

**Training Advisory Board  
Minutes  
December 7, 2007  
9:30 am – 12 noon  
Martinez, CA**

**Attendance**

<b>Name</b>	<b>County/Organization</b>	<b>Name</b>	<b>County/Organization</b>
Jon N. Pettigrew	Alameda	Maria C. Corona	San Benito
Krista Brown	Bay Area Academy	Margie Diener	San Benito
Jennifer Cannell	Bay Area Academy	Debby Jeter	San Francisco
Cyndia Cole	Bay Area Academy	Rita Takahashi	SFSU
Jill Dowling	Bay Area Academy	Amabel Baxley	San Mateo
Judith Lefler	Bay Area Academy	Renee Smylie	San Mateo
Rodger Lum	Bay Area Academy	Linda Martinez	Santa Clara
Julia Mazawa	Bay Area Academy	Evelyn Hengeveld-Bidmon	Santa Cruz
Dennis Bozanich	Contra Costa	Judy Yokel	Santa Cruz
Kilolo Brodie	CSUEB	Suzanne Kiesz	Solano
Martin Graff	Marin	Peter Barrett	Sonoma
Anne Herendeen	Monterey	Nick Honey	Sonoma
Linda Canan	Napa	Mimi Rudin	Sonoma

**REFRESHMENTS, WELCOME, INTRODUCTIONS**

- Patrick Duterte was unable to attend the meeting.
- Rodger Lum chaired the meeting.
- Rita Takahashi is the Director, School of Social Work/SFSU and the new Principal Investigator for the Bay Area Academy.

**REVIEW/ADDITIONS TO AGENDA**

- 1. Agenda Review-** revisions to 9/28/07 minutes
  - Add Jon to attendees
  - Original “Undoing Racism” training was held in March with a follow-up training in June
- 2. Approval of 9/28/07 Minutes-** approved with revisions

**GENERAL ACADEMY UPDATES**

- 1. Personnel**
  - a) Administrative Training Coordinator**
    - Jill Dowling is the new Administrative Training Coordinator for the Bay Area Academy.
  - b) Training Specialists**
    - BAA has hired Shaunna Murtha as a Training Specialist to oversee the San Francisco Foster Parent Training Project.

- BAA has hired Maryanne Rehberg as a Training Specialist who will be a Trainer and will work on Curriculum Development, Capacity Building Hours and the Monterey Project.

**c) Departures and Current Openings**

- Pete Maspaitella has left BAA and is now at Aldea Children and Family Services.
- BAA has an open Training Assistant position, as Klaudia Martinez is leaving. This full-time position will support the San Mateo and San Francisco Projects. If you have a referral, please contact Rodger Lum.

**2. Adult Protective Services**

- Review of first training series- “Reaching Within: The APS Investigator’s Journey into Ethics & Values.” 8 sites, 9 trainings (October-December 2007)
- Second training series- “The Challenges of Serving the APS Client with Limited Mental Function: Disability Abuse & Advanced Interview Techniques” (March- May 2008). “Save the Date” will be sent in December/January.
- Request submitted to CDSS for an augmentation to develop core APS curricula & training.
- Krista Brown will connect with counties where Staff Development manages CPS & APS- Marin, San Benito, Santa Cruz, Contra Costa & Sonoma.

**3. 10<sup>th</sup> Anniversary Celebration**

- BAA has a committee that will be planning its 10<sup>th</sup> Anniversary Celebration to acknowledge the counties as our training partners. A “Save the Date” for April 10<sup>th</sup>, 2008 will be sent out.

**4. Foundations, Manager CORE (Executive summary handout)**

- A 6-day Manager’s CORE will begin on March 18<sup>th</sup>. It is for middle management. BAA will cover site and food- no overnights provided.
- Jon Pettigrew, Alameda, noted that the dates may not work for their county as they are expecting retirements.
- Evelyn Hengeveld-Bidmon, Santa Cruz, added that APS Managers would benefit from this. Judith responded that it would benefit all middle management.

**5. “Undoing Racism” follow-up with money from CalSWEC**

- There was a follow-up training on December 5<sup>th</sup> with Rita Cameron-Wedding. Topics discussed included institutional and personal biases.
- Suggestions for the next follow-up included a symposium to take place next year geared towards upper management on undoing racism and disproportionality.

**6. CEBC Training**

- **December 6<sup>th</sup>**- The California Evidence-Based Clearinghouse for Child Welfare presented a workshop entitled “Evidence-Based Practice: The Latest Fad or the Future for Child Welfare” in Southern California.
- **January 28<sup>th</sup>**- There will be an Evidence-Based Practice Symposium at the Town & Country Hotel in San Diego for universities, academies and counties. The Academy will support up to 3 faculty per university in each region.

- **March 26<sup>th</sup>**- The “Evidence-Based Practice: The Latest Fad or the Future for Child Welfare” workshop will be held at the Dublin Radisson Hotel- a “Save the Date” will be coming out soon. It will be for an audience of 50 people from the Bay Area counties.

## **7. Child Welfare Supervisors Training (Y.O.U.T.H. Training)**

- **March 4<sup>th</sup>**- “Through the Eyes of the Youth: How Child Welfare Supervisors Can Positively Impact the Lives of Foster Youth” at Jack London Aquatic Center, Oakland.

### **Other Trainings**

- **January 23<sup>rd</sup>**- 9:30-3:30, Court Officer Day in Oakland with working lunch (lunch served)
- **January 31<sup>st</sup> & February 1<sup>st</sup>**- Advanced Trainer Development (2 day training).
- **February 20<sup>th</sup>**- CalSWEC event- tracking training symposium to prepare for the new regulations that will be coming out in July.
- **May 28<sup>th</sup>-30<sup>th</sup>**- Children’s Management Conference at Asilomar. Topics will include Legal Issues/Testimony, Substance Abuse & Neurologic Development, Disproportionality/Fairness & Equity, Self Care, and Education for Foster Youth.
- Dennis Bozanich, Contra Costa, requested Curriculum Development Training.
- Trainer Development sessions & Mary Garrison’s new role with BAA have helped to recruit 15 new trainers.

## **8. Trilogy Integrated Resources Network of Care LMS**

- Initiate program to assist counties in tracking and registration.
- BAA will be meeting with Trilogy to discuss switching to their Learning Management System (LMS) which would replace our current Microsoft Access database.
- Counties are at various stages of LMS. Contra Costa & San Mateo currently have a LMS.

## **HOT TOPICS/DISCUSSION**

### **1. Allocation of training days and capacity building- further discussion and planning; State budget impact**

- Per meeting with CDSS, BAA will probably receive the same \$1.9 million contract for the Region.
- Rodger Lum and the BAA will propose a 3 year plan for fiscal years 2008-2011.
- Judith will set up a conference call for those who expressed an interest in participating in the restructuring of the training days allotment.

### **2. Revision of annual Needs Assessment**

- Sub-committee will meet after January 1, 2008 and will be looking at hiring practices and county budgets.
- **February 28<sup>th</sup>**- *Needs Assessment document due to BAA. [This was subsequently changed to March 14]*
- **March 28<sup>th</sup>**- present Needs Assessment and Annual Training Plan to TAB
- **April 4<sup>th</sup>** – present Needs Assessment and Annual Training Plan to BASSC
- **June**- submit Needs Assessment and Annual Training Plan to CDSS

- Concern was expressed that counties will not know their ability to hire new staff until the May Revise and this will affect training needs.
- TAB realizes the potential for catastrophic cuts. It was recommended that counties complete the Needs Assessment based on current budgets and then can revise later once a new budget has been adopted. At that time, BAA staff can work through details of the training plans with counties.
- Even if there is less need for CORE training, there will still be training needs for the 40 hours of mandated training for seasoned staff.
- Dennis Bozanich, Contra Costa, recommended using PIPS to plan Advanced Trainings.
- Jon Pettigrew, Alameda, asked if trainings should be linked to CalSWEC core competencies
- Peter Barrett, Sonoma, was interested in finding out what other counties are doing regarding capacity building hours.
- BAA will include core competencies in trainings.
- BAA will consider using SurveyMonkey for an online needs assessment as well as a separate satisfaction survey.
- Needs Assessment
  - Question #7- new question
  - Question #8- new question- which Y.O.U.T.H. topics are you interested in?
  - Question #9- ideal months for CORE training
    - Evelyn Hengeveld-Bidman, Santa Cruz, requested that CORE trainings be more evenly distributed throughout the year (Fall in addition to Spring).
- Recommendations for Questions
  - Peter Barrett, Sonoma, requested a question on CWS/CMS.
  - Martin Graff, Marin, requested a BAA Satisfaction Survey.
  - Transfer of Learning- more integration of Transfer of Learning into trainings
- Judith Lefler, BAA, will update and send out BAA timelines for '08-'09. In March, plan for 1<sup>st</sup> Quarter of next fiscal year.
- Rodger Lum, BAA, will send out the Needs Assessment survey by early January.

## **OTHER DISCUSSION**

### **1. Knowledge Management: debriefing the 11/2/07 Summit and discussing key issues, challenges and next steps for the counties and the Bay Area Academy.**

- The Knowledge Management Summit was held on November 2<sup>nd</sup>. What steps have counties taken to put a Knowledge Management plan in place?
- Santa Cruz- it was helpful to spend the day with the Executive Team and look at how we do things systemically to address a variety of issues; do not like use of Knowledge Management term; rekindled conversations around transfer of learning; how do we access the data we have collected?
- Mimi Rudin, Sonoma- planning, evaluation and research committee in Sonoma found it helpful to develop blueprint for what their team will do; having access to data and technology to provide insight into directives they are trying to address
- Debby Jeter, San Francisco- Executive Team attended summit; helpful for team to be together to look at mission, vision and values and to look at data and outcomes across departments; look at what they want on dashboard; transition from dedicated to non-dedicated CWS/CMS

- Linda Canan, Napa- Social Services will communicate with the rest of the team to talk about what processes they will use as an agency, transfer of learning and initiate buy-in
- Dennis Bozanich, Contra Costa- Article about the Knowledge Management Summit included in newsletter and sent out to supervisors. They will be meeting Dec. 19<sup>th</sup> to follow-up on preliminary next steps.
- All counties desire to improve outcomes. What is the role of the Universities and Regional Training Academies in improving outcomes? How can the Bay Area Academy assist counties in advancing and identifying needs?
- Counties expressed the need for CWS/CMS training to help with the shift to being more data driven organizations.
- CWS/CMS Training- Directors will add to action items to see about having CWS/CMS training moved from the state to the academies to do training.
- CWS/CMS Training will be added as a question on the Needs Assessment.

## **GENERAL INFORMATION & COUNTY UPDATES**

**1. Tab Chair/CWDA Updates-** Patrick Duterte, Chair was unable to attend

### **2. County Updates**

- **Sonoma-** Hiring 4-6 new staff; staff hired in the past 6-7 months in different phases of CORE; they attended an attachment training with Dan Hughes
- **Solano-** Hiring 2 by 3; in the process of restructuring of supervisors to make more equitable; Christopher Cassell has been reassigned to Permanency Unit; Suzanne Kiesz has assumed Staff Development role; Solano County was commended by the Blue Ribbon Oversight Committee for their incredible work in the last 3-4 years
- **Contra Costa-** SIP & PIP, Director working with Managers to improve outcomes; project management team oversight structure- generating training suggestions; next week Dr. Tice training on meth-addicted families- they will be using their new video-conferencing equipment to have staff in Hercules and Antioch attend the training
- **Santa Cruz-** Induction training wrap-up, 12 week induction class, new trainer; *dot net nuke application [confirm]*- training materials on website, new site with desktop trainer, quiz functions, scores; end year long self-assessment SIP- community wide steering committee; proposed SIP strategies- prioritizing 100 proposed improvement strategies; good relationship and trust building with the community; identified training needs will inform the Needs Assessment
- **Santa Clara-** Chosen for federal audit; new worker training started; focus on transfer of learning; PQCR due in June
- **Monterey-** Losing staff to Adult Services & Behavioral Health; in the middle of SIP; continuous training; supervisor consult group- Foundations of Supervision Training
- **San Mateo-** Overstaffed, no January training unit, next projected in July (big recruitment in February/March); cultural competencies training series and back to basics; agency accreditation; revising handbooks; strategic planning- county, agency, Child & Family Services; agency reorganization; building new receiving home, ground-breaking next week
- **San Benito-** This is their first TAB meeting and they are very happy to be on board; 4-5 staff participating in CORE training, they have 9 staff total; completed assessment and met to discuss outcomes; they will be fully staffed; structural changes in departments
- **Alameda-** Work on labor and placement services; fully staffed- will not get new group until June/July; group of 12 in induction training, finish at end of calendar year;

- budget uncertainty; 106 new EW's in January- 5 simultaneous induction trainings in January; losing CWS/CMS training in staff development, next Wed. they will announce opening for CWS/CMS Trainer
- **Marin-** Need 3 staff, bilingual positions need to be filled; bringing back intern program; move in 1 year to new campus
  - **Napa-** Identify and hire ½ time staff for staff development; needs assessment with our agency for training needs; need bilingual/bicultural staff, renaming social worker position for easier access
  - **San Francisco-** Resiliency training; talking with BAA about admin reviews- how do we make decisions about families and include families in the decision-making; mandated trainings
  - **CSUEB-** Intern Coordinator, recruiters, work with university; joint meeting date with schools and counties January 17, 2008 from 9am-1pm at the Hayward campus of Cal State East Bay; Dr. Diane Rush Wood- new Social Work department chair; add aging; MSW county employee- Concord Campus

## **CLOSING**

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

### **2. Calendaring of future meetings/adjournment**

- **Next Meeting-** March 28, 2008 from 9:30am-12:00pm, Contra Costa, 40 Douglas Drive, Room 100/101, Martinez, CA 94553