



TRAINING RESOURCES AND INFORMATION NETWORK MEETING MINUTES May 11, 2018

The monthly meeting of TRAIN (Training Resources and Information Network) was held at Carrs restaurant at 11006 Bridgeport Way SW Lakewood, WA 98499 beginning at 8:30 a.m.

TRAIN MEMBERS PRESENT

Name	Government Agency
Sun So	City of Federal Way
Phil White	City of Lacey
Jesse Bainville	City of Lakewood
Deb Howard	City of Port Orchard
Cathy Journey	City of Tacoma
Kacee Woods	City of Tacoma – Tacoma Public Utilities
Erin Neff	Kitsap County
Kelly Evans	Kitsap Public Health District
Lucretia Robertson	Kitsap Regional Library
Robert Blyden	Pierce College
Kyle McPherson	Pierce County
Steve Campion	Pierce County Library
Larry Delgado	Pierce Transit
Kristina Denison	South Sound 911
Christina Jamerson	Tacoma-Pierce County Health Department
Cheryl Knight	Washington State Board of Industrial Insurance Appeals
Joanne Lee	Washington State Department of Enterprise Services
Tami Masenhimer (<i>guest</i>)	Washington State Library
Kandace Thomas (<i>guest</i>)	Pierce County
Patrick O'Neil (<i>guest</i>)	Pierce County Library

This is eighth meeting of the September 2017 – July 2018 sponsoring period

LAYING THE TRAIN TRACK FOR 2018

Discussion Topic	Summary and Outcome
Review Action Items <i>List selected as top priorities for TRAIN</i>	<p>Bank of Speakers</p> <ul style="list-style-type: none"> Phil has received 22 speakers/vendors so far. Send additional list to pwhite@ci.lacey.wa.us. <p>Shared online library of Resources and Training bank</p> <ul style="list-style-type: none"> Kyle did not receive any other agencies that were interested in hosting the TRAIN members page. In lieu of an agency maintaining a webpage, it was suggested that the resources could be managed by Google Docs. <u>Action item: Erin will research Google Docs.</u> <p>Welcoming new members</p> <ul style="list-style-type: none"> As a follow up from the April meeting, it was suggested to convert all welcome materials to electronic. Deb suggested putting the

<p>Review Action Items <i>(continued)</i> List selected as top priorities for TRAIN</p>	<p>materials in a powerpoint or PDF. Larry suggested that he is being certificated with articulate storyline. <u>Action item: Larry and Deb will partner on this project.</u></p> <ul style="list-style-type: none"> ○ Steve recommended keeping the video as generic as possible and having a PDF handout that could be updated and easier to maintain. <p>Train-the-Trainer Update</p> <ul style="list-style-type: none"> ● Larry received 4 members interesting in becoming certified: Larry, Lucretia, Erin and Kristina. <ul style="list-style-type: none"> ○ ATD Member cost: \$1,495.00 Non-Member cost: \$2,354.00 ○ TRAIN sponsored vs. Agency sponsored? Who will pay for it? ○ Service agreement would have to be established for anyone who is certified by TRAIN and what they would be certified to instruct and the use of their services at each agency. ● Additional information is needed for TRAIN members to decide on the cost vs. benefit. <p><u>Action item: Larry will send out the two attachments from the meeting to TRAIN members for additional consideration at the next meeting.</u></p> <p><u>Action Item: Send your list of top 3 training topic priorities to Maura Maye no later than June 1, 2018 to mmaye@co.pierce.wa.us</u></p>
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PIERCE COUNTY LIBRARY SYSTEM OVERVIEW

Discussion Topic	Summary and Outcome
<p>Presentation</p>	<p>Patrick shared resources that are available to agencies to use the library for a variety of free services:</p> <ul style="list-style-type: none"> ● Lynda.com ● Microsoft certification ● Universal class ● Book a Librarian ● Overdrive ● Pronunciator ● Ancestry.com ● Open Educational Resources: http://www.openwa.org/ <p>Link to resources: https://www.piercecountylibrary.org/services/online-services/online-classes/Default.htm</p> <p>Contact poneal@piercecountylibrary.org with additional questions.</p>

WORKSHOP PLANNING

Discussion Topic	Summary and Outcome
<p>June Workshop Poll</p>	<p>Maura was absent from the meeting and Kyle shared an email regarding a possible half-day workshop with Connie Poulsen for supervisors and managers.</p> <ul style="list-style-type: none"> ● Available Friday, June 22nd ● “Why should anyone want to work for you?” ● \$1,500 for ½ day session or \$2,500 for two ½ day sessions. <p>Members present agreed to not have a June workshop and use the retreat to plan for a fall series. Connie also has 100, 200, 300 supervisory programs.</p>

TRAIN RETREAT

Discussion Topic	Summary and Outcome
Open discussion	<p>TRAIN members agreed to plan a June/July retreat in lieu of a monthly meeting. Erin, Joanne and Larry have volunteered to plan it. Ideas for the retreat include:</p> <ul style="list-style-type: none"> • Planning for the fall Supervisors workshop • 2019 goals • Train the Trainer program • Kindness and Gratitude workshop <p><u>Action Items: Steve will contact the presenter for Kindness and Gratitude. Erin will coordinate a meeting with the planning team. All – if your agency can host a half-day or full-day retreat, please contact eneff@co.kisap.wa.us.</u></p>

WRAP UP

Discussion Topic	Summary and Outcome
Budget Report	Kandace provided an update to the 2018 budget. TRAIN is authorized for \$46,700 this year. TRAIN has spent \$71.71 to date. The 2019 preliminary budget is also projected at \$46,700.
Training Needs and Resources	<p><i>Training Need - Implicit Bias (WA Board of Industrial Insurance Appeals)</i></p> <ul style="list-style-type: none"> • Recommended: Cultures Connecting, Equity Matters and King County Government – Jeremy Ferguson. • Contact cheryl.knight@bija.wa.gov with additional resources. <p><i>Training Need - Motivational Interviewing (Kitsap Public Health District)</i></p> <ul style="list-style-type: none"> • Contact kelly.evans@kitsappublichealth.org with any resources. <p><i>Training Resource – FranklinCovey training (Pierce Transit)</i></p> <ul style="list-style-type: none"> • Pierce Transit may allow outside agencies to attend a course (i.e. 7 Habits of Highly Effective People, Crucial Accountability) when seats are available and charge back to your agency. Larry will confirm the billing process with the Finance department. • Contact ldelgado@piercetransit.org if your agency is interested in sending staff to a Pierce Transit class. <p><i>Resource Need - Health and Wellness Event (City of Lakewood)</i></p> <ul style="list-style-type: none"> • Contact jbainville@cityoflakewood.us with any presenters. <p><i>Resource Need - NEOGOV recruiting module (South Sound 911)</i></p> <ul style="list-style-type: none"> • Recommended: Check with the City of Tacoma. • Contact Kristina.Denison@SouthSound911.org if your agency has a “piggy-back” clause. <p>Good of the Order – Kandace recommended a TRAIN blog, to assist with training needs and resources.</p>

Meeting adjourned at 9:40 AM.