

MEETING MINUTES

**Training Advisory Board (TAB)
Bay Area Academy
September 19, 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	LaCour, LaToshia	Solano
Baxley, Amabel	San Mateo	Lefler, Judith	Bay Area Academy
Canan, Linda	Napa	Lewis, Marjorie	Napa
Cole, Cyndia	Bay Area Academy	Love, Michelle	Alameda
Coram, Stephanie	SFSU	Lum, Rodger	Bay Area Academy
Dowling, Jill	Bay Area Academy	Martinez, Linda	Santa Clara
Earley, Valerie	Contra Costa	McClain, Helen	San Mateo
Gonzalez, Erika	Bay Area Academy	Murtha, Shaunna	Bay Area Academy
Hengeveld-Bidmon, Evelyn	Santa Cruz	Oropezacz, Christabelle	Monterey
Herendeen, Anne	Monterey	Perkins, Patricia	Contra Costa
Honey, Nick	Sonoma	Smith Cohen, Lisle	Santa Clara
Jeter, Debby	San Francisco	Talavera, Alice	Monterey
Jones, Lori	Alameda	Yokel, Judy	Santa Cruz
Kiesz, Suzanne	Solano		

9:30 – 9:45 am

Refreshments, Welcome, Introductions

9:45 – 9:50 am

Review/Additions to Agenda

1. Agenda review
2. Approval of June 27, 2008 Minutes- approved

9:50 – 10:20 am

General Academy Updates

1. New BAA Offices

- a. Bay Area Academy has moved to a new office across the hall from our previous office. Address will remain the same - 2201 Broadway, Suite 100, Oakland, CA 94612.
- b. We have a 6 year lease.
- c. New Training Room will is located on the 2nd Floor in Suite 220.

2. Personnel Changes

- a. Vacancies - Training Assistant for San Mateo Training Project; Administrative Support Assistant for Oakland office.
- b. Jennifer Cannell, Southern Training Specialist, has moved to Truckee and is currently working part-time for BAA. The BAA Executive Team will discuss the ramifications of this change and how best to handle this position.

3. Reorganization Updates

- a. BAA currently has Strategic Planning, Reorganization and Continuous Quality Improvement workgroups that are meeting regularly to improve how we manage the Bay Area Academy and position the Academy for growth.

4. Change in Foundations training

- a. Foundations of Supervision training will now be starting on December 2nd & 3rd and be held at BAA's Oakland office (new training room, Suite 220). The date change was due to requests from counties to wait until their supervisors were on board.
- b. Mary Garrison will be the trainer.
- c. It will be a Regional Foundations and the training sites will rotate.
- d. Supervisors need to attend all sessions in order to get certificate of completion. If a supervisor misses a session, they can make it up during the next cycle, but will not receive their completion until all sessions are completed.
- e. The next cycle will most likely start next Fall 2009.
- f. We are looking at other modules for Advanced Supervisor Training to cover the 10 days that are not Foundations training.

5. Staff Development Offsite Day

- a. 1 ½ days, focus was on change
- b. There was representation from most of the Bay Area counties
- c. Most of the BAA Training Staff were fully involved in the planning of the event
- d. Positive feedback for the event - great guest speaker, great session on dealing with challenging trainees in the classroom

6. Proposals

a. BASSC (and outcome of BASSC Retreat discussion)

- i. General concept presented to BASSC to enhance the BAA infrastructure with some discussion of how to restructure TAB, including the incorporation of APS and others. Previous TAB discussion was to invite those outside of Child Welfare to TAB meetings on an as needed basis
- ii. Despite budget cuts, Directors support direction we're taking in expanding into health and human services training.
 1. APS - under-funded in counties; does not currently have CORE training; APS is an area of interest for counties
 2. MH - Prop 63 funding for the Mental Health Services Act should be considered
- iii. Consider additional dues assessment of counties for non-Title IV-E areas
- iv. Rodger will bring a proposal to BASSC directors in January that will focus on APS & MH

b. CFPIC (LINKAGES Training)

- i. CFPIC has year-end savings in its Linkages grant and has solicited bids from the RTAs to provide child welfare training to Linkages counties. Linkages is a major initiative to serve the needs of TANF families also served by the child welfare system. Cross-training of TANF and child welfare staff is one key focus.
- ii. \$15,000 for each RTA, more if one of the existing RTAs does not apply.
- iii. Allow Linkages staff to attend existing child welfare training - attend 6 trainings - actual courses to be determined after discussions with county staff.
- iv. Pre-training for Linkages staff before attending child welfare training - UC Davis has a pre-orientation, and CFPIC also has a good Linkages orientation, that we will look at to adopt for our purposes.
- v. 8 Linkages counties in our region, and all but one has opted in. We'll be in contact with county representatives soon.
- vi. The project would commence October 2008 and end by 10/1/09.
- vii. Non-Linkages counties could send their staff if their county is willing to fund training for those workers.

c. Outcome of submitted proposals

- i. **OVC (Office of Victims of Crime)** - not funded; OVC will not fund any proposal because of the lack of discretionary funds. The only category funded was the one project for a national day of remembrance. We will most likely re-package the proposal and submit to foundations and other funders.
- ii. **San Francisco Foster Parent** - Not selected for that Title IV-E training with group home providers
- iii. **We will continue to look at other funding opportunities in the months ahead**

7. Evaluation Update

- a. Child Welfare Managers - self-evaluation - we have developed a survey to go out to Staff Development and Child Welfare Directors in the next couple of weeks.
- b. The survey will be brief and will include questions regarding how the Bay Area Academy is doing.
- c. Judith Lefler will be sending out the survey. Please respond. Your feedback is important and will help us as we are underway with the reorganization process.

8. Trilogy

- a. We will be receiving a draft of the business specifications on Monday from Trilogy for the Learning Management System they are working on for the Academy.
- b. Central Academy is interested in using Trilogy for tracking training as well. Southern Academy already has a LMS from another vendor that they are using.
- c. We may get a demo of the Trilogy LMS in November.

9. Congratulations to Stephanie Coram! She is the new Title IV-E Coordinator for San Francisco State University.

10:20 – 11:00 am

Hot Topics/Discussion

1. Gomez v. Saenz

- a. Meeting at 12pm immediately following this meeting to work with county representatives to develop a protocol and finalize requirements for the Gomez hearing officers.
- b. Standardize training that hearing officers get - will be working on this in November.
- c. Long-term goal - Academy could be hiring entity for hearing officers. We will wait to see how many officers counties need.
- d. In Santa Cruz - they have Child Welfare Managers that could potentially be their hearing officers.
- e. San Francisco - review process for 12 largest counties in the state - they need to show 85% accuracy on CACI's. People receive a letter about it and then call into the county.

2. Annual Needs Assessment

- a. Will be using Word Document and SurveyMonkey for upcoming Needs Assessment. Will use same form as previous years but with improvements and possibly some additional questions.
- b. Is this tool helpful for you in looking at your priorities and training needs? What additional questions need to be added to make the tool more helpful?
 - i. Current tool is helpful. It facilitates discussion between Child Welfare & Staff Development.
 - ii. Take out questions regarding Knowledge Management.
 - iii. Need more space for answers on both the word document and surveymonkey.
- c. Do separate assessment for APS training needs. Suggestion to have BAA staff meet with APS staff to go over the Needs Assessment since this will be their first time doing it.
- d. Will send out the Needs Assessment in January with a due date of February 27th. Will bring to the TAB meeting in March (tentative date March 27th). Then it will go to BASSC.
- e. If there are any other changes you would like to see made, please email Rodger.

11:00 – 11:25 pm

Other Discussion

1. **Hot Topics** - suggestions of Hot Topics for discussion at future TAB meetings to address the needs of the counties, BAA and Universities. A schedule for these will be worked out.
 - a. **Disproportionality**
 - b. **Breakthrough Series** - including Disproportionality, ILSP, Reunification

c. Substantiation

- i. How we substantiate, what we substantiate, standard
- ii. Do staff understand difference between penal code and juvenile courts' definitions
- iii. Domestic Violence and Emotional Abuse
- iv. Safety & Risk - when do you open a case?
- v. Debby Jeter will send out research info; Queensland Australia Department of Child Welfare handbook

d. CAT Tool

- i. Integrating assessment tool into practices
- ii. How does the tool drive if you do/don't open a case?
- iii. New SDM curriculum incorporates critical thinking, embedded evaluation, tools, transfer of learning, etc. - take back to staff to re-work in unit meetings.

e. Transfer of Learning

- i. Take what's learned in training and put into practice; behavior change in the workplace
- ii. Create an organization that supports Transfer of Learning
- iii. BASSC - create learning organization; Evidence-Informed Practice (instead of Evidence Based Practice)

11:25 – 11:50 am

General Information and County Updates

1. General Information

a. Topics at BASSC Retreat

- i. Impact of State Budget
- ii. Knowledge sharing systems - Mike Austin discussed his trip to England and learning more about Great Britain's efforts around evidence-informed practices. One major nonprofit, Barnardo, has an Evidence Request Service with a quick turnaround on worker requests for evidence-informed practices. BASSC is planning a follow-up Knowledge Management Summit on January 30, 2009.
- iii. Direction of Bay Area Academy – BASSC reaffirmed its support for the BAA's expansion into health and human services training, with a special focus on APS & MH. Will come back to BASSC in January with a proposal for consideration.
- iv. BASSC Executive Development Program is looking into restructuring the training to feature topics covered by the County Director and a Senior Manager. Lisa Molinar will take over the role of coordinating the program from Kerry Ray-Chadhuri.
- v. Community Re-entry programs

2. County Updates

a. Solano

- i. Regularly hiring - 5 vacancies fill next week - new training class
- ii. CPYP - youth permanency
- iii. Staff Training - back to concurrent planning
- iv. Planning PQCR in January - placement stability topic
- v. Part II Training - individual professional development plans for staff
- vi. LaToshia Lacour - Title IV-E student in attendance; Management & Planning role and provides services to children and families

b. Contra Costa

- i. Limited hiring of staff as vacancies arise
- ii. One of the worst years financially; no layoffs yet
- iii. Training - Domestic Violence co-occurrence with child abuse; child killed in Antioch- what is the county's role?
- iv. Participate in pilot process - Trauma-focused therapy for children; training with Social Work staff and Clinicians

c. Santa Clara

- i. Mental Health being trained - Trauma-focused therapy
- ii. Slim hiring
- iii. Planning on SIP- staff, supervisors, disproportionality training

- iv. Develop training - investigate narratives on front end
 - v. Family Wellness
 - vi. Annual Domestic Violence Conference Oct. 10th @ Santa Clara Marriott
 - vii. Chief Administrative Officer retiring at the end of October
- d. Monterey**
- i. Almost fully staffed; high quality applicants
 - ii. Training - Protective custody warrants; relative placements; the art of interviewing relatives
 - iii. Seen a lot of gang violence in 2008. Had multi-agency gang task force train ER staff-signs to recognize and keep staff safe
- e. San Francisco**
- i. Mental Health debriefing after child killed in Antioch
 - ii. Visit exemptions - looking at practices and policies
 - iii. Work with permanency
 - iv. Hiring 4 staff, 15 vacancies
 - v. Struggling financially - new fiscal policies about what we spend for families
 - vi. Use SDM out-of-home-care tool
 - vii. Training - using consultants to help facilitate workgroups
- f. Napa**
- i. In good favor with Board in Child Welfare - not expecting cuts
 - ii. Rotating staff and continuing vacancies
 - iii. Working on induction process for individuals; not bringing in groups
 - iv. MHSA - parent-child interactive therapy
 - v. Many sexual molestation cases
 - vi. April PQCR
 - vii. Staff Development - working with BAA on Staff and Organizational Development project; 3 year Staff Development Plan; Induction training and mentoring project
- g. Sonoma**
- i. Contract negotiation - have been without a contract since the beginning of the year
 - ii. Hiring - freeze in May; staff leaving; started new recruitment; hoping to start hiring
 - iii. Vacancy for Supervisor
 - iv. Training needs - Staff Satisfaction survey - new worker training
 - v. All Staff Day in October
 - vi. Petition writing training
 - vii. Initiatives - SB163 Wraparound- started to work on plan, RFP in the spring
 - viii. Voices program in Napa - teen drop-in service center
- h. Santa Cruz**
- i. Had hiring freeze; Adult Services and CalWorks workers moved to Child Welfare
 - ii. Induction training with seasoned workers - how do we do? Classroom, self-guided instruction and mentorship
 - iii. Title IV-E intern program - group support and orientation - 7 interns
 - iv. BAA Trainings - working collaboratively with Monterey & San Benito counties and getting more training
 - v. Mandated reporter training - formal structure
 - vi. Working with Directors about a more capacity building approach - piloting with managers. Cohort managers go through Project Management series of sessions - apply it to what they are doing.
 - vii. Due to budget cuts, will be holding vacancies and have already lost 6.5 positions. Absorbed Sr. Social Workers into rest of vacancies from Mental Health and Adult Services.
 - viii. Filling behind people on a trickle basis - holding 2 Social Workers and 1 Supervisor. 2 MSSP Social Workers and Supervisor will be absorbed in beginning of January.
 - ix. ¾ of the 1st year of SIP - biggest SIP strategy; newest family to family county in the state; planning stages - community launch at the end of January
 - x. May - federal grant applied for - recruitment and support for resource families - waiting to hear about it

i. San Mateo

- i. Accredited
- ii. PQCR in February - planning
- iii. New Worker Training
- iv. 4 New Supervisors
- v. Director of HSA, Beverly Beasley Johnson, acting as Child Welfare Director until a replacement is found
- vi. Back to basics training
- vii. LMS moving ahead- track training - fairly complicated. Using Cornerstone. They are a third of the way to being able to produce the reports needed by the state.

j. Alameda

- i. PQCR October - re-entries into foster care
- ii. Year 2 of waiver - strengthening prevention services
- iii. Looking to expand TDM's
- iv. Emancipation conferences
- v. Hired 16 staff - on front line September 2nd - hiring an additional 6
- vi. Looking to pilot lower case loads with the goal of improving services. Long term cases – the standard load is 39 cases; looking to go to 12-15 cases.
- vii. Experiencing turnover with retirements and hiring of new managers; new Child Welfare Supervisors need to promote

k. BAA

i. Judith

- Concurrent planning - curriculum coming out
- Family Engagement
- Trainers CBT
- Sexual Abuse Training - in SF quarterly
- New worker training induction philosophy; capacity building hours
- Family to Family
- 9 PQCR's this year
- San Francisco - planning for Social Workers and Supervisors - 6 month booklet- Judith will bring to next meeting

ii. Rodger

- CSU Monterey Bay is developing a MSW program that will target Monterey, San Benito, Santa Cruz, and San Luis Obispo counties.
- CalSWEC reorganization - Dean Lorraine Midanik is proposing to restructure CalSWEC to have an Executive Director who oversees expanded Regional, aging and mental health programs. Each program would have its own director to strengthen the overall management infrastructure.

11:50 –12:00 pm

Closing

1. Summary of action items and assignments

- a. Will work on schedule to roll out Hot Topic suggestions
- b. Needs Assessment - will release it first week of January with a February 27th deadline

2. Calendaring of future meetings/Adjournment

- a. Next TAB Meeting - Possibly December 5th but need to confirm with Joe Valentine and Regional Children's Committee
- b. Other possible future dates- March 27th and June 26th
- c. Location: Contra Costa County @ 40 Douglas Drive, Room 100/101, Martinez, CA 94553, 9:30am-12:00pm.