

Staff Development Minutes

October 11, 2018

Attending: Auburn – Shannon Dunekcacke; Beatrice – Tessa Humann; Central Office – Carol Cunningham, Jill Peterson, Todd Scholz; Crete – Cami Erb; David City/Columbus – Traci Ryba-Grant; Fairbury/Hebron – Amber Cervantes; Gretna/Bellevue – Wendy Sliva; Lincoln 1 – Mackenzie Derby; Lincoln 2 – Ashley Tanner; Lincoln 4 – Richard Soule; Lincoln 5 – Lisa Bahle; Nebraska City – Jennifer Walker; Wahoo – Bob Hajek; York/Seward – Anni Schaldecker

1.) Subcommittee Reports

▪ **Symposium Committee:**

- Symposium Committee has observed the first presentations.
- We have 8 presenters this year and they're going to be really good.
- We'll still working on trying to secure a grant. Let Carol know if you have any ideas on how/where to get grants to help fund this symposium.
- Carol is hoping to get the Save the Date flyer out this week.
- The date of this symposium is April 11, 2019.
- Todd commented that some of the staff attending presentation rehearsals with presenters did not seem to know what was expected of them. Please be sure you're supporting those staff and helping them to understand what they need to do to help the presenter prepare for the symposium.

▪ **Management of Personal Funds Manual/Quiz:**

- The quiz and answer key has been updated. It has not yet been added to the website.
- The updated manual is on the website.
- The answers on the quiz currently on the website will not match the new manual.
- We will upload the quiz/answer key to the website as soon as this committee has reviewed and approved it.

2.) Therap Update:

- Cami reported that if we decide to pursue Training Managers, everyone we have through RVS signed up on Therap now needs to be linked by Therap to RVS. Currently we only have 23 staff linked through Career Academy. They must be linked if we want them to take a class on the Career Academy.
- Carol showed the committee how to access links of the Therap guides located on our website. They are not links to actual videos.
- We discussed the need to track all Therap training. We don't want it listed on the Orientation Checklist though. It needs to be tracked separately.
- There was also conversation about maybe including computer skills within the interview process for new hires. It's such a big portion of what we do now that it's vital new employees be able to keep up with technology requirements.

3.) Professional Writing/Formal Documentation Training:

- Carol went over the professional writing training she and Traci developed.
- This is essential training with all the Therap work and program writing we have to do within RVS.
- This is a very basic training.

- Carol commented that she could come out and train staff in agencies or if management prefers, they can simply use the Power Point training with staff themselves.
- There were a few suggestions and corrections made.
- Carol hopes to begin including this training with Orientation in December. She expects it to last about half an hour.

4.) **Outcomes/Meaningful Day Training:**

- Discussed the best days of the week to offer these trainings. Tuesdays work better than Mondays for many agencies.
- Carol noted that they're scheduling trainings in closer agencies during the winter months to accommodate safer weather driving.
- This training is limited to 10 people in attendance.
- There was discussion over holding the training at the middle of the month rather than the beginning of the month to help CSC's be able to work with it.
- To date, none of these trainings have been full.

5.) **2019 Staff Development Goals:**

- There was discussion over what goals we could set for training offered/ developed in 2019.
- The group talked about different ideas that could be good trainings:
 - Dual Diagnosis
 - The Pickle Challenge
 - Continue with Therap
 - Something fun to help people de-stress
 - How to properly fill out Developmental Index and ICAP
- There was a suggestion to look for better videos for HIPAA and confidentiality.
- Wendy shared a resource she gets with links to videos from Open Future learning. The group previewed a few examples of what they offer and agreed it could be a very good resource to use. Carol will look into this option.
- Richard reminded the group David Hingsberger also puts out a newsletter with valuable information.
- Todd noted that Bruce sent out an email stating that he would be paying up to 4 people per agency to attend ACP conference this year.

6.) **Next Meetings:**

- *December 4*
- January 10: Rooms B & C
- April 4: Rooms B & C
- July 11: Rooms B & C
- October 10: Room A