



## TRAINING RESOURCES AND INFORMATION NETWORK MEETING MINUTES March 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
Lee Williams	Bates Technical College
Amelia Fortuno	Bates Technical College
Sun So	City of Federal Way
Bracy DiLeonardo	City of Lacey
Jesse Bainville	City of Lakewood
Deb Howard	City of Port Orchard
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
Steve Campion	Pierce County Library
Larry Delgado	Pierce Transit
Maribel Centeno	Seattle Municipal Court
Jan Kurz	South Sound 911
Julie Ciccarelli	Tacoma Public Library
Christina Jamerson	Tacoma-Pierce County Health Department
Cheryl Knight	Washington State Board of Industrial Insurance Appeals
Elizabeth Laukea	Washington State Library
Kevin Ady ( <i>guest</i> )	Department of Navy
Robert Blyden ( <i>guest</i> )	Pierce College

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

### LAYING THE TRAIN TRACK FOR 2018

Discussion Topic	Summary and Outcome
Review Action Items <i>List selected as top priorities for TRAIN</i>	<u>Bank of Speakers</u> <ul style="list-style-type: none"> <li>No update – Phil White absent.</li> </ul> <u>Shared online library of Resources and Training bank</u> <ul style="list-style-type: none"> <li>No update – Lucretia and Erin attended after agenda topic.</li> <li>Kyle shared that we can create a subpage on the Pierce County external page that could be used with a shared log-in. This would require Pierce County to be the owner and maintain it. Kyle asked if another agency could create the page on their agency website.</li> </ul>

Review Action Items ( <i>continued</i> )	<p><u>Welcoming new members</u></p> <ul style="list-style-type: none"> <li>• Partial update – Cathy absent. Sun shared the idea of having a welcome video on our website. Although there is a lack of photos of TRAIN and past conferences.</li> <li>• 2-minutes commercial – send out to all new TRAIN members</li> <li>• Deb shared the idea of having a welcoming packet. <i>A sample welcome padfolio was passed around during the discussion.</i></li> </ul> <p><b>Action Items for April meeting:</b></p> <ol style="list-style-type: none"> <li>1. Update on bank of speakers – Phil</li> <li>2. Update on online library – Lucretia and Erin. Everyone: ask your agency IT staff if they could build and host a secure TRAIN page.</li> <li>3. Everyone: email any TRAIN photos from past conferences to <a href="mailto:dhoward@cityofportorchard.us">dhoward@cityofportorchard.us</a></li> </ol>
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### Conference Planning

Discussion Topic	Summary and Outcome
Registration Contract	<p>Maura Maye gave an update on the Cvent contract. The agreement for Cvent is currently delayed. Maura had an initial phone call with Reg Fox. This vendor does not have any upfront fees and charges a flat .99 per transaction.</p> <p>All members were in favor to explore Reg Fox as a possible vendor for future conference registrations.</p>
Discussion Topic	Summary and Outcome
Conference Update and Top 3 Supervisory Topics	<p>TRAIN members polled their agency on forgoing a formal Supervisor’s conference this year and resuming in 2020. All TRAIN members present were in favor of not having a formal Supervisor’s conference this year. In exchange, it may be possible to have a smaller, one-day workshop that could be hosted by a TRAIN agency. Possible workshop ideas included:</p> <ul style="list-style-type: none"> <li>• Motivating staff</li> <li>• Keeping soon to be retired inspired</li> <li>• Team moral</li> <li>• Avoiding burn out</li> <li>• Recognition</li> <li>• Difficult employees</li> <li>• Coaching/performance management</li> <li>• Angry people/customers</li> </ul> <p><i>Added additional topics sent via email after the meeting:</i></p> <ul style="list-style-type: none"> <li>• Teaching Accountability</li> <li>• Prioritization/Time Management</li> <li>• Delegation</li> <li>• Presentation Skills</li> <li>• Workshops for Women Leaders</li> <li>• Navigating Organizational Change</li> <li>• Positive feedback &amp; constructive criticism</li> <li>• Expectations – asking up and asking down (what do I need from you, and what do you need from me) toward an Outward Mindset</li> </ul>

<p>Conference Update and Top 3 Supervisory Topics <i>(continued)</i></p>	<p>Larry Delgado has interest in using TRAIN for a Train-the-Trainer program. The idea is to deliver a training for TRAIN and can use this for their own agency training program.</p> <ul style="list-style-type: none"> <li>• One possible solution is to purchase a set of 59 courses from Achieve Global valid for 3 years at a cost of \$12,000 that TRAIN could share as a resource and be the owner of it.</li> <li>• One concern is not everyone is a trainer as a TRAIN member.</li> </ul> <p>Lucretia Robertson has interest in sharing resources with other agencies and can split the cost 50/50 associated with having to pay them to come and be the presenter.</p> <ul style="list-style-type: none"> <li>• One possible solution is to have a yearly partnership agreement with all TRAIN members that would have them agree to at least one training opportunity for another TRAIN agency.</li> <li>• One concern is if your agency is paying you to present training at another agency, but is the benefit for them to send you?</li> </ul> <p><b>Action Items for April Meeting:</b></p> <ol style="list-style-type: none"> <li>1. Poll your supervisors/managers agency staff for top 3 Supervisory topics and come prepared to share them.</li> <li>2. If you are interest in a train-the-trainer program, email Larry at Pierce Transit <a href="mailto:ldelgado@piercetransit.org">ldelgado@piercetransit.org</a></li> </ol>
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**WRAP UP**

Discussion Topic	Summary and Outcome
<p>Training Need</p>	<p>WA State Board of Industrial Insurance Appeals needs training on microaggressions and white privilege. It was recommended to contact Lu Rachel.</p> <ul style="list-style-type: none"> <li>• Contact <a href="mailto:cheryl.knight@biaa.wa.gov">cheryl.knight@biaa.wa.gov</a> with any additional resources.</li> </ul>
Discussion Topic	Summary and Outcome
<p>Mission Statement</p>	<p>All members present were in favor of adding “sharing” to our mission statement:</p> <ul style="list-style-type: none"> <li>• <i>To improve the quality of public services by developing, accessing, expanding and <b>sharing</b> learning resources for public agencies and their employees.</i></li> </ul>

*Meeting adjourned at 9:17 AM.*