

January 20, 2026, OIS Steering Committee Agenda

Present: Carole Searle, Ruth Walton, Alex Flippo, Brian Tsutsumi, Serrae James, Lindy Ripley, Holly Mott, Sarah Ramirez, Cameron Jablonski, Shawn Mode, Simon Turner, Brenna Archibald, Christina Wolf, Tiffany Heyano, Todd Ramirez, Tezra Lund, Sunny Magee, Joanna Kindell, Rachel Cox, Guest 1

Absent: Caitlin Shockley

Executive Committee Decisions:

- **IC KS #0625##** – Request to co-train with in-agency mentor instructor in Eastern Oregon.
Due to lack of time at the November meeting, the Executive Committee reviewed the request. Request was not approved. Carole Searle will go to Pendleton to co-train with the candidate. **Not approved 11/18**
- **Instructor #052305** – After review of a previous SC ruling, the mentor application was approved pending the inter-rater reliability. Instructor does not have to wait 2 years from original certification. **Approved 11/19**
- **Instructor #051545** – Requested exception for a 2-person workshop in Brookings. **Approved 1/13**
- **Instructor Candidate 4-day Workshop Participant** – Due to a family emergency, candidate was approved to complete an additional co-training (mandatory three co-trainings) in replacement for missing teaching and observing time at the 4-day workshop.

New Business:

- **November Meeting Minutes Approval**
Motion approve the November 2025 meeting minutes
Motion – Brenna Archibald
Second – Shawn Mode
Unanimous
- **Executive Committee Decisions Approval**
Motion to approve the Executive Committee decisions
Motion – Sarah Ramirez
Second – Todd Ramirez
Unanimous
- New Committee Member Introductions
- Current members introduced themselves and welcomed the new members.
- Committee Physicals Review

The members, except for Christina Wolf, completed their physicals recertification review. Carole will make changes to the Physical Skills Manual as discussed during the review.

- **Premier Community Supports - Modification Renewal**

Lindy discussed the modifications and that injuries happen when one of the modifications is not being used. Which modification is used depends on the intensity. They are meeting with staff twice a month at this time.

Motion to approve modifications for 1 year

Motion – Serrae James

Second – Brenna Archibald

Lindy Ripley recused

- **Instructor Co-trainings – Review of the 2-year out of agency requirement**

Currently, teaching instructors are required to co-teach with another instructor in an even or odd two-year cycle. The current requirement does not exclude teaching with the same instructor. The members agreed that the form will be updated and a requirement will be set that excludes teaching with the same instructor twice in a row.

Motion to keep the teaching instructor's requirement, update the form, and exclude teaching with the same instructor twice in a row.

Motion – Joanna Kindell

Second – Tiffany Heyano

Unanimous

- **Video Request**

OIS received a request for the Committee to review a video for use during an OIS workshop. Ruth had concerns about the message being sent due to a nail in somebody's head. Cameron mentioned the stereotyping of men being logical and women being emotion. Sarah asked for a disclaimer in the instructor manual about the two concerns.

Motion to approve the video in the optional video list.

Motion – Serrae James

Second – Lindy Ripley

Cameron Jablonski opposed

- **Curriculum Updates for Review - Physical Skills Manual and Instructor Manual**

Carole discussed the changes and members provided feedback. Carole and Rachel are going to discuss interpretation and translation language. Simon suggested looking at business days versus calendar days language.

Motion to approve the instructor manual and physical skills manual with any suggested changes.

Motion – Alex Flippo

Second – Todd Ramirez

Unanimous

- **Instructor Endorsement Requests**

- Instructor #012227 – Mentor endorsement

The Committee agreed that the instructor will complete a scheduled co-training with a mentor instructor and complete the inter-rater within 90 days after the co-training.

Motion for provisional approval pending completion of a mentor co-training and the inter-rater with 90 days.

Motion – Sarah Ramirez

Second – Joanna Kindell

Brenna Archibald and Tiffany Heyano opposed

- Instructor #0414117 – Master endorsement

Motion to approve master endorsement

Motion – Brian Tsutsumi

Second – Simon Turner

Alex Flippo and Cameron Jablonski recused

- Instructor #011921 – Master endorsement

Motion to approve master endorsement

Motion – Brenna Archibald

Second – Todd Ramirez

Alex Flippo and Cameron Jablonski recused

- **Medical Leave Notices**

- Instructor #011921

Motion to waive mentor requirements and request that instructor completes physicals review recertification with a master or mentor instructor outside of their agency within 30 days of returning from leave. Instructor cannot teach or write OIS into plans as of May 1, 2026 until requirements have been completed.

Motion – Serrae James

Second – Tiffany Heyano

Alex Flippo and Cameron Jablonski recused

- Instructor #939

Motion to request that instructor completes recertification requirements with a master or mentor instructor outside of their agency within 30 days of returning from leave. Instructor cannot teach or write OIS into plans as of May 1, 2026 until requirements have been completed.

Motion – Cameron Jablonski

Second – Shawn Mode
Unanimous

- Instructor #012404
Motion to request that instructor completes recertification requirements with a master or mentor instructor outside of their agency within 30 days of returning from leave. Instructor cannot teach or write OIS into plans as of May 1, 2026 until requirements have been completed.

Motion – Sarah Ramirez
Second – Shawn Mode
Unanimous

- Instructor #072007
Motion to request that instructor completes physicals recertification review within 30 days of returning from leave. If needed, instructor will review the webinar recording within 30 days of returning from leave. Instructor cannot teach or write OIS into plans as of May 1, 2026 until requirements have been completed.

Motion – Brenna Archibald
Second – Joanna Kindell
Unanimous

- Instructor #90
Motion to request that instructor review the webinar recording within 30 days of returning from leave. Instructor cannot teach or write OIS into plans as of May 1, 2026 until requirements have been completed.

Motion – Brenna Archibald
Second – Holly Mott
Unanimous

Acknowledgements

- **Document Updates** - Master, Mentor, and Steering Committee applications, Mentor Handbook, and Workshop Datasheet
 - Ruth asked that the instructor's level of certification/electives be added to the master and mentor applications. A discussion about solo review paperwork was tabled until the next meeting.
- **Instructor #052305** – Completed mentor inter-rater and is endorsed as a mentor instructor
- **Completed Candidate Requirements**
 - IC TB #0525## - Certified as level 3 teaching instructor
 - IC KD #0625## – Certified as level 3 teaching instructor

- IC NJK #0925## - Certified as level 3 non-teaching instructor
- IC JH #0525## - Certified as level 3 teaching instructor
- IC SC #0625## - Certified as level 2 non-teaching instructor
- **Completed October Recertification Requirements**
 - Instructor #0419002
 - Instructor #052503-N
- **Instructor and Candidate Resignations**
 - Instructor #1019008
 - Instructor #512
 - Instructor #092116
 - Instructor #091809
 - Instructor #061231
 - Candidate #0925##
- **IC NM #0525##** - Candidacy ended due to not following requirements after receiving a warning on 9/17/2025

2026 Recertification – All dates/times/locations including physical skills review sessions can be found on the OIS website.

Recertification Virtual Meeting

April 1st, 9:00am-12:00pm

Master and Mentor Recertification

Roseburg - February 11th, 9:00am-1:00pm
 Umpqua Homes, 662 SE Jackson Street, Roseburg

Salem – February 5th, 9:00am-1:00pm
 Shangri-La, 4080 Reed Road SE, Ste 150, Salem

Redmond - February 26th, 9:00am-1:00pm
 Opportunity Foundation, 835 E Hwy 126, Redmond \

Physical Skills Recertification

Salem – April 8th & 9th, 8:30am-11:30am & 12:00pm-3:00pm
 ShangriLa, 4080 Reed Road SE Ste 150, Salem

Roseburg – April 16th, 8:30am-11:30am & 12:00pm-3:00pm
 Umpqua Homes, 662 SE Jackson St, Roseburg

Tigard – April 21st, 8:30am-11:30am & 12:00pm-3:00pm
 Alternative Services, 7165 SW Fir Loop, Tigard

Redmond – April 24th, 12:30pm-3:30pm
 Opportunity Foundation, 835 E. Hwy 126, Redmond

La Grande – April 30th, 9:00am – 12:00pm

Cook Memorial Library, 2006 4th St, La Grande

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
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
Instructor #071805	IC #071805	BN	11/2026
Premier Community Services	LR #051558	AF	11/2026

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

Next Meetings:

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