

November 16th, 2021, OIS Steering Committee Agenda

Present: Jennifer Sandvig, Scott Sleeman, Carole Searle, Brian Tsutsumi, Jennifer Hunt, Joanna Kindell, Kevin Reilly, Serrae James, Tina DeSouza, Ruth Walton, Christina Wolf, Carrie Howell, Nancy Briant, Ali Barresi, Danielle Khieu, Caitlin Shockley

Absent: Sarah Ramirez, Toi Gibson, Beth Coleman

October Minutes: Approved

Executive Committee Decisions:

- **Instructor #081911** - Independent certification request. The application was approved with the requirement that the Instructor complete two co-trainings with a Master/Mentor Instructor before April 30, 2022, and prior to teaching on their own. **Approved 10/28**
- **Instructor #091407** – Independent certification request. **Approved 10/28**
- **Dungarvin** – Request by Instructor #011820 for two-person workshop. **Approved 10/22**
- **IC FN #0321** - Instructor Certification. Completed solo review with Instructor #937. Average 88% PPT and 100% Physical Skills. Requested C-Level Agency Instructor. **Approved 10/29**
- **IC JS #0721## (Rise Services)** - Instructor Certification. Completed solo review with Instructor #464. Average 87% PPT and 96% Physical Skills. Requested C-Level Agency Instructor. **Approved 10/25**
- **Non-Instructional #0514115** – Requested 30-day extension for October Recertification due to medical reasons. **Approved 11/1**
- **Connections Residential** – Instructor #012103 requested to hold a one-day recertification workshop with two people. **Approved 11/3**
- **Instructor #051105** – Requested exception for workshop participant to attend day two on the fifteenth day. **Approved 11/12**
- **Albertina Kerr** – Request by Instructor #895 for a staff person to complete the physical skills outside of the required two-week time-period. **Not Approved 11/15**
- **Cornerstone Valley** – Request by Instructor #091925 for more than 12 people during the physical skills with one Instructor. **Not Approved 11/15**
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New Business:

- **Instructor #011708** - Decertification Update. The decertification of Instructor #011708 was removed due to a missed step in the decertification process. The request for the Instructor to complete two co-trainings with an approved Master/Mentor is still required due to concerns the SC members had from the conversation with the Instructor.
- **New Mentor Training** – Mentor requirements subcommittee will be presenting The Mentor handbook is continuing to be updated and will be sent out to SC members for review.

- **Cornerstone Valley** – Instructor #907 notified OIS that staff person, MM, was being decertified due to physical abuse.
 The OIS SC acknowledged the decertification
- **Cornerstone Valley** – Instructor #907 notified OIS that staff person, JE, was being decertified due to physical abuse
 The OIS SC acknowledged the decertification
- **IC TP #0521## (Thriving Lives Care)** – Candidate Decertification. Candidacy ends on 11/30/2021. Candidate asked about an extension but did not submit a letter as of 11/15.
 Motion to decertify Instructor Candidate as of 12/1
 Motion – Christine Wolf
 Second – Danielle Khieu
 Unanimous
- **IC DW #0521## (Independent)** - Instructor Candidate Extension Request. Candidacy ends on 11/30/2021. An Observation was completed on 8/9 & 8/10. The Candidate provided a written response for not meeting the 6-month time frame. Requesting 90-day extension to complete candidacy.
 Motion to extend Instructor Candidacy until February 2022.
 Motion – Carrie Howell
 Second – Jennifer Hunt
 Unanimous
- **Non-Instructional #1019005** – Did not complete October Recertification 2021. An email was sent by OIS on 11/1 with no response.
 Motion to decertify Non-Instructional Behavior Professional #1019005 as of 11/16/2022
 Motion – Danielle Khieu
 Second – Kevin Reilly
 Unanimous
- **Non-Instructional #830N** - Resigning as Non-Instructional Behavior Professional as of 11/5/2021
 OIS-SC acknowledges the resignation.
- **IC KH #0721## (Rise Services, Portland)** – Requesting Solo Review. Module 1 – 90%, Module 3 – 90%, Module 5 – 90%, Module 6 – 90%, Module 7 – 90%, 54/57 Physical Skills with Instructor #051105. Intro – 90%, Module 2 – 91%, Module 4 – 88%, Module 8 – 90%, MHD/ASD – 90%, 71/71 Physical Skills with Instructor #011921. Requesting C-Level Agency Instructor. Possible Solo workshop dates are 12/14 & 12/15, 12/16 & 12/17, 12/20 & 12/21
 Motion to approve solo review request
 Motion – Jennifer Hunt
 Second – Tina DeSouza
 Unanimous

- **Instructor #062006** – Requesting Parent certification.
Motion to approve Parent certification request
Motion Jennifer Hunt
Second – Joanna Kindell
Unanimous
- **Instructor #128** - Requesting Parent certification
Motion to approve Parent certification request
Motion – Ali Barresi
Second – Nancy Briant
Unanimous
- **October Recertification for Non-Instructionals** – A concern was raised that the October review was not being completed consistently across all Master/Mentor Instructors. Kevin suggested that it should be just like April Recertification. Christina and other SC members spoke about not always having a third person present. Danielle said the Non-Instructional must show her how to do the technique, assuming the presence of mirroring staff. Jennifer suggests that the Non-Instructional must describe the phantom act. Information on how to complete October Recert with a Non-Instructional will be added to the Mentor Handbook.
- **OIS Curriculum Scenarios** – Scott Sleeman
OIS Project Manager Scott Sleeman asked that each SC member write scenarios for small group discussion at the end of each module. January 1st is the due date for submissions. Joanna had concerns about the language of the scenarios and making it fit all audiences.
- **April Recertification 2022** – Dates need to be determined for February Master/Mentor Workshop and April Recertification
Scott, Brian, & Carole will be going to Medford on February 8th to hold a Master/Mentor workshop. Master/Mentor workshops will be held at ASI-Tigard on February 15 & 16. Tina will set dates for the Central region. Kevin is confirming a space and dates for the Mid-Valley region.
April Recertification will be held in person for 2022 and dates are still being determined. Two SC members had location suggestions if needed.

Future Modification Renewals:

Agency	Instructor	Initial	Renewal Date
Southern Oregon Aspire	SC #357-N	K	1/19/2022
RISE	IC #071805	BN	03/2022
ASI	RR #081908	GO	7/2022

RISE	JD #012108	JT	7/2022
Independent	SR #011522	MM	9/2022
Premier Community Services	LR #051558	AF	9/2022
ASI	BT #340	BC	10/2022

September 2021 PPIs Taught

RM	LC	BS	1P1A	1P2A	1P1 OR 2 AE	LBM	2P LBM	1P1AIPS	1P2PS
529	529	529	164	172	157	38	31	108	108

2PS	2PE	2PSC	3PSCL	2PW	2PSW	3PSE	2PLC	BAP	WC
175	175	165	112	156	150	110	39	117	24

BH	C
72	92

G	C
30	49

Recertified	Newly Certified
294	244

Next Meetings:

January 18th, 2022

March 15th, 2022

May 17, 2022