

November 19, 2024, OIS Steering Committee Agenda

Present: Ruth Walton, Alex Flippo, Carole Searle, Brian Tsutsumi, Kevin Reilly, Nancy Briant, Serrae James, Christina Wolf, Joanna Kindell, Brenna Archibald, Sarah Ramirez, Shawn Mode, Simon Turner, Lindy Ripley, Holly Mott, Ingra Coleman

Absent: Todd Ramirez, Caitlin Shockley, Tiffany Heyano

October Minutes:

Executive Committee Decisions:

- **Non-teaching instructor #514122** – Did not attend October Recertification. Email was received the morning of recertification. Extension was granted until November 30th. The review will be completed with a master or mentor instructor outside of their agency. The instructor cannot write OIS into plans or train staff until the review has been completed. **Approved 10/31**
- **IC AV #0324##** - Teaching instructor certification. Received average 89% ppt, 43/43 and 1 prompt for physical skills with Instructor #071253. **Approved 10/22**
- **Non-teaching instructor #051538-N** – October Recertification exception due to medical reason. Extension was granted until November 30th. The instructor cannot write OIS into plans or train staff until the review has been completed. **Approved 10/29**
- **Non-teaching instructor #041603** – October Recertification exception due to administrative leave. Instructor has 30 days to complete the review after returning from leave. The review will be completed with a master or mentor instructor outside of their agency. The instructor cannot write OIS into plans or train staff until the review has been completed. **Approved 10/25**

Motion to approve the Executive Committee decisions.

Motion – Joanna Kindell

Second – Christina Wolf

Unanimous

Old Business:

- **Curriculum updates** – Reviewing the PPT, physical skills rubric, and discussing buffers

Carole discussed that there will be an updated curriculum and an “instructor manual” which is an instructor guide. There will also be an activities document. Kevin has some notes that he will send to Carole. Ruth commented that the additional health modules would not be used anymore. Carole mentioned the participant workbook with the idea that it would replace the competency test. She recognizes that it is long. The guidelines document was discussed. A question was asked about people that don’t write English very well. Serrae doesn’t like the group decision for expectations that is in a slide. It was

agreed that the guidelines document needs looked over. Brenna suggested a mission statement, so participants know what the workshop is about. Kevin talked about labeling people. Brenna likes the slide about labeling. Kevin mentioned talking about not over generalizing people. Carole asked about optimal page numbers for the packet. Brenna asked about compacting the packet so that there is not a blank page. Alex suggested a box instead of greying to save printer ink. Brenna is concerned about having time to check each participant's packet during a workshop. Ruth asked about connecting with people at the end of each module in the packet. Brenna suggested adding self-regulation to the packet. Christina likes having the participant workbook. Sarah mentioned the coloring in the ppt and people that are color-blind. Sarah will send other notes to Carole. Lindy made her own "note" page for participants and she felt that people were more engaged. Ruth mentioned that people that have had OIS previously already know the test is coming and it feels pointless. Carole asked everyone for other feedback or send her feedback after the meeting if they think of anything else. She is thinking about doing a 'sneak peak' meeting or short videos for instructors ahead of April 1st.

Carole asked about the rubric for the physical skills techniques. She is trying to minimize and find a balance. Ruth likes the variation part. Carole asked if scratches and pinches needs to be there. Ruth has never been pinched or scratched like the training shows.

Other members agreed. Carole asked if it is a variation of an arm grab. Lindy said she feels that pinches and scratches need to be talked about because it will be asked by attendees. Carole asked if the rubric is useful, is it going in the right direction?

Carole talked about other systems emphasizing buffers. If staff could keep themselves safe with a buffer, they might not need to use a ppi. Kevin feels that buffers should be taught as part of the curriculum and not an optional technique. Carole mentioned agencies making their own buffers. OIS will not create or recommend buffers, but we might be able to share resource information. Alex didn't see a downside to including buffers as part of the main curriculum.

Ruth asked about thumbs and having candidates need to learn all three. Ruth teaches the push off method. Alex said that thumbs are what a lot of people complain about. Ruth thinks one technique instead of three would be good and a modification could be requested if needed. Nancy teaches the push off unless someone struggles with it. Then she teaches one of the other three to that person.

Carole asked about pictures or videos of physical skills. Shawn likes the idea. Ruth likes the idea of a drawn picture versus video. Carole said that a picture doesn't show everything. Carole talked about this being something that many people asked about. Ruth asked if this will be available to everybody or just instructors. Joanna thinks it will be good for candidates, but she worries about it being shared with people that have never taken OIS. Christina doesn't want illustrations shared. Alex said that a watermark could be added to each page. Ruth said that techniques are probably already being shared and it would be up to investigations at that point, not OIS. Lindy thinks that instructor candidates should have access to the physical skills techniques either drawn or on video with a time limit for access. She doesn't think that participants should have access. Serrae believes that during the physical skills practice at a workshop, participants could have

something to look at. Brenna thinks that accessibility to instructors but not a handout. Maybe a slide show. Kevin talked about a CPR class having videos and handouts available during the workshop. Ruth said that we are going to have to let go of our fears. Carole talked about it being a better training have visuals. She asked that everyone provide any other feedback asap.

- **Non-teaching instructor #051538-N** – Completed required October physical skills recertification with Instructor #031702 on 11/14/2024.

The Committee acknowledged the completion of the requirement

New Business:

- **October Meeting Minutes Approval**

Motion to approve the October meeting minutes.

Motion – Brenna Archibald

Second – Nancy Briant

Unanimous

- **Teaching instructor Ingra Coleman #071805** – Modification renewal

The modification has been used twice and individual easily got into the wagon. Instructor would like to keep the modification in case individual refuses to get in the wagon while in public. Serrae asked about the hot tub. He has not been in the hot tub at the new living space. Instructor doesn't envision that part of the modification will be needed. Carole asked about injuries. No injuries to him or staff.

Motion to renew modification for 1 year

Motion – Nancy Briant

Second – Shawn Mode

Unanimous

- **Teaching instructor #051558** – Modification renewal

Instructor stated that no changes have been made since last year. There were small updates to the PBSP. Modification was used an average of about 11 times. There were no injuries due to using the modification. There were injuries when the 3rd staff was not present. Person now has 3rd person 24hrs. Two modifications were approved.

Motion to renew modification for 1 year

Motion – Serrae James

Second – Kevin Reilly

Unanimous

- **Steering Committee Resignations**

- Tina DeSouza – as of 11/4/2024
- Kevin Reilly – resigned from the SC and as an OIS instructor as of 11/20/2024

The committee appreciates their commitment to OIS over the time they have been on the Committee and as an OIS instructor.

- **Teaching instructor #092111** – Mentor certification request

Completed mentor interrater with Instructor #0414117 on 10/29 & 10/30/2024. Candidate received 86.7% ppt, 51/51 with 2 prompts with Instructor Aidyn Smith #092111. Received 86.7% ppt, 49/51 with 3 prompts with Instructor 0414117.

The Committee acknowledged that instructor #092111 completed the requirements to be mentor certified.

- **Teaching instructor #114112** – Video suggestion

Serrae felt it was hard to use as a teaching tool for a group and the video was long. Brenna said the shakiness could be seen as insensitive. Sarah thought that the videos in the curriculum covered the information and only about a minute in the video was valid. It was noted that the updates to the curriculum for 2025 cover the information in the video.

The instructor will be informed that this information is being covered in the curriculum updates for 2025. After reviewing the updates, they can send in another request if they feel the video would be a benefit.

- **Instructor Candidacy Resignation**

- IC NV #0524##
- IC MS #0524##
- IC AN #1024##

The Steering Committee acknowledged the resignations

- **Teaching instructor #011118** – Revoked OIS certification for NR and RJ due to not passing background checks.

Steering Committee acknowledged that OIS certificates were revoked for NR and RJ.

- **IC SD #0524##** - Non-teaching instructor certification request. Received 40/51 with 5 prompts with Instructor #081910 on 6/11/2024, 33/43 with 7 prompts with Instructor #932 on 7/3/2024, and 48/49 with 1 prompt with Instructor #091405 on 10/29/2024. Requesting Level 2 Non-teaching Instructor certification with no optionals.

Motion to approve Level 2 Non-teaching certification with no optionals.

Motion – Brenna Archibald
Second – Joanna Kindell
Unanimous

- **October Recertification** – The following instructors did not attend recertification. Decertification letters were sent on 10/30 with the option to appeal within 30 days.
 - Non-teaching instructor #032308-N
 - Appeal letter received on 11/4

Motion to require instructor to complete the physical skills review outside of their agency within 30 days of receiving notice from OIS. Instructor cannot write OIS into plans or teach OIS to staff until the review has been completed.

Motion – Brenna Archibald
Second – Sarah Ramirez
Unanimous

- Non-teaching instructor #092310-N
Committee acknowledged that instructor received a decertification letter and has until November 30th to appeal.

- **Teaching instructor #072124 – Mentor inter-rater reliability**

Instructor passed the module portion of the inter-rater. They tried to complete the physical skills portion of the inter-rater two times but due to candidate issues, that part of the inter-rater was unable to be completed.

Motion to approve instructor as a mentor despite being unable to complete the physicals portion of the inter-rater after two tries.

Motion – Shawn Mode
Second – Kevin Reilly
Unanimous

- **Teaching instructor #052305** – Steering Committee application and Mentor application.

The Committee is requesting that the instructor teach at least four workshops prior to completing the mentor inter-rater. They suggested, but did not require, that the instructor co-train with a master or mentor outside of agency. Instructor will be asked to contact OIS after having taught at least four workshops.

Motion to request instructor to teach at least four workshops prior to completing the mentor inter-rater.

Motion – Joanna Kindell
Second – Shawn Mode
Alex Flippo and Kevin Reilly abstained

The Steering Committee seat was appointed starting 12/1/2024.

- **Teaching instructor #051612** – Removed OIS certification for CB due to failure to adhere to the values of OIS.

The Committee acknowledged the removal of CB's OIS certificate.

- **April Recertification 2025** –
 - **OIS Updates Virtual Meeting** – April 1st from 9:00am - 12:30pm
 - **Mentor Recertification - Physical Skills Workshops**
 - **Redmond**
February 11th, 9:00am – 12:00pm
Opportunity Foundation of Central Oregon
835 E. Hwy 126, Redmond, OR
 - **Salem**
February 12th, 8:30am – 12:00pm
AFSCME Union Bldg
1400 Tandem Ave NE, Salem, OR
 - **Roseburg**
February 19th, 12:30pm – 4:00pm
Umpqua Homes
662 SE Jackson Street, Roseburg, OR
 - **April Physical Skills Practice Sessions**
 - **Roseburg**
April 9th, 1:00pm – 4:00pm
Umpqua Homes
662 SE Jackson Street, Roseburg, OR
 - **Tigard**
April 14th, 9:00am -12:00pm
Alternative Services-Tigard
7165 SW Fir Loop, Tigard OR
 - **Redmond**
April 28th, 8:00am-10:00am
Opportunity Foundation of Central Oregon
835 E. Hwy 126, Redmond, OR
 - **Salem**
April 17th, 9:00am – 12:00pm
4760 Portland Rd NE, Salem, OR
 - **La Grande**
April 3rd, 8:00am – 10:00am

Cook Memorial Library
2006 4th St, La Grande, OR

- **April Recertification - Physical Skills Workshops**
 - **La Grande**
April 3rd, 10:00am – 1:00pm
Cook Memorial Library
2006 4th St, La Grande, OR
 - **Roseburg**
April 10th, 9:00am – 12:00pm and 1:00pm – 4:00pm
Umpqua Homes
662 SE Jackson Street, Roseburg, OR
 - **Tigard**
April 15th, 8:30am -11:30am & 12:30pm - 3:30pm
Alternative Services-Tigard
7165 SW Fir Loop, Tigard OR
 - **Salem**
April 21st and April 22nd, 8:30am - 11:30am and 12:30pm - 3:30pm
AFSCME Union Bldg
1400 Tandem Ave NE, Salem, OR
 - **Redmond**
April 28th, 10:00am-1:00pm
Opportunity Foundation of Central Oregon
835 E. Hwy 126, Redmond, OR

Future Modification Renewals:

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
Community Services	MS #061387	BB	no expiration
ASI	AS #340	BC	10/2025

Outstanding Special Requests, Extensions and Deadlines:

Instructor	Request	Deadline
Non-teaching Instructor #012303-N	October Recert 2023 extension due to medical	30 days after medical clearance
Non-teaching Instructor #0718006	October Recert 2023 extension due to medical	open
Teaching 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
Non-teaching Instructor #514122	October recert extension due to job responsibilities	11/30/2024
Non-teaching Instructor #041603	October recert extension due to leave	30 days after returning from leave

September 2024 PPIs Taught

PP	LC	BS	1P1/2A	2PS	2PE	2PC	2PW	BH	CHOKES
810	637	641	157	136	136	128	115	81	104
FC	BAP	WC	1PLBM	2PLBM	2PBA	1P1APS	1P2PS	3PSE	3PCW
83	92	50	53	29	48	41	39	92	88
1PL	2PLC	C1/2A	1PF	MOD					
15	17	15	15	5					
B	G	C	Upgrade	Oversight	OneDay G	OneDay C	Parent		
8	194	587	13	4		16			

Next Meetings:

No Steering Committee meeting in December

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

February 18, 2025 – 1:00pm - 3:00pm

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

No Steering Committee meeting in April

May 20, 2025

June 17, 2025

July 15, 2025

No meeting in August

September 16, 2025

October 21, 2025

November 18, 2025