



## TRAINING RESOURCES AND INFORMATION NETWORK MEETING MINUTES August 10, 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
Sun So	City of Federal Way
Kelsey Williams	City of Lacey
Jesse Bainville	City of Lakewood
Deb Howard	City of Port Orchard
Kacee Woods	City of Tacoma – Tacoma Public Utilities
Kelly Evans	Kitsap Public Health District
Kyle McPherson	Pierce County
Maura Maye	Pierce County
Robert Blyden	Pierce College
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

### LAYING THE TRAIN TRACK FOR 2018

Discussion Topic	Summary and Outcome
<i>Topics selected as top priorities for TRAIN.</i>	<p>The priorities team was absent.</p> <p>Bank of Speakers – No updates            Website/Google docs – No updates            New Members Orientation – No updates            Train the Trainer – No updates</p>

### TRAIN RETREAT UPDATE

Discussion Topic	Summary and Outcome
<i>Continued discussion on TRAIN retreat planning.</i>	<p>The planning team was absent.</p> <p>Kyle shared the results selected from the group poll:</p> <ul style="list-style-type: none"> <li>○ Location: Environmental Services Building (ESB) in University Place</li> <li>○ Vendor: Dispute Resolution Center of Kitsap County</li> <li>○ Date: Friday, October 12, Time TBD</li> </ul>

**FALL WORKSHOP SERIES**

Discussion Topic	Summary and Outcome
<p><i>Updates to Management series for the fall.</i></p>	<ul style="list-style-type: none"> <li>• All sessions will be provided with coffee, light breakfast refreshments and a boxed lunch.</li> <li>• Maura has created a volunteer list for each session. Many of the sessions have more than 3 signed up.</li> <li>• Maura is waiting on a course description from LueRachelle.</li> <li>• Maura sent out a test link to the registration site and some feedback has been received.</li> </ul> <p><u>Management Series Dates</u>            Round 1: October 5, October 19, October 26            Round 2: October 30, November 2, November 16            Round 3: November 27, November 30, December 14</p> <p><b><u>ACTION ITEMS:</u></b></p> <ul style="list-style-type: none"> <li>○ Maura will email the registration flyer to sponsoring partners in addition to a Save the Date announcement.</li> <li>○ Maura will test out the registration site about registering multiple people at one time or does it need to be done for each person attending.</li> <li>○ Maura will email the updated volunteer list. Please verify your spot and send back no later than the next meeting.</li> <li>○ Maura will follow up with LueRachelle.</li> </ul>

**WRAP UP**

Discussion Topic	Summary and Outcome
<p>Training Needs and Resources  <i>What's going on with your Agency?</i></p> <p>Good of the Order - None</p>	<p>Washington State Board of Industrial Insurance Appeals  <a href="mailto:cheryl.knight@bija.wa.gov">cheryl.knight@bija.wa.gov</a></p> <ul style="list-style-type: none"> <li>○ Cultural Competency</li> <li>○ New Diversity Trainings</li> </ul> <p>Kitsap Public Health District  <a href="mailto:kelly.evans@kitsappublichealth.org">kelly.evans@kitsappublichealth.org</a></p> <ul style="list-style-type: none"> <li>○ Harassment and Prevention</li> <li>○ Hostile Customers and De-escalation Techniques</li> </ul> <p>Kitsap County  <a href="mailto:eneff@co.kitsap.wa.us">eneff@co.kitsap.wa.us</a></p> <ul style="list-style-type: none"> <li>○ ADA Workplace Issues</li> </ul> <p>City of Port Orchard  <a href="mailto:dhoward@cityofportorchard.us">dhoward@cityofportorchard.us</a></p> <ul style="list-style-type: none"> <li>○ Janice decision and Paid Sick Leave</li> </ul> <p>Pierce College  <a href="mailto:rblyden@pierce.ctc.edu">rblyden@pierce.ctc.edu</a></p> <ul style="list-style-type: none"> <li>○ Crisis Communication and Difficult Customers</li> </ul>

**Meeting adjourned at 9:10 a.m.**