



TRAINING RESOURCES AND INFORMATION NETWORK MEETING MINUTES July 13, 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 ATTENDED

Name	Government Agency
Lee Williams	Bates Technical College
Amelia Fortuno	Bates Technical College
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
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
Maribel Centeno	Seattle Municipal Court
Kristina Denison	South Sound 911
Carolyn Korst	Tacoma-Pierce County Health Department
Cheryl Knight	Washington State Board of Industrial Insurance Appeals
Tami Masenhimer	Washington State Library
Kasey Williams <i>(guest)</i>	TCC Student

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

LAYING THE TRAIN TRACK FOR 2018

Discussion Topic	Summary and Outcome
<i>Topics selected as top priorities for TRAIN.</i>	<ul style="list-style-type: none"> ● Bank of Speakers – No updates ● Website/Google docs – No updates ● New Members Orientation – Storyline can be used to welcome new agencies to TRAIN. <p>Action Item:</p> <ul style="list-style-type: none"> ○ Larry will send out a draft to the distribution group by next week. At a future meeting, a group photo will be taken for the cover. <p>Train the Trainer – Larry volunteered to be a facilitator if we purchase the materials only.</p>

TRAIN RETREAT UPDATE

Discussion Topic	Summary and Outcome
<i>Continued discussion on TRAIN retreat planning.</i>	<p>Pre-planning items that to be identified:</p> <ul style="list-style-type: none"> • What role each member does for their agency for training. • Provide a list of three topics that TRAIN members would benefit from. • Provide a list of who is eligible to attend. <p>Possible retreat dates: October 12th, 19th or 26th at a cost less than \$5,000.</p> <p>Instead two separate events, it was decided to have a retreat focused on a train-the-trainer program.</p> <p>Action items:</p> <ul style="list-style-type: none"> ○ Phil will send out a Google poll to Kyle that will include vendors, locations and topics that will be delivered. ○ Cheryl will send Kyle a bio about Option #3 (Amy Leneker).

FALL WORKSHOP SERIES

Discussion Topic	Summary and Outcome
<i>Updates to Supervisory series for Fall 2018</i>	<ul style="list-style-type: none"> • Cvent contract paid for and Maura has access to build the workshops. • Environmental Services Building (ESB) is around \$2,000-3,000 for the entire series of classes. • Each session will have coffee available and lunch will be provided when it is longer than a half-day offering. • 30 people per session. Staffing 3 TRAIN members per session. • CLE credits will not be provided. • TRAIN may have to pay for Maura's time. • Waiting to receive training cost from LueRachelle. <p>Action items:</p> <ul style="list-style-type: none"> ○ Maura will send out a group test link to the registration site. Please make any recommendations to her about the cover page flyer. ○ Maura will send out a volunteer list for the dates listed for the management series. ○ Maura will contact ESB to reserve the facility.

WRAP UP

Discussion Topic	Summary and Outcome
Training Needs and Resources	<p>None discussed.</p> <p>Good of the Order – None.</p>

Meeting adjourned at 9:27 AM.