



TRAINING RESOURCES AND INFORMATION NETWORK MEETING MINUTES June 8, 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
Amelia Fortuno	Bates Technical College
Sun So	City of Federal Way
Phil White	City of Lacey
Jesse Bainville	City of Lakewood
Kacee Woods	City of Tacoma – Tacoma Public Utilities
Erin Neff	Kitsap County
Kelly Evans	Kitsap Public Health District
Lucretia Robertson	Kitsap Regional Library
Kyle McPherson	Pierce County
Maura Maye	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

This is ninth 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 is finalizing the list and will send out a copy to all members by email. <p>Shared online library of Resources and Training bank</p> <ul style="list-style-type: none"> No update with Google docs. <u>Action item:</u> Add to July agenda. <p>Welcoming new members</p> <ul style="list-style-type: none"> No update with Deb absent. <u>Action item:</u> Add to July agenda. <p>Train-the-Trainer Update</p> <ul style="list-style-type: none"> Larry followed up with his research with the Association of Talent Development. Master Certification is \$1,400 online or \$15,000 in-person and covers 15 registrants at \$1,000 each. Maura highly recommended the investment be affordable and someone to deliver it who is local. Instead of a formal certification, it was suggested to focus on three areas that any member could attend and bring back to their own agency: <ul style="list-style-type: none"> Facilitation Skills

<p>Review Action Items – Continued <i>List selected as top priorities for TRAIN</i></p>	<ul style="list-style-type: none"> ○ Presentation Skills ○ Universal Skills – Trainers Toolkit (i.e. how to prepare before the presentation and other tips and tricks) <p>Three local vendors were suggested as possibilities to deliver this offering:</p> <ul style="list-style-type: none"> ● WA State Department of Enterprise Services <u>Action item: Larry</u> ● Kitsap County Dispute Resolution Center <u>Action item: Erin</u> ● Amy Leneker – Compass Consulting <u>Action item: Cheryl</u> <p><u>Action item:</u> If your agency has used any other local trainers to deliver these topics, bring them forward to the July meeting and include availability, programs offered and the cost.</p>
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TRAIN RETREAT UPDATE

Discussion Topic	Summary and Outcome
<p>Open discussion</p>	<p>Larry and Erin met on June 1st to begin planning a retreat for TRAIN members. The retreat will be for active agencies who have attended TRAIN meetings from the last year.</p> <p>Recommended agenda for retreat:</p> <ul style="list-style-type: none"> ● Each agency has a representative attend who can share best practices that they have used and been successful/lessons learned. ● Share what training initiatives are working and was has not worked? ● Overall trends in training and development and how to best serve our internal customers. ● Review top goals that TRAIN wants to accomplish the rest of the year and the following year. ● Mini-conference – bring in a speaker for the morning and spend the rest of the day with each other. <p>All were in favor of pursuing a fall retreat at a cost no greater than \$5,000 which will be debited from the TRAIN account. Pierce County can host the retreat at no-cost and lunch will be provided.</p> <p><u>Action item:</u> Larry and Erin will send a follow up email to those who present at the meeting to pursue additional requests for the retreat.</p>

WORKSHOP PLANNING

Discussion Topic	Summary and Outcome
<p>Contract and Workshop Discussion</p>	<p>Maura provided an update to the registration contract. TRAIN will be unable to rescind the Cvent contract. The new contract will be valid through 2022 and has an annual \$2,000 maintenance fee. <u>Action item:</u> Pierce County will finalize the payment using TRAIN funds.</p> <p>All members present were in favor of pursuing a 101, 201 and 301 supervisory series with Connie Poulsen for the fall in lieu of a supervisor’s conference at a cost of \$2,500 per session.</p> <p>Other feedback received:</p> <ul style="list-style-type: none"> ● Phil shared that the City of Lacey has received this training series and had great reviews. This series is intended for current supervisors

<p>Continued Contract and Workshop Discussion</p>	<p>with a basic understanding of supervisory skills. It was also suggested to have Summit Law provide a 1/2 day workshop on employment law and the latest updates.</p> <ul style="list-style-type: none"> • Lucretia mentioned the Kitsap Regional Library staff have attended the 101 and 201 series and adding a 401 workshop on “now what” afterwards. Additional planning needed. • Steve had concerns about the cost. Not all agencies have a budget to send a supervisor to all three workshops and instead recommended having 1/2 workshops instead. Proposals made for: <ul style="list-style-type: none"> ○ Karen Peabody ○ Maura Maye – No presenter cost to TRAIN (Emotional Intelligence, Generational Differences, The Practical Coach and Crucial Conversations) ○ Lue Rachel ○ Larry Delgado – No presenter cost to TRAIN (Crucial Accountability) <p><u>Action item:</u> Maura will contact the presenters on what dates are available.</p> <p>All were in favor of having Pierce County be the host agency at the Environmental Services Building next to Chambers Bay in University Place. Lunch may be provided.</p> <p><u>Action item:</u> Maura will contact ESB staff on the availability and the cost.</p>
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WRAP UP

Discussion Topic	Summary and Outcome
<p>Training Needs and Resources</p>	<p><i>Training Need – Emotional Intelligence (Tacoma-Pierce County Health Department)</i></p> <ul style="list-style-type: none"> • Maura will check-in with her supervisor to determine if Pierce County can contract out her services to TRAIN agencies as was done in the past. • Contact Christina Jamerson cjamerson@tpchd.org with additional resources. <p>Good of the Order – None.</p>

Meeting adjourned at 9:35 AM.