

Conference call meeting for training committee by Greg McMahon and Sheila Mulvey on Thursday, October 9, 2014.

The structure of the training committee needs to include a designee from DSS who can commit time and resources to the work of the committee.

Appoint a new chair.

Add more members to the committee.

We discussed two 2 distinct training paths- one for the employer (either consumer or surrogate) and one for the employee. Aside from the orientation for all new employees that is mandated by the contract and the College of Direct Support that is mandated by The Department of Developmental Services for those employees working with DD clients, there will be a voluntary process of additional trainings for employees and employers.

Strengthen the CDS on-line training course to include courses that are compatible to the DSS and elderly consumers.

The additional voluntary trainings for the employees will help them develop the most effective skills and knowledge necessary to be successful in their job. Secondly, employees who strive to expand their career goals will have voluntary training resources available and follow a request procedure through the Training Fund Committee.

The trainings for the employees could include those outlined in the Jan 1<sup>st</sup> meeting minutes. Additional trainings that were suggested include:

Nutrition, banking, mental health training, managing escalating behaviors, understanding abuse and neglect of consumers and the reporting process.

For DDS at least, the reporting piece is covered and recognizing abuse and neglect is part of CDS. We would need to differentiate the two trainings so we don't repeat the initial training.

Different agencies, different fiscal intermediaries and different waivers all have different ways of handling the trainings for the employer. Pamphlets, face to face meetings and reading material are the available sources of self training for employers and they are also different depending on the agency providing them.

Keeping in mind that the employers may be a consumer or a surrogate designated by a consumer, all trainings offered would be on a voluntary basis and honor self-direction and choice.

Some trainings that were discussed include:

Recruitment and hiring practices, screening of potential employees, effective management skills, creating a positive workplace, forms, timesheets and other paperwork, efficient and effective

scheduling techniques, understanding abuse and neglect and the reporting process, exploring processes for record keeping that will make the annual budget process easier to navigate.

Once we get a larger committee in place we would like to invite Dawn Lambert to address us on progress of MYPLACE.

The idea of adult education playing a role in trainings needs to move to a higher level. The local admin of ED is working on that.