

## October 15, 2024, OIS Steering Committee Agenda

**Present:** Sarah Ramirez, Ruth Walton, Carole Searle, Brian Tsutsumi, Brenna Archibald, Nancy Briant, Alex Flippo, Tiffany Heyano, Serrae James, Joanna Kindell, Shawn Mode, Holly Mott, Todd Ramirez, Kevin Reilly, Lindy Ripley, Christina Wolf

**Absent:** Tina DeSouza, Caitlin Shockley, Simon Turner

**September Minutes: Approved**

### Executive Committee Decisions:

- **IC AT #0524##** - Instructor Certification Request – Received average 89% ppt, 56/56, with 1 prompt physical skills with Instructor #051543 on 9/23 & 9/24/2024. Requested Level 3 teaching certification with 8 optionals. **Approved 10/01/2024**
- **IC ML #0524##** - Instructor Certification Request – Completed FAST PASS requirements. Received Intro - 87%, Module 1 – 89%, Module 3 – 87%, Module 5 – 87%, Module 7 – 89%, 49/81 with 2 prompts for physical skills with Instructor #501 on 8/1 & 8/2/2024. Module 2 - 89%, Module 4 – 89%, Module 6 – 90%, MHD/ASD – 90%, 56/56 with 1 prompt for physical skills with Instructor #0414117 on 9/16 & 9/17/2024. Requested Level 3 teaching certification with 18 optionals. **Approved 9/18/2024**
- **IC NV #0324##** - Requested 90-day instructor candidacy extension. Request was not approved but candidate can reapply if significant progress is made towards completing some of the requirements prior to mid-November. **Did not approve 10/4/2024**
- **IC SG #0524##** - Candidacy extension request received from Rise Services due to candidate medical leave. The Committee agreed that a pause will be placed on the candidacy time and an extension will be granted until 1/15/2025. **Approved 9/19/2024.**
- **IC SA #0324##** - Instructor Certification request – received average 89% ppt, 51/51 with 2 prompts for physical skills with Instructor #501 on 9/23 & 9/24/2024. Requested Level 2 teaching certification with 1 optional. **Approved 9/26/2024**

Motion to approve Executive Committee decisions

Motion – Kevin Reilly

Second – Nancy Brian

Unanimous

### New Business:

- **New Steering Committee Members** – The committee introduced themselves and welcomed the new members.
- **Alternative Services - Modification Renewal**  
Instructor #340 spoke about the modification and noted that there have been no injuries. Sarah mentioned that 3 out of 4 times it was aborted. This is due to actions by the

individual with kicking or sliding down. The modification is not utilized too often. Kevin noted that the time is going down.

Motion to approve modification for 1 year.

Motion – Ruth Walton

Second – Alex Flippo

Unanimous

- **Steering Committee Seats** – Voting for Chair, Vice Chair and discussing other vacating seats

Ruth Walton agreed to move from the Steering Committee Vice-Chair to Committee Chair. Alex Flippo agreed to become Steering Committee Vice-Chair. The following seats will be filled by current committee members due to no applications being received. Joanna Kindell – Foster Care, Sarah Ramirez – Metro/North Coast

Motion to approve Steering Committee Chair and Vice-Chair nominations

Motion – Kevin Reilly

Second – Brenna Archibald.

Unanimous

- **Requiring Identification at OIS Workshops** - Carole spoke with the ODDS representative Caitlin Shockley concerning requiring identification at OIS workshop. It was suggested that OIS not make this a practice.
- **IC JW #0324##** – Instructor Certification Request – Received average 90% ppt, 46/51 and two prompts for physical skills with Instructor #091421 on 9/30 and 10/1/2024. Requesting Level 2 teaching certification with no optionals.

Motion to approve Level 2 teaching certification with the suggestion that the candidate teach the physical skills at a workshop with a master or mentor instructor prior to teaching by themselves.

Motion – Ruth Walton

Second – Kevin Reilly

Unanimous

- **Family Certification Request -**
  - Instructor #012013
  - Instructor #012014

Motion to approve instructor #012013 and instructor #012014 for family certification

Motion – Nancy Briant

Second – Shawn Mode

Unanimous

- **Instructor #092302** – April Physical Skills Recertification exception request due to family leave.

Motion to approve request to complete the 2025 physical skills recertification prior to instructor going on family leave in April 2025.

Motion – Nancy Briant

Second – Alex Flippo

Unanimous

- **OIS Survey Results** – Carole spoke about the survey that went out to approximately 2500 people across different elements. She reported that about 10% responded. Ruth asked about using the newsletter to clarify some of the responses to the survey. It was noted that the survey went out to a large group of people and the newsletter is only sent to current instructors.
- **October Instructor Candidate Pilot Workshop Update** – Carole talked about the pilot workshop. Nine out of ten people attended. She reminded the members that if they co-train with any of the October candidates, to make sure to use the pilot evaluation documents. She is looking for feedback from instructors and said that the feedback from participants was positive.
- **Steering Committee Meetings in 2025** – The Committee will meet on January 21<sup>st</sup> from 10am – 3pm for committee member physical skills recertification and to discuss general business. On March 18<sup>th</sup>, the meeting will be held from 10am – 3pm to review curriculum material and discuss general business. Meeting information can be found at the end of the SC minutes.
- **Instructor #092210** – Notified the Committee that participant DS was not certified due to disregarding OIS principals and encouraging a person they support to put themselves in a dangerous situation.

The Committee acknowledged that the participant was not certified at the workshop.

- **Instructor #051550** – Notified the Committee that participant RM was not certified due to disregard for the agreed upon OIS workshop guidelines.

The Committee acknowledged that the participant was not certified at the workshop.

- **Instructor Candidates** – The following candidates did not complete the candidacy requirements, and their candidacy has concluded as of 9/30/2024. A letter was sent to the candidates with the option to appeal within 30 days.
  - IC AL #0324##

- IC SCK #0324##

The Committee acknowledged that the above candidates did not complete their candidacy as of 9/30/2024 and received letters stating their candidacy has concluded. They have 30 days to appeal.

- **Curriculum Updates** – Carole showed the SC members the rough draft for curriculum updates and spoke about the idea of a workshop booklet for participants. She asked for feedback concerning removing the extra health modules. Alex said that some agencies might be relying on those modules to cover that specific information. Brenna thinks the information needs to be taught but not over taught or under taught. Christina said that they are responsible to go back to their service element and learn. Lindy mentioned adding something to the workshop booklet. Tiffany felt that trauma is important for new employees so they can understand themselves and the people they support. Ruth thinks removing them reduces redundancy. Carole will be sending out the revised physical skills rubric to the members and asked that everyone be thinking about buffers. Having the physical skills be available by video step-by-step pictures for candidates to use for practice was discussed. Christina felt that it would be helpful for candidates to watch parts they are struggling with. Nancy felt it would be good for instructors to have prior to attending April Recertification. The members discussed the complications of creating a video. This topic will be discussed at the November meeting.
- **April Recertification 2025** –
  - **OIS Updates Virtual Meeting** – April 1st from 9:00am - 12:30pm
  - **Mentor Recertification - Physical Skills Workshops**
    - **Redmond**  
February 11<sup>th</sup>, 9:00am – 12:00pm  
Opportunity Foundation of Central Oregon  
835 E. Hwy 126  
Redmond, OR 97756
    - **Salem**  
February 12<sup>th</sup>, 8:30am – 11:30am  
AFSCME Union Bldg  
1400 Tandem Ave NE, Salem, OR
    - **Roseburg**  
February 19<sup>th</sup>, 12:30pm – 4:00pm  
Umpqua Homes  
662 SE Jackson Street, Roseburg, OR
- **April Physical Skills Practice Sessions**
  - **Roseburg**  
April 9<sup>th</sup>, 1:00pm – 4:00pm

Umpqua Homes  
662 SE Jackson Street, Roseburg, OR

- **Tigard**  
April 14<sup>th</sup>, 9:00am -12:00  
Alternative Services-Tigard  
7165 SW Fir Loop, Tigard OR
- Salem – TBD
- La Grande - TBD

● **April Recertification - Physical Skills Workshops**

- **Roseburg**  
April 10<sup>th</sup>, 9:00am – 12:00pm and 1:00pm – 4:00pm  
Umpqua Homes  
662 SE Jackson Street, Roseburg, OR
- **Tigard**  
April 15<sup>th</sup>, 8:30am -11:30 & 12:30 - 3:30  
Alternative Services-Tigard  
7165 SW Fir Loop, Tigard OR
- **Salem**  
April 21<sup>st</sup> and April 22<sup>nd</sup>, 8:30am - 11:30am and 12:30pm - 3:30pm  
AFSCME Union Bldg  
1400 Tandem Ave NE, Salem, OR
- **Redmond**  
April 28<sup>th</sup>, 10:00am-1:00pm  
Opportunity Foundation of Central Oregon  
835 E. Hwy 126, Redmond, OR
- **La Grande**  
TBD

**Future Modification Renewals:**

ASI	AS #340	BC	10/2024
RISE	IC #071805	BN	11/2024
Premier Community Services	LR #051558	AF	11/2024
Premier Community Services	LR #357-N	K	1/2025
PCL	TRJ #012012	C	2/2025
SACU	TH #0718006	JE	5/2025
Independent	SR #011522	MM	9/2025

**Outstanding Special Requests, Extensions and Deadlines:**

Instructor	Request	Deadline
Non-Instructional #012303-N	October Recert 2023 extension due to medical	30 days after medical clearance

Non-Instructional #0718006	October Recert 2023 extension due to medical	open
Instructor #011710	April Physical Skills 2024 extension due to medical	30 days after medical clearance
IC DS #0124##	Candidacy extension due to medical leave	60 days after returning from medical
IC SG #0324##	Candidacy extension due to medical leave	new end date 1/15/2025

### August 2024 PPIs Taught

<b>PP</b>	<b>LC</b>	<b>BS</b>	<b>1P1/2A</b>	<b>2PS</b>	<b>2PE</b>	<b>2PC</b>	<b>2PW</b>	<b>BH</b>	<b>CHOKES</b>
732	560	561	168	159	161	155	149	83	119
<b>FC</b>	<b>BAP</b>	<b>WC</b>	<b>1PLBM</b>	<b>2PLBM</b>	<b>2PBA</b>	<b>1P1APS</b>	<b>1P2PS</b>	<b>3PSE</b>	<b>3PCW</b>
98	108	58	35	15	56	89	87	104	98
<b>1PL</b>	<b>2PLC</b>	<b>C1/2A</b>	<b>1PF</b>	<b>MOD</b>					
5	5	5	5	4					
<b>B</b>	<b>G</b>	<b>C</b>	<b>Upgrade C</b>	<b>Oversight</b>	<b>OneDay G</b>	<b>OneDay C</b>	<b>Parent</b>		
4	170	548	5	3		12			

### Next Meetings:

November 19, 2024 – 1:00pm-3:00pm

No Steering Committee meeting in December

January 21, 2025 – 10am - 3:00pm (Committee recertification)

February 18, 2025 – 1:00pm - 3:00pm

March 18, 2025 – 10:00am – 3:00pm (Curriculum Review)

No Steering Committee meeting in April