

# MEETING MINUTES

**Training Advisory Board (TAB)  
Bay Area Academy  
March 28, 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
Jon N. Pettigrew	Alameda	Stephanie Coram	San Francisco
Jennifer Burke	Bay Area Academy	Sophia Isom	San Francisco
Jennifer Cannell	Bay Area Academy	Rita Takahashi	SFSU
Cyndia Cole	Bay Area Academy	Helen McClain	San Mateo
Jill Dowling	Bay Area Academy	Linda Martinez	Santa Clara
Erika Gonzalez	Bay Area Academy	Lisle Smith Cohen	Santa Clara
Judith Lefler	Bay Area Academy	Evelyn Hengeveld-Bidmon	Santa Cruz
Rodger Lum	Bay Area Academy	Jenny Hundemer	Santa Cruz
Lori Larks	Contra Costa	Patrick Duterte	Solano
Robert Taniguchi	Monterey	Cindy Halliday	Solano
Linda Canan	Napa	Linda Orrante	Solano
Marjorie Lewis	Napa	Peter Barrett	Sonoma
Margie Diener	San Benito		

**9:30 – 9:45 am**

**Refreshments, Welcome, Introductions**

**9:45 – 9:50 am**

**Review/Additions to Agenda**

1. **Agenda review**
2. **Approval of December 7, 2007 Minutes-** Approved

**9:50 – 10:10 am**

**General Academy Updates**

**1. Personnel**

**a. Departures, additions and current opening**

- i. BAA's Administrative Support Assistant left in February, position is vacant, if you know of anyone looking for an entry-level administrative position, please contact Rodger Lum
- ii. BAA is currently recruiting for a Training Assistant for San Mateo and San Francisco counties, the position is posted on the BAA & SFSU websites, if you know of anyone who would be interested, please contact Judith Lefler
- iii. Shaunna Murtha, Training Specialist and San Francisco Foster Parent Project Director had twin boys, one of whom is in the hospital, we are keeping her family in our thoughts
- iv. Klaudia Martinez, Training Assistant for San Mateo and San Francisco counties, has a brother who is in the hospital, we are keeping her family in our thoughts

**2. 10<sup>th</sup> Anniversary Celebration**

- a. The Academy invites you to join us in celebrating our 10<sup>th</sup> Anniversary on Thursday, April 10, 2008 from 4:30pm to 7:30pm at the Bay Area Academy, 2201 Broadway, Suite 100, Oakland, CA 94612.

- b. There will be music provided by Matt Radisch and hors d'oeuvres and refreshments will be served. Jennifer Rodriguez and Greg Rose will be giving keynote speeches for the evening. We hope you will join us in the celebration.

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

- a. In the negotiation phase.
- b. Some counties have opted into Trilogy and others have other LMS they are currently using.
  - i. Peter Barrett- concerns about conversion, integrated staff records
  - ii. Jon Pettigrew- training of academy staff using it directly, turnover with staff, Trilogy provide training on their system
  - iii. Linda Orrante- Access database- join with us- conversion
  - iv. Judith Lefler- San Francisco has opted into Trilogy
  - v. Linda Martinez- Santa Clara has an RFP out right now, currently use Peoplesoft for HR but not for training tracking system, will decide by May on new system
  - vi. Sonoma- currently re-doing their database with their IT department, question about if counties will be linked with the new LMS, shared data elements, negotiate all together for lower cost
  - vii. Patrick Duterte- passport for staff to use as they move between counties?

### 4. Potential partnership with CalSWEC, Bay Area Collaborative, CiMH and CMHDA on mental health training

- a. There is the possibility for the Bay Area Academy to provide Mental Health Training to county workers
  - i. Robert Taniguchi- CPOC included?
  - ii. Rodger Lum- possible funding through Prop 63 and foundation funds, and support from CalSWEC to have discussions, working with Bay Area Mental Health Collaborative
  - iii. Patrick Duterte- representatives at the table to join in discussion about Mental Health training- if you are interested, email Rodger.

### 5. Office lease

- a. The Bay Area Academy's lease for the Oakland office ends August 31<sup>st</sup>. Currently in discussions with SFSU to secure other space within the building.

### 6. Staff Development section of BAA website

- a. Please visit [www.bayareaacademy.org](http://www.bayareaacademy.org) and look at the Staff Development section of the website- under Resources, For Staff Development. If you have any questions or feedback, please contact Craig Johnson, BAA Events Coordinator at [gjohns03@sfsu.edu](mailto:gjohns03@sfsu.edu).

10:10 – 11:00 am

### Hot Topics/Discussion

#### 1. Annual Needs Assessment results

- a. Thank you for completing the Needs Assessment and for your patience in working with the paper version and the version on SurveyMonkey.com.
- b. Please see the handouts- BAA/SFSU Annual Needs Assessment Findings: Fiscal Year 2008-09 Highlights and BAA Needs Assessment for FY 08-09
  - i. Provided 7 CORE cycles this year, may start a new CORE in June. Most counties said they would rely exclusively on BAA to provide Standardized CORE Training.
  - ii. Counties support the current allocation of capacity building hours at 30% for Regional training and 70% for individual county training. PQCR- biggest area for capacity building.
  - iii. September seems to be the most active month for hiring cycles
  - iv. CWS/CMS Training- most counties expressed interest in BAA providing CWS/CMS training. Possibility subject to funding from CDSS.
  - v. Knowledge Management- Every county is at a different phase with regards to Knowledge Management. No common agreement on what it is. Counties have voiced that they would prefer to build infrastructure first and then receive training on Knowledge Management.

1. Evelyn Hengeveld-Bidman- Knowledge Management is a standing item on the BAHRC agenda. If you are interested in attending the meeting on April 25<sup>th</sup>, please contact Evelyn.
  2. Patrick Duterte & Rodger Lum will discuss this at the Bay Area Directors meeting next week.
  - vi. Counties are very interested in receiving training from the Y.O.U.T.H. Training Project in “Positive youth development and foster youth culture” and “Working with youth that challenge you most”.
2. CORE Workgroup report
    - a. Conference call, discuss making changes in CORE allocation, slot structure- do not want to change. May change how smaller counties are able to access CORE – delivery of CORE to smaller and further regions.
  3. Draft Annual Training Plan for FY08-09 (handout)
    - a. Provide 6 CORE cycles per year.
    - b. Read over the Draft Annual Plan and email Rodger if you are in agreement with it before the BASSC meeting next Friday.
  4. Impact of State budget cuts on county training needs and priorities (this is only a preliminary discussion)- [table for next meeting](#)

#### **11:00 – 11:20 pm**

##### **Other Discussion**

1. Expanded TAB membership (e.g., inclusion of adult and aging services representative(s), youth voice)
  - a. Include APS & YOUTH?
  - b. Started as Child Welfare Training with composition of TAB of Staff Development Officers.
  - c. Training needs are different for Child Welfare, APS & YOUTH
  - d. Suggestion for both groups to be included in a TAB meeting twice a year. Where would the meeting be held? Could be a whole day with different groups joining at different points during the day.
  - e. Concern about Bay Area Academy expanding services into areas other than Child Welfare (MH, APS, CDCR).
  - f. Bay Area Academy is undergoing discussions on organizational structure to support expansion and ensure appropriate infrastructure for growth.
  - g. Discuss at Directors meeting the possibility of having a full day of integrated meetings.

#### **11:20 – 11:50 am**

##### **General Information and County Updates**

1. **TAB Chair/CWDA updates**
  - a. CWDA meeting next week- please let Patrick or Rodger know if there is anything else you would like them to discuss with the Directors
  - b. Trilogy LMS – Bay Area Academy, Central Academy & CalSWEC are looking at the Trilogy LMS system.
    - i. Counties need to track trainings starting July 1, 2008 for the new regulations.
    - ii. CWS/CMS Training has been an ongoing issue that the state has not been able to resolve.
    - iii. Effectiveness of trainings? Transfer of Learning from trainings to practice?
2. **County updates**
  - a. **San Francisco**
    - i. Integrating training- foster parents with Contra Costa and BAA.

- ii. Making headway with trauma and resiliency trainings. # of mandated trainings- theory-based trainings, next year- skills-based trainings.
  - iii. Reorganization- managing change in an agency.
  - iv. Staff appreciation event was a success.
  - v. Freeze in SF- transitioning to a hard freeze, layoffs starting May 1<sup>st</sup>. Staff looking for Manager Positions.
  - vi. Budget cuts- travel budget, etc.
- b. San Mateo**
- i. In the midst of COA accreditation process- getting ready for on-site visit in May.
  - ii. Soft freeze- every position needs to be justified.
  - iii. Back to basics training with BAA.
  - iv. Cultural Competency, revising handbooks, reorganization.
- c. Sonoma**
- i. 3 new workers in the last 6 months. Soft freeze- probably won't hire more.
  - ii. 4-6 interns for field placements MSW next year.
  - iii. Advanced Training, Law & Ethics Training.
- d. Solano**
- i. New Trainer, Cindy Halliday. Professional Development Unit- new worker training.
  - ii. Suzanne Kiesz- CWS/CMS trainer.
  - iii. Soft Freeze- 1200 staff, sitting on 130 positions. Board of Supervisors doesn't want to cut these positions- Child Welfare Services. Supported resolution with NACO. Federal legislations HR52166- TAY, increase foster care payments up to age 21
- e. Santa Clara**
- i. Pursue vacancies, no layoffs in budget.
  - ii. New hire group finished on the 21<sup>st</sup>, induction group soon, PQCR in the summer, completed audit.
  - iii. Implication for practice changes from audit.
  - iv. Family Wellness 0-3 grant. Take 10 0-3 families per month. Crossover and integration in working with families. Substance abuse cases.
- f. Monterey**
- i. Thank you to Jennifer & Stephanie for the Social Worker Appreciation event.
  - ii. In the middle of Supervisor CORE.
  - iii. Knowledge Management- sharing of information with all, use stumail, mentor.
  - iv. Questions- organizational charts, caseloads, night time Case Workers also doing APS- looking for venue to share info.
- g. Contra Costa**
- i. Hiring freeze- budget discussions, waiting for May revise.
  - ii. Looking at wraparound model- supervisor and line staff involved in planning, workgroups.
  - iii. Supervisors finishing cultural competency training.
  - iv. Working with Health Department- treatment vs. testing.
- h. Santa Cruz**
- i. Evelyn Hengeveld-Bidman- Assistant Development Director, promoted from Program Manager.
  - ii. Judy Yokel acting for 8 months. 2 new Program Managers started in March.
  - iii. Manager CORE, openings.
  - iv. Staff Development- soft freeze in name only, hard freeze in reality.
  - v. Training & SIP- relationship not as strong as perceived. Trainings for Child Welfare staff don't happen for community partners.
  - vi. Not in growth mode- need to strengthen working with external partners.
- i. Napa**
- i. Positive relationship with Board of Supervisors on Child Welfare position- allowed to fill vacancies and add staff.
  - ii. Hard/soft freeze- budget lines- new review source.

- iii. Accreditation came through COA- go through CARF next time (Council on Accrediting Rehabilitation Facilities)
  - iv. Impacts for getting accreditation- helps avoid budget cuts
  - v. Marjorie Lewis is in a position ½ time responsible for Staff Development- internal capacity for training needs.
  - vi. 3-4 Social Workers coming on board- interviewing now, working on Title IV-E interns- bring on 2 interns and 1 MAP student possibly.
  - vii. 1 line worker in CORE and 1 making-up, 1 supervisor in CORE this summer?
- j. Alameda**
- i. No CWS/CMS trainer- did internal and external recruitment to fill position
  - ii. Last induction class completed in December
  - iii. Expecting 13 new Child Welfare Workers. Trying to fill 4 Program Manager level positions.
  - iv. Team building in Child Welfare Services- focus over next year.
  - v. Current focus in training- ICWA changes, Educational Rights, instituting mini-PRIDE- new Foster Parents
- k. San Benito**
- i. Social Worker vacancy
  - ii. 1 Supervisor and Manager in Supervisor & Manager CORE
  - iii. 3 county staff in CORE- no staff development unit
  - iv. CWS/CMS training- would be interested in that training if it was offered
  - v. Track hours- working with BAA for that- need registration and attendance records- get assistance from other counties, using Excel right now.
- l. SFSU- Rita Takahashi**
- i. Title IV-E students graduating in April & May. Mandated 2 years to meet obligations.
- m. BAA- Cyndia Cole**
- i. Next Friday- follow-up to Visitation Summit

**11:50 –12:00 pm**

**Closing**

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

- a. Tracking issues, CWS/CMS, Knowledge Management issues, Integrated Retreat- Patrick & Rodger to bring to Directors meeting
- b. Joe Valentine in Contra Costa will be Vice-Chair for BASSC & Chair for TAB starting in July
- c. Fairness & Equity Symposium- 4/16 & 4/17 in Berkeley
- d. Undoing Racism 4/24 Follow-up
- e. CWDA Conference- 5/28-5/30 at Asilomar- info on CalSWEC website

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

- a. Next TAB Meeting- June 27<sup>th</sup> at Contra Costa - 40 Douglas Drive, Room 100/101, Martinez, CA 94553, 9:30am-12:00pm. This will be Patrick Duterte's last meeting as Chair of TAB. Joe Valentine, Contra Costa County Director, will become Vice-Chair