

SESSION DETAILS (Not All Included)

Wednesday, September 9

1:30pm – 4:45pm

Reviewing Confined Spaces, Fall Protection and Respiration Protection – *Jorge Delucca, State Department of Labor, OSHA* – This session will provide an overview of the OSHA Standards on Confined Space Entry in Construction, Respiration Protection program and Fall Protection in Construction.

How to turn your Policy Council into a Strength, Training, Advocate and Reporting – *Kristina Ellis, Manager of Quality Assurance, CAP Tulsa* - This STAR session will focus on empowering parents and board members to be more effective at all levels of program governance. Upon completion, participants will... Understand the roles and responsibilities of parents, the governing body, and management staff in program governance to **strengthen** the design, development, and implementation of policies and practices. Identify and plan implementation strategies to **train** parents and staff to be more active in Policy Council and at their schools through a fun activity on Roberts Rules of Order. Be able to access their state's **Advocacy** website. Receive sample **reporting** forms used during Policy Council.

Resolving Conflict – *Bill Bendure, President, Bendure & Associates, Inc.* – In this session participants will learn 1) to understand reactions to conflict in order to better manage attitude 2) analyze conflict situations to determine best approach to achieve desired outcomes – seek first to understand and 3) develop conflict resolutions strategies that foster teamwork or the third alternative ... not your way, not my way, but a third way.

Thursday, September 10

8:30am - 4:45pm

Building a Logic Model – *Amanda Marcott-Thottunkal, Paula Jennings, ODOC; Tricia Auberle, OKACAA; Julia Teska, NEOCAA; Dana Trent, INCA CS* - This working session will focus on your individual agency's top three priority needs from your most recent Community Needs Assessment. NCRTs will assist you in identifying the level of need, and walk you through the process of building your own logic model that can be used in your agency to more effectively evaluate and implement your programs. CLASS LIMITED TO 25 – SHOULD BE PRE REGISTERED WITH ODOC

8:30am – 11:45am

Energy Related Mold & Moisture – *John Jones, Housing Director, KI BOIS CAF* – DOE guidance on mold and moisture in homes according to EPA guidelines.

Creating and Maintaining Personnel & Medical Files - *Bill Bendure, Bendure & Associates, Inc.* – A well created and maintained personnel file is a key to protecting your organization in the event of a lawsuit. You will learn 1) what goes in a personnel file 2) what doesn't go in a personnel file 3) how to organize a six sided file and 4) what goes in the medical confidential file.

8:30am – 10am

Evolving Your Agency Newsletter - *Amber Freeman, Communication & Outreach Specialist, INCA CS*
Evolving your agency newsletter to be an effective marketing tool. Learn several ways in which to create, present, and distribute newsletters that meet the needs of how people consume media today. Learn techniques that that will increase chances of readership and reader involvement.

HOME Finance 101 – *Chevelle E. Galbreath, Grant Accountant Supervisor, OHFA* – This session will provide an overview of the HOME Inspection Process and what the HOME Inspector is looking at when he reviews a HOME unit.

Thursday, September 10 continued

10:15am-11:45am

Telling Your Organization's Story with Annual Report – *P. Kay Box, Director of Public Relations, KI BOIS CAF*
This session will be a starting point for Community Action Agencies who are new to annual report production or whose organizations are considering developing an annual report for the first time. Topics will include: Why create an annual report; What information should you include in your annual report; The What, Why and the Results your agency has had on the community you are serving.

1:30pm - 3:00pm

3:15pm - 4:45pm

Effective Communication Strategies & Crafting a Solid Message - *Anna Politano, Editor, "Oklahoma Living Magazine"* – During these sessions we will cover principles of effective communications, social media tactics, media relations, understanding your audience, using visual images to draw consumers and time management strategies.

1:30pm – 4:45pm

Giving Effective Performance Evaluations - *Bill Bendure, Bendure & Associates, Inc.* – The focus of the class is to help managers set up the performance expectations and then coach people to achieve desired results. We will review the documentation needed and when and where to conduct performance reviews that helps the employee and protects the organization. We will also talk about being candid, honest, documenting accomplishments and short-comings and how to do these things in a way that will benefit the employee and organization.

2:00pm – 5:00pm

Environmental Health and Safety Protocol – *Michael Gramling, Consultant, T/TAs, Western Kentucky University*
This presentation will provide very specific strategies for assessing and upgrading your agency's preparedness for an OHS Environmental Health and Safety visit, particularly at the center and classroom level, and will highlight many of the most commonly occurring health and safety issues that programs are liable to overlook.

Friday, September 11

8:15am – 11:30am

Environmental Health and Safety Protocol continued – *Michael Gramling, Consultant, T/TAs, Western Kentucky University* - This presentation will provide very specific strategies for assessing and upgrading your agency's preparedness for an OHS Environmental Health and Safety visit, particularly at the center and classroom level, and will highlight many of the most commonly occurring health and safety issues that programs are liable to overlook.

Staff Orientation and Training - *Bill Bendure, Bendure & Associates, Inc.* – The general orientation to the organization should cover a wide variety of topics and paperwork, organizational chart, introductions, value and mission of organization, strategic plan and employee handbook. Secondly, there should be a job specific orientation in which the person is provided the training to do their job and again clarifies job expectations.

8:15am - 9:45am

Housing, Healthy Equity, and Policy – *Dr. K. Meghan Wieters, AICP, Ph.D., University of Oklahoma; Wanda DeBruler, DeBruler, Inc., Moderator* – Affordable housing is a pathway that can improve outcomes for lower income households. Learn how affordable housing affects health outcomes. Discussion on current Housing Market Study for the State of Oklahoma disaster resiliency component of the assessment .

10:00am – 11:30am

HOME Roundtable - *Darcy Green, OHFA* - Update on all the latest on HOME, including changes for 2016, Q&As.