

STAC Meeting Minutes 1-13-14 Department of Corrections Training Academy

Attendees:

Laura Mertens	OA
Lisa Martin, Co-Chair	DMH
Sarah Irwin	SOS-MOSC
Andrea Armstrong	DHSS
Ashtyn Beek	DOR
Peggy DeMeurers	MCHCP
Barbara Beermann	MOSERS
Allan Forbis	OA
Ken Haigler	DSS
Joy Gilzow	DNR
Steven Medrow, Chair	DOC

Welcome/Introductions

Old Business

- December meeting minutes approved. Motion made by Barbara Beermann and a second from Sarah Irwin.

New Business

- Membership List was reviewed. Ken Haigler will be added under DSS as well as to the STAC listserv. Ken will talk with Bev Struempf to determine if Bev would prefer to continue as primary voting member with Ken as the secondary non-voting member or vice versa. Ken will update the group. Donna Arnel will be removed from the membership list under DSS. Andrea Armstrong from DHSS would like to be added to the membership list and to the STAC listserv. No other changes at this time.
 - Action Items:
 - Chair and Co-Chair will send out an email requesting Membership List updates.
 - Sarah I. will update the membership list once all updates are received.
- Charter Review/STAC Goals Discussion
 - Lisa M. would like to see more sharing of information between group members both at meetings and through the listserv.

- Ashtyn B. would like to see agencies sharing what they are already doing in terms of training instead of waiting until they need something. This would assist agencies in seeing if they could benefit from other existing trainings.
- Allan F. talked about STAC becoming more visible and doing more to encourage the importance of training among state agencies and their employees. Allan talked about possibly working with IT to develop some short videos/vignettes with training themes. Videos could focus on one area and even be named Training Minute. Links could be sent out to state employees.
- Sarah. I. would like to see more tracking of action items discussed during the meetings to ensure ideas and tasks are followed up on.
- Shared information platforms were discussed. Lisa M. suggested the group look into Wiggio. Lisa M. will send out information on the free platform as well as reviews. Group discussed trying out Wiggio and will then determine if it is a good fit for STAC. Group discussed each agency sharing information about existing training (either curriculum or links to training opportunities) that would be applicable to the STAC group on the shared platform.
 - Action Item: Lisa M. will follow up on Wiggio platform and report to STAC.
- Committee Discussion
 - Reviewed purpose of each existing committee and their current members.
 - Policy: Added Ken Haigler and Lisa Martin
 - If there isn't a current policy issue, policy members may join other committees.
 - Training Trends & Initiatives: Current
 - Communication and Membership: Added Peggy DeMeurers
 - Action Item: Sarah I. will update the Subcommittees list and post on the website.
- Meeting Format
 - A unanimous vote was taken to approve Committee meetings being held within each STAC meeting and reporting out at the end.
 - Group discussed the idea of "theming" each meeting. Allan F. brought forward that STAC may not need a specific theme and that it may be a challenge with the variety of committees/work STAC does in a meeting. Ken H. thought a topic of discussion may be more beneficial. Group

agreed instead of a themed meeting we will have a Question of the Day for each agency to answer.

Member Reports

Allan F. - Not many changes. Emotional Intelligence and Study Hall Series trainings are moving along. The OA team continues to move forward with core courses and recognition programs. State Recognition Day is coming up. The team is currently looking for vendors and for sponsorship as the event grows more expensive each year.

Sarah I. - MOSC continues to move right along. Initial steps are complete for a multi-branch webinar for the Dept. of Conservation on MOSC resources. Sarah will update STAC on any changes with MOSC. Sarah thanked STAC for referrals for her intro to MOSC resources. Learning Expressed Library is another resource and one stop shop for software, Professional Development topics, educational training etc.

Laura M. - SAMII HR classes being held including courses such as Intro & Navigation, Position Control, etc.

Peggy D. - No update.

Barbara B. - Continuing to work on Strategic Planning. Education Department has shifted again. Pre-Retirement education as well as Benefits You education continues.

Ashtyn B. - Revenue has been holding a lot of fiscal note training. The Professionalism training rolled out last year has been well received. It is now a requirement of all new Revenue employees.

Joy G. - DNR continues to hold Effective Meeting training as well as looking at the Civil Rights and Diversity courses.

Andrea A. Reviewed 2013 highlights with the group as well as 2014 focus areas which include Communication, Recruiting, and Change Management. Agency will also continue to promote Performance Management.

Ken H. - Ken continues to make the transition into his new position as Staff Training & Development Coordinator. He began in Sept. 2013. DSS would like to move to more online training content and would like more combination training in classroom and online for Training Management Rule.

Lisa M. Lisa is working on developing a supervisor training for MH providers employing Peer Specialists. She is collaborating with other states. MELS courses for 2014 have been revised and will be deployed on Feb. 1. Lisa is looking into Wiggio for the ADA State Advisory Council.

Steven M. - DOC continues with blended courses. They will be reaching 1200 employees. A new online course has been created for ADA and Psych Coordinators. Safety Manual Training. DOC is updating existing curriculum. They are doing a lot of hiring. There will potentially be two Basic Trainings happening simultaneously based on need.