

February 17, 2026, OIS Steering Committee Agenda

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

Absent: Caitlin Shockley, Joanna Kindell, Simon Turner, Tiffany Heyano, Brian Tsutsumi

Executive Committee Decisions:

- **Spanish Workshop Packet** – Instructor #114112 requested permission to provide the Spanish workshop packet for participants in an English workshop. The instructor will confirm participants competency in English either in writing or verbally. **Approved 1/27**

Old Business:

- **Solo Review Endorsement** – Continuing the conversation from the January meeting. The members discussed the difference between skills needed to co-train with candidates versus reviewing a solo workshop. In the past, an inter-rater was required but that was moved to applying for mentor endorsement. It was agreed that having an inter-rater for each endorsement is not necessary. The members decided that any current mentor that did not complete an inter-rater would do so prior to being approved for the solo reviewer endorsement. Information will be added to the Instructor Manual with the information decided at the meeting.

Motion to require an inter-rater for all mentor instructors that did not complete an inter-rater prior to receiving the endorsement and add to the Instructor Manual that instructors need to be in good standing with no written warnings in the last two years, will complete other trainings as required, and will contact the OIS Data Coordinator to apply.

Motion – Cameron Jablonski

Second – Lindy Ripley

Unanimous

New Business:

- **January Meeting Minutes Approval**

Motion to approve the January 2026 Meeting Minutes

Motion – Todd Ramirez

Second – Christina Wolf

Unanimous

- **Executive Committee Decisions Approval**

Motion to approve the Executive Committee decisions

Motion – Shawn Mode

Second – Todd Ramirez

Unanimous

- **Instructor Complaint** – A complaint was received for Instructor #051105. Both parties were asked to attend the February meeting.

The complainant did not attend the Steering Committee meeting to speak about their complaint.

Instructor #051105 attended the meeting and talked excusing a workshop participant due to a language barrier. The instructor spoke about the complainant deferring to another participant for understanding when speaking with the instructor and for the information being taught. The complainant declined to participate in the workshop activities citing nervousness. The instructor expressed their concerns to the complainant at the first break and excused the complainant from the workshop at the lunch break. The complainant was offered the option to attend another workshop along with an interpreter.

The instructor discussed the difficulty faced when determining if a participant is experiencing a language barrier and needs an interpreter. Carole said she will look for some language assessment options in other programs. The members discussed the new language around interpreters being provided by ODDS that will be added to all workshop flyers and other workshop notices.

Motion that complaint was unfounded after reviewing the information provided.

Motion – Serrae James

Second – Alex Flippo

Unanimous

- **IC NM #0525##** - Candidacy was ended due to not following requirements after receiving a warning on 9/17/2025. Candidate is appealing within the 30-day required time.

Carole discussed the warning email sent to the candidate due to failing to attend or being late to multiple scheduled co-training workshops. Serrae and Sarah talked about setting precedence and Lindy didn't see grounds for reversing the termination. The members didn't feel that the appeal letter contained any additional information that would warrant the appeal to be granted. Shawn asked if the person could reapply without prejudice. The person can reapply at any time without prejudice.

Motion to uphold the termination and not approve the appeal.

Motion – Sarah Ramirez

Second – Todd Ramirez

Christina Wolf recusing

- **Updated Documents – Oversight Curriculum**

Carole walked through the PPT. The members thought Brian did a great job of revamping the curriculum. Ruth talked about printing issues for a slide. Cameron mentioned some formatting options. Lindy and Sarah offered to pilot the curriculum. Ruth asked about having guided notes or another type of written assessment for consistency across all curriculums.

Motion to approve changes to the Oversight PowerPoint

Motion – Sunny Magee

Second – Alex Flippo

Unanimous

Motion to approve Steering Committee instructors to pilot the Oversight curriculum by March 15th.

Motion – Lindy Ripley

Second – Brenna Archibald

Unanimous

- **Medical Notices**

- Instructor #032328

Motion to approve the instructor missing the 2026 physical skills recertification. Instructor will complete the physical's review with a master or mentor instructor outside of their agency within 30 days of medical release. The instructor cannot write OIS into plans or teach the physical skills as of May 1, 2026 until the review has been completed. The instructor can be issued a Level 0 certificate due to attending the 2026 Recertification meeting.

Motion – Serrae James

Second – Cameron Jablonski

Unanimous

- **Instructor #092214 – Mentor endorsement request**

Motion to approve mentor endorsement upon successful completion of the mentor inter-rater and certifying for all elective techniques with a master or mentor instructor outside of their agency within 90 days.

Motion – Serrae James

Second – Sarah Ramirez

Unanimous

Acknowledgements

- **Completed candidate requirements**
 - IC BD #0925## - Certified as level 3 teaching instructor
 - IC MM #0925## – Certified as level 3 teaching instructor
 - IC SB #0126## - Certified as level 2 non-teaching instructor
 - IC EFS #0126## - Certified as level 3 non-teaching instructor
- **Instructor and candidate resignations**
 - Instructor #012416
 - Instructor #012416
 - Instructor #092440
- **Instructor Certification ended with 30 days to appeal**
 - Instructor #032438

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

Recertification Virtual Meeting

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

Master and Mentor Recertification

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

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

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

Physical Skills Recertification

Salem – April 8th & 9th, 8:30am-11:30am & 12:00pm-3:00pm

Shangri-La, 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:

SACU	ST #0718006	JE	6/2026
Independent	SR #011522	MM	9/2026
Instructor #071805	IC #071805	BN	11/2026
Premier Community Services	LR #051558	AF	11/2026

Premier Community Services	LR #357-N	KA	1/2027
Community Services	MS #061387	BB	No expiration

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 #011921	2026 Physical skills recertification	30 days after medical clearance
Teaching Instructor #939	2026 Physical skills recertification	30 days after medical clearance
Teaching Instructor #012404	2026 Physical skills recertification	30 days after medical clearance
Teaching Instructor #072007	2026 Recertification meeting and physical skills	30 days after medical clearance
Teaching Instructor #90	2026 Recertification meeting	30 days after medical clearance

Next Meetings:

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