

**Northland Training Coalition  
Minutes  
September 10, 2009**

**Attended:**

Penny Linder-NTC  
Janice Tilman-PCBSTamney Aney-IMMAC  
Dale Herrick-IMMAC  
Sherry Summers-VSI  
Danielle Palmer-Triality

**RECAP FROM LAST MEETING 5/7/2009**

No meeting 7-9-09.

Our new CPR/FA instructor, Amber Bosley/TCMH completed the train-the-trainer program and held a training for NTC in July. We had great feedback on her class.

The Northland Training Coalition website is up. [www.northlandtrainingcoalition.org](http://www.northlandtrainingcoalition.org). It is password-Protected, so you'll need to use the same username and password for the agency site and calendar.

**Username: affiliates**

**Password: affiliates**

*I've been able to post some classes several months in advance. However, not all instructors, can schedule as far. I'll continue to have a completed 3-month calendar cycle for pre-enrollment purposes. As soon as instructor's sign up to teach, I'll post the class immediately. Update: OCT-DEC completed.*

**INFORMATION FOR TODAY'S MEETING 9/10/2009**

NTC will have a new Med Aide Trainer to add to the 2010 instructor rotation. Triality is sending their LPN to the train the trainer course in Jefferson City in October. Once she completes the training, NTC will reimburse the course and manual fees.

Discussion regarding participant certifications: I have received many calls, the last few months, from participants who didn't receive certifications from their agency. I also received calls from other agencies requesting copies of certificates for their new hires. These new hires have stated their previous employer refuses to hand over certifications. After investigating these calls, I discovered that one of our agencies are keeping all employee certifications. If employees want a copy of their certification, they are charging .50 a copy per certification. Since several of the calls were about med certificates, I contacted LouAnn Reynolds, KCRO Quality Assurance Team, to see if agencies could withhold certification from their employee and she sent me this quote from Janet Owings, RN III :

Quote "Agencies are not suppose to keep Direct Care Staff's Level 1 Med-aide certificates. I have asked and informed them that they are not to keep the certificates but some still do. If they are an agency who does keep the certificate then the student or a representative of the agency can call in and ask for the letter that we send out verifying that the staff does have a current certificate. Hope this answers the question If not please ask more. Thanks Janet.

As a reminder: All classes organized by the Northland Training Coalition are free to its agencies. Any certifications presented are also at no expense to the agencies, and therefore should be forwarded to the participant free of charge. Please contact Penny if you have any questions or concerns.

**Discussion regarding updated information on Workforce Development/Missouri College of Direct Support training sites:** *We are moving forward to become an area training site. Once these participants complete their training, they'll be available for hire to any NTC agency. The trainee will already have all required training and credentials, plus a background screening. Penny will forward the background screening to the hiring agency along with a copy of their certificates. Each agency can submit to Penny, info regarding their agency, and current job openings, for the trainee to review and see what agency fits them best. Penny will assist the trainee in setting up an interview with the chosen agency. The interviewing agency is not obligated to hire the trainee. However, if the agency decides not to hire the trainee, please notify Penny. She will then set up another interview with the next chosen agency.*

**Janice presented a year to date Annual Summary Report dated September 2008**

Additional open discussion topics?

**Positive Behavior Support Training** Is requested to add this training to the calendar. FYI the College of Direct Support Module is sufficient training. Anyone who has taking the CDS module is considered trained in Positive Behavior Support.

NTC asked VSI to possible help with the inkind instructor training. They stated they had no one available at this time.

*Next meeting is November 12, 2009, 9:30am, at Maple Woods Community College, Admin Building Room 112.*