

MEETING MINUTES

**Training Advisory Board (TAB)
Bay Area Academy
December 5, 2008
9:30 AM – 12:00 PM**

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

Joe Valentine, Chair, TAB; Director, Contra Costa County Employment & Human Services

Rodger Lum, Director, Bay Area Academy

Rita Takahashi, Director, School of Social Work/SFSU; Principal Investigator of Bay Area Academy

Attendance

Name	County/Organization	Name	County/Organization
Azzopardi, Elaine	San Mateo	Kiesz, Suzanne	Solano
Barrett, Peter	Sonoma	Lewis, Marjorie	Napa
Baxley, Amabel	San Mateo	Lum, Rodger	Bay Area Academy
Burke, Jennifer	Bay Area Academy	Martinez, Linda	Santa Clara
Canan, Linda	Napa	Murtha, Shaunna	Bay Area Academy
Cole, Cyndia	Bay Area Academy	Perkins, Patricia	Contra Costa
Corona, Maria	San Benito	Rudin, Mimi	Sonoma
Donahue, Maggie	San Francisco	Shean, Mary	Alameda
Dowling, Jill	Bay Area Academy	Smith Cohen, Lisle	Santa Clara
Graff, Martin	Marin	Takahashi, Rita	SFSU, SSW
Hengeveld-Bidmon, Evelyn	Santa Cruz	Talavera, Alice	Monterey
Herendeen, Anne	Monterey	Williamson, Marcy	Contra Costa
Johnson, Barrett	CalSWEC	Yokel, Judy	Santa Cruz
Jones, Lori	Alameda		

9:30 – 9:45 am Refreshments, Welcome, Introductions

9:45 – 9:50 am Review/Additions to Agenda

1. **Agenda review, including items under “Other Discussion”**
2. **Approval of September 19, 2008 Minutes- Approved**

9:50 – 10:05 am General Academy Updates

1. Gomez Hearings

- a. Hearing officers- didn't videotape 1st day (½ day) but videotaped 2nd day
- b. Feedback from participants:
 - i. 1st day- people who had read ACL's could catch up without a problem; very weak- misinformation, lack of understanding on part of state presenters, usually attorneys doing this, but CDSS sent others; 2 state reps who were not trainers presented on court docs and settlement
 - ii. 2nd day- better having Administrative Law Judge (Judge Manuelos) talk about it; judge good- knowledgeable and entertaining; not experienced in CW- weakness; it was helpful that he was open to discussion- disparate audience- retirees and attorneys/ some had done hearings before and some had not
 - iii. No evaluation forms given out at the end of training; it would have been good to have
- c. There will be a training tool on the CalSWEC website developed by the Southern Academy. This tool will be available for all staff within a month or so and will include information on documentation, what constitutes substantiation, etc.

2. RBS (Residentially Based Services)

- a. 5 counties selected to be in pilot project: San Mateo, San Francisco, Contra Costa, Santa Clara, and Solano. In planning phase this year for next year's implementation.
- b. RBS represents Group Home reform where services go with the child. If a child is moved from a group home, the service "structure" goes with the child.
- c. Sacramento, LA, and San Bernardino counties have been planning for a year and have submitted plans to CDSS. State needs to identify resources for counties or RTA's to provide training. At present there are no funds for this.

3. "Undoing Racism" training

- a. 11/20/08- Nuts & Bolts of Disproportionality with Margaret Jackson. Training focused on strategies to implement in the counties and included staff who had attended and if they weren't able to attend it was open to other staff
- b. Participant feedback:
 - i. Good training- talked about it afterwards and shared with supervisors at our county that were not in attendance
 - ii. Highlights- activities (jellybean exercise)- will use at our county
 - iii. Carrying that educational piece to staff assisted in talking about differences and similarities
 - iv. The use of Red flag/Green flag was helpful in giving participants a safe way to talk about racism issues
- c. Next training is tentatively set for late May 2009 with Margaret Jackson building upon previous trainings.

4. CORE D-6

- a. At-A-Glance will be sent out next week
- b. Jennifer Cannell is now coordinating BAA's CORE trainings

5. Linkages

- a. Jennifer Cannell will be coordinating BAA's Linkages training project
- b. Mental Health, Domestic Violence, and Substance Abuse have been incorporated into D-6 CORE schedule

6. Court Officer Day

- a. Hot topics in counties- sent out to court officers with a copy to staff development to get feedback on what they want to get out of the day
- b. Date: Feb 2009

7. Foundations of Supervision

- a. 12/2 & 12/3/08- 30 Supervisors from Northern & Southern Regions. Training locations will rotate. Mary Garrison is the Trainer
- b. Next Module will be 1/13 & 1/14/09 in Contra Costa County
- c. New Supervisors need to start at the beginning of Foundations. BAA will plan another cycle for late summer to accommodate new supervisors
- d. Santa Cruz may have whole new group of supervisors later this fiscal year

8. EBP Symposium, 1/30/09

- a. Planning is going well for the symposium to be held at the Town & Country Resort & Convention Center in San Diego. "Save the Date" was sent to counties and universities.
- b. Assistance with travel and registration costs is available for up to three faculty per university.
- c. Breakout Sessions- Research Presentations- present research and discuss it – how to take Evidence-Based Practice and incorporate it into an organization.
- d. Presentations will be posted on the CalSWEC website.

9. Knowledge Management Summit

- a. BASSC Directors are moving the Knowledge Management Summit to April because of input of supervisors
- b. BAHRC is working actively with BASSC to plan the Knowledge Management Summit

10. Trilogy LMS

- a. CalSWEC is working on distance learning through a stakeholder workgroup.
- b. The BAA is also working on e-learning as part of its work with Trilogy. The Trilogy LMS will have user fees tentatively set at \$1.50 per user/per month. Final fees will be based on the number of users in each county (tiered pricing).

11. Key training staff changes

- a. Shaunna Murtha is returning to Napa County but will transition to 10% time with BAA until the end of January 2009.
- b. We will have an opening for a Training Specialist in the near future. BAA will send out the formal job posting.
- c. SFSU has reciprocity with CalPERS if an employee commences work within 6 months of departure from county employment that uses the CalPERS retirement system.
- d. Training Specialist for Southern counties- waiting for SFSU's formal job offer before an announcement can be made.

10:05 – 11:05 am

Hot Topics/Discussion

1. Annual Needs Assessment

- a. Revamping SurveyMonkey format so that respondents can save and print; survey will include more space for comments
- b. Other questions to add? Added questions for Linkages, CalWorks and Y.O.U.T.H Training Project; e-learning and distance learning
- c. Training modules- supervisors can do in unit meeting; come up with other topics based on policy changes; post on website and overarching things to address with workers; train supervisor on how to do that and how to use materials effectively in training; did 2 day training in Solano on it last year
- d. Needs for 40 hrs required for trainings- variety and frequency to ensure staff get trained

2. HR 6893

- a. Planning includes looking into how HR6893 will affect counties, what is going on with state, how RTAs will provide the training, what RTAs are already doing that would work for other workers.
- b. CDSS will do an ACL, but no timeframe for its issuance is known at this time.
- c. Training can now include certain private providers, guardian ad litem, and caregivers
- d. CDSS is working with CalSWEC and the RTAs on a set of principles of how we want this to work
- e. HR6893 is already in effect, but training has to be reflected in the IV-E plan
- f. The matching ratio changes every year: 55% 1st year match rate, 65% 2nd year match rate, etc.
- g. Ask counties who already train community partners how they do that
- h. Understanding ramifications for budgeting, data tracking- do you track Community Based Organization participants?
- i. As we get more information from CalSWEC & CDSS, we will pass it along

3. State budget cuts and impact on county services and training

- a. **Contra Costa**- 65 laid off; IV-E grads have an issue with fulfilling their obligation; licensing – may give back to the state, but are considering other options. Looking at Mandate relief. County overmatch being pulled out, some state funding being pulled
- b. **San Francisco**- 3 rounds of budget cuts- layoff notices today- new hires affected; large general fund match- next round cuts county services

- c. **Santa Cruz**- not been allowed to hire for long time and are holding vacancies; need to but not doing reductions; no layoffs- maybe layoffs in July; positions lost in Adult Services- 3 Adult Services workers will be doing induction training to be Child Welfare supervisors- how best to train them? MSSP program going back to state
- d. **SFSU**- discussion about if IV-E students are able to get jobs in counties after graduation; should we fill 20 IV-E slots? Students don't want to apply because they don't think they'll get jobs
- e. **Alameda**- hiring in February; will figure out how to absorb some Contra Costa staff; will possibly hire 10?
- f. LA also hiring child welfare workers as a result of their IV-E waiver. CalSWEC is tracking this.
- g. **Santa Clara**- can fill vacant position(s); induction training 1/12/09 for 10-11 workers and 8 later?; unforeseen transfers; promoting to fill vacancies
- h. **Solano**- still hiring; interviewing for SW III vacancies; will look at Contra Costa Staff; recruitment for bilingual staff
- i. **Napa**- able to keep positions full; 3rd round budget planning; realignment may affect us; guardedly optimistic for this fiscal year; absorbed 1 lateral transfer from APS
- j. **Monterey**- freeze with exception process- close to fully staffed before the freeze; don't know about next fiscal year; negotiate salary and benefits increase and will absorb into budget; contract unknown
- k. **Sonoma**- SEIU strike? Huge change in benefit package- union approved; contract had expired July 1; plan 5-10% cuts; hiring 2-3 new social workers, 2 vacant supervisor positions- hoping to promote (if they do there will be 2 more vacancies); don't anticipate layoffs for this fiscal year; need to address with trainers how to handle staff that are trained in one county and then work in another county; delayed retirements
- l. **Marin**- freeze; lost 2 positions; fully staffed at the moment; plan 10% cuts; everything that becomes vacant is threatened
- m. **San Benito**- 2 positions approved- social worker and application assistant- having trouble filling that position
- n. **San Mateo**- in a freeze with exception of essential staff; looking at budget and if there will be open recruitment for next fiscal year
- o. Conclusion- with layoffs, the size of Core classes will decrease and/or there will be fewer cycles of Core offered; Issue for BAA to consider: refresher Core for social workers who move to a different county; Foundations- bring everyone together; BAA will talk about flexibility in trainings to accommodate counties with travel restrictions and spending cuts.
- p. So far CDSS does not plan to reduce funding for the Regional Training Academies. Any cuts would compromise our ability to provide trainings needed for workers to meet training requirements
- q. Big overmatch counties having problems

11:05 – 11:25 am

Other Discussion

- 1. CWS/CMS Training- state has vendor providing training- waiting for that contract to expire; CDSS is supposed to convene a task group, but hasn't done yet
- 2. Add question to Needs Assessment regarding planning from a county perspective for CWS/CMS- computer training lab for that training (Marin doesn't have computer lab)

11:25 – 11:50 am

General Information and County Updates

1. County Updates

a. San Francisco

- i. Training in partnership with BAA; Quarterly Training Calendar published as brochure- started with paper version and then moved to electronic version; working on how to assist staff on which trainings they take on their own
- ii. Moving towards learning organization- less mandated trainings- training supervisors on how to set-up training curriculum for staff in each unit, hoping to include Title IV-E

- training in it through City College; trainings that are relevant to staff, mindful approach to training
 - iii. Working on new training policy- borrowed from other counties- hopefully complete by the end of year
 - iv. Bi-monthly tool for supervisors- newsletter, follow-up on training Transfer of Learning so that workers can apply what they've learned in daily work
 - v. Extra funding from grants- Family to Family funding- hired Betty Hanna- specific training, focus groups, CWS/CMS- data for AB636 requirements
 - vi. Intensive supervisor training- Safe Measures utilization, SDM
 - vii. New trainings roll out- legal services, court reports, how to present in court, ICWA, Adult Services, visitation
 - viii. PQCR to be done 2nd week in May. Liz Crudo is taking the lead.
 - ix. Mission & Values- permanency- understanding on individual level- need more case consultation, smaller groups
 - x. New funding for older youth- will hire Youth trainers
 - xi. Newsletter- worker spotlight- rumor control, address rumors; newsletter will be posted on SF section of BAA website- other counties can reference
- b. San Mateo**
- i. Workers attending mandated trainings and trainings they want to attend
- c. Solano**
- i. PQCR in January- thank you to San Francisco and Santa Cruz for participating
 - ii. Placement stability- new strategies to develop
- d. Santa Clara**
- i. Christian Griffith is leaving and will be Chief Consultant for Assembly Committee on Budget
 - ii. Their RFP process is complete and they have chosen an LMS- Saba; Santa Clara's Social Services Agency will use this system that is also being used by LA
- e. Sonoma**
- i. Meet with BAA and supervisors and managers
 - ii. Momentum with Capacity Building help- develop comprehensive training program for new and ongoing employees
 - iii. No PQCR yet but soon
- f. Santa Cruz**
- i. New federal grant begun 10/1/08- diligent recruitment of homes for children. 9 grantees awarded with only 1 in CA. 5 year grant is \$400,000/yr. to improve recruitment and support strategies to find homes for children. Includes practice assessments and concurrent planning.
 - ii. Dual license possibility- foster care and adoption
 - iii. Find permanent homes for older youth 12 and up- in system for 18 months and up
 - iv. Family to Family county (25th Family to Family county in California); roots and wings- 2 things we give to our children
 - v. Staff orientation with consultants- community kickoff in February- training funding included in grant
- g. Monterey**
- i. BAA helping to assess induction and new worker orientation. Will do survey of employees there for 6 mo-1 yr to find out what works/doesn't
 - ii. Working with workers on attitudes in assessing risk and safety
 - iii. In-court removal- has training implications- figure out how to work before training and Gomez
 - iv. CalState Monterey Bay- they are at the last hurdle for starting a part-time MSW program; hopeful that the program will start Fall 2010 ; Brian Simmons, Professor, School of Collaborative Studies is now Dean; position is posted- if you know anyone who is interested, go to website, open until 1/12/09

- v. Full induction- willing to share individual training plans for each unit- checklist for unit supervisors, can email it to you if you want it
- h. Alameda**
 - i. Mary Shean is back in Staff Development
 - ii. 10 new Child Welfare Workers- 5 starting 1st week in January, 5 starting 3rd week in January
 - iii. Hiring in February
- i. Napa**
 - i. 2 supervisors started Foundations- 3 staff in Core
 - ii. PQCR in April- focus area is Transition Age Youth
 - iii. Part of ILP Breakthrough Series collaborative
 - iv. Lisa Molinar held focus groups- have initial report, 3 year training plan
- j. CalSWEC**
 - i. Safe Measures training- statewide- improve assistance on data and analyzing data
 - ii. Provide technical assistance, Training for Trainers on website in April- will have people who know data help write T4T CWS/CMS; Central Academy leading this
 - iii. April 29-30- Fairness & Equity Symposium at Berkeley- "Save the Date" is out- Training on how the system can address issues of disproportionality
 - iv. New guides on AB636 process
 - v. PQCR guide is complete with training tools, waiting for state ACIN
 - vi. CSA guide- revising, includes OCAP, PSSF, CBCAP, CAPIT
 - vii. County self- assessment
 - viii. SIP guide- coordinated SIP that includes focus areas CBCAP CAPIT (January)

11:50 –12:00 pm

Closing

1. Summary of action items and assignments

- a. Needs Assessment- BAA will send out first week of January

2. Calendaring of future meetings/Adjournment

- a. Next TAB Meeting- March 27th 9:30am-12:00pm followed by Regional Children's Committee
- b. Location: Contra Costa- 40 Douglas Drive, Room 100/101, Martinez, CA 94553, 9:30am-12:00pm