

## September 20th, 2022, OIS Steering Committee Agenda

**Present:** Jennifer Sandvig, Scott Sleeman, Sarah Ramirez, Carole Searle, Nancy Briant, Ruth Walton, Kevin Reilly, Joanna Kindell, Serrae James, Danielle Khieu, Carrie Howell, Brian Tsutsumi, Julia DeViney, Jennifer Hunt, Christina Wolf, Tina DeSouza, Brenna Archibald, Shawn Mode, Melissa Lymburner, Caitlin Shockley

**Absent:** Toi Gibson

**June Minutes:** Approved

### Executive Committee Decisions:

- **Instructor #051538** – Requested exception for July Recertification due to personal leave. Instructor will review the physical skills techniques with a Master/Mentor Instructor within 30 days of returning to work. **Approved 6/28**
- **Instructor #041819** – Requested second extension for out-of-agency co-training. Requirement was extended until August 31, 2022. **Approved 7/29**
- **Instructor #114107** - Requested second extension for out-of-agency co-training. Requirement was extended until August 31, 2022. **Approved 7/19**
- **Instructor #091424** - Requested second extension for out-of-agency co-training. Requirement was extended until August 31, 2022. **Approved 6/28**
- **Instructor #503** - Requested second extension for out-of-agency co-training. Requirement was extended until August 31, 2022. **Approved 7/28**
- **Instructor Candidate BF #0121## (Cornerstone Valley)** - Requested Candidate end date extension until September 15<sup>th</sup> due to solo review workshop date change. **Approved 7/5/2022**
- **Instructor #011924** – Requested Independent certification. **Approved 8/9**
- **Instructor #011707** – Requested Mentor certification. **Approved 7/13**
- **Instructor #937** – Requested second extension for Mentor requirements due to canceled Candidate co-training workshop. Requirement was waived. **Approved 7/22**
- **Instructor #512** – Requested second extension for Mentor requirements due to canceled Candidate co-training workshop. Requirement was waived. **Approved 7/22**
- **Instructor #532** – Requested second extension for Mentor requirements due to canceled Candidate co-training workshop. Requirement was waived. **Approved 7/22**
- **Instructor #913** – Requested second extension on Mentor requirements. Requirement was extended until August 31, 2022. **Approved 7/26**
- **Instructor #937** – Requested second extension on Mentor requirements. Requirement was extended until August 31, 2022. **Approved 7/20**
- **JR** – Decertified Instructor requested re-instatement. **Not Approved 7/13**
- **NH**– Decertified Instructor requested re-instatement. **Not Approved 7/27**

- **Instructor Candidate LB #0322## (Independent)** - Instructor Certification. Received average 94% PPT & 50/51 Physical Skills with Instructor #071253 on 6/22 & 6/23/2022. Requested G level Independent Instructor certification. **Approved 7/1**
- **Instructor Candidate MM #0721## (Rise Services)** - Instructor Certification. Received average 90% PPT & 56/56 Physical Skills with Instructor #465 on 6/28 & 6/29/2022. Requested C-level Agency Instructor certification. **Approved 7/1**
- **Instructor Candidate MC #0322## (Rise Services)** - Instructor Certification. Received average 89% PPT & 53/56 Physical Skills with Instructor 501 on 6/29 & 6/30/2022. Requested C-level Agency Instructor certification. **Approved 7/8**
- **Instructor Candidate SJ #0122## (Independent)** - Instructor Certification. Received average 87% PPT & 56/56 Physical Skills with Instructor #913 on 6/6 & 6/7/2022. Requested C-level Independent Instructor certification. **Approved 7/1**
- **Instructor Candidate NG #0122## (Marion County)** – Instructor Certification. Received average 91% PPT & 51/51 Physical Skills with Instructor 532 on 6/23 & 6/24/2022. Requested G-level Agency Instructor certification. **Approved 7/5**
- **Instructor Candidate AR #0322## (Alvord Taylor)** - Instructor Certification. Received average 90% PPT & 48/51 Physical Skills with Instructor 051543 on 8/31 & 9/1/2022. Requested G-level Agency Instructor certification. **Approved 9/6**
- **Instructor Candidate MW #0322## (PCL)** - Instructor Certification. Received average 90% PPT & 56/56 Physical Skills with Instructor #011921 on 9/12 & 9/13/2022. Requested C-level Agency Instructor. **Approved 9/15**
- **Instructor Candidate JJ #0122## (Ron Wilson Center)** - Solo Review Request. Intro – 90%, Module 1 – 86%, Module 3 – 88%, Module 5 – 90%, Module 7 – 89%, 55/57 Physical Skills with Instructor #051602 on 5/14 & 5/15/2022. Module 2 – 90%, Module 4 – 90%, Module 6 – 90%, MHD/ASD – 90%, 51/51 Physical Skills with Instructor #512 on 6/22 & 6/23/2022. **Approved 6/29**
- **Instructor Candidate MW #0322## (PCL)** - Solo Review Request. Intro – 85%, Module 2 – 86%, Module 4 – 85%, Module 6 – 87%, 27/56 Physical Skills with Instructor #091421 on 6/23 & 6/24/2022. Module 1 – 90%, Module 3 – 90%, Module 5 – 91%, Module 7 – 89%, 51/51 Physical Skills with Instructor #011528 on 7/21 & 7/22/2022. **Approved 8/10**
- **Instructor Candidate SS #0522## (Pathway Enterprises)** – Solo Review Request. Intro – 90%, Module 1 – 90%, Module 3 – 89%, Module 5 – 90%, Module 7 – 89% with Instructor #340 on 8/17 & 8/18/2022. Module 2 – 89%, Module 4 – 90%, Module 6 – 90%, MHD/ASD – 90%, 56/56 Physical Skills with Instructor #011921 on 7/27 & 7/28/2022. **Approved 8/23**
- **Instructor Candidate ED #0322## (Goodwill Industry)** – Solo Review Request. Intro – 85%, Module 1 – 90%, Module 3 – 86%, Module 5 – 86%, Module 7 – 88% with Instructor #051105 on 8/17 & 8/18/2022. Module 2 – 86%, Module 4 – 87%, Module 6 – 88%, MHD/ASD – 90%, 41/51 Physical Skills with Instructor #091555 on 7/28 & 7/29/2022. 9/10 Physical Skills with Instructor #051105 on 8/22/2022. **Approved 8/29**

- **Cornerstone Valley** – Instructor #012205 requested permission for one-person workshop in Redmond. **Approved 7/21**
- **Alternative Services** – Instructor #464 requested permission for a 13-person workshop. **Approved 7/21**
- **Instructor Candidate KD #0522## (Rise)** – Requested 60-day Candidacy extension due to medical reason. New end date of 2/8/2023 was approved. **Approved 8/16**
- **Instructor #0181910** – Requested extension to complete Mentor requirements. **Not Approved 8/25**
- **Instructor #091603** – Requested Mentor certification. **Approved 8/23** pending completion of Mentor inter-rater reliability
- **Instructor #091814** – Requested Independent certification. **Approved 8/24**
- **Instructor #091605** – Requested Independent certification. **Approved 8/25**
- **Instructor #041929** – Requested extension for staff certificate. **Approved 8/29**
- **Instructor #011918** – Requested Independent and Mentor certification. Independent certification was approved. Mentor certification is pending the completion of the Mentor inter-rater reliability. **Approved 9/2**
- **Instructor #011707** – Completed Mentor inter-rater reliability and was approved for Mentor certification. **Approved 9/8**
- **Marion County** – Instructor #012001 requested permission for a one-person workshop with a parent over multiple days. **Approved 9/14**

#### **New Business:**

- **Premier Community Services** – Modification Renewal  
 Instructor #051558 presented information for a modification renewal. Ruth asked when the document would be updated and mentioned that the Iliad crest needed to be removed. SC members were concerned about some of the language in the plan. It was recommended that the Instructor rewrite the plan to include the most updated information. Scott suggested to table the document until the SC has received the updated document.  
  
 Motion to table the document until the SC receives updated information including the removal of the Iliad crest.  
 Motion – Scott Sleeman  
 Second – Ruth Walton  
 Unanimous
- **Creative Solutions Consulting** – Modification Renewal  
 Instructor #011522 presented information for a modification renewal. This modification has been used successfully for 23 years although recently staffing turnover has caused some issues. It was noted that the document still reads as being created in 2020. It was explained that this has to do with the client reading the information and having issues if the date is changed.

Motion to approve for one year with the note that the document reads with the date of 2020.

Motion – Ruth Walton

Second – Jennifer Hunt

Unanimous

- **New ODDS Representative Introduction** – The SC members welcomed the new ODDS representative Melissa Lymburner. They thanked Caitlin Shockley for her service to OIS during her time as the interim ODDS representative.

- **New SC Member Introduction** – Shawn Mode

The SC members welcomed Shawn Mode as a new member of the committee representing Families.

- **New SC Member Application** - Brenna Archibald

Motion to approve Instructor Brenna Archibald as a member of the OIS Steering Committee for the open Adult Residential seat beginning on 10/1/2022

Motion – Christina Wolf

Second – Carrie Howell

Unanimous

- **OIS-SC Chair & Vice Chair** - New Term

The SC members thanked Jennifer Sandvig for her service as the OIS-SC Chair this last year. Sarah Ramirez volunteered to move from Vice Chair to Chair and Ruth Walton volunteered to step into the Vice Chair seat.

Motion to approve Sarah Ramirez as OIS-SC Chairperson and Ruth Walton as OIS-SC Vice Chairperson beginning on 10/1/2022.

Motion – Kevin Reilly

Second – Nancy Briant

Unanimous

- **Autism PPT Update** – Christina Wolf and Sarah Ramirez will be presenting an outline of the Autism PPT.

Sarah and Christina presented information on the updates for the Autism module. Carole mentioned that videos need to be under 5 minutes. Scott asked that videos be reviewed prior to completing the PPT. Christina asked Scott for resources for the most current language. Sarah said they would try to stay away from labels altogether. The updated PPT will be sent out to the SC members for review at least 2 weeks prior to the November SC meeting.

- **Steering Committee Resignations**

Alison Barresi - 9/1/2022  
Jennifer Hunt – 9/30/2022  
Carrie Howell - 9/30/2022

The Steering Committee acknowledges the resignations and thanks each person for their service to the OIS project.

- **Instructor Certifications**

- Instructor Candidate BF #0122## (Cornerstone Valley) - Instructor Certification. Received average 86% PPT with Instructor #48 on 9/12 & 9/13/2022. Candidate did not pass the physical skills evaluation. Reviewer recommends that Candidate review the physical skills with a Master/Mentor Instructor at two 2-day workshops within 60 days. Requesting C-level Agency Instructor certification.

Motion to approve Candidate as a C-level Agency Instructor with the requirement that the Candidate will be reviewed on the physical skills at two workshops with Master/Mentor Instructors within 60 days.

Motion – Kevin Reilly  
Second – Sarah Ramirez  
Unanimous

- Instructor Candidate JJ #0122## (Ron Wilson Center) – Instructor Certification. Received average 92% PPT, 48/51 physical skills with Instructor #504 on 9/12 & 9/13/2022. Requesting G-level Agency Instructor certification

Motion to approve as a G-level Agency Instructor  
Motion – Jennifer Hunt  
Second – Carole Searle  
Unanimous

- **Solo Review Certification** - Instructor #011522 completed the solo review inter-rater with Instructor #48 on 9/12 & 9/13/2022.

Motion to approve Instructor #011522 as a solo reviewer.  
Motion – Scott Sleeman  
Second - Jennifer Hunt  
Unanimous

- **April Recertification 2023** – Dates, times, and locations need to be established for the Master/Mentor workshops and April Recertification.

Dates for April Recertification 2023 were discussed. Dates for the Mid-Willamette region, Eastern region, and Central region will be determined.

- Metro/North Coast – April 24 & 25
  - Southern – April 11
- **SB710 & Master/Mentors** – Master/Mentors that do not fall under SB710 requirements could co-teach or do a solo review at an agency that falls under SB710. Their name will be on the certificates. Will they be required to submit the four extra CE hours?
 

The SC members discussed Master and Mentors who might not teach to staff that support children 24-hr residential, children foster, or host homes but could do so when co-training or reviewing a solo workshop. It was determined that all Master/Mentors should be required to submit proof of 4 CE hours every two years. Certification letters will be updated to include this information and the Master/Mentor handbook will be updated.

Motion to require all Master and Mentors to provide the four additional CE hours as required by SB710 even if they do not teach to staff that support children 24-hr residential, children foster care, or host homes.

Motion – Ruth Walton

Second – Danielle Khieu

Unanimous

- **SB710 & Non-Instructional Behavior Professionals** – Do Non-Instructionals that upgrade child 24-hr residential, child foster care, and host home staff fall under SB710 OIS Instructor requirements.
 

To differentiate between Instructors and Non-Instructionals in regard to SB710 requirements, it was recommended that wording on the Non-Instructional certificate and the Non-Instructional certification letter be added. Scott Sleeman will update the SC on those changes.
- **Opportunity Foundation** – Due to physical abuse, the OIS certification for BH is being revoked.
 

SC acknowledges the decertification.
- **New Mentor Requirements** – Instructors are required to complete an inter-rater reliability prior to being certified as a Mentor. The deadline to complete the inter-rater is 90 days. What should happen if the Instructor does not complete the inter-rater reliability within those 90 days. Can an extension be granted? Can they reapply at a later date?
 

The SC members discussed if Instructors that don't complete the certification requirement on time can reapply. Waiting 1 year from the original application submittal was discussed. Due to outlying area Instructors having difficulty fulfilling the requirement on time, a case-by-case basis will be reviewed if the Instructor applies for an extension.

Motion to approve Instructors reapplying for Mentor certification after one year if they do not complete the Mentor certification requirements on time and are not granted an extension. Extensions will be granted on a case-by-case basis.

Motion – Ruth Walton

Second – Joanna Kindell

Unanimous

- **Instructor #081931** – Did not complete the Mentor Inter-rater Reliability within the required time limit. Instructor is requesting an extension on the due date.

Motion to approve a 30-day extension to complete the Mentor Inter-rater reliability.

Motion – Christina Wolf

Second – Scott Sleeman

Joanna Kindell dissent

- **Instructor Candidate 4-day Workshop** – Invitation for SC members to teach a module at the January 2023 IC 4-day workshop.

- **One Person Workshops** – Scott Sleeman

This topic was tabled until the October SC meeting

- **Setting Precedence's** – Scott Sleeman

This topic was tabled until the October SC meeting

- **Decertifications**

- Instructor #071827 – Did not attend July 2022 Physical Skills or respond to emails from OIS. Agency email is no longer valid. Decertification letter was created and is on file.
- Instructor Candidate BJ #0322## (SISO) - OIS received notice that Candidate is no longer with the agency, and we have had no contact with the Candidate. Candidacy ends on 9/31
- Instructor Candidate KA #0322## (Pathway Enterprises) – Candidate has not completed any candidacy requirements. Candidacy ends on 9/31.
- Instructor Candidate JD #0322## (Provident Life) – Candidate has not completed candidacy co-training requirements. Candidacy ends on 9/31
- Instructor #012022 - Did not attend July 2022 Physical Skills or review the physical skills techniques by 8/31/2022. A decertification letter was sent on 9/1/2022. Instructor has 30 days to appeal.
- Instructor #071262 – Did not complete out-of-agency co-training by extension date of 8/31/2022. Instructor has 30 days to appeal.

Motion to approve the above decertification's as noted.

Motion – Nancy Briant

Second – Kevin Reilly  
Unanimous

- **Resignations**

- Instructor #081908
- Instructor #041928
- Instructor #012108
- Instructor #041802
- Instructor #011922
- Instructor #091123
- Non-Instructional #091601
- Instructor #907

The Steering Committee acknowledged the above resignations.

- **Completed Out-of-Agency Co-training Extension Requirement**

- Instructor #011703
- Instructor #114112
- Instructor #062018
- Instructor #091925
- Instructor #011707
- Instructor #041927
- Instructor #041607
- Instructor #101706
- Instructor #041610
- Instructor #081907
- Instructor #041819
- Instructor #503

The Steering Committee acknowledged that the above Instructors completed their extension requirement.

- **Did not pass July Recertification** - Completed two physical skills reviews with Master/Mentor Instructors by August 31, 2022

- Instructor #062019
- Instructor #012103
- Instructor #011912
- Instructor #091820
- Instructor #816
- Instructor #091424
- Instructor #011605
- Non-Instructional #012201-N
- Non-Instructional #0418004-N

The Steering Committee acknowledged that the above Instructors completed their recertification requirement.

- **Unable to attend July Recertification** - Completed one physical skills review with a Master/Mentor Instructor by August 31, 2022

- Non-Instructional #0720001-N
- Instructor #092103
- Instructor #091549
- Instructor #011606
- Instructor #081902
- Instructor #062002
- Non-Instructional #514121
- Non-Instructional #0419003

The Steering Committee acknowledged that the above Instructors completed their recertification requirement.



**Future Modification Renewals:**

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/2022
Premier Community Services	LR #051558	AF	9/2022
ASI	BT #340	BC	10/2022
RISE	IC #071805	BN	11/2022
Southern Oregon Aspire	SC #357-N	K	1/2023
ASI	RR #081908	GO	6/2023

**Outstanding Special Requests, Extensions and Deadlines**

Instructor	Request	Deadline
Instructor #091559	Out of agency co-training extension	December 31st, 2023
Instructor #051538	Physical Skills Recert extension	Medical leave
Instructor #091603	New Mentor Inter-rater reliability	November 30, 2022

**May 2022 PPIs Taught**

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
655	655	655	161	162	149	60	50	95	97

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
157	158	151	95	137	135	99	21	120	58

BH	C
74	98

G	C
46	41

Recertified	Newly Certified
333	349

**June 2022 PPIs Taught**

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
603	603	603	165	165	119	48	48	82	82

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
141	151	145	86	136	132	86	7	105	26

BH	C
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G	C
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Recertified	Newly Certified
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65	78	42	48	229	401
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**July 2022 PPIs Taught**

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
593	593	593	154	152	141	42	43	89	98

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
135	136	124	81	126	125	75	12	107	33

BH	C
56	66

G	C
46	39

Recertified	Newly Certified
329	291

**Next Meetings:**

**October 18<sup>th</sup>, 2022**

**November 15<sup>th</sup>, 2022**

**No meeting December 2022**

**January 17<sup>th</sup>, 2023**