



## Clark County Department of Family Services

### Training Workgroup Meeting Minutes

Monday August 4, 2015 – 4:00pm to 5:30pm

#### ATTENDEES

Department of Family Services- Denise Parker, Michelle Lefebvre

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#### AGENDA

1. Welcome/Intro
  2. Review of Previous Meeting Minute
  3. Roll out of annual training hours
    - Trauma 2 hour training
    - Effective discipline in developmental stages
    - Next steps: Communication plan, policy rewrite
  4. Just in Time Training
    - Partnership plan
    - Information Sharing
    - Court Improvement
  5. Sub-workgroup
    - Contract
  6. Next steps
  7. Next meeting date, time and location
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#### MINUTES

1. Roll out of annual training hours
  - The two hour trauma training requirement for annual training hours is the next task that needs to be completed; it is a work in progress.
  - Effective discipline in developmental stages requirement for training hours is completed and ready to go.

- Next steps to be completed for the development of annual training hours include the communication plan and policy rewrite which are also continuously being worked on.

#### 4. Just in Time Training

- Partnership plan is being worked on continuously.
- Awareness on information sharing policy is being worked on continuously.
- Judge Sullivan training is a series of educational court improvement sessions for court officials, as discussed in the previous meeting. The new estimated start date for these sessions is September 17<sup>th</sup>. The courts' IT people will be handling taping the sessions and are currently preparing for this. Taping locations are still being discussed. Judge Sullivan was emailed today for an update on the status of the proceedings.

#### 5. Sub-workgroup

- Progress in being made in contract writing and we have a clear scope of work. Curriculum writing will begin in the Fall. This contract is for pre-service foster parent training revisions.

#### 6. Next Steps

- Continue developing elements for training hours; keep in contact with Judge Sullivan for updates on court improvement sessions and begin curriculum writing next month.

**Next Meeting: Monday, September 7th, 2015 – 4:00pm-5:30pm at the Central Office**