

CTAG Meeting Minutes
October 28, 2008
10:00 a.m. – 2:00 p.m.

Attendees:

Jen Kerr	Claudia Witmer	Brandie Gilbert	Joan Mosier
Kim Gavran	Chuck Laudermilch	Kathy Donson	Leasia Ayers-Caswell
Dave Campbell	Pat Gadsden	Christina Fatzinger	Jessica Shiffler
Sue Castles			

- **Welcome and Introductions**
 - Welcome to new members Dave Campbell from the Western Region and Chuck Laudermilch from the Central Region
- **Review of Training Concerns and/or Strengths**
 - Overall happy with the Training Program Services, ready for Power Point.
 - Support has been terrific. Practice Specialist interaction is helpful and the responsiveness of the CWTP has been helpful
 - Access to laptops & LCD's available in all training rooms
 - All overheads for Charting the Course are now on CD and will be sent to all trainers of CTC.
 - Pre-work for all 15 modules now on CD and will be sent to all trainers within the next few weeks
 - Ongoing issue of checks showing no indication of what trainer is being paid for. This has been addressed with CWTP Fiscal and Operations who informed us that this is an issue with the University. Will follow-up
 - Scoring Flips – MIS working on putting pre-work tracking and content on Encompass. Jen has a follow-up meeting with MIS week of Nov. 3. When this feature is working, a bulk mailing will be sent. This feature will be implemented at the beginning of a month.
 - Ongoing issue of Accountability of Participants (ie. Phones, texting, being on time.) Needs to be turned around.
 - Discussed possibility of sending someone from CWTP to some of the trainings to send a message to participants about importance of training.
 - CWTP committed to add something to the Newsletter offering support/assistance and to contact CWTP. This is NOT an observation.
 - Trainers NEED to utilize Trainer Feedback Form
 - Training calendars to include guidelines for cohorts expectations for Charting the Course
 - Need to build on Commitment of Service
 - Does something need to be added to Feedback form in regards to cell phones, etc.?
 - Include guidelines in County Connection Newsletter

- Suggestion to turn accountability to participants, ie. If you make a choice to use your cell phone in class, you will not get credit for the course. This policy would need further approval
- **Strategic Plan**
 - Development of brochure; Building Marketing and Distribution
 - What to Include:
 - Mission
 - Values
 - Vision Statement
 - 4 Goals
 - Past Major Accomplishments
 - Structure (Members list)
 - History
 - Expectations of meetings/membership
 - What we can do for you
 - Website Information
 - 4 concerns
 - Quote on back cover
 - Marketing
 - All Trainers and Consultants
 - Training Rooms (as resources)
 - DOT/TOC
 - Regional Event Folders (T&C)
 - Statewide Events
 - E-mail Attachment
 - Website – T&C specific section
 - Trainer Pallette
 - Trainer and Consultant Event Planning
 - Committed to 2 parts; 1 – Roundtable, 2- Specific Feedback Network
 - 6 of 15 paid days have been used. How to use rest?
 - Walk through Strength Based Solution Focused
 - Advanced DOT
 - Logic Models
 - Ethics
 - Professionalism
 - Legal Framework
 - OE (pieces of guide and how to use)
 - Safety Training for all so there is a consistent message
 - Will People come when paying out of pocket? What's in it for me?
 - Need to network trainers & consultants for exchange of information
 - Event should be within 1 ½ hours of all trainers

Draft outline of schedule for Trainer and Consultant Event

9:00 – 9:10	Welcome
9:10 – 10:15	Keynote Speaker
10:15 – 10:30	Break
10:30 – 12:30	Break out session # 1 (One Consultant Specific and one or two for trainers)
12:30 – 1:45	Lunch and awards (back from lunch by 1:00)
1:45 – 4:00	Workshop with 15 minute break

Breakouts – Chuck & Dan track (consultants)

- Brainstorm with other consultants (set up via phone)
- Methodology & it's application – a.m.
- Sharing information & strategies – p.m.

Trainers –

- SBSF
- Ethics
- Behaviors (Creating buy-in)
- Professionalism

Keynote –

- Authors
- Dave Pelzer
- Training/Consultant Commitment
- Stories
- Message with humor
- Lloyd Lyter – Marywood School of Social Work
- Motivational Speakers
- University Speakers – Temple, Pitt, Ship, Millersville or other schools of social work.

Next meeting – February 24, 2008 - 10:00 a.m. – 2:00 p.m.

