

**PIT Team #3  
Notes from the Meeting**

**January 5, 2009**

I. Approve Minutes

Minutes of the December 1, 2008 meeting were approved as written.

II. Environmental Threats Policy & Form

J.B. informed that B.W. in IT will need an additional week to set up data system; goal date for set up is January 22<sup>nd</sup>. The following information was shared:

- The Environmental Threats Policy and Form packet will be distributed to staff prior to Safety trainings.
- Instructions on how to enter data system into the system will be included in packet.
- A PIT Team #3 meeting will be scheduled to review the final policy prior to distributing to staff.

III. Training Updates

On behalf of V.S., K.C. reported the following:

A CLI training announcement was emailed December 31, 2008 including the three Safety training dates: January 28, February 25, March 25, 2009. All trainings will be held from 9:30-11:30 a.m. in the Public Hearing Room. V.S. is coordinating with DHS personnel the scheduling of staff.

L.K. indicated that she is working with attorneys on the scheduling of the Confidentiality training. One-day will be scheduled for attorneys to perform two training sessions.

TASK: At the January 7<sup>th</sup> DHS staff meeting, L.K. will notify office heads and K.A. that DHS personnel have been asked to identify staff who will need to attend the Confidentiality training. These individuals will include new employees and those who missed the original training round. It is noted that this is a mandatory training.

IV. PIT Team #1 Cross Training

- In order to beginning planning for DHS Cross Training, J.B. suggested that a meeting be scheduled with V.S. and those office representatives identified at the November 24, 2008 IFSP Executive meeting.

TASK: K.C. will schedule initial meeting of identified individuals, V.S. and P.B.. CASSP, LCM and IFSP presentations to staff have been conducted through office management meetings.

V. Other

K.C. announced the printed Release of Information forms have been received and given to Roxy to begin using through the LCM Unit. P.T. stated that R.M. is currently working with six cases. One case will be closing shortly and a new case brought on.

VI. 2009 Meeting Schedule

Meeting dates will remain the 1<sup>st</sup> Monday of each month to begin at 9:30 a.m. Due to schedule conflicts, February's meeting has been rescheduled to February 9<sup>th</sup>.

VII. Next Meeting Date: Monday, February 9, 2009  
9:30 a.m. in Room 524

prepared by K.C.