

**PIT Team #3
Notes from the Meeting**

March 2, 2009

- I. Approve Minutes of January 5, 2009 and February 9, 2009 – minutes approved.
- II. Update on Environmental Threats Site, Policy & Form

It was noted that changes discussed at the February PIT Team #3 meeting regarding the Environmental Threats Site have not been completed.

V.R. indicated that the Environmental Threats Form is complete, but that basic instructions and protocols still need to be written upon completion of the site.

Team members agreed that it would be ideal to have the site up and running in order to present the policy and protocols, as well as, a demonstration of the site at the two remaining safety trainings.

V.S. suggested holding the safety trainings, if demonstrations of the Environmental Threats data system will be included, in the computer training room on the first floor, as well as, any other demonstrations of the site.

It was agreed that Josh could begin training OCYS staff prior to the March 25th safety training as OCYS staff have already received safety training.

TASK: L.K. will contact IT Services to obtain a completion date.

L.K will contact J.B. on how/when demonstrations of the site will be conducted.

- III. Training Updates

- A. January 28th Safety Training Feedback

V.S. informed that two safety trainings remain: March 25th and April 22, 2009.

Notices of these trainings were sent to office heads, L.K. and DHS personnel staff for scheduling purposes.

- B. Scheduling of Confidentiality Training

V.S. stated that she and L.K. will be looking to schedule Confidentiality training for late April - early May. Those targeted for attendance will be new employees and those employees who were unable to attend training in 2008. This is a mandatory training for all DHS staff. Two sessions will be offered, a.m. and p.m. Attorneys will receive LCE credits.

- C. Determination on Cross Training

V.S. reported that after speaking with J.C.S., IFSP, it was decided that Cross Training will be offered to all DHS staff. A training schedule was distributed at the February 23rd IFSP Executive Committee meeting. Trainers and DHS Personnel staff received/will be receiving training schedules. V.S. met with DHS Personnel staff regarding what is required for the scheduling of employees for this training.

Team members agreed that Cross Training will be mandatory for all DHS casework, clerical and CHORE Services staff. Attendance for all other classes will be optional.

P.T. indicated that a notice for the Cross Training pilot teach was distributed, but that there is some confusion among staff with the pilot presentation schedule.

TASK: V.S. will address.

IV. Other

Limited English Proficiency (LEP) Policy and Procedure

V.S. stated that, per W.A. at the state, 3-4 revisions will need to be made to the draft LEP Policy and Procedure and that K.A. will be making these revisions. Draft would then go to the Law Department for review. Following the Law Department's approval, the Policy can be adopted and training scheduled.

The State has agreed to conduct training for the entire DHS department. Target timeframe to be requested of the State will be late fall 2009.

TASK: L.K. will follow up with K.A. on revisions.

K.C. will prepare legal requisition once revisions are complete. Requisition will note that L.K. has knowledge of the drafted policy.

V. Next Meeting Date: Monday, April 6, 2009 9:30 a.m. in Room 524

prepared by K.C.