



ODMH Project Team Meeting  
**March 16, 2005**

Meeting Minutes

Present: Kate Cauley, Carla Clasen, Carla Lachecki, Linda Mowrey, Paul VanMarter

- I. Review Proposal document regarding work to be completed for first, second and fourth clusters of activities
  - A. We agreed to suggest scheduling meetings with the Columbus team on a quarterly basis, two weeks after the quarterly report is due each quarter. This would mean a suggested meeting schedule as follows:
    - Wednesday, April 13, 2005 following quarterly report due March 30, 2005
    - Thursday, July 14, 2005 following quarterly report due June 30, 2005
    - Friday, October 14, 2005 following quarterly report due September 30, 2005
    - Friday, January 13, 2006 following quarterly report due December 30, 2006Kate agreed to include these suggested dates in a lengthy communication with Georgia Brokaw regarding our activities.  
We agreed to have this task completed by March 30, 2005
  - B. Linda reported having confirmed teams in two community colleges as follows:  
From Northwest State Community College serving the Northfield campus of the North Coast BHO, Martha Phillips (**MPHILLIPS@northweststate.edu**) and Pam Donalson have been identified. Martha has been a member of the Ohio Coalition of Associate Degree Human Service Educators for ten years, and has already gotten approval from her department chair and dean to be involved in this project.  
From Cincinnati State Community College, Janice Curry (**Janice.curry@cincinnatiastate.edu**), from the Department of Nursing with a specialty in psychiatric nursing, and Janice Lockett (**Janice.lockett@cincinnatiastate.edu**), also from the Department of Nursing with a specialty in the area of medical surgery. Janice Curry is already familiar with the Summit BHO campus and has received requests from staff there for training. Currently the Academic Dean and the Assistant VP for Academic Affairs are reviewing her proposal for involvement with the project. We agreed to have this task complete by March 15, 2005—because it had already been completed...
  - C. Kate agreed to include in the lengthy communication with Georgia a request for the appropriate BHO administrative and OCSEA contacts from both Northfield and Summit campuses, and to get a sense from Georgia the extent to which these contacts are aware of the pilot project initiative. After we get the contacts we will schedule a meeting with the contacts from each facility and the appropriate community college teaching teams. Carla Lachecki will assist with getting meetings scheduled, Linda Mowrey will chair/facilitate the meetings. The Project Team will further discuss the agenda for these meetings, which should include issues such as basic logistics, time and place of classes, basic recruitment strategies, need for screening potential students as well as opportunities for testing out of the course and demonstrating competencies—

for credit? or not? etc., and we will provide Linda with whatever support she needs for these two meetings.

We determined these meetings should have taken place by April 30, 2005

D. See C above.

E. We identified as appropriate participants for a meeting which would include Twin Valley Psychiatric Center, Dayton and Columbus staff previously involved in education for TPWs, and community college faculty previously involved and community college teaching teams as follows:

Paul VanMarter, Victor Knapp, Pat Russell-Campbell, two graduates of the SCC program—Kathy Graves and Sue Berry--(Linda agreed to find for us) and Trish Smith the BHO Director of Nursing from the Dayton campus; Kate will e-mail/call Lenore from Columbus State to see who would be appropriate from their experience; and Linda will identify additional faculty she recalls having been involved in the course here in Dayton.

Paul will chair/facilitate this meeting, which will include discussion of best practices and challenges. Carla Lachecki will assist in arranging the meeting, and Carla Clasen from the Project Team will attend this meeting. We will request that materials from previous courses be brought to the meeting and we will make available the Detailed Level Blueprint developed by Dawn Snyder for further review and feedback.

We determined this meeting should have taken place by April 30, 2005.

F. Kate agreed to contact ODMH to determine if there are regular meetings of the Training Directors of the BHO system statewide, and if there are to get on the agenda for one of those meetings. If there are not statewide meetings, Kate will work with ODMH to identify the Training Directors from Summit and Northfield BHO campuses. Once identified, Kate, Carla, and Linda will meet with either the whole group of Training Directors or the two training directors from Summit and Northfield both to learn about current training program structures and content, and to share with and get feedback from the Training Directors, the outline of the curriculum for the pilot course.

We determined these meetings should have taken place by May 30, 2005.

G. See F above

H. We began reviewing the proposal and relevant documents, and determined some action steps related to completing the objectives of the overall project with attention to the timelines currently in place.

First we completed a comprehensive review of the documents prepared by Dawn Snyder including the High and Detailed Levels of the Curriculum Design Blueprint, the Performance Model and the various draft evaluation/assessment tools.

Additionally, Paul agreed to review the materials used in the previous education provided through SCC and Twin Valley, and to copy any materials relevant to the current project for review at subsequent meetings.

We determined the best time to have the training conference for community college faculty across the state would be in conjunction with the annual meeting of the Ohio Coalition of Associate Degree Human Service Educators which is scheduled for early October.

We discussed the likely invitees to this conference and included OCADHSE members, members of the Ohio Association of Community Colleges and Technical Schools, and that we would provide targeted invitations to community colleges with faculty in school nearest to the BHO campuses across the state. Linda agreed to compile a list of schools within a fifty mile radius of the BHO campuses.

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We determined we would send a formal invitation to the Deans or Chairs at each of the schools across the state as another form of recruitment for participation in the conference as well as advertising about the new curriculum.

We decided to interview Kathy Pitchford, who has come recommended to assist with the Instructors and Participants Guides development, and if appropriate to invite her to our next Project Team meeting.

Kate agreed to contact Paul regarding a Personal Services Agreement with the WSU to insure that he is compensated for his consultation time with the project.

Linda agreed to do some research to determine the best way to distribute the \$2,000 grants to be available to each of the two pilot schools for the first course of the curriculum.

Linda also agreed to contact the appropriate offices at SCC to determine cost of technical support services for the project.

Kate agreed to draft the first quarterly report for Project Team review.

All agreed to send vacation schedules to Carla Lachecki who will be coordinating meetings.

We further determined a communication would go out to OCADHSE members asking for suggestions about teaching methods, articles, case studies and other resource materials appropriate to the anticipated student population in the Mental Illness and Its Treatment in Adults course.

III We determined the Project Team would meet regularly two weeks before the quarterly reports are due each quarter and as needed to complete the work. Regular Project Team meetings will occur the weeks of March 14, 2005, June 13, 2005, September 12, 2005 and December 12, 2005. We determined the timeline for project activities for the first quarter of the project as follows:

By March 15, 2005

- Review proposal and relevant curricular documents
- Hold first Project Team meeting
- Identify faculty teams from two community colleges where curriculum will be piloted.

By March 30, 2005

- Determine quarterly schedule for meetings with the Columbus team
- Meet with potential employee to draft curricular materials

By April 30, 2005

- Hold initial meetings with BHO administrators and OCSEA representatives from the Summit and Northfield campuses, and community college faculty teams, along with Project Team staff.
- Hold meetings with BHO and community college participants from previous joint educational programs

By May 30, 2005 hold meetings with Training Directors

By June 30, 2005

- Complete drafts of Instructors and Participants Guides
- Complete evaluation plan for the project

Kate discussed with the team the progress on contract negotiations and anticipated an official start date for budgetary purposes as April 1, 2005.