file of data of training and person
- v. Julia will get in touch with counties ASAP to get input into the Trilogy LMS development process
- vi. Peter B.- preliminary demonstration of what it would look like would be helpful. Online training, instead of traveling and gas/driving, is a good option.
- vii. Joe – webinars and online learning program - video-conferencing are being used at CCC. In developing new LMS, we should know what the key system requirements are

- viii. Sonoma - HR component not compatible with tracking training, which forces the use of a manual system because of incompatibility
- ix. Rodger- Sevaughn Banks conducted a survey for us a couple of years ago on eLearning and IT capabilities across the Bay Area counties
- x. CalSWEC is convening an eLearning workgroup of counties and RTAs
- xi. The BAA won't be able to show the draft LMS site until at least September
- xii. Evelyn – Santa Cruz County is a CalWin county- flat files- extracts pull data out of one system to enter to another system. At bare minimum, can we pull data electronically? Not duplicate entries and upload for counties?
- xiii. Robert - 211 database- can migrate info from Trilogy
- d. Linda - counties registering through their own LMS brings up issue of coordination, communication and data sharing. Those counties that send registration information to BAA would want all transcripts on their system as well. This sharing should go both ways--counties send to BAA & BAA to send to counties
- e. Rodger- access and data sharing will be critical issues. It will be important to work these issues out as soon as possible. The BAA is seriously considering online learning to be made available through our LMS.

## **2. New State Training Regulations- ACL 08-23**

- a. They were originally simpler. Will take effect July 1, 2008.
- b. Difference in 1 & 2 yr training regulations - CMI sex abuse within 2 years not have to be built into 1<sup>st</sup> year.
- c. Are the hours of required training prorated for ½ time employees? State should answer that through a FAQ
- d. Managers - what are the regs for managers? There are none or county has flexibility. Definition of what could count as training - go to CalSWEC website.
- e. What defines CW Worker- if they manage a case then they fit the definition, only case managing child welfare workers need to attend CORE
- f. Ask State whether they consider CW workers to be case managers. SW III? (Peter) Transfer to case manager if you want movement
- g. Lower social work staff - grow our own to promote within - worth it for them to go through CORE
- h. State provides the guidelines so we should direct questions to them.

## **3. Gomez v. Saenz Training**

- a. July 11<sup>th</sup>, CW Directors audience, Research Based Services (RBS) - 3 or 4 hours, 3 hr Gomez - agenda will be out soon, times may change
- b. Counties have been presented with what it is about
- c. Using training from Central Academy - some counties have done policies and procedures on Gomez v. Saenz
- d. Consider hiring someone on a Regional basis instead of each county hiring someone

## **General Information and County Updates**

### **1. TAB Chair/CWDA updates**

- a. Finalized SB 39 - child fatality reporting law releasing info to press - how to handle the media, Aug 20<sup>th</sup> 9-4 in Sacramento - every CWD, Public Information Officers should attend
- b. CalSWEC - working on revising CW research agenda, under review by CDSS
- c. 1<sup>st</sup> RFP for research projects - webinars in Fall if counties interested in doing research
- d. Gomez - what everyone needs to know about Gomez
- e. PIP – Barry has draft of federal report - 2 areas in substantial conformity; we are not with training issues
  - i. Regulations weren't passed
  - ii. Probation training - not perceived as equal to child welfare training
  - iii. Care provider training- following through, look at how to strengthen training system as a whole- crisis training, expand more statewide TDMs

## 2. County updates

### a. San Francisco

- i. Maggie Donahue will come to TAB, Susan Stollerman will still come
- ii. Many trainings - 150 days of training
- iii. Expanded contract on SF Training Project with the BAA - encompass more capacity building and offering technical assistance - hire full-time staff workgroup coordinator/facilitator - pull out needs from 14 workgroups to develop more appropriate training and capacity building for SF- begin in July

### b. Napa

- i. Hiring 2 CWW, recently acquired 2 new CWW
- ii. Marjorie Lewis will continue to come to TAB; doing training coordination and in-house tracking training. Down the road, Napa will develop some capacity to produce in-house training.

### c. Santa Clara

- i. Completed PQCR
- ii. CORE right now 15 people
- iii. Looking to provide staff training that ties to cultural competency
- iv. Trust-building with community - maybe monthly training (similar to CCC)
- v. Family Wellness to be held on Aug 15<sup>th</sup> at West Valley College and will focus on substance abuse, gender specific issues, juvenile court
- vi. Linda – some shifts within the county for worker positions

### d. Monterey

- i. Will have 8 people for August CORE, maybe 9
- ii. Deadline is Monday to fill vacancy - will have 3 vacancies to get permission to hire
- iii. CWDA - have annual CW conference next year
- iv. 4.21 conference rating out of 5
- v. Haven't had one since '03; got year by year approval for that - well received that it was joined by the CW leadership conference

### e. Contra Costa County

- i. Staff Development update – Dennis Bozanich has departed
- ii. For CW Staff Development - moved under CFSP- not where it was before
- iii. Patricia Perkins & Rosalie Vengapally will be regular members of TAB, CW training
- iv. Hope to have 4 staff hired in next month or 2 - hiring on a limited basis
- v. Patricia - back in staff development - manage and ensure child welfare interests, on board by mid Aug - talk about CORE training new staff
- vi. Rosalie - overall training supervisor for county - go out to distant offices to see what workers needs are

### f. Sonoma

- i. Pass with 3% reduction budget
- ii. Contract with SEIU up Monday - been in negotiations for some time
- iii. 2 other union contracts up and at same time – will be focused on these negotiations
- iv. Child Welfare - Peter - 2 new workers and 1 supervisor (3-5 in CORE)
- v. North Bay counties - spread out CORE over 6 months – teleconference with Contra Costa County?

### g. Santa Cruz

- i. Budget focus - reduction scenario - holding vacancies (5-6) for a while
- ii. MSPP Adult Services - relinquishing contract with State, moving into child welfare and CalWORKs social workers go to Family and Children Services (FCS)
- iii. CORE induction - may have a whole group
- iv. Independent learning plans - going back to induction
- v. Focus - transition for workers transferring from Adult Services to FCS
- vi. Several promotions in FCS - may be bumping positions back down

**h. San Mateo**

- i. Continue to reorganize, hiring 7 new staff in July - approved 3 year contract with BAA, have LMS in place
- ii. Safe Measures training
- iii. Focus groups – meeting in August
- iv. Council On Accreditation (COA) in May – Elaine - feedback next steps for accreditation hopefully by November - case records, documentation, policy, annual updates - every 4 years COA

**i. SFSU**

- i. Rita - Title IV-E Coordinator position is open until filled
- ii. Disaster preparedness – working with counties such as City and County of SF around curriculum

**j. Solano**

- i. 8 new social workers; new master's grads on board
- ii. 9 more vacancies - county to fill vacancies
- iii. Seasoned staff moving
- iv. Good training to county - host Dr. Kevin Coulter training - invited community partners- being included in county training with CWW
- v. May Staff Retreat well received by staff - looking forward to next year
- vi. BAA - new project to build infrastructure into training program - will roll out to supervisors and managers at end of July
- vii. How are we going to track training? PeopleSoft, HR, HSS, different systems, how will it work for them?

**k. Alameda**

- i. Title IV-E waiver county - completing year 1

**l. CalSWEC**

- i. CalSWEC hiring position to manage data for evaluations, FT training and curriculum specialist position has been posted

**m. BAA**

- i. PQCR year - 9 counties, Alameda, contact us soon
- ii. July 9<sup>th</sup> – meeting to discuss restructuring issues with TAB & BASSC
- iii. Meetings with CalSWEC and Trilogy on LMS database requirements to include tracking training
- iv. LMS Survey - please complete SurveyMonkey

**Closing**

**1. Summary of action items and assignments**

**2. Calendaring of future meetings/Adjournment**

- a. Next TAB Meeting - Possibly Sept 26<sup>th</sup> or Dec 5<sup>th</sup> at Contra Costa County, 40 Douglas Drive, Room 100/101, Martinez, CA 94553, 9:30am-12:00pm. The 6/27/08 meeting is Patrick Duterte's last meeting as Chair of TAB.

**3. Acknowledgement of Patrick Duterte's role as TAB Chair**

- a. Thank you to him for serving as TAB Chair
- b. July 1 - Joe Valentine will serve as the new TAB chair; Director from Contra Costa County