

November 18, 2025, OIS Steering Committee Agenda

Present: Carole Searle, Ruth Walton, Alex Flippo, Brian Tsutsumi, Nancy Briant, Serrae James, Lindy Ripley, Holly Mott, Sarah Ramirez, Cameron Jablonski, Shawn Mode, Simon Turner, Brenna Archibald, Christina Wolf, Tiffany Heyano, Todd Ramirez, 4 guests

Absent: Joanna Kindell, Caitlin Shockley

Executive Committee Decisions:

- **Instructor #1019008** – Requested October Recertification extension due to medical. Instructor received an extension until 11/30/2025. **Approved 10/20**

New Business:

- **September Meeting Minutes Approval**
Motion to approve the September meeting minutes
Motion – Serrae James
Second – Alex Flippo
Unanimous
- **Executive Committee Decisions Approval**
Motion to approve the Exec decisions
Motion – Shawn Mode
Second – Sarah Ramirez
Unanimous
- **Premier Community Supports - Modification Renewal**
An overview of the 3-person couch modification was provided. PPI and modification use has decreased. No injuries to the individual or staff due to the modification. Individual has three to one support. Due to severity, the modification is still needed. Monthly support for modification training is provided to the staff.
Motion to approve the modification for 1 year
Motion – Serrae James
Second – Christina Wolf
Lindy Ripley recused
- **Instructor #071805 - Modification Renewal**
The lift modification was described and how many times it was used during the last year. There have been no injuries to staff or the individual. Cameron had a question about the escort stance. Carole asked Ingra to update the language in the plan to two-person belt arm control.
Motion to approve the modification for 1-year
Motion – Brenna Archibald

Second – Nancy Briant
Unanimous

- **Instructor #012013** – PPI advice for child that is 6yrs and 42lbs
Instructor spoke about child with high intense behaviors. Limb Control/BS are the only PPIs that can be used at this time due to age and/or weight. Child has a g-tube in stomach which they will try to pull out. The child is physically aggressive and bites family members which draws blood and leaves bruises. Staff cannot limb control while on the ground. Carole asked if they thought about an abdominal binder. Other suggestions were a weighted vest, a compression sleeve or shirt, and a modified gait vest. These options could prevent pulling out of the g-tube.

- **Steering Committee Chart**

The Committee discussed changes to the current seats. It was agreed to remove some duplicate seats to leave room for additional seats outside of IDD to be added. Some seats were renamed, and others give voting privileges.

Motion to make changes to the SC chart as discussed at the meeting including possible new seats in the future.

Motion – Cameron Jablonski

Second – Sarah Ramirez

Unanimous

- **SC Seat Elections** – Electing Chair and Vice Chair. Four applications were received for open seats.

Motion to make Chair and Vice Chair a two-year term

Motion – Serrae James

Second – Tiffany Heyano

Unanimous

Motion to approve Sunny Magee for kid residential,

Motion – Christina Wolf

Second – Shawn Mode

Unanimous

Motion to approve Tezra Lund for adult residential

Motion – Tiffany Heyano

Second – Serrae James

Todd Ramirez and Sarah Ramirez recuse for vote on Tezra Lund

- **Instructor #052305** – Mentor endorsement request

The Instructor will reapply after having been an Instructor for at least two years.

- **IC #0625##** - Request to co-train with in-agency mentor instructor in Eastern Oregon

Due to time, the Executive Committee will review the request outside of the SC meeting

- **Instructor #012424** – Requesting Family endorsement
Motion to approve the Family endorsement
Motion – Nancy Briant
Second – Alex Flippo
Unanimous
- **Instructor #092401** – Requesting exception for a 2-person workshop
Motion to approve a 2-person workshop
Motion – Lindy Ripley
Second – Simon Turner
Unanimous
- **Instructor #338** – Requesting exception for a 2-person workshop
Motion to approve a 2-person workshop
Motion – Holly Mott
Second – Brenna Archibald
Unanimous
- **OIS Contract**
An RFP for the OIS contract was issued in October and closed on November 10th. As of this time, no information has been received concerning when the contract will be issued or to whom

Acknowledgements

- **Completed candidate requirements**
 - IC TL #0625## - Certified as Level 3 teaching instructor.
 - IC ID #0525## - Certified as Level 3 teaching instructor.
 - IC FZ #0125## - Certified as Level 2 teaching instructor.
 - IC EH #0625## - Certified as Level 2 teaching instructor.
 - IC CS #0525## - Certified as Level 2 teaching instructor.
 - IC KC #0925## - Certified as Level 3 non-teaching instructor.
- **Instructor #062511** – Notification for decertification of staff SJ due to failing to adhere to OIS philosophy's, values, beliefs, and principles.
- **Instructor #012205** – Completed mentor inter-rater. Certified as mentor instructor.
- **Instructor #102402** – Completed SC requirement to complete a co-training with another instructor by April 30, 2025.

- **Instructor #498** – Instructor received notification on 11/18 that their certification is ending as of 12/19 due to not being in contact with OIS as requested concerning medical leave. Instructor left on leave sometime mid-2024 per their agency and was in contact with OIS on 4/25/2025. Instructor was asked to provide information via email concerning the medical leave. OIS reached out on 8/25 with no response. Instructor has 30 days to appeal.
- **IC MT #0125##** - Candidate received notification on 11/18 that their candidacy is ending on 11/18 due to not submitting a candidacy extension request as requested on 8/29 prior to going on leave on 9/22. Candidate has 30 days to appeal.
- **October Recertification** – All non-teaching instructors passed, and one candidate was certified.
 - Did not attend due to medical. Required to complete review with master or mentor instructor by November 30th.
 - Instructor #0419002 – completed on 11/12
 - Instructor #052503-N – scheduled for 11/21
 - Instructor #1019008 – scheduled for 11/21
 - Instructor #052505-N - Did not attend. OIS did not receive notification that the instructor would be absent. Instructor received notice that their certification will end as of October 31, 2025 unless OIS receives a request by that date to make up the requirement. A late recertification fee of \$100 will be required. As of November 6th, instructor has not responded to the OIS email and their instructor certification ended.

Future Modification Renewals:

Instructor #071805	IC #071805	BN	11/2025
Premier Community Services	LR #051558	AF	11/2025
Premier Community Services	LR #357-N	KA	1/2026
SACU	ST #0718006	JE	6/2026
Community Services	MS #061387	BB	no expiration
Independent	SR #011522	MM	9/2026

Outstanding Special Requests, Extensions and Deadlines:

Instructor	Requests and Extensions	Deadline
Teaching Instructor #012318	2025 Physical skills recertification	30 days after medical clearance
Teaching Instructor #012012	2025 Physical skills recertification	30 days after medical clearance
Teaching instructor #032438	2025 Physical skills recertification	30 days after medical clearance

Non-teaching instructor #0419002	2025 October Recertification	11/30/2025
Non-teaching instructor #052503-N	2025 October Recertification	11/30/2025
Non-teaching instructor #1019008	2025 October Recertification	11/30/2025

Next Meetings:

December 2025 – no meeting

January 20, 2026, 10:00am – 3:00pm - in person

February 17, 2026 - virtual

March 17, 2026 - in person

April 2026 – no meeting

May 19, 2026 - virtual

June 16, 2026 - virtual

July 21, 2026 - virtual

August 2026 – no meeting

September 15, 2026 – in person

October 20, 2026 - virtual

November 17, 2026 - virtual

December 2026 - no meeting