

**Training Advisory Board  
Minutes  
September 28, 2007  
Martinez, CA**

**Attendance**

<b>Name</b>	<b>County/Organization</b>	<b>Name</b>	<b>County/Organization</b>
Erika Shore	Alameda	Helen McClain	San Mateo
Erika Gonzalez	Bay Area Academy	Renee Smylie	San Mateo
Judith Lefler	Bay Area Academy	Donna Woher	San Mateo
Rodger Lum	Bay Area Academy	Linda Martinez	Santa Clara
Pete Maspaitella	Bay Area Academy	Evelyn Hengeveld-Bidmon	Santa Cruz
Dennis Bozanich	Contra Costa	Judy Yokel	Santa Cruz
Martin Graff	Marin	Christopher Cassels	Solano
Anne Herendeen	Monterey	Patrick Duterte	Solano
Robert Taniguchi	Monterey	Suzanne Kiesz	Solano
Linda Canan	Napa	Debbie Powell	Solano
Sophia Isom	San Francisco	Nick Honey	Sonoma
Susan Stoller	San Francisco	Peter Barrett	Sonoma
Annabel Baxley	San Mateo	Catharine Ralph	UC Berkeley
Elaine Azzopardi	San Mateo		

**Review of Agenda and approval of minutes- Approved**

**General Academy Updates**

**1. Personnel**

- a) Eileen Levy's term ended and Rita Takahashi is the new Director of the School of Social Work/SFSU.
- b) Looking for full time Administrative Training Coordinator. This position oversees all administrative support services and is a key liaison with program/training staff.
- c) BAA hired a new Fiscal Coordinator, Tracy McMullen, who has extensive experience with the CSU.
- d) Need a part-time Training Specialist/Trainer to help with organizational development services, curriculum development, training coordination and training

**2. Academy Reorganization**

- a) BAA has contracted with Maureen Borland to examine how we can best reorganize given our growth, direction and challenges. She will interview the staff, other regional training academies, and meet with the executive team.

This effort is important given our wish to make informed decisions about allocating scarce resources and effectively serving county needs.

### **3. APS core curriculum development**

- a) APS training funding is small (\$176,000) and does not allow us to include core curriculum development. We are negotiating with CDSS to augment this contract by looking at possible funding from IHSS training sources given the overlap between APS and IHSS training, and trainees from the counties. In many counties staff has responsibilities for both APS and IHSS. Rodger has requested a \$25k augmentation. The original training proposal requested \$1M for more comprehensive training and curriculum development efforts with extensive involvement of the other regional academies.
- b) The first APS training series this year will be more expensive than usual given the highly recommended trainer who comes from Oregon. The Protective Services Operations Committee (PSOC) of CWDA, with support from CDSS, has authorized us to charge a nominal fifteen dollar fee to cover expenses beyond our budgeted amounts.
- c) CWDA's request for \$12M has been vetoed by the Governor, and the amount of funding requested for APS training is inadequate. Patrick Duterte complimented the RTAs for the level of services they are providing; CWDA is pushing for more funding since the community will keep expecting these services.

### **4. Mental Health eLearning proposal**

- a) As result of questionable fiscal management, the Governor's Office has assigned a special liaison to monitor spending in the Department of Mental Health, which has likely caused a delay in proposal review and any possible award.
- b) As an interim solution to having a full Learning Management System (LMS), BAA and CalSWEC are looking at the Trilogy Integrated Resources conference scheduling module to evaluate its possible use.

### **5. California Department of Corrections and Rehabilitation**

- a) Will contract soon with the Department of Corrections and Rehabilitation (CDCR) to provide family reunification and basic child welfare systems training to CDCR social workers. We will focus on training social workers on working with incarcerated mothers and fathers.
- b) CDCR has a mandate to hire 1,300 new mental health counselors and have only been able to fill 200 positions. We are working on a pilot program proposal with SFSU that includes several of the university's colleges and departments (social work, gerontology, counseling, psychology, and nursing).
- c) The goal is to train students who may seriously consider careers with CDCR and to improve interventions that target prison overcrowding and improve community re-entry programs. We will also look at the child welfare issues connected with substance abuse, HIV, and domestic violence.

- d) SFSU will design appropriate curricula for this program and develop student internships. The deans of three colleges (Health and Human Services, Behavioral and Social Sciences, and Extended Learning) have already issued notices to faculty to encourage participation in the pilot program should it be funded.

#### **6. 10<sup>th</sup> Year Anniversary Celebration**

- a) BAA is postponing the celebration and Knowledge Management follow-up event until the spring of 2008 due to staffing issues and competing priorities.
- b) SFSU has asked BAA to obtain written CDSS pre-approval for any spending for this event.
- c) Patrick Duterte recommended that counties should consider donating money for this event as a “thank you” for wonderful service.

#### **7. BASSC Knowledge Management Summit 11/2/2007**

- a) The BASSC Knowledge Management (KM) Summit will be held on 11/2/07 at the Oakland Airport Hilton. The goal is for counties to have an opportunity to discuss and understand what KM is and how best to develop actionable steps for their organizations.
- b) All counties are sending their executive team, and some are including other key management staff.
- c) Mike Austin will open the Summit by discussing the framework for knowledge management (KM), and include information on what England has done in this area. Rodger will help close the Summit by summarizing key points and discussing next steps, including utilizing BAA resources.
- d) The 20<sup>th</sup> anniversary of BASSC will be celebrated during the luncheon portion.
- e) County executive staff really needs to understand and support KM to help institutionalize these practices in the counties.

#### **8. Manager CORE**

- a) BAA will put on a 6 day Manager CORE this year, with rotating sites. We will be working closely with the Central Academy on this.

#### **9. “Undoing Racism” Training**

- a) There has been a follow up to the “Undoing Racism” 2 ½ day training in June. Everyone attending the original training was invited, along with other county staff. The next training is December 5<sup>th</sup>, with additional invitations to counties that could not participate the last time. These counties will be asked to send staff to either Fresno or San Francisco.

#### **Hot Topics/Discussion**

##### **1. Revamping allocation of training days and capacity building**

- a) BAA passed out the current and proposed allocation of training slots. The current system has worked fine until recently with the influx of new hires and greater demand for CORE training among our counties. The problem with the current system is that the smaller counties run out of slots fairly quickly.

- b) The two larger counties (Santa Clara/Alameda) have lost some of their advanced slots.
- c) We have already planned six cycles of CORE.
- d) Regulations have changed and new workers have one year to complete the Big 7 CORE curriculum, and two years to complete the remaining non-CORE courses.
- e) Some counties really use the Capacity Building Hours (CBH) and some don't. During the PQCR cycle, most counties use all of them. The current draft proposal takes away the Capacity Building Hours and places them in a pool where all counties can draw from. There is not an unlimited number of general use, but BAA is somewhat maxing out at 230 hours. We can also use some of the Regional hours to address the demand.
- f) Counties that use consult groups still have Capacity Building Hours that are already in planning.
- g) Rodger reiterated that throughout our efforts to revamp the allocation of training to meet diverse county training priorities and challenges, we will continue to embrace a systematic and fair/appropriate process for all.
- h) Counties are wondering if the change means that CORE services will be available whenever counties need it.
- i) A sign-in sheet has been passed around for TAB members who want further discussion and development of a plan to ensure equitable access to Capacity Building Hours.
- j) Jon Pettigrew (Alameda) wondered if it makes sense to draw from Capacity Building Hours when it has been working for other counties, as well as when CORE is an issue. Advanced slots can always be transferred to cover these additional demands.
- k) Denise Robinson mentioned that the proposed goal was to meet the needs of CORE since counties are hiring more often than usual. Historically some counties do not use many of their CB Hours. Counties need to have an ongoing CORE and address the new regulations. The current allocation of slots is problematic. BAA reiterated that the proposed allocation plan is a draft subject to further discussion and planning. Counties ultimately need to match or combine Academy hours and trainings with internal training capacity.
- l) Evelyn Hengeveld-Bidmon (Santa Cruz) is concerned that seven series of CORE might not be adequate for all counties. She also wants to make sure that people from the smaller and more distant counties don't have to be wait listed.
- m) BAA's intention is to train all new child welfare staff requiring training.
- n) Alameda suggests that as a baseline, counties should also look at other providers in their county to have advanced trainings. Can BAA look at baseline of services that counties are currently drawing from?
- o) Robert Taniguchi also brought up how Probation is expected to meet more training requirements. Can we look into collaborating with Probation with the lead being child welfare?

## 2. CWS/CMS

- a) BARC has looked at the RTA's to train CWS/CMS

- b) Judith Lefler has asked our State contractors to see if the monies for CWS can go to the Academies so we can potentially offer CMS trainings in our region. It will need to be trained in a computer lab.
- c) Certain counties train their own staff since they have in-house CWS/CMS trainers.
- d) Marin has not yet begun to use the new user training
- e) Problems mostly come up when the contract lapses amongst other challenges
- f) Alameda County has one CWS trainer. They also only have one lab with a large number of new workers, and the county will not be hiring another trainer.

### **3. Revision of Needs Assessment**

- a) The most useful information from the Needs Assessments from our experience has been how many workers and supervisors counties are hiring and what they propose as advanced trainings. Individual meetings training specialists have with counties have also been very useful in understanding county needs. BAA will streamline and revise the needs assessment to better capture training priorities, as well as county needs around knowledge management.
- b) This year the number of new workers proposed was pretty accurate.
- c) CDSS does not have a clear or composite view of statewide training among all the academies. Since the Northern Academy has reached out and publicized its trainings to counties in the Bay Area region, Rodger was wondering if this shouldn't trigger a statewide review of how CDSS currently allocates training funds to ensure that academies have what they need to more adequately serve their designated counties.
- d) Judith Lefler mentioned how some counties have contacted us for separate contracts because they want an extraordinary training plan that goes beyond what can be provided through normal Regional training deliverables. Most of the new contracts cover advanced trainings for experienced workers.
- e) Linda mentioned that the Needs Assessment process at this time of the year is good so counties can mention to TAB and the BAA what they want.

### **Other Discussion**

#### **1. Evidence-Informed Practice Trainings**

- a) January 28, 2008, 9 am – 4 pm: There is an Evidence Based practice leadership symposium at the Town and Country Hotel in San Diego. This will be held in conjunction with the *San Diego International Conference on Child and Family Maltreatment*. Each RTA and CalSWEC will be sponsoring faculty representatives to promote stronger links between counties, the universities, and the RTAs.
- b) The Clearinghouse for Evidence Based Practice will host a series of training events: 3/28/08 in Sacramento; Fall 2008 for the Bay Area; and June 2008 for the Central Coast.
- c) We should look at how we are going to incorporate evidence-based practices in our counties.
- d) BAA should post this information on our website.

- e) Rodger will be meeting with Mike Austin to discuss how these trainings and initiatives can be incorporated into BASSC's commitment to Knowledge Management.
- f) Patrick asked about the extent and nature of county interest in evidence based practice using the following categories: Very Interested, Wait and See, Not Interested, or think that it's a Fashion Statement right now. Most counties are enthusiastic about it, but the reality is most are in the "Wait and See" area.

## **General Information and County Updates**

### **1. TAB Chair/CWDA Updates**

- a) Patrick reported that the Governor has vetoed the \$12 million augmentation to APS, despite CWDA's advocacy in this area. Despite increases in the counties' cost of doing business and client demands for services, the State has not provided adequate funding for CalWORKs and other health and human services.
- b) Please remind your directors that the state promised to deliver money to mental health and did not deliver on this commitment.

### **2. County Updates**

- a) San Mateo has a new director (Beverly Beasley Johnson) and a new child welfare director (Renee Smylie). They have 22 interns in child welfare and will also be implementing a learning management system to help with tracking (Cornerstone OnDemand, [www.cornerstoneondemand.com](http://www.cornerstoneondemand.com)).
- b) San Francisco- new induction just finished; 18 new interns; new contract with BAA has three primary foci: Permanence, resilience, self-care. Working collaboratively with City College to follow it up with skills-based training. Eight (8) workgroups looking at different aspects of how SF delivers services.
- c) CCC- Induction is on-going with 17 new workers in mid-October; January class should have the same numbers; training issues in support of the SIP, lots around best practice, permanence, and well-being; Cultural Competence training is on-going.
- d) Solano- 360 degree leadership assessment and professional development plan; 5 new hires; working well with BAA with lots of activity in the county
- e) Santa Cruz- 12 new social workers starting CORE this week; new trainer next week as an internal candidate; in the midst of self-assessment and SIP process, big stakeholder improvement process.
- f) Marin- starting new inductions with 4 workers; working with BAA on a project with foster parent relatives; finishing the SB 162 wrap around; started a THB Plus program
- g) Santa Clara- Just finished their induction; some lay-offs will be happening; training on the step-down program for Social Worker I's.
- h) Alameda - 18 new workers going into units this Monday, another 15 workers will be deployed to units next week, 8-12 new workers in October. Looking into starting the Learning Organization process; finished a round of Emerging Leaders last fiscal year so they can be on the same page on issues such as evaluating performance. New phase of Linkages and about to embark on a new program. Partnered with the Bay Area Organization of Black Social Workers to begin a

more in-depth discussion on Disproportionality. On an executive level they are focusing on succession planning.

- i) Napa - Looking to filling a supervisory position with staff development responsibilities, knowledge harvesting and the struggle around succession planning
- j) Sonoma - Working with CPYP; number of employees attending Sonoma state

## **Closing**

### **1. Summary of Action Items and Assignments**

- a) Baseline survey/Ad hoc group will convene
- b) Continue to evaluate extent of county interest in Academy training for CWS/CMS, subject to State funding and availability of training labs
- c) Revise Needs Assessment and discuss at December TAB meeting

### **2. Next Meeting: December 7, 2007, 9:30 am – 12 noon at 40 Douglas Drive, Martinez**