

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

**June 26, 2009
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
Barrett, Peter	Sonoma	Jones, Lori	Alameda
Baxley, Amabel	San Mateo	Lum, Rodger	Bay Area Academy
Canan, Linda	Napa	Martinez, Linda	Santa Clara
Cannell, Jennifer	Bay Area Academy	Oropeza, Christabelle	Monterey
Coram, Stephanie	SFSU, SSW	Robertson, Paula	Marin
Corona, Maria	San Benito	Smith Cohen, Lisle	Santa Clara
Crutison, Aaron	Solano	Takahashi, Rita	SFSU, SSW
Donahue, Maggie	San Francisco	Talavera, Alice	Monterey
Dowling, Jill	Bay Area Academy	Taniguchi, Robert	Monterey
Earley, Valerie	Contra Costa	Twomey, Erin	Bay Area Academy
Hengeveld-Bidmon, Evelyn	Santa Cruz	Valentine, Joe	Contra Costa
Jeter, Debby	San Francisco	Wright, Cynthia	Contra Costa
Johnson, Barrett	CalSWEC	Yokel, Judy	Santa Cruz

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”**
 - a. Added Hearing Officer under Other Discussion
 - b. Added CWS/CMS - role of BAA and state under Other Discussion
- 2. Approval of March 27, 2009 Minutes - approved**

9:50 – 10:15 am

General Academy Updates

- 1. Key training staff changes**
 - a. Stephanie Jackson, Southern Training Assistant - last day is 6/30/09. Looking to fill the position with a temporary part-time hire.
- 2. Trilogy LMS – status/timeline**
 - a. We are in the development phase with Trilogy and expect to receive a finished product from them 7/31/09.
 - b. The registration process will remain the same until further notice (continue to register with BAA staff).

- c. Depending on schedule and agenda, we may present the Trilogy LMS at the Staff Development Off-Site to be held 10/8 & 10/9.

3. The new BAA timeline

- a. **Series** were built off of issues identified from the Needs Assessment. The sessions within a series build on each other so it is recommended to take the whole series, but sessions can be taken individually. Those who complete the series will get a certificate of completion. CEUs are offered for all classes.
 - i. **Advanced Supervisor Series (handout)** - for current supervisors that have already completed Foundations of Supervision - builds on leadership skills. Supervisors are encouraged to take this as a series, but can attend individual sessions.
 - ii. **Wellness Series (handout)** - they will be offered in ½ day sessions - AM for workers and PM for supervisors. Not sure if we can do 2 sessions - may need to combine them.
 - iii. **Engagement Series (handout)** - came out of Needs Assessment and PQCR's. Engagement around concurrent planning.
- b. **BAA Timelines 09/10 (handout)** - planning timelines for this upcoming fiscal year, includes CORE series and Foundations of Supervision.

4. Overview of the three CORE series in FY09-10

- i. **CORE E-1** - will be held at BAA in Oakland - goes from July '09- June '10; new workers can do make-ups
- ii. **CORE E-2** - will start the 1st quarter in Santa Clara - don't know when yet
- iii. **CORE E-3** - 3rd quarter - TBA

5. Staff Development off site day

- a. Will be held 10/8 & 10/9/09. Thank you for your patience with scheduling. We hope to see as full participation as possible.
- b. Tiburon site was not available, so planning to have it at the Marin Art & Garden Center and Corte Madera Inn.
- c. We will be asking for your feedback to help design the day.

6. Impact of Governor's Executive Order

- a. 30 days after passage of the budget, 15% agency level reduction
- b. BAA had previously planned for an augment of \$589,00, with which we were going to hire a Distance Learning Specialist, part-time IT Specialist, 1.5FTE Training Coordinators, and Curriculum Research & Evaluation Specialist. We will not be receiving the augment or hiring for those positions.
- c. Unsure at this time if there will be a 15% reduction to the BAA \$1.9 million budget for the Regional Training Project. If that reduction happens, may need to reduce trainings and services - potential impact on our ability to provide trainings to counties - may be exempt from the 15% reduction.

- d. CalSWEC - technically exempt from Executive Order - no amendments to contracts with State General Funds - chance augment could go through but want to be fiscally conservative.
- e. There is discussion within CDSS as the Executive Order allows certain exemptions. Our contracts pull federal \$ for state \$.
- f. BAA is contingency planning - what can we provide to counties with a 15% cut to our base contract? Will need to prioritize needs with TAB if this happens.
- g. **CSU cuts** - Chancellor Reed proposed 2 day/month furloughs for all CSU employees (regardless of funding source) - could potentially take effect in late July or early August. BAA asking for exemption from potential furloughs - if they go through, we would be 1 of 2 RTA's affected. We will keep everyone apprised of the situation. Majority of CSUEU employees are for furloughs; SFSU Faculty is opposed to furloughs as they will only make up for part of the budget cuts. BAA may need to submit new Annual Training Plan depending on cuts.
 - i. **Monterey** - issue with CBO's and furloughs - can't furlough them - contracted services
 - ii. **UC** - potential 8% pay cut and furloughed vacation days (affects CalSWEC and IUC)

10:15 – 11:00 am

Hot Topics/Discussion

1. **Knowledge Management (outcome and next steps from 6/5/09 BAHRC meeting on “Strategies for Surviving the Budget Crisis”)**
 - a. BAHRC is working closely with BASSC to plan the summit. The summit will be postponed due to competing priorities of the state budget impact. Evelyn Hengeveld-Bidmon is the BAHRC Chair and Mike Austin is the BASSC director.
 - b. On 6/5, BAHRC held a forum for “Strategies for Surviving the Budget Crisis.” Staff Development, HR, Risk Manager attended. How to deal with budget fallout and the negative impact on staff- brainstormed 45 impacts across counties (before, during and after cuts).
 - i. Emotions & Group Dynamics
 - ii. Communication & Skill building
 - iii. Organizational issues/structure
 - c. Group discussions on
 - i. Experience?
 - ii. How can you manage or advise it?
 - iii. Lessons learned?
 - iv. What might work?
 - v. What you can do around these to mitigate against negative fallout
 - d. Will open committee to more participants from counties and HR to become involved in BAHRC- create network between Staff Development and HR Staff at counties

- e. In line with Directors - Knowledge Management is a key tool in coping in the situation. Knowledge Management summit may happen in February 2010.
- f. August BAHRC meeting - invite University representatives as well (CalSWEC) - look at literature
- g. BAHRC will distribute minutes from their last meeting to TAB members via email

2. State budget impact on trainings and other services (including issues around coordinating trainings, cancellations, etc.)

- a. Impact includes travel restrictions, workload issues, decreased attendance at trainings (CW & APS statewide)
- b. BAA recently had a situation where only 2 participants showed up to a scheduled training - no notice of cancellation from other registered participants. Please ask your workers to call or email to cancel if they are not able to make a training, otherwise we waste time and resources.
- c. Instructor led classes - fill the classroom - counties need more notice and communication so that if the county(ies) that was initially invited to a training cannot fill the classroom, other counties have time to tell their workers they can attend.
- d. Distance Learning - discussion
 - i. Can be more complex than you think - suggestion to do pilot
 - ii. Profile of workforce changing - older staff have different training needs and learning styles than younger staff - different levels of ability and comfort with technology depending on exposure and experience.
 - iii. Suggestion to use webinars - have staff trained on the system in use facilitate the training (proctor in the classroom) - run discussion and activities - don't have trainings that are strictly online with no interactive component.
 - iv. CalSWEC & RTAs - working on a Distance Learning Strategic Plan - don't have to invest in a common platform. BAA, CCTA & CalSWEC will be sharing Distance Learning resources (via Trilogy). There will be a survey sent out soon to IT Managers & County Directors regarding e-learning and distance learning- look for that and provide feedback.
 - v. What lessons can we learn from the other RTAs that are already doing distance learning? LA & Northern - will integrate their feedback into planning.
 - vi. Look at universities and what they do for online learning.
 - vii. Online Core training?
 - viii. Add Distance Learning as a Hot Topic on the agenda for next meeting.**
- e. Revamping training approaches - BAA use TAB as a platform to change how we can provide trainings.

11:00 – 11:10 pm Other Discussion

1. CWS/CMS & the role of BAA

- a. State has contract for training of CWS/CMS - do not want to renew contract - counties would prefer funds to be distributed to RTAs & CalSWEC to provide the training.
- b. Need further conversations with CDSS. Have support from CWDA rep (Joe Valentine).
- c. Will take this back to CWDA for budget discussion
- d. Counties would like BAA to do CWS/CMS training (like Central and Northern Academies do)

2. Supervisor mentoring and whether counties want this to begin again

- a. San Mateo looking at providing support for supervisors at this time with decreased staff and increased workloads.
- b. RETAIN discussion - supervisor consult groups in SF - supervisors set the agenda - different themes - build leadership skills, morale, technology, etc.
- c. Mentoring - more individual than the consult groups. Mentors coach around specific topic/issue. More structured from consult groups - small discussion groups.
- d. Some counties interested.

3. Hearing Officers

- a. Gomez hearing officers - request to train hearing officers - use Capacity Building hours to put training together.
- b. BAA did a training for hearing officers in December – resources are on the BAA website
<http://www.bayareaacademy.org/article.php?list=type&type=156>.
- c. Need to decide how payment can be processed for the trainings (through county contract).

11:10 – 11:50 am General Information and County Updates

1. TAB Chair report – CWDA and BASSC, etc.

- a. CWDA budget updates - CW rejected 8% cut, accepted 10% cuts to FFA & GH
 - i. Eliminate state funding and turn it over to counties - can't leverage federal funds if that happens.
 - ii. IOU process - effective July 1, affects SSI & SSP
 - iii. Advocacy around budget cuts
- b. BASSC - Knowledge Management Summit delayed due to budget situation
 - i. BASSC Executive Development Program - will continue
 - ii. Mike Austin – having ongoing discussions/research on Great Britain's approach to knowledge management, especially at Bernardo in England
 - iii. BASSC project - what do we need most help with? Data collection and distribution
 - iv. UC Davis & CalSWEC - collaboration

2. County updates

a. San Francisco

- i. Cuts - budget hearing with Board this week
- ii. Union voted on giving back concessions - no more layoffs or reduction in work hours until November
- iii. Were going to lay off 85 staff - on hold, will probably happen in November – state cuts (30 SW, 7 sups, Mgrs cut)
- iv. Wellness series, family engagement series, sex abuse series-hotline & ER
- v. CWS/CMS training - state

b. San Mateo

- i. Training to implement SDM - what policy changes need to be made in the transition? How does this affect accreditation?
- ii. Training needs for next FY - supervisor support, disproportionality project, para-core training (great reviews)
- iii. Gomez review - 3,000 cases given DOJ - which ones to pull

c. Monterey

- i. Reduction of overmatch without layoffs
- ii. No talk of furlough yet
- iii. Getting ready for PQCR (San Benito & Santa Cruz)
- iv. Redesign wraparound program
- v. CWS/CMS - state tailored training to what they wanted at the county

d. San Benito

- i. 1 supervisor attending Foundation of Supervision
- ii. Talk about furloughs
- iii. Layoffs in health division of the county – June 30
- iv. 2 vacancies - eliminated for next year (support staff)
- v. PQCR - Monterey & Santa Cruz- all new San Benito except fiscal officer

e. Santa Cruz

- i. 3rd year of budget cuts
- ii. Staff Development - ways to support organization - morale, empowerment
- iii. Orientation - Roots and Wings program - new staff
- iv. Rebuild website - more access to resources online - keep from coming in before not eligible
- v. CW protected the last 2 years - lost some vacant positions-highest priority. CW - 10 positions losing, 2 sups, 3 SW vacant, 5 clerical - bare bones clerical staff - shift work back to workers
- vi. All county employees - county offices closed 4th Friday of every month and closed week between Christmas and New Year.

- vii. Alternate plan to cover ER - court open - JD detention hearings - minimum ER and court staff - furlough on different days.
- f. **Sonoma**
 - i. CAO resigned
 - ii. MTO (mandatory time off) plan - union contracts up – not approved MTO yet, no COLA this year - tuition and text book reimbursements suspended for 2 years; voluntary time off
 - iii. Finished PQCR - valuable process
- g. **Santa Clara**
 - i. Can't hire; 26 SW being held for in placements (Alcohol & Drug, MH, Health) - how to do training for staff coming in to Child Welfare? People chosen based on seniority level.
 - ii. Mandatory training for supervisors - every month
 - iii. LMS pilot phase - LGBTQ training - August or September go live
 - iv. New Aging & Adult Director, new CAO
- h. **SFSU School of Social Work**
 - i. Trends - self-support education vs. public education
 - ii. Continuing education courses
- i. **Solano**
 - i. Director and Board - CW high priority - no layoffs
 - ii. 11 frozen positions - 1 frozen manager position
 - iii. Impact IHSS SW - training them if they bump CW workers
 - iv. Budget hearing next week
- j. **Napa**
 - i. Board of Supervisors - department look at extra help in Child Welfare
 - ii. Budget passed 2 weeks ago
 - iii. State budget - waiting
- k. **Contra Costa**
 - i. Finished PQCR - went well
 - ii. Focus on permanency - need to work with staff and supervisors around this - opportunity to talk about decrease in caseloads
 - iii. 6 furlough days - reduction
 - iv. Close courts every 3rd Wed of the month statewide starting July 15th - all courts - down day for us - no detention hearings?

11:50 –12:00 pm Closing

1. Summary of action items and assignments

- a. BAHRC send minutes to TAB
- b. Support CWDA for CWS/CMS
- c. Next Agenda - add E-learning

2. Calendaring of future meetings/Adjournment

- a. Next Meeting will be on September 25th at the same location but change in schedule
 - i. Bay Area Regional Children's Committee (BARCC) will meet from 10:00 am -12 pm
 - ii. TAB 1 pm - 3:30 pm