

Training Advisory Board (TAB)
Bay Area Academy
MINUTES
June 22, 2007
9:30 AM – 12:00 PM
Location: Martinez
40 Douglas Drive, Room 100/101
Martinez, CA 94553

Attendance

Barrett Johnson	CalSWEC		Helen McClain	San Mateo
J. Smith (for Dennis Bozanich)	Contra Costa		Lisle Smith Cohen	Santa Clara
Valerie Earley	Contra Costa		Linda Martinez	Santa Clara
Marty Graff	Marin		Evelyn Hengeveld-Bidmon	Santa Cruz
Anne Herendeen	Monterey		Patrick Duterte	Solano
Robert Taniguchi	Monterey		Suzanne Kiesz	Solano
Linda Canan	Napa		Mimi Rudin	Sonoma
Sophia Isom (for Debby Jeter)	San Francisco		Catharine Ralph	UCB
Susan Stollerman	San Francisco		Jennifer Cannell	Bay Area Academy
Amabel Baxley	San Mateo		Rodger Lum	Bay Area Academy

Refreshments, Welcome, Introductions

Review/Additions to Agenda

1. Approval of March 23, 2007 Minutes

General Academy Updates

1. Status of Annual Plan. The Annual Plan was approved by BASSC on May 30, 2007 and will be submitted to CDSS by ORSP.
 - a. Indirect cost rate complication almost resulted in the loss of \$400k from the annual budget. ORSP had decided to change its indirect cost rate from 43% for “on-campus instruction” to 26% for “off-campus instructional activities” which triggered the funding reduction for this

year, and next. This was eventually resolved when ORSP changed its mind and will use the updated indirect cost rate for "on-campus instruction" at 53.6%. We have typically charged 10-15% as the university's indirect cost rate, with the balance committed as foregone costs. With this higher rate, the university can now claim higher foregone costs for cost matching purposes.

2. Personnel

- a. Eileen Levy will end her term as Director of the School of Social Work at SFSU in Fall 2007. However, she will be on extended vacation, effectively immediately until the Fall; she will then start her sabbatical. Rita Takahashi will replace her at that time, but during the summer she will serve as Acting Director. She has not yet decided on who will serve as PI of the Bay Area Academy, although it is likely she will assume this responsibility. To help improve relations and collaboration with the faculty and the School, Rita has invited Rodger to their meetings.
- b. Events Coordinator: Craig Johnson was hired as the permanent Events Coordinator replacing Tim Kurteff.
- c. Registration Coordinator: Julia Mazawa was hired as the permanent Registration Coordinator replacing Joel Basquez.
- d. Administrative Training Coordinator: Krista Brown will be resigning her position to take another position within the Bay Area Academy as the APS Project Coordinator. We have offered the position to Jasmine Dawson who will start on July 2, 2007. Jasmine was most recently the Program Director of the West Bay Housing Corporation.
- e. Fiscal Coordinator: Anne Sausser will be making a lateral move to the full-time position of Training Coordinator for our expanded contract with San Francisco for child welfare training. We are currently recruiting candidates and hope to have someone start in July.

3. Academy re-organization and reassignments

- a. We have hired Maureen Borland to help us look at reorganizing. She will look at other regional academy structures, interview counties and members of BASSC, and examine resource needs given the direction and growth of the Bay Area Academy. She will also work with the Academy to better integrate and incorporate knowledge management and evidence-informed practices into curricula and capacity building services.
- b. Reassignments
 - i. **Jennifer Cannell** - Monterey and Monterey Project, Santa Cruz, San Benito, and Santa Clara. Stephanie is the Training Assistant for all of these counties and is supervised by Jennifer
 - ii. **Jennifer Andrews Burke** - Training Specialist over SF Project and SF regional. She will be supervising Anne and some of Klaudia. Jennifer may end up supervising Erika, but not yet. We will see if we get interns.

- iii. **Erika Gonzalez**- Training Specialist for San Mateo, San Mateo Project and Alameda. Erika will be the primary supervisor for Klaudia who is on both San Mateo and SF projects as the Training Assistant.
 - iv. **Cyndia Kahn-Cole** - Supervise Jennifer Cannell, Monterey Project and 4 counties - Marin, Napa, Sonoma and Solano.
 - v. **Judith Lefler** will continue to supervise Jennifer Burke, Pete Maspaitella (SFFP), Erika, Cyndia, Margie and Mary G. She will continue to oversee the contract deliverables on all our Title IV-E contracts with the exception of Jamie Lee Evans and the Y.O.U.T.H. Training Project.
 - vi. **Contra Costa County** wanted to know who their contact is. They enjoyed working with Cyndia. Rodger reported that upon Jude's return she will address this with Contra Costa County as part of the Academy's restructuring.
4. Adult Protective Services status and FY07-10 contract
 - a. We are wrapping up the third and final year of CFPIC's APS training contract with CDSS. The two specialized trainings this year focused on "protection vs. self-determination" and "working with the mentally ill APS client." Attendance this year has gone up dramatically by 43%. This was due in large part to increasing the number of training sites from four regional locations to six, and to giving more advanced notice. In the greater Bay Area, we used sites in San Jose, Santa Rosa, and Sacramento. The very last training will occur on June 26 at CSU Sacramento.
 - b. We have submitted the budget and contract documents to CDSS for a three-year training project at \$176,000 per year. Once approved, the project will start July 1, 2007. Krista Brown will serve as the Project Coordinator. This contract will focus on providing two specialized training topics per year, and include some core curriculum development in collaboration with Project MASTER out of the Academy for Professional Excellence/SDSU. Project MASTER has applied for Phase II of Archstone Foundation funding for core curriculum development.
 5. Augmentation contract with San Francisco.
 - a. San Francisco will be contracting with the Academy to expand its child welfare training. We are still finalizing the budget because the county did not have as much general fund monies as initially thought and there were questions about matching funds available from SFSU.
 6. CalSWEC working on cost allocation strategy with regional academies for claiming IV-E.
 7. New contract with San Mateo County
 - a. The Academy will have a new \$300k contract with San Mateo County to provide supplemental child welfare training.
 8. Mental Health eLearning proposal

- a. The proposal to implement a Learning Management System (LMS) in partnership with Trilogy Integrated Resources, California Institute for Mental Health, regional training academies, and CalSWEC has been stalled by the lack of a permanent Dean at UC Berkeley's School of Social Welfare. CalSWEC was to have served as the lead agency, but the interim Dean does not want to take on any new initiatives until a permanent Dean has been appointed. The CalSWEC Board, and its Mental Health Committee, now supports designating the Bay Area Academy as the lead agency with the agreement that the master contract would revert to CalSWEC/UCB in the second year. SFSU is evaluating this option at this time.
 - b. Solano County would be very supportive of having their workers access the web-based portal. There are obvious benefits to a system that allows for better tracking since county workers may move from county to county. Counties are looking for something like this.
 - c. The Trilogy LMS does not yet link with a county's HR system to track who has or hasn't attending training. Santa Clara County had a 3 hour demo and found out there are limitations in terms of tracking and linking abilities.
 - d. Trilogy presented at CWDA Children's Committee. Many counties already have tracking systems in place, but the question is whether it's worth converting.
 - e. Barry discussed statewide child welfare training tracking. CalSWEC will convene meeting later this year to discuss what needs to be tracked, options available, etc., to help counties and partners look at options.
9. California Department of Corrections and Rehabilitation contract and pending proposal
- a. CDCR will contract with the Bay Area Academy to train the department's new pool of social workers in better understanding the child welfare system and in improving family reunification efforts. The initial contract will be for \$57k, and will increase based on growth in correctional social work staff.
 - b. Patrick reported that the State is building nine new prisons with an emphasis on community re-entry. Inmates within 12 months of release will receive special services to assist transitioning. Deal includes agreement with counties to help with re-entry. Counties will push hard for money to pay for transitional services.
 - c. CDCR will meet with SFSU officials on 6/25/07 to discuss the possibility of designating the university as a pilot institution in training mental health clinicians and social workers interested in working for the Department. CDCR is in need of 1,300 clinicians. Our goal is to expand this effort to include CalSWEC and other university departments (e.g., psychology, nursing, extended learning) as part of a statewide initiative.
 - d. CDCR is paying a premium to attract new staff.

10. 10th Anniversary Celebration

- a. The Bay Area Academy will host its 10th Anniversary Celebration at the Oakland Marriott on November 1, 2007. There will be refreshments and hors d'oeuvres along with a program to acknowledge our staff, trainers, partner organizations and individuals (counties, State, and local universities, etc.). More details forthcoming, along with "Save the Date" notices.

11. BASSC/BAA Knowledge Management Summit

- a. County directors will decide on how they will constitute their special teams for the Knowledge Management Summit to be held at the Oakland Marriott on November 2. These teams could include members of the Executive Team, SIP teams, staff development officers, and other combinations deemed most appropriate for a county's specific needs.
- b. We anticipate plenary sessions to be followed by break-out groups for each county and university to discuss specific strategies and action plans.
- c. The Bay Area Human Resources Committee (BAHRC) has been very helpful in planning this event, and in providing recommendations to BASSC.

Hot Topics/Discussion

1. Cathy Ralph: proposal to strengthen county and BAA collaboration with Tribal communities in services and training
 - a. Central Academy reported on how they're working with the Native American community, esp., in reducing the number of child removals. Bay Area has large NA communities since we were a major relocation center in the 1950s. Their Training Academy worked with Tribal communities around child removals. Cathy wants to know if we're interested in this. Tom Phillips, CSU Stanislaus coordinator, is open to coming to assist us in developing a comparable program. Tom is a well-known leader among the Tribal communities.
 - b. Southern Academy did something comparable, but Central Academy convened the recent meeting. Tribal STAR was involved in this.
 - c. Goals: building toward educational summit to discuss implementation of ICWA, working with and getting buy-in from local tribes.
 - d. We have access to CalSWEC's Fairness & Equity funding to help in this effort.
 - e. In Contra Costa County, NA child removals amount to less than 1%, and isn't a major problem. Most issues involve the Courts, and not working with tribes.
 - f. Monterey County – not a big problem.
 - g. SF – also about 1 % of removals. They have staff that work with the tribal communities. Most problems involve the Courts. Clients also "claim" to be NA, which triggers special reviews.
 - h. Marin – less than 1% of population.

- i. Alameda – Cathy Ralph reported that when she worked for Alameda County, the problem was with identification of families as NA Indian.
 - j. Solano – very few families. Received training on ICWA. Problems with the Courts.
 - k. San Mateo – very few families. Problems with the Courts.
 - l. Santa Clara – different committees dealing with these issues. Social Worker designated to work with NA communities.
 - m. Patrick wanted to know how much it would cost to put on training. Convene meeting of the county leaders to discuss common baseline concerns and knowledge.
 - n. Robert suggested a brief county survey to identify the issues.
 - o. Barry mentioned that Federal Review will include tribal issues and that could be basis for discussion.
2. CORE scheduling/issues
- a. The way we are doing business is just not working. We did plan CORE without a lot of county input. We got start dates, numbers from them, but due to the volume of training days and the shortage of trainers in July and August, it was too complicated to do joint planning with nine (9) counties, so staff did the best we could.
 - b. Linda Martinez: in years past, had timeframe for trainings within three month period. Mid-July staff hiring and desire for training: got memo stating when trainings would happen, and wanted more advance planning and discussion. Concerned about scheduled training when they had not yet hired the staff.
 - c. Cyndia and Jude met with Nick Honey several weeks ago about Sonoma County's issues. Peter was supposed to have been there, but he had suffered a heart attack. Nick seems to understand our issues and planning/scheduling challenges.
 - d. Jude is proposing that we start running CORE (a new one every other month) and counties will need to work with our schedule. We will still probably be able to do one CORE for our large counties using some of their advanced slots, but this cannot be guaranteed. We need to discuss this logistical challenge and solicit other ideas and recommendations. There doesn't appear to be much support for this.
 - e. SF reported that communication with them has been pretty good. SF thought a couple weeks notice would be sufficient from date of hire.
 - f. Santa Clara has placed CORE training as top priority. If they want CORE in SC, they need to have hiring timelines that coincide with available trainings.
 - g. Barry suggested using more staff trainers vs. using contract trainers as more reliable and least expensive means.
 - h. Marin: with small number of staff they will work with training schedules; same with Santa Cruz and Monterey.
 - i. Patrick suggested regional discussions around training sites and planning. Marty said they had these discussions already. Sonoma County has always been concerned about distance/mileage to training

- sites. Coordination should occur on regional basis (e.g., North Bay counties, etc.).
- j. Amabel said problem is that everyone is hiring around the same time, esp., around July. Sonoma struggles with recruitment for SW IV because they need more skills and experience.
 - k. Susan Stollerman: problem with IV-E grads and their commitments to county service. Should have regional discussions about “draft” of prospective IV-E candidates, and having an “understanding” of what to do.
 - l. Barry: with standardized training, we will have a better trained pool of IV-E candidates which will improve chances person will have had core training.

Other Discussion

General Information and County Updates

1. County updates

- a. CalSWEC: Summer EBP symposium next week. Sponsor convening on tracking training in Fall and will start planning. Finished STEC charter that has been approved by CWDA. Anyone can attend STEC. Finished most recent common core: sexual abuse and child development; T4T happening next Monday and Tuesday.
- b. SF: Susan reported that they will be hiring 24, 18 already hired. Looking for bilingual staff. Interns have already started; July 2 induction group.
- c. Contra Costa: started core on 6/18. Number of new staff have gone down to 11, some have gone to Alameda and San Mateo. Mix of IVE, backgrounds in mental health. Will finish in August and be deployed.
- d. Solano: Starting core 7/10 and joining other counties. Planning on 24-25 staff.
- e. Santa Cruz: 5-6 new staff not yet gone through core. Don't have CW trainer who was promoted. Will start recruitment. Have 4-6 vacancies. Tried mass hiring for one year, but can't find them (trickling in). August induction but no trainer yet. Considering retiree who now does some work for BAA. Evelyn has been in job for about year and been watching induction training and model and feels they have to change how they do their 11 week induction training. Core starting 9/11 and hoping they have enough staff for classes. Joined with Monterey and San Benito for regional trainings—must compromise a lot. Fortunately they can combine with Santa Clara's classes.
- f. Sonoma: continue to have staff coming in and out. CW induction: coordinate with other counties. Assigned someone to help since Peter Barrett has been out. New part-time Sonoma and CSULB program that starts in Fall 2007. New CW director: Nick Honey. New Adult and Aging director. Diane Kalcic.

- g. Santa Clara: vacancies held due to budget and possibility of lay-offs. Vacancies are being used for in-placements (medical social workers, public health) and have staff who are new to CW. Only expect a few actual layoffs. No layoffs in social services. New induction end of July with 20+ openings. Lots of retirements coming up, including Anita Spake. Patrick said Anita is one of the best claiming experts.
- h. Monterey: Adult Services director and HR director meeting on Tuesday to discuss putting in hiring bonus and mentor differential. Hiring bonus: if SW brings in new person gets \$1k after 6 mos and another \$1k after year. Mentor differential: use existing staff. 4-5 vacancies, but then new staff announced she's going to San Mateo. Can only pick up one IV-E candidate. Hiring new SW I and redefining jobs for their level of education (e.g., BA). They prefer master's level, but need to go with bachelor's level. Union insisting on master's level, but they can't find enough of them. Eligibility Workers being recruited, and EW department not happy with losses to CW. Been 8 years since they last hired SW I's. Compaction issues with SW positions. Have agreement with Union that SWI won't be doing work of higher level SWs. Considering differential for CWWs versus adult social workers.
- i. San Mateo: struggling with SWI's that command 5.8% increase in pay.
- j. Cathy Ralph: Shaaron Gilson retiring end of June; Cathy stepping in as acting IV-E Coordinator. Curriculum development program for workplace issues to be delivered at BA and MA level.
- k. Marin: several vacancies. Support Services workers core: paraprofessional core? Wants to look at that again. SF also interested. About one year away from moving to new campus in downtown (green building).
- l. San Mateo: hired 8 new SWs. 5 spanish speaking; 3 non. Extended training to 12 weeks. Joining Santa Clara on core. Jerry Linder interim director. Two new managers promoted. In midst of accreditation.
- m. Napa: Linda reported new half-time position for CW (manager position) who will supervise analysts, working with BAA – within CW division.

Closing

1. Summary of action items and assignments
 - a. Work with BAA on regional planning for CORE due to scheduling issues
 - b. Look at paraprofessional core training for interested (Marin and SF expressed initial interest)
 - c. Family strength assessment tools (Patric) – Sophia asked about this since Jude mentioned that we would be doing this using the South Carolina tool. Contra Costa is also discussing this.
 - d. Get back to Cathy Ralph regarding working with NA community. Cathy will work with Patrick in discussing this.
2. Calendaring of future meetings/Adjournment

- a. Next meeting: September 28, 2007, 9:30 am – 12 noon (to be followed by Regional Children’s Committee). Location: 40 Douglas Drive, Martinez.