



TRAINING RESOURCES AND INFORMATION NETWORK MEETING MINUTES February 9, 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
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
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
Dr. Karen Johnson	Pierce County
Steve Campion	Pierce County Library
Larry Delgado	Pierce Transit
Maribel Centeno	Seattle Municipal Court
Christina Jamerson	Tacoma-Pierce County Health Department
Cheryl Knight	Washington State Board of Industrial Insurance Appeals
Joanne Lee	Washington State Department of Enterprise Services
Maura Walsh	Washington State Library

INTRODUCTIONS

Discussion Topic	Summary and Outcome
Round Table Introductions	This is fifth meeting of the September 2017 – July 2018 sponsoring period. Please welcome our guest Joanne Lee and Maura Walsh.

LAYING THE TRAIN TRACK FOR 2018

Discussion Topic	Summary and Outcome
Road Map for 2018 <i>Handout emailed to members</i>	<p>Maura led the discussion on the vision setting question for TRAIN: <i>Wouldn't it be nice if?</i> After the January meeting, Maura collected the data and reported the top priorities moving forward:</p> <ul style="list-style-type: none"> • Create a bank of speakers/speakers bureau (8 likes) • Certify TRAIN members as highly skilled facilitators who help our organizations look through and equity lens (8 likes) • Resource library/Training bank (8 likes) • Update our website to store all information we have/need (7 likes)

Road Map for 2018 – Continued	<ul style="list-style-type: none"> • Update our website to store all information we have/need (7 likes) • Orient new members to the consortium (5 likes) • Processes used to rollout projects (5 likes) • Focus on consortium member’s development and growth. Build agenda around growth (5 likes) <p>Action Items for March meeting:</p> <p>Phil White will create a bank of speakers/speakers bureau. All TRAIN members should send a list of speaker names/organizations/topics to pwhite@ci.lacey.wa.us</p> <p>Larry Delgado will create list of TRAIN members who are interested in becoming skilled facilitators. If you are interested, send your contact information to ldelgado@piercetransit.org</p> <p>Lucretia Robertson and Erin Neff will brainstorm ideas for creating a shared online library of training resources/training bank. Kyle McPherson will find out if Pierce County can have a secure webpage for TRAIN members only to access it. Send ideas to lrobertson@krl.org and eneff@co.kitsap.wa.us</p> <p>Sun So, Cathy Journey and Deb Howard will brainstorm ideas for orienting new members to the TRAIN consortium. Send ideas to sun.so@cityoffederalway.com, cjourney@ci.tacoma.wa.us and dhoward@cityofportorchard.us</p>
Discussion Topic	Summary and Outcome
Review Operating Procedure Draft <i>Handout emailed to members</i>	<p>Maura led the discussion on the updated draft operating guidelines for TRAIN. Lucretia recommended that additional language be added that reads <u>Information gathered for TRAIN is not for private use.</u> All members were in favor.</p> <p>Dr. Karen Johnson initiated discussion using TRAIN money to pay for breakfast and mileage expenses for the Fiscal Agent staff. Pierce County is the Fiscal Agent. Maura and Kyle are currently reimbursed by their division budget. Cathy Journey asked if this would conflict as an ethics issue using TRAIN money for to reimburse Pierce County staff. There were no concerns. All members were in favor to use TRAIN money to reimburse Pierce County staff as the Fiscal Agent for monthly TRAIN meeting breakfast and driving mileage per the policy at Pierce County.</p> <p>Action Item for March meeting:</p> <p>Email maura.maye@co.pierce.wa.us with any additional feedback for the operating guidelines.</p>
Discussion Topic	Summary and Outcome
To conference or not to conference in 2018?	<p>Maura Maye introduced the idea of delaying the Supervisor’s Conference this year in support of spending time developing our values, goals and focus for TRAIN. What do we want accomplish? Feedback from members:</p> <p>Larry Delgado: It’s important that TRAIN members become certified and have the credentials to deliver training at conferences. This benefits TRAIN and their organization.</p>

<p>To conference or not to conference in 2018 – Continued</p>	<p>Phil White: Another benefit of being certified is it allows us to bring this back to our teams and provide it at future conferences. Leadership development is really important too. The City of Lacey is developing a 12-week in-house academy for supervisors and managers.</p> <p>Lucretia Robertson: My agency this year added the TRAIN conference into our training budget. Conferences benefit smaller agencies that have limited funding available.</p> <p>Erin Neff: In support of forgoing a conference this year. TRAIN could do a training needs assessment to discover what our focus should be.</p> <p>Agencies that currently have TRAIN trainers available:</p> <ul style="list-style-type: none"> • Pierce Transit • Department of Enterprise Services • Pierce County Library <p>Maura Walsh shared that your agency may be able to benefit up to 75% of training cost through Washington State Library program up to \$3,000 by having the library sponsor your training workshop. Contact maura.walsh@sos.wa.gov with any questions.</p> <p>After discussion, it was recommended to bring your top 3 topics that your staff would benefit from this year at the next meeting to lay the track for a conference or smaller-scale workshop.</p> <p><u>Action Item for March meeting:</u></p> <p>All were in favor of discussing not having a conference this year with their agency staff. Email maura.maye@co.pierce.wa.us with your feedback. A final vote will be done at the March meeting.</p> <p>From your agency, poll your own supervisors and managers to find out what top 3 topics (i.e. managing up, strengths finders, etc.) and be prepared to bring your topics to the next meeting.</p>
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Conference Planning

Discussion Topic	Summary and Outcome
<p>Review TRAIN budget <i>Handout emailed to members</i></p>	<p>Dr. Karen Johnson shared the ending balance of \$88,473.84. This money does rollover to the following year, however it was noted that money could be used for TRAIN members as a part of our vision planning and certifying TRAIN members for trainers.</p> <p>In lieu of the balance, Maura Maye gave an update on the Cvent contract. Pierce County was not aware that this vendor included up-front pricing for pre-paying for 500 transactions and an annual fee which will increase our original agreement that was approved by TRAIN members.</p> <p>All members were in favor of not supporting the Cvent contract with the added cost. Maura Maye will review other vendors. It was suggested to look at Brown Paper tickets, Event Bright and Meetup.</p>

Discussion Topic	Summary and Outcome
What are our values?	<p>Dr. Karen Johnson asked members <i>why we have TRAIN?</i> Members were asked to partner in smaller groups and develop a list of our behaviors, actions and beliefs. The outcome was 8 core values for TRAIN:</p> <ul style="list-style-type: none"> • Integrity: <i>We value integrity; to courageously operate within the public trust with professionalism, transparency and respect.</i> • Accessibility: <i>Our workshops and trainings are available to everyone.</i> • Accountability: <i>Because we are in service to others and our goal is to meet their needs.</i> • Transparency: <i>People know where our resources are and can find them when they need them.</i> • Professionalism: <i>We are reliable, competent and we do things with poise.</i> • Fun: <i>We have enjoyment in the work and outcome.</i> • Open-mindedness: <i>To hear, respect and include an unbiased way.</i> • Agility: <i>We quickly adopt to change.</i>

Wrap Up

Discussion Topic	Summary and Outcome
Training Needs and Resources	<p>The Tacoma-Pierce County Health Department is in need of training on three topics: anti-harassment, time management and professional communication. It was recommended to contact DES for time management and Logan Reed for professional communication.</p> <p>Contact cjamerson@tpchd.org with any additional resources.</p> <p>Kitsap Public Health District is in need of training on de-escalation.</p> <p>Contact kelly.evans@kitsappublichealth.org with any resources.</p>

Meeting Adjourned at 9:50 a.m.