

## November 15, 2022, OIS Steering Committee Agenda

**Present:** Sarah Ramirez, Ruth Walton, Scott Sleeman, Carole Searle, Brian Tsutsumi, Shawn Mode, Brian Tsutsumi, Kevin Reilly, Christina Wolf, Joanna Kindell, Nancy Briant, Serrae James, Jennifer Sandvig, Julia DeViney, Danielle Khieu, Brenna Archibald, Lindy Ripley (guest), Ingra Coleman (guest)

**Absent:** Toi Gibson, Melissa Lymburner, Tina DeSouza

### October Minutes:

#### Executive Committee Decisions:

- **Dungarvin, Eugene** – Instructor #072020 requested an exception for a two-person workshop. The Instructor first reached out to another 24-hr agency who was holding a workshop during the same time period. **Approved 10/27**
- **IC MB #0522 (Independent)** – Candidacy extension request due to personal reasons. **Approved 10/25**
- **Non-Instructional #052214** – October Recertification extension request. **Approved 11/1**
- **IC AE #0522## (PCL)** – Solo Review Request. Intro – 79%, Module 2 – 74%, Module 4 – 80%, Module 6 – 75%, 51/51 – Physical Skills with Instructor #980 on 9/21 & 9/22/2022. Intro – 82%, Module 2 – 84%, Module 4 – 86%, Module 6 – 88%, 47/51 – Physical Skills with Instructor #501 on 10/6 & 10/7/2022. Module 2 – 86%, Module 4 – 87%, Module 6 – 88%, MHD/ASD – 87% with Instructor #091421 on 10/20 & 10/21/2022. Intro – 87%, Module 1 – 88%, Module 3 – 88%, Module 5 – 89%, Module 7 – 88%, 52/56 – Physical Skills with Instructor #011921 on 10/24 & 10/25/2022. **Approved 11/2**

#### New Business:

- **October Meeting Minutes Approval**  
Motion to approve the October 2022 Steering Committee meeting minutes.  
Motion – Carole Searle  
Second – Christina Wolf  
Unanimous
- **Premier Community Supports** – Modification renewal  
Instructor #051558 presented updated information as requested by the Committee at the October SC meeting. Sarah Ramirez commented that there is no release written into the plan for the modification. Something written needs to be in the document so that staff knows what to do if a release is needed for the modification. Carole said there is a reference to a 3PSC using the chair option. She wanted to make sure they are not doing a three-person couch in a chair as the

document states. The Instructor will look to see what actually happened. The Instructor will be doing a rewrite in December. Sarah suggested that another extension be approved and asked if the SC is ok having the Exec Committee review the document.

Motion to approve extension until December 15, 2022. An approval is pending review by the Executive Committee.

Motion – Ruth Walton

Second – Jen Sandvig

Unanimous

- **Rise Services – Modification Renewal**

- Instructor #071802 presented. Instructor stated that they have not had to use the modification since February because the wagon has been very successful. The modification was used twice before February. Due to severity, they would like to keep the modification in case it is needed. He has been getting out into the community. Carole asked if person is passive during the lift/carry. Instructor said that staff lifts person to their feet and they walk to the wagon. Sarah asked if there was a difference for staff due to weight change. The staff practices frequently but haven't had to use the modification. Carole pointed out that the document references ASI and not OIS and asked for that change to be made.

Motion to approve modification for 1 year

Motion – Carole Searle

Second – Danielle Khieu

Julia DeViney abstained.

- **Autism PPT – Review of updated Autism PPT**

- Sarah and Christina thanked the SC for their feedback prior to the meeting. Scott mentioned that references are needed. The members felt that the video changes were an improvement. Kevin suggested that the font needs changed because it is difficult to read. Scott asked that the font and color be changed. Other suggestions were given after more discussion. All comments and thoughts were noted, and changes will be made. The SC gave approval for Sarah and Christina to test the module at a workshop.

The SC will review the final product at the January meeting.

- **Restraints – Scott Sleeman**

Scott Sleeman addressed the idea of moving Belt/Shirt and Limb Control from G level to C level certification. The committee discussed some pros and cons and will continue the discussion at the January SC meeting

- **January SC Meeting Recertifications** – ORA does not have a room available. Additional options are needed in order to recertify both SC members and Solo Reviewers at the January meeting.
  - Jennifer Sandvig offered to do a trial run using her camera equipment. A time will be scheduled for a trial run. A room is still under discussion.
  
- **Instructor #051545** – Solo Reviewer certification request. Instructor completed solo reviewer inter-rater reliability with Instructor #501 on 10/13-10/14/2022.
  - Motion to approve solo reviewer certification
  - Motion – Serrae James
  - Second – Kevin Reilly
  - Unanimous
  
- **Requirements Completed**
  - **Instructor #114135** – Completed July Recertification requirement after returning from medical leave.
  - **Non-Instructional #052214** – Completed October Recertification with Instructor #0414117 on 11/3.
  - **Instructor #012227** – Completed the requirement of teaching the physical skills techniques at two workshops. Requirement was completed with Instructor #041417 and Instructor #091603.

The SC acknowledgements that the above requirements were completed.

- **Non-Instructional #032204-N** – Did not complete October Recertification. Decertification letter was sent on 11/1/2022. Non-Instructional has 30 days to appeal.
  - Motion to decertify if an appeal is not received by 11/30/2022.
  - Motion – Ruth Walton
  - Second – Serrae James
  - Unanimous
  
- **IC AE #0522## (PCL)** – Exception request. Candidate is requesting a 30-day extension in order to complete the solo review. Dates are 12/12 & 12/14 (Grants Pass), 12/19 & 12/21 (Salem).

The extension was approved and Kevin Reilly will be reviewing the solo workshop on 12/19 & 12/21.

- Motion to approve a 30-day extension for Instructor Candidacy.
- Motion – Christina Wolf
- Second – Julia DeViney
- Unanimous

- **IC SG #0522## (Independent Environments)** – Instructor Certification. Intro – 90%, Module 1 – 90%, Module 2 – 90%, Module 3 90%, Module 4 – 90%, Module 5 – 89%, Module 6 – 90%, Module 7 – 89%, MHD/ASD – 90%, 49/51 – Physical Skills with Instructor #585 on 11/12 & 11/12/2022. Requesting G-level Agency Instructor certification.
  - Motion to approve certification as a G level Agency Instructor
  - Motion – Serrae James
  - Second – Joanna Kindell
  - Unanimous
  
- **PCL** – OIS was notified that a 2-person workshop was needed due to a staff person not showing up to the workshop.
  
- **Alvord Taylor** – Instructor #032223 requested an exception for a 1-person workshop. Staff attended the first day of a workshop but was unable to attend the second day.
  - Kevin Reilly suggested approving a 30-day extension instead of a 1-person workshop.
  - Motion to approve a 30-day extension for the staff to attend the next agency workshop
  - Motion – Danielle Khieu
  - Second – Sarah Ramirez
  - Unanimous
  
- **March PPT** – PPT recert by Zoom
  - For April Recertification 2023, OIS will be holding the PPT updates in March by Zoom.
  
- **April Recertification 2023** – OIS Curriculum updates will be held by Zoom for 2023
  - **Curriculum Updates Zoom meeting** – (date and time tbd)
  - **Master/Mentor Workshops 2023**
    - **Medford** – April 7, 9:00am – 2:00pm  
Alternative Services, Medford  
1150 Knutson Ave, Ste 6, Medford, OR 97504
    - **Salem** – February 28, 8:00am – 12:00pm & 1:00pm – 5:00pm  
ODHS Cherry Avenue Training Center  
3414 Cherry Avenue Ne, Rm 126 (Mt. Mazama)  
Keizer, OR 97303
  - **April Recertification - Physical Skills review**
    - **Medford** – April 11, 9:00am – 2:00pm  
Alternative Services, Medford  
1150 Knutson Ave, Ste 6, Medford OR
    - **Tigard** – April 24 & 25, 8:00am – 12:00pm & 1:00pm – 5:00pm  
Alternative Services, Tigard

7165 SW Fir Loop, Tigard OR

- **Salem** – April 17 & 18, 8:00am – 12:00pm & 1:00pm – 5:00pm  
ODHS Cherry Avenue Training Center  
3414 Cherry Avenue Ne, Rm 126 (Mt. Mazama)  
Keizer, OR 97303
- **Redmond** – April 19, 9:00am – 1:00pm  
Opportunity Foundation  
835 E Hwy 126 Building #3, Redmond, OR
- **Pendleton** – April 6, 8:30am – 12:00pm & 12:30pm – 4:00pm  
Horizon Project  
223 SW Court Ave  
Pendleton, OR 97801

**Future Modification Renewals:**

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

**Outstanding Special Requests, Extensions and Deadlines**

Instructor	Request	Deadline
Instructor #091559	Out of agency co-training extension	December 31, 2023
Instructor #051538	Medical leave	30 days within return
IC RG #0522##	Candidacy extension - personal	January 31, 2023
IC ED #0322##	Candidacy extension - personal	January 31, 2023
IC MB #0522##	Candidacy extension - personal	December 31, 2022
Non-Instructional #052215-N	October Recertification extension	November 17, 2022
IC KD #0522##	Candidacy extension - medical leave	February 8, 2023
IC SS #0322##	Candidacy extension - personal leave	December 31, 2022

**September 2022 PPIs Taught**

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
728	728	728	174	169	156	50	40	91	100

<b>2PS</b>	<b>2PE</b>	<b>2PSC</b>	<b>3PSCL</b>	<b>2PW</b>	<b>2PSW</b>	<b>3PSE</b>	<b>2PLC</b>	<b>BAP</b>	<b>WC</b>
180	180	167	96	157	158	98	24	134	70

<b>BH</b>	<b>C</b>
97	104

<b>G</b>	<b>C</b>
57	38

<b>Recertified</b>	<b>Newly Certified</b>
370	390

**Next Meetings:**

**No meeting December 2022**

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

**February 21, 2023**

**March 21, 2023 – all day meeting**