

**Training Advisory Board (TAB)
 Bay Area Academy
 MINUTES
 September 25, 2009
 1:00 PM – 3:30 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	Lewis, Marjorie	Napa
Canan, Linda	Napa	Lum, Rodger	Bay Area Academy
Cannell, Jennifer	Bay Area Academy	Martinez, Linda	Santa Clara
Coram, Stephanie	SFSU, SSW	Pierce, Ginger	Monterey
Cortez, Ventura	Bay Area Academy	Robertson, Paula	Marin
Donahue, Maggie	San Francisco	Rudin, Mimi	Sonoma
Dowling, Jill	Bay Area Academy	Talavera, Alice	Monterey
Gonzalez, Erika	Bay Area Academy	Valentine, Joe	Contra Costa
Honey, Nick	Sonoma	Williams, Mickey	Contra Costa
Jeter, Debby	San Francisco	Yokel, Judy	Santa Cruz
Lefler, Judith	Bay Area Academy		

Welcome, Introductions

Review/Additions to Agenda

1. Agenda review, including items under “Other Discussion”
2. Approved June 26, 2009 Minutes

General Academy Updates

1. Key training staff changes

- a. Completed interviews for Southern Training Assistant- will be supporting Santa Cruz, Monterey, Santa Clara & San Benito counties and reporting to Erin Twomey, Southern Training Specialist
- b. Position opening in San Francisco- Training Specialist. Jennifer Burke is currently on military leave which has been extended for 6 more months. The position will be posted on 10/5- if you know of anyone who would be interested, refer them to apply. The full-time position will work out of the San Francisco county office 2-3 days/week.

2. Trilogy LMS – status/timeline

- a. We have received the Learning Management System from Trilogy and are in the testing phase which will continue for the next few months.
- b. We have begun training our BAA Staff on the LMS.
- c. How does BAA’s use of the Trilogy LMS affect you?

- i. Until further notice, the registration process will remain the same- continue to send your registration to Julia Mazawa, Registration Coordinator.
- ii. You will notice that our reports will look different once we are pulling them from Trilogy (sign-in sheets, class rosters, monthly reports, etc.)
- iii. You may have seen the new Trainee Attendance Reports which were sent out to Training Specialists for each of their counties.
- iv. If you have any feedback on the reports, email it to Jill Dowling, Administrative Training Coordinator at jdowling@sfsu.edu.
- d. Alice Talavera- will need CORE completion reports to see who is missing CORE classes. Trainee Attendance Reports- need only Child Welfare & Supervisors to appear on these reports.
- e. Marjorie Lewis- will need monthly attendance reports
- f. Maggie Donahue- San Francisco reports were missing people. Working with Anne Sausser on these.
- g. All counties have their own system to track trainings except San Francisco.
- h. Will need info from counties for worker profiles- worker # (currently no field for this in Trilogy LMS- would need to look into possibility), worker name, supervisor name, worker and supervisor email addresses.

3. Staff Development off site day

- a. The Staff Development Off-Site will be held on Oct 8th & 9th. Different venues this year. We hope everyone who is able to attend will be there.

Hot Topics/Discussion

1. State budget impact on trainings and child welfare services

- a. BAA Budget- no augmentation, but will have \$1.9 million for Regional. Will prioritize needs of counties given current budget situation.
- b. Impact on Counties:
 - i. San Francisco- hiring freeze, had layoffs already, holdover list; time management and removal of barriers, documentation, focus contract on specific trainings that will save workers time and help with priorities- outcomes and safety; do half day trainings with AM & PM sessions, mandate certain trainings, target training to those who need to take it, fiscal training for social workers, time management training to help with increased caseloads
 - ii. Sonoma- mandatory time off, will hire 2-3 social workers and supervisors
 - iii. Santa Cruz- didn't layoff social workers, no current vacancies, lost 10 positions with budget cut, 5% furlough for line staff- 4th Friday of every month, 7.5% furlough for managers
 - iv. Napa- continue to hire as we have vacancies, contingency plans for 10% decrease of state support, increase in referrals and removals
 - v. Marin- cut 1.5 yrs, haven't been able to hire except extra hires
 - vi. Sonoma- training is the last thing workers are thinking about, can't do whole day trainings, need to look at what we are offering, how and when; training documentation, training around change
 - vii. Monterey- haven't done any layoffs, may let lower levels go if needed, what do budget cuts mean to the workers- 3 hours fiscal

- training suggested, do training with specific topic workers are interested in, they want Q&A on legal guardianship
- viii. Contra Costa- is the current recession a typical cycle or a profound restructuring? If so, need to look at approach to training- organizational skills, fiscal, practical skills, daily practice
 - ix. Marin- time management- need help getting training on that- don't have someone in-house to do this
 - x. Santa Clara- just finished induction, have positions frozen
 - xi. Bay Area Academy- how can BAA work with counties to meet their training needs?

2. Revision of Annual Training Plan

- a. 236 days of training for the year, full training days are 6 hour days
- b. CORE- we are obligated to train CORE even though some of our counties will not need it this year- must deliver same # of days of CORE
- c. We've already planned 196 days of training this year, including CORE
- d. Smaller counties- will get 3 additional days (1/2 or full days)
- e. ½ day trainings are almost same cost as a full day of training- travel, prep, trainer, staff time- so will not be able to only deliver ½ day trainings. Can do 2 half day trainings on same day with same trainer so that it is fiscally feasible.
- f. More county specific training being requested.
- g. New training to address SIP's
- h. We need to find out what our budget is- Annual Training Plan revision in November- then will know final allocation
- i. We will need to monitor hiring patterns continuously

3. Distance Education/e-Learning

- a. How much of our training can be done online?
- b. If we had received the augmentation, we were going to hire an e-learning specialist. Without the augmentation we will not have enough funds for this and would need to shift current resources.
- c. BAA is working with CalSWEC and the other RTA's to figure out which courses can be delivered online
- d. Suggestion to use videoconferencing for trainings- including CORE
- e. CalSWEC sent out an E-Learning survey to Directors and IT Managers- please make sure your county has completed and returned it.
- f. 2nd year CORE classes- ½ day for distance learning- ICWA, MEPA, Educational Needs- 3 hour modules. Northern Training Academy has online module for MEPA.
- g. Will need to train workers how to participate in Distance Learning. Need designated space for them to take online trainings – not at their desks. Need proctor at each site.

Other Discussion

- 1. Request to eliminate the discussion of slots- as long as all the counties are getting the training they are requesting don't need slots. Slots had been instituted to make it fair for the different size counties BAA serves.
- 2. Share feedback about Staff Development Day with us.

3. When is CORE? Some workers need to make up classes. Email will be sent out regarding updated CORE schedule.

General Information and County Updates

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

- a. CWDA- top priority to get 10% of Child Welfare cut restored
 - i. Strategies- document the harm- what has been the impact of increased caseloads and layoffs?
 - ii. Public Information Officer for CWDA- collect info regarding the impact – turn into studies statewide and local
- b. BASSC Directors- discussion about recession- temporary or permanent?
 - i. Prepare to survive on our own for 3 years- how can we prepare workers and supervisors for this?
- c. Title IV-E- School of Social work- looking at how recession has affected enrollment and IV-E interest.
 - i. Still doing recruitment at different counties- bring in current county employees and employees about to be laid off.
 - ii. Encourage students to look smaller, more rural counties.
 - iii. What are realistic #'s to bring in order to maintain IV-E programs during coming years?
 - iv. SFSU new part-time program through College of Extended Learning; CalState East Bay has part-time program
 - v. All CSU's furloughed, so issue- 18 days this FY faculty and 24 days for staff- students can't be at internships on furlough days.
 - vi. Voluntary intern positions- CalSWEC board discussing today
 - vii. LA hiring- special provision
 - viii. If you have Child Welfare staff being laid off- contact IV-E coordinator- return to school for BA or MSW

2. County updates

- a. Monterey
 - i. Wrap re-design
 - ii. Focus groups and icebreakers- trainers- train social workers
- b. Santa Cruz- earlier discussion
- c. Contra Costa- nothing further
- d. Sonoma
 - i. All Staff Day end of October with BAA help
 - ii. Big group interviews – BSW & MSW's
- e. Napa
 - i. 2 title IV-E students started internships
 - ii. Tracking training
 - iii. Big project- county self-assessment- thank you to BAA for support in that process
- f. Solano
 - i. Holding stable- some supervisors took golden handshake
 - ii. Training- challenge, streamline to get good quality training- short topics in unit meetings
 - iii. Lost 21 positions
- g. Santa Clara
 - i. SIP goals- comprehensive training

- h. San Francisco
 - i. Change process- BAA increase training and curriculum development
 - ii. SF CANDO
 - iii. Training and hiring for Gomez
 - iv. OYA- digital stories and workgroups, curriculum for lifebooks- focus groups with supervisors.
 - v. Focus on CWS/CMS

Closing

1. Summary of action items and assignments

- a. Linkages training- new contract starting October 1

2. Calendaring of future meetings/Adjournment

- a. Future meetings- change to 3rd Friday of the month instead of the 4th Friday.
No meeting on Nov. 20th.
- b. December 11th from 9:30am-12pm followed by Regional Children's Committee
- c. March 19th
- d. June 18th

The Regional Children's Committee is meeting prior to TAB from 10 am – 12 noon.