

**Consultant and Trainer Advisory Group (CTAG)
Conference Call
August 28, 2012**

Participants: Amy Warnagiris (co-chair), Jen Kerr (co-chair), Donna Kreiger, Patti Flood, Pat Gadsden, Joan Mosier, Sue Adamec, Nancy Johnson, Scott Willson, June Fisher, Gina McCone, Bonnie Marsh, Jessica Shiffler, Rob Winesickle and Brandie Gilbert, Crystal Bittinger (minutes)

The New Format of CTAG

- The Consultant and Trainer Advisory Group has been in place for 15 years. Previously, we have met on a quarterly basis, regionally in Mechanicsburg and Monroeville for the last 3 years.
- A survey was conducted to find out why people were not attending
 - Most say they didn't have time
 - Some use their vacation time in order to train
- The group has now evolved into "lunchtime" sessions
- The purpose will be to supply updates, receive feedback for other agenda items and brainstorm about topic areas for future meetings

Upcoming Meetings

- September 26; 12-1
- October 31 will be cancelled due to holding the events during October
- November 28; 12-1
- December session will be skipped

October CTAG Events Potential AM Session Ideas

- Mechanicsburg 10/11; Monroeville 10/17; King of Prussia 10/25
 - Legislative Update (AM)
 - In-Home Safety; Out of Home Safety; IL bulletin; Concurrent Planning; GPS Response Times
 - A representative from the Policy office is not available during October
 - Brainstorming ways to get policy updates
 - Written scenarios for each update
 - Small groups-what additional information is needed; how is curriculum affected; suggestions or questions for curriculum
 - Information or clarification back from Policy Department after event
 - Policies keep changing—address the bulletins
 - The October Palette would have a bulletin overview
 - A good way to understand how the policy would be used
 - Missing pieces
 - Lead for topic areas there
 - Feedback from the group of how it would be incorporated into curriculum

- PM Session Ideas
 - Ways to engage participants
 - Curriculum to be trained as written-how can we change or add own flair?
 - As long as objectives are still being met, icebreakers could be tweaked
 - More ideas of ways the curriculum can be tweaked based on trainer and participants
- Resource Center Updates
 - Consultant evaluation will be rolling out soon – stay tuned for more information to come
 - New curriculum-in development; beginning development
 - Trainer Feedback Form
 - Survey to Administrators concerning participant issues

Brainstormed Topic Areas for Future Meetings

- Resource Center Library
 - Can we put a link on the website?
 - This is in the process of being made electronic
 - Can trainees access?
- CAST overview
 - Online course
 - Some trainers have participated and gave feedback
- Youth Ambassadors to train Module 9
 - There has been a Youth Quality Improvement Specialist hired to co-facilitate
 - Trainers really like to have the co-facilitator there
 - Trying to pull together additional youth resources
 - Identified another trainer that has that perspective as a former alumni
- The next Trainer and Consultant Handbook meeting will be held October 5
 - Please contact Amy Warnagiris at alw130@pitt.edu if interested in attending
- In-Home Safety Intervals
 - Trainers must attend prior to training Mod 4, 5, 9 or the Brief Overview
 - Next session is September 6 at 12:00

Next meeting September 26; 12-1

Additional Topic Areas can be sent to Amy at alw130@pitt.edu or Jen at ilm69@pitt.edu