

June 20, 2023, OIS Steering Committee Agenda

Present: Sarah Ramirez, Ruth Walton, Scott Sleeman, Carole Searle, Brian Tsutsumi, Shawn Mode, Brenna Archibald, Tina DeSouza, Julia DeViney, Alex Flippo, Serrae James, Danielle Khieu, Kevin Reilly, Jennifer Sandvig, Christina Wolf

Absent: Nancy Briant, Toi Gibson, Joanna Kindell, Melissa Lymburner

May Minutes: Approved

Executive Committee Decisions:

- **Instructor #032123** – Request for additional extension time to cover scheduled co-trainings. **Approved 6/1**
- **Instructor #012014** – Requested Solo Reviewer certification. **Approved 5/23** to complete solo review inter-rater reliability when a solo review workshop is available.
- **IC CL (PCL) #0323##** - Requested Solo Review. Module 1 – 89%, Module 3 – 88%, Module 4 – 90%, Module 5 – 90%, Module 7 – 90%, MHD/ASD – 90%, 56/56 physical skills with Instructor #091421 on 4/13 & 4/14/2023. Intro – 88%, Module 2 – 89%, Module 6 – 90%, 56/56 physical skills with Instructor #091405 on 5/18 & 5/19/2023. **Approved 5/23**
- **Instructor #012005** – Requested one- or two-person workshop depending on number of staff available. **Approved 5/23** due to Eastern location
- **IC JL (Umpqua Homes) #0123##** - Instructor Certification request. Averaged 87% PPT, 51/51 physical skills with Instructor #051545 on 5/17 & 5/18/2023. Requested C Level-through Belt/Shirt Agency Instructor. **Approved 5/22**
- **Instructor #091421** – Requested for workshop participant to attend day 2 on fifteenth day. **Approved 5/23**
- **IC HUL (Horizon Project) #0322##** - Requested exception to observe and complete second co-training with the same Instructor due to residing in the Eastern region. **Approved 6/2**
- **IC RAM (Rise Services) #0123##** - Instructor Certification Request. Averaged 92% PPT, 56/56 physical skills with Instructor #071253 on May 24 & 25, 2023. **Approved 6/7**

New Business:

- **Parent PPT**

The sub-Committee gathered the comments and thoughts from the Steering Committee and finalized the Parent PPT. A workbook for participants was created. Ruth suggested changing the name to Family instead of Parent which was agreed upon. Scott asked that the APBS graphic be removed. Serrae noted that

there were spacing issues on slides 72 and 100. Scott thanked the Committee and the Parent certified Instructors that worked together on the project.

Motion to approve the Parent PPT with the name change to Family, correction of spacing issues, and removal of APBS graphic.

Motion – Ruth Walton
Second – Sarah Ramirez
Unanimous

- **SC Member Brenna Archibald** – moved from stakeholder group Adult Residential to Independent Behavior Consultant
- **Instructor #092106** – Denied certification to participant AH due to lack of participation during the workshop.

The Steering Committee acknowledges that certification was denied.

- **Instructor #032223** – Requesting certification level of C Level-All. Completed review with Instructor #011522.

Motion to approve moving from C Level-Belt/Shirt to C Level-All certification.

Motion - Ruth Walton
Second - Sarah Ramirez
Unanimous

- **Instructor #052228** – Missed Physical Skills Recertification due to medical leave. Requesting information on how to proceed to retain Instructor certification.

Motion for Instructor to complete a physical skills review with a Master/Mentor Instructor in order to complete April Physical Skills Recertification

Motion – Ruth Walton
Second – Serrae James
Unanimous

- **IC KL #0323## (SACU)** – Solo Review Request. Intro – 81%, Module 1 – 81%, Module 3 – 86%, Module 5 – 88%, Module 7 – 93%, 56/56 Physical Skills with Instructor #128 on 5/10 & 5/11/2023. Module 2 – 90%, Module 4 – 90%, Module 6 – 90%, MHD/ASD – 90% with Instructor #111398 on 5/17 & 5/18/2023. Intro – 90%, Module 1 – 90% with Instructor #081931 on 6/5 & 6/6/2023. Requesting C Level-All Agency Instructor certification.

Motion to approve solo review with Carole Searle on 8/21 & 8/22.

Motion – Shawn Mode
Second – Sarah Ramirez
Unanimous

- **Non-Instructional #0118003** – Did not attend April Recertification. Received notification that they are no longer with their agency. Non-Instructional has not been in contact with OIS.

Motion to decertify Non-Instructional #0118003 due to not attending April Recertification 2023.

Motion – Danielle Khieu
Second – Brenna Archibald
Unanimous

- **Instructor #012108** – Request to include Opportunity Foundation staff at workshop held by Instructor #012108 with their own staff at the Opportunity Foundation building.

A motion is not needed due to the ruling by the OIS-SC in September 2021 that 24-hour agencies with certified Instructors can collaborate with each other to teach workshops provided that each agency trains their own staff on PPIs.

- **Completed Instructor Requirement**

- Instructor #032225

- **Completed April Recertification Requirements**

- Instructor #032231
- Instructor #0514114
- Instructor #012227
- Instructor #021110
- Instructor #032223
- Instructor #011710

- **Instructor #501** – Staff SM decertified due to actions not in line with the standards of OIS.

The Steering Committee acknowledges the decertification of staff SM.

- **Instructor #051611** – Notified OIS that a two-person workshop was held due to participant(s) not showing up on day 1.

- **Instructor #091603** – Notified OIS that a two-person workshop was held due to participant(s) not showing up on day 1.
- **IC #0523## (Cooper Hollow)** – Instructor Certification. Completed FAST PASS requirements. Module 1 – 91%, Module 3 – 94%, Module 5 – 93%, Module 7 – 90%, 56/56 Physical Skills with Instructor #011921 on June 5 & 6/6/2023. Module 2 – 90%, Module 4 – 90%, Module 6 – 90% with Instructor # 091421 on June 6/15 & 6/16/2023. Requesting C Level-All Agency Instructor certification.

Motion to approve C Level-All Agency Instructor certification.

Motion - Kevin Reilly
 Second – Carole Searle
 Unanimous

- In-Person Steering Committee Meetings – Scott addressed the Steering Committee concerning members attending by Zoom versus attending in person. It was asked that members attend in person unless from an outlying area or another issue necessitates it. The Members understood and had no objections.
- Instructor #012212 – Concerns about how the Instructor was representing the principles and values of OIS were raised after Instructor #012212 co-taught a workshop with a Mentor Instructor. Following the complaint process, information was gathered, and the Steering Committee was notified. A letter will be emailed to the Instructor by the OIS Project Manager requesting that the Instructor attend the July 18th Steering Committee meeting to discuss the concerns that were raised. The Instructor’s OIS certification is on hold until a decision is made by the Steering Committee. Steering Committee Member Brenna Archibald recused herself from the decision making due to conflict of interest.

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/2023
ASI	BT #340	BC	10/2023
RISE	IC #071805	BN	11/2023
Premier Community Services	LR #051558	AF	12/2023
Southern Oregon Aspire	SC #357-N	K	1/2024

Outstanding Special Requests, Extensions and Deadlines

Instructor	Request	Deadline
Instructor #091559	Out of agency co-training extension	December 31, 2023
Non-Instructional #041609-N	Physical Skills Recertification extension	July 1, 2023

Instructor #012212	Teach modules and physical skills at two workshops with Master/Mentor	June 19, 2023
Instructor #091424	Teach modules and physical skills at two workshops with Master/Mentor	June 26, 2023
Instructor #032123	Out-of-agency co-training extension	July 16, 2023
Non-Instructional #012303-N	Review physical skills with two Master/Mentors	June 20, 2023
Non-Instructional #091532	Review physical skills with two Master/Mentors	June 20, 2023
Instructor #091559	Watch March 21st recording and complete quiz within 30 days	May 5, 2023, June 1, 2023
Instructor #032123	Teach physical skills at two workshops with Master/Mentor	July 16, 2023
Instructor #052228	Medical leave	unknown

April 2023 PPIs Taught

RM	LC	BS	1P1A	1P2A	P1 OR 2 A	LBM	2P LBM	1P1AIPS	1P2PS
765	725	723	163	149	98	30	27	78	76
2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
156	161	161	90	138	129	97	11	95	54
BH	C		Recertified	Newly Certified					
66	82		395	393					
G	C	Oversight	OneDay C	OneDay G	Parent				
27	81	1	3	0	0				

Next Meetings:

July 18, 2023

September 19, 2023

October 17, 2023

November 21, 2023