

May 21, 2024, OIS Steering Committee Agenda

Present: Sarah Ramirez, Ruth Walton, Carole Searle, Tina DeSouza, Kevin Reilly, Alex Flippo, Holly Mott, Simon Turner, Brenna Archibald, Serrae James, Melissa Lymburner, Joanna Kindell, Tiffany Heyano, Mike Hellums

Absent: Christina Wolf, Brian Tsutsumi, Nancy Briant, Shawn Mode

March Minutes: Approved

Executive Committee Decisions:

- **IC AA #0923## (Independent)** – Instructor Certification request. Average 89% ppt, 100% physical skills with Instructor #498 on 4/15 & 4/16/2024. Requested Level 2 Teaching certification. **Approved 4/19**
- **IC AA #0923## (Independent)** - Late attendance for April Recertification Meeting. Requested to watch missed portion of meeting and either submit three paragraph report on how to incorporate meeting topics in their OIS instruction or seek one additional hour of continuing education by 5/15. Instructor chose to submit a three-paragraph report which was submitted on 5/13. **Approved 4/12**
- **Instructor #032121** – Late attendance for April Recertification Meeting. Requested to watch missed portion of meeting and either submit three paragraph report on how to incorporate meeting topics in their OIS instruction or seek one additional hour of continuing education by 5/15. Instructor chose to submit a three-paragraph report which was submitted on 4/29. **Approved 4/12**
- **Instructor #091531** - Instructor requirements extension request. Extended until May 15th. **Approved 4/29**
- **Non-Teaching #101706-N** - April Recertification Meeting exception request due to travel. **Approved 4/8**
- **Instructor #091549** - Instructor requirements extension request. Extended until July 31st. **Approved 4/10**
- **Non-Teaching #0514120** - April Physical Skills Recertification extension request for medical reasons. Extended until July 31. **Approved 4/8**
- **Instructor #011710** - April Physical Skills Recertification extension request for medical reasons. Extended until July 31. **Approved 4/8**
- **IC #0124## (DSP Connections)** – Solo Review Request. Intro – 87%, Module 1 – 90%, Module 3 – 85%, Module 5 – 89%, Module 7 – 88%, 15/26 physical skills with Instructor #081910 on 3/11 & 3/12/2024. Module 2 – 87%, Module 4 – 87%, Module 6 – 85%, MHD/ASD – 88%, 43/51 physical skills with Instructor #532 on 3/20 & 3/21/2024. 10/10 physical skills with Instructor #011707 on 4/23/2024. **Approved 5/2**
- **Instructor #032219** - April Physical Skills Recertification extension request for medical reasons. Extended for 30 days after returning from medical leave. **Approved 4/8**

- **Instructor #512** - Did not pass Mentor Recertification. Requested to attend April Physical Skills session as a participant. **Approved 2/23**
- **Instructor #90** - Request for 13 or 14-person workshop in John Day. **Approved 4/23**
- **IC RB #0523## (Marion County)** - Instructor Certification Request. Candidate completed Committee requirement to reteach three modules and the physical skills at a co-training after not passing the solo review workshop. Certified as C-Belt-Shirt, Agency Instructor. **Approved 3/25**
- **Instructor #012316** – Concerns were raised at April Physical Skills Recertification. Instructor was requested to re-test the physical skills techniques prior to teaching at a workshop. Instructor completed the requirement. **Requested on 4/15**
- **Instructor #092310-N** - Non-Teaching certification request. **Approved 3/20**
- **Instructor #114107** - Instructor requirements extension request. Extended until July 31. **Approved 4/1**
- **Instructor #948** - Request to miss April Recertification meeting. **Not Approved 4/8**
- **IC SP #0924## (Rise Services)** – Instructor Certification Request. Average 85% ppt, 55/56 physical skills with Instructor #071253 on 4/3 & 4/4/2024. Requested C-All, Agency Instructor. **Approved 4/17**
- **Instructor #041250** – Did not pass April Physical Skills Recertification. Instructor retested and passed with Instructor #90 on 5/21. **Approved 4/15**
- **Non-Teaching #041929-N** – Concerns were raised during April Physical Skills Recertification. Instructor retested and passed with Instructor #464 on 4/22. **Approved 4/15**
- **Instructor #041606** – Did not attend April Physical Skills due to medical issue. Is required to complete a review with a master or mentor instructor within 60 days. **Approved 4/16**

Old Business:

- **Instructor #092330** – Completed two trauma informed workshops as suggested by the Steering Committee. The instructor also sent a message to all workshop participants acknowledging the complaint.

New Business:

- **SACU** – Modification renewal.
The Committee was asked to review a modification that was approved in January 2013 without an end date. Instructor #011921 attended to discuss the modification and update the Committee. The Committee agreed that the modification was still applicable and did not suggest any revisions.

Motion to approve a 2-person forward escort modification for one year with the stipulation that the PBSP is updated with current information as discussed at the meeting.

Motion – Ruth Walton

Second – Tina DeSouza

Unanimous

- **Non-Teaching Instructor #032308-N** – Instructor received 36/56 with 5 prompts at April Physical Skills Recertification.

Motion to request that instructor completes a review with a master or mentor instructor within 60 days.

Motion – Ruth Walton

Second – Brenna Archibald

Unanimous

- **Instructor #948** – Requesting training exception.
Instructor requested that two participants in central Oregon attend a workshop remotely.

Motion to approve request with the requirement that the workshop be completed within 14 days and be a minimum of 12 hours. The physical skills will be a minimum of 2 hours and completed in person.

Motion – Ruth Walton

Second – Tiffany Heyano

Unanimous

- **Physical Skills with more than 12 participants** – Can the workshop participants be split into multiple days for the physical skills instead of having a second instructor present. The committee agreed that instructors are able to split up participants for physical skills. No more than 12 participants can be taught by a single instructor at a time. Instructors can offer a physical skills session for the remaining participants on a different day. Instructors are not able to complete the second physical skills session on the same day due to inevitable teaching fatigue.

Motion to allow instructors to split up participants for the physical skills. No more than 12 participants can be taught by a single instructor at a time. Instructors can offer a physical skills session for the remaining participants on a different day. Instructors are not able to complete the second physical skills session on the same day due to inevitable teaching fatigue.

Motion – Joanna Kindell

Second – Tiffany Heyano

Unanimous

- **April Physical Skills Recertification Requirements**
 - **Non-Teaching Instructor #0514115** – Did not attend April Physical Skills or complete required Agreement form. Email sent to instructor on 4/25 requesting a letter be sent to the SC. Letter received on 4/29.

Motion to issue a written warning which will be placed in the instructor's OIS record. The instructor needs to submit the required Agreement form and teach the physical skills at a workshop with a master or mentor instructor. Workshop options will be sent to the instructor.

Motion – Kevin Reilly

Second – Ruth Walton

Unanimous

- **Instructor #051538** – Did not attend April Physical Skills. Email sent to instructor on 4/25 requesting a letter be sent to the SC. Letter received on 5/1.

Motion to issue a written warning which will be placed in the instructor's OIS record. The instructor will teach the physical skills at a workshop with a master or mentor instructor. Workshop options will be sent to the instructor.

Motion – Alex Flippo

Second – Serrae James

Unanimous

- **Instructor #021101** – Did not attend April Recert Meeting or April Physical Skills. Did not receive Agreement form. Email sent on 4/24 requesting a letter be sent to the SC. No response from instructor. Non-renewal letter set on 5/6 with the option to appeal within 30 days.

Motion to not renew instructor certification if an appeal is not received within 30 days.

Motion – Brenna Archibald

Second – Tiffany Heyano

Unanimous

- **Instructor #052317** - Did not attend April Recert Meeting or April Physical Skills. Did not complete the required Agreement form. Has not completed two annual workshops. Email sent on 4/24 requesting a letter be sent to the SC. No response from instructor. Non-renewal letter set on 5/6 with the option to appeal within 30 days.

Motion to not renew instructor certification if an appeal is not received within 30 days.

Motion – Kevin Reilly

Second – Brenna Archibald

Unanimous

- **Mentor Applications**

- Instructor #072124

- Instructor #011601
- Instructor #031702

Motion to approve mentor application requests after the mentor inter-rater reliability has been completed.

Motion – Ruth Walton

Second – Kevin Reilly

Unanimous

- **IC NHO #0124## (Independent)** – Instructor Certification Request. Module 1 – 90%, Module 3 – 89%, Module 5 – 89%, Module 7 – 89%, 44/44 physical skills with Instructor #585 on 2/17 & 2/18/2024. Intro – 97%, Module 2 – 98%, Module 4 – 100%, Module 6 – 97% with Instructor #895 on 3/4 & 3/5/2024. Candidate received Fast Pass and is not required to do a solo workshop. Requesting Level 1 teaching certification.

Motion to approve Level 1 Teaching certification.

Motion – Tina DeSouza

Second – Joanna Kindell

Unanimous

- **Resignations**

- IC SL #0324##
- Instructor #051611
- Instructor #011703
- Non-Teaching #012201-N

The Steering Committee acknowledges the resignations.

- **Southern Oregon Aspire** – Notification by Instructor #092103 that staff PL was decertified due to a lack of adherence to OIS and Positive Behavior Support principles.

The Steering Committee acknowledges the staff decertification.

- **Instructor #012014** – Requesting Solo Reviewer certification.

Motion to approve the request for solo reviewer certification.

Motion – Brenna Archibald

Second – Serrae James

Unanimous

- **Video Proposal** – Instructor #012015 is requesting to be able to use the video in a workshop and possibility add it to the curriculum next year.

Motion to approve the video for optional use with a disclaimer to participants about language used in the video. The video is recommended to be used with Module 1 and Module 5.

Motion – Kevin Reilly

Second – Ruth Walton

Unanimous

- OIS Complaint Process – Carole Searle informed the Committee that the OIS complaint process is being reviewed and revised.

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/2024
ASI	AS #340	BC	10/2024
RISE	IC #071805	BN	11/2024
Premier Community Services	LR #051558	AF	11/2024
Premier Supports	LR #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 #114135	Instructor Requirements extension	July 31, 2024
Instructor #114107	Instructor Requirements extension	July 30, 2024
Instructor #0514120	April Physical Skills extension due to medical	July 31, 2024
Instructor #011710	April Physical Skills extension due to medical	July 31, 2024
Instructor #032219	April Physical Skills extension due to medical	30 days after medically cleared
Instructor #041606	April Physical Skills extension due to medical	June 30, 2024

February 2024 PPIs Taught

PP	LC	BS	1P1/2A	2PS	2PE	2PC	2PW	BH	CHOKES
664	492	495	157	125	125	125	110	74	65
FC	BAP	WC	1PLBM	2PLBM	2PBA	1P1APS	1P2PS	3PSE	3PCW
13	83	58	42	24	11	61	69	69	71
1PL	2PLC	C1/2A	1PF	MOD					
0	10	0	0	0					
P	G	C	Oversight	OneDay G	OneDay C	Parent			
3	179	467			18				

March 2024 PPIs Taught

PP	LC	BS	1P1/2A	2PS	2PE	2PC	2PW	BH	CHOKES
684	499	505	170	148	142	143	110	63	59
FC	BAP	WC	1PLBM	2PLBM	2PBA	1P1APS	1P2PS	3PSE	3PCW
0	100	67	46	17	0	62	60	62	61
1PL	2PLC	C1/2A	1PF	MOD					
0	22	0	0						
P	G	C	Oversight	OneDay G	OneDay C	Parent			
11	167	485		6	27				

Next Meetings:

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