

October 20th, 2020 OIS Steering Committee Agenda

Present: Kevin Reilly, Tina DeSouza, Scott Sleeman, Carole Searle, Brian Tsutusmi, Joanna Kindell, Sarah Ramirez, Jennifer Hunt, Jennifer Sandvig, Ali Barresi, Nancy Briant, Carrie Howell, Toi Gibson, Christina Wolf, Serrae James, Alice Massey, Kirsten Collins

Absent: Danielle Khieu

September Minutes: Approved

Executive Committee Decisions:

- **AB #907** – Requested two person workshop. Approved 9/17
- **IC CW #0620##** – (Rise Services, Eugene) Requested Solo Review. Received 88% Curriculum with JK #091421, 89% Curriculum with CT #051602, & 91% Curriculum/ 55% Physical Skills with KB #011528. Received 95% Physical Skills with CT #051602. Approved 11/2
- **IC JR #1019##** – (Tandem Living, Salem) Completed Solo Review with 86% Curriculum and 98% Physical Skills. Requested G-Level Agency Instructor in Adult Residential & Community Living Supports. Approved 10/1
- **IC JH #0120##** – (Shangri-La, Salem) Completed Solo Review with 89% Curriculum and 100% Physical Skills. Requested IF-Level Agency Instructor in Adult Residential, Community Living Supports, & Employment. Approved 9/22

Old Business:

- **TK #91114** – Approved request to maintain Instructor Status while out of the country.
 - Received notice that Instructor is no longer working for PCL. OIS has no other contact information for Instructor. SC will discuss at January 2021 meeting.
- **OIS Steering Committee** – Voting for positions and Chair/Vice Chair moved from October to November meeting.
 - Need to fill Chair and Vice Chair
 - Motion to approve SR #011522 for Vice Chair
 - Motion – Kevin Reilly
 - Second – Tina DeSouza
 - Unanimous
- **IC DB #0120##** - (StepForward Activities, Baker City) Motion was granted on 9/15 to extend Candidacy for 90 days. New end date is 12/31/2020.

New Business:

- **SS #48** (Alternative Services) – Modification Renewal
Data shows physical interventions happened during staff turnover with minor injuries reported. Asking for continued modification because the individual likes the support.

Motion to continue modification for one year

Motion – Jennifer Sandvig

Second – Jennifer Hunt

Unanimous

- **CE #051546** – Executive Committee requested that Instructor resubmit decertification appeal letter. An email was sent by OIS-DC on 7/30 with no response. OIS Project Manager Scott Sleeman emailed a follow up letter to Instructor and cc'd the agency Executive Director on 10/1. A response was required by 10/9/2020.

Motion to decertify Instructor due to no response being received by October 9, 2020.

Motion – Sarah Ramirez

Second – Carole Searle

Unanimous

- **G Level PPIs and the DOJ** – Scott Sleeman
DOJ states that if a staff person is not trained in an ODDS system, which at this time is OIS, they cannot under any circumstances lay their hands on an individual. If someone is injuring themselves or others, a non-trained OIS staff person cannot lay hands on the person to prevent injury. The DOJ can determine this as wrongful restraint, which is still under discussion at the State.
- **IC MS #0120##** - Request for additional 30 days. IC has passed all modules and physical skills but is having difficulty finding a location in the Portland area to hold a workshop. OIS Project Manager Scott Sleeman agreed to an additional time 30 days.

Motion to uphold the additional 30 days.

Motion – Carole Searle

Second – Jennifer Sandvig

Unanimous

- **CC #051543** – Requesting information concerning maintaining Mentor status due to the new Master/Mentor requirement of two Candidate Co-trainings per calendar year. Instructor will be teaching infrequently due to a new job position.
 - Instructor can request exemption for 2020/2021 year if needed.
- **AB #907** – Notice that DW was decertified due to a PPI that may not have been a reasonable response, was not done correctly, and communication may not have been handled appropriately. He chose not to meet with agency personnel to discuss the issue. OIS-SC acknowledged decertification of DW and supports the Instructors decision.

- **CL #128** – Requests exception during 2020/2021 for solo review requirement for Master/Mentor Instructors.
Request was reviewed along with past two years of Instructor history. It was noted that Instructor hasn't reviewed a solo workshop since 2018.

Motion to recommend that if Instructor is unable to fulfill Master Instructor requirements for 2020/201 that Instructor drop Master status and reapply at a later date.

Motion – Sarah Ramirez
Second – Jennifer Hunt
Unanimous

- **Parent Certification** – What qualifications should an Instructor have to gain this certification? Should the biannual co-training requirement be removed? Four Instructors are Parent certified at this time.

After discussion, the committee determined that a G-Level Instructor with at least 2 years of experience working with families, parents, and/or children should be the qualifications for teaching the Parent curriculum. Recommendations will be required when applying and the application will be updated.

- **2020 Curriculum** – Scott Sleeman
OIS Project Manager Scott Sleeman suggested that the April Curriculum Recertification for all Instructors, Non-Instructional and Instructor Candidates would not be necessary in 2021. Suggestion was made to have speakers instead. Alternative possibilities will be explored and shared with the Committee.
- **Steering Committee Membership Application** – Received application from RW #091405 for Vocational Seat - Employment

Motion to accept RW #091405 as an OIS SC Member Vocational-Employment beginning October 20, 2020

Motion – Scott Sleeman
Second – Sarah Ramirez
Unanimous

- **SH #948** – Request for individuals to attend a Parent workshop remotely and then attend a Physical Skills webinar. Instructor would meet virtually with parents afterwards to discuss how to apply it.

Motion to approve Instructor SH #948 to hold remote Parent workshop, have parents attend a Physical Skills webinar, and meet virtually with parents to discuss the Physical Skills that apply directly to them.

Motion – Allie Barresi

Second - Christina Wolf
 Unanimous

- **TB #012015 (Albertina Kerr)** – Applying for Independent Status

Motion to approve Independent status after completing necessary co-trainings.

Motion Toi Gibson
 Second - Jennifer Hunt
 Unanimous

- **TH #012013** – Applying for Independent Status

Motion to approve Independent status after completing necessary co-trainings.

Motion Carole Searle
 Second Toi Gibson
 Unanimous

- **IC CB #0819##** - Resigning Instructor Candidacy as of 10/16
- **AB #0419004** – Resigning as Instructor as of 10/20
- **Physical Skills Webinar Attendance as of 10/19/2020**

	Attendees		Attendees
April 1st	60	July 22nd	72
April 15th	60	August 3rd	74
May 1st	73	August 19th	155
May 15th	104	September 2nd	100
June 8th	66	September 22nd	173
June 15th	134	October 6th	112
June 30th	185	October 19	110
July 8th	19		
		Total*	1497
*Attendee counts are an approximate amount			

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Solo Approval:

- **IC SK #0620##** (Ashland Supportive Housing, Ashland) – FAST PASS – Received 89% Curriculum with SJ #501 & 90% Curriculum, 56/56 Physical Skills with LS #16.

Requests G-Level Agency Instructor in Adult Residential & Community Living Supports.

Motion to approve G-Level Agency Instructor in Adult Residential & Community Living Supports

Motion – Carole Searle
Second – Serrae James
Unanimous

Solo Request:

- **IC SM #0620##** (Independent, Eugene) – Received 88% Curriculum, 90% Physical Skills with KB #011528 & 89% Curriculum with JK #091421. Requests G-Level Independent Instructor with Adult Residential, Children Residential, Community Living Supports, Employment, & Foster Care. Solo Review dates are 11/21 & 11/22, 12/4 & 12/5, 12/11 & 12/12. All dates include a weekend day.

Motion to approve request for solo review

Motion – Jennifer Hunt
Second – Tina DeSouza
Unanimous

- **IC SB #0720##** (Rise Services, La Grande) – Received 88% Curriculum, 48/48 Physical Skills with BC #436 & 87% Curriculum, 87% Physical Skills with JH #504. Requests IF-Level Agency Instructor with Adult Residential & Children Residential. AM #522 will be reviewing the workshop. Dates to be decided between Reviewer and Instructor Candidate.

Motion to approve request for solo review

Motion - Scott Sleeman
Second – Tina DeSouza
Unanimous

- **IC SH #0670##** (Dungarvin, Eugene) – Received 82% Curriculum, 82% Physical Skills with AB #907 & 88% Curriculum, 77% Physical Skills with RB #0414117 & 87% Curriculum, 99% Physical Skills with CT #051602. Requests IF Level Agency Instructor in Adult Residential. Solo Review dates are 11/2-11/3, 11/30-12/1, 12/14-12/15

Motion to approve request for solo review on 11/2 & 11/3 with Kevin Reilly #932

Motion Scott Sleeman
Second – Sarah Ramirez
Unanimous

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
Independent	SR #011522	MM	9/15/2021
ASI	OB #012016	BC	11/19/2020
Southern Oregon Aspire	SC #357- N	K	12/12/2020
Albertina Kerr	JM #895	H	7/2021
ASI	RR #081908	GO	7/21/2021
Premier Community Services	LR #051558	AF	9/15/2021

2020 PPIs Taught

August

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
639	639	639	144	140	130	16	16	110	106

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
121	128	132	101	114	114	84	9	87	28

BH	C		G	IF
68	92		31	53

Next Meetings:

November 17th, 2020

January 19th, 2021

March 16th, 2021