

## March 19, 2024, OIS Steering Committee Agenda

**Present:** Carole Searle, Sarah Ramirez, Ruth Walton, Brian Tsutsumi, Brenna Archibald, Nancy Briant, Tina DeSouza, Alex Flippo, Tiffany Heyano, Serrae James, Joanna Kindell, Melissa Lymburner, Shawn Mode, Kevin Reilly, Simon Turner, Christina Wolf, Pat Allen-Sleeman, Guest Matthew Dindinger, Guest Sarah Collins, Guest Lindy Ripley

**Absent:** Holly Mott

**February Minutes:** Approved

### Executive Committee Decisions:

- **IC AA (Independent) #0923##** - Requested a 30-day extension for the candidacy requirements. **Approved 2/27**
- **IC EA (Independent) #0923##** - Instructor certification request. Averaged 87% ppt, 55/56 physical skills with Instructor #937 on 2/7 & 2/8/2024. Requested C Level-All, Independent certification. **Approved 2/28**
- **Instructor #092202** – Requested to have participants attend a workshop outside of the determined CLCM counties. **Approved 2/22**
- **Instructor #512** – Instructor did not pass mentor recertification due to receiving more prompts than allowed. The instructor was asked to attend April Recertification as an attendee to complete another review. **Approved 2/23**
- **IC JI (K.I.D.S.) #0324##** - Due to illness, candidate was unable to complete the March Instructor Candidate 4-day Workshop. Candidate is requested to complete an additional observation and attend both the physical skills practice and April physical skills recertification to make up the missed instruction. **Approved 3/14**

### New Business:

- **Non-Instructional #357-N and Instructor 051558** - Modification request.  
A request to adjust the current modification in order to put less pressure on the elbow. The Committee had no concerns with the request.

Motion to approve request and align expiration date with current modification expiration date of January 2025.

Motion – Kevin Reilly

Second – Joanna Kindell

Unanimous

- **Instructor #092330** – Received a complaint from a workshop participant. Instructor will be attending the SC meeting to discuss the issue.

- Instructor #092330 attended the SC meeting in person to discuss a complaint received from a workshop participant about the mishandling of an inappropriate comment made by a participant. Prior to attending the meeting, the instructor reviewed a recording of their workshop and identified the situation that led to the complaint. The instructor was proactive in reaching out to their agency to ask for advice on how to handle this type of situation more appropriately. They also asked for advice from the Committee. Committee members suggested using different language, different scenarios, and redirecting the conversation from other workshop participants. The Committee recommended attending trauma informed workshops and writing an email/note to each participant acknowledging that some participants could have felt the conversation was insensitive and triggering for those with past trauma. The instructor will also make sure that closed captioning is working during a workshop as that was a secondary concern brought by the complainant.

Motion to include in the instructor's record, a letter of warning that includes acknowledgement of the actions the instructor took proactively prior to the SC meeting. The letter will also include the Committee's recommendations for trauma informed workshops.

Motion - Kevin Reilly

Second - Christina Wolf

Unanimous

- **OIS PPT Review**

The Committee reviewed PPT updates for 2024

Motion to approve updates with minor formatting and spelling changes.

Motion – Ruth Walton

Second – Brenna Archibald

Unanimous

- **Instructor Manual review**

The Committee reviewed the revised Instructor Manual.

Motion to approve manual with changes discussed.

Motion – Joanna Kindell

Second – Serrae James

Unanimous

- **SC Charter for review**

Pat Allen-Sleeman attended the meeting and discussed the history of the charter. Carole will revisit the stakeholder groups and send information out to the Committee.

- **Chamberlin House** - Instructor #062019 notified OIS concerning a staff decertification due to failure to adhere to policies and practices at the agency.

The Committee acknowledged the decertification.

- **Resignations**

- Instructor #012005 effective 2/27/2024
- Non-Instructional #357-N effective 4/30/2024
- Non-Instructional Candidate SC #0124## effective 3/14/2024
- Non-Instructional #052101-N effective 4/30/2024

The Committee acknowledged the resignations.

- **IC GW (Shift Consultations) #0923##** - Instructor certification request. Average 88% PPT, 51/51 physical skills with Instructor #532 on 2/29 & 3/1/2024. Requesting C Level - Belt-Shirt, Agency instructor certification.

Motion to approve C Level-Belt-Shirt, Agency instructor certification

Motion – Ruth Walton

Second – Nancy Briant

Unanimous

- **Live Action Translation** – Can Live Action Translation be used during the PPT.  
Due to the challenges concerning translation accuracy, the Committee did not approve using Live Action Translation.

- **IC RG (SACU) #0923##** – Requesting Non-Instructional certification. Candidate has completed co-trainings and was approved for the solo review but changed agencies and no longer requires instructor certification. Received total 47/51 physical skills during candidacy with Instructor #858 and Instructor #340.

Due to time restraints, this approval will be handled by the Executive Committee.

- **IC AA (Independent) #0923##** - Requesting solo review. Module 2 – 86%, Module 4 – 81%, Module 6 – 83%, MHD/ASD – 80% with Instructor #0414117 on 10/30 & 10/31/2023. Module 2 – 95%, Module 4 – 94%, Module 6 – 100%, MHD/ASD – 93%, 51/56 physical skills with Instructor #011537 on 11/6 & 11/7/2023. Intro – 84%, Module 1 – 87%, Module 3 – 84%, Module 5 – 83%, Module 7 – 86%, 22/30 physical skills with Instructor #585 on 12/16 & 12/17/2023. Intro – 90%, Module 1 – 90%, Module 3 – 90%, Module 5 – 89%, Module 7 – 89%, 39/51 physical skills with Instructor #498 on 1/30 & 1/31/2024. 45/49 physical skills with Instructor #051105 on 3/9/2024.

Due to time restraints, this approval will be handled by the Executive Committee.

- **IC RB (Marion County) #0523##** - Requested to re-teach three modules and the physical skills after the solo workshop. Received Intro - 85%, Module 1 – 85%, Module 3 – 87%, 46/51 – physical skills with Instructor #091421. Requesting C-Belt-Shirt, Agency Instructor certification.

Due to time restraints, this approval will be handled by the Executive Committee.

- **Instructor #091816** - Request for April Physical Skills recertification exception if needed due to family leave.

Motion to approve a 60-day extension if needed due to family leave.

Motion – Ruth Walton

Second – Alex Flippo

Unanimous

- **Notification about two-person workshops**
  - Hummingbird Homes – 2/29/2024
  - Dungarvin – 2/27/2024
- **April Recertification 2024 –**
  - **OIS Updates Virtual Meeting** – April 9<sup>th</sup> from 8:30-12:30
  - **Mentor Recertification Workshop**
    - **Southern Region**  
February 27<sup>th</sup>, 9:00am – 12:00pm  
Umpqua Homes  
662 SE Jackson Street, Roseburg, OR
    - **Central Oregon** –  
February 7<sup>th</sup>, 9:00am – 12:00pm  
Opportunity Foundation  
835 East Hwy 126, Redmond OR
    - **Salem** –  
February 13<sup>th</sup>, 8:30am – 11:30am  
Shangri-La  
4080 Reed Rd SE #150, Salem
  - **April Recertification - Physical Skills Review**
    - **Southern Region**  
April 11<sup>th</sup>, 9:00am – 12:00am & 1:00pm – 4:00pm  
Umpqua Homes

- 662 SE Jackson Street, Roseburg, OR
- **Metro/North Coast Region**  
 April 23<sup>rd</sup>, 8:00am – 11:00am & 12:00pm – 3:00pm  
 Alternative Services, Tigard  
 7165 SW Fir Loop, Tigard OR
  - **Mid-Willamette Region**  
 April 15<sup>th</sup> & 16<sup>th</sup>, 8:30-11:30 & 12:30-3:30  
 SACU  
 AFSCME Union Bldg, 1400 Tandem Ave NE, Salem, OR
  - **Central Oregon Region**  
 April 18<sup>th</sup>, 9:00am – 12:00pm  
 Central Oregon Collective  
 62070 27<sup>th</sup> Street, Bend, OR 97701
  - **Eastern Region**  
 April 2<sup>nd</sup>, 9:00am – 12:00pm  
 Cook Memorial Library  
 2006 Fourth St, La Grande, OR 97850

**Future Modification Renewals:**

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/2024
ASI	BT #340	BC	10/2024
RISE	IC #071805	BN	11/2024
Premier Community Services	LR #051558	AF	11/2024
Southern Oregon Aspire	SC #357-N	K	1/2025
PCL	TRJ #012012	C	2/2025

**Outstanding Special Requests, Extensions and Deadlines:**

Instructor	Request	Deadline
Non-Instructional #012303-N	October Recert extension due to medical	30 days after cleared
Non-Instructional #0718006	October Recert extension due to medical	open
Instructor	Instructor Requirements extension	July 31 2024

**January 2024 PPIs Taught**

<b>RM</b>	<b>LC</b>	<b>BS</b>	<b>1P1A</b>	<b>1P2A</b>	<b>1P1 OR 2 AE</b>	<b>LBM</b>	<b>2P LBM</b>	<b>1P1AIPS</b>	<b>1P2PS</b>
636	504	504	168	169	150	52	33	71	80
<b>2PS</b>	<b>2PE</b>	<b>2PSC</b>	<b>3PSC L</b>	<b>2PW</b>	<b>2PSW</b>	<b>3PSE</b>	<b>2PLC</b>	<b>BAP</b>	<b>WC</b>
151	149	152	80	139	115	75	36	106	79
<b>BH</b>	<b>C</b>								
75	96								
<b>G</b>	<b>C</b>	<b>Oversight</b>	<b>OneDay C</b>	<b>OneDay G</b>	<b>Parent</b>	<b>Participant</b>			
132	480		24			3			

**Next Meetings:**

**No Steering Committee meeting in April**

**May 21, 2024**

**June 18, 2024**

**July 16, 2024**

**No Steering Committee meeting in August**

**September 17, 2024**

**October 15, 2024**

**November 19, 2024**

**No Steering Committee meeting in December**