

**Southern California Association of Psychology Training Programs (SCAPTP)
Meeting Minutes**

**October 07, 2019
10:00 – 12:00**

*Hillview Mental Health Center, Inc.
12450 Van Nuys Blvd Suite 200
Pacoima, CA 91331*

I. Introductions

In person attendance:

Amy Warren (CFGC), Julie Jackson (Mount St. Mary's), Tina Armstrong (Fuller), Mimi Curtis (Tarzana), Giselle Collins (Didi Hirsch), Natalie Brown (Univ of La Verne), Priscilla Barajas (Help Group), Kendra Bailey (Guidance Center), Akilah Reynolds (LAC USC), Jerry Kernes (Univ of La Verne), Elaine Eaton (LAC USC), Michele Shepherd (SFVCMHC), Jennifer Porter (Heritage), Alvaro Campos (LAC DMH), Robert Pate (Cal Baptist), Oscar Magdaleno (Hillview), Shuka Jahromifar (Hillview), Aileen Garibyan (Hillview)

Phone attendance:

Olga Belik (St. John's Hospital in Santa Monica), David Zableckis (Center for Integrated Family and Health Services), Rebecca Romberger (Whitter College), Valeria Romero (Pacific Clinics), Nancy Crawford (Biola Univ @ Rosemead), Shannon Wasley (Chicago School), Latonya Wood (Pepperdine)

- II. **Approval of Minutes** from 06/03/2019 meeting: Jerry motion to approve, Elaine 2nd, approved with no changes.

III. Old Business

- a. SCAPTP Membership

Who is a member? How do we define this? Who is a voting member, and is this different from general membership? What system can be implemented to best determine membership?

Robert posed question. Goal is to make a decision by end of the academic year. David discussed need/recommendation to manage membership list and differentiate between member, paid member and voting member. Inquired about how SCAPTP currently manages dues and tracks membership.

Reviewed SCAPTP Bylaws 12/01/2014 (attached) Article III Membership, Article IV Voting, Article XI Dues.

Olga discussed concern that SCAPTP has many members but not all participate in meetings or UND practices. Mimi discussed concern that

SCAPTP has active participants that are not necessarily paid members. Noted that members may vote 1 way but participants (non-paying) won't agree. Concern about requiring payment for membership: would limit participants and shrink SCAPTP.

Jerry proposed if SCAPTP as a whole was more active and differentiated between participating/voting members and not, would attract others and would grow. Elaine clarified that schools are automatic members and would have 1 vote per school. Proposed clarifying Bylaws.

Robert posed: Should participation be required (e.g., attending meetings? Maintaining email contact?). Jerry proposed routine check-ins w/ members (e.g., via phone, via email) with a "warning" that may be voted out if don't attend/participate. For example, have membership chair call members that are not actively attending meetings. Jerry recommended Member be defined as 1. Dues paid annually and 2. Attends 1 mtg per calendar year (phone or in person) and 3. Following SCAPTP guidelines for UND.

Inquired: What will corrective action be if members for those that do not participate? (e.g., will Executive Management reach out?). Robert recommended warning and clarifying a process to vote out in Bylaws.

Michele inquired "What is the process for paying dues at this time?" and recommended to formalize. Clarification that current process is to complete application on SCAPTP website and submit to LaTonya. If agency needs invoice for requesting/tracking payment, can request invoice from LaTonya. David proposed to collect dues at mtgs. Robert noted to email treasurer LaTonya, request an invoice and submit a check. Robert noted will obtain list of members from LaTonya.

LaTonya (who joined via phone) confirmed process for paying dues (see above).

Question was asked: what do dues go towards? Answer: to setup electronic match system (if we decide to proceed with it), fee for speakers, reimbursement for refreshments at mtgs.

LaTonya confirmed will email list of paid members to David. LaTonya confirmed will email list of paid members to Aileen who will forward to all for tracking of their own membership dues. LaTonya asked "What is the payment cycle?" All agreed for Academic Year. Current cycle: 06/2019 through 05/2020. Recommendation to assign a member number with each payment (which will assist with the electronic match system setup later).

Giselle recommended to add to minutes that members shall begin implementing UND moving forward from today's date (to add to Bylaws) and corrective action should member not abide by UND.

b. Voting protocol.

Robert brought up discussion about online voting-should members be allowed to vote online (if not attend in person?). All agreed yes to voting online (Survey Monkey/Qualtrics). Each site will have a member number and 1 person from each site shall vote on behalf of each site.

c. SCATP/BAPIC Proposal – Potential Electronic MATCH System

Robert inquired “What info do we need to vote for or against implementing electronic MATCH system?” Robert and Giselle reported that in MATCH Committee, discussed fees for launching and maintaining PracticumFit:

- Electronic MATCH system will have fee of \$50 per student to apply and rank upto 10 sites. (some schools reimburse students for the fee).

- \$2500 one time fee for SCATP

- Fee increases \$1000 to \$2000 if want to add features (e.g., match + applications are uploaded and held electronically for sites to review).

- Full package (match system + applications + hosting website + sites directory) = \$1500/year

- **specific cost varies per school, depending on number of participants**

- **sites would not pay**

Rebecca reported on details of PracticumFit: practicum programs (schools) pay for electronic match system. Part of fees would go to the person who will be managing the system (estimated approx. 30 hours/year. Cost estimated to be approx. \$1600 per doctoral program/school.

Estimate of number of students at each prac program:

La Verne – 30

CBU 20

Fuller - 25

Rosemead – 30

Chicago School – 50-70

Mount St Mary's – 10

APU - ?

Alliant - ?

Amorette Getty from PracticumFit joined mtg via phone to provide details and answer any questions.

Question: is there a method to preview the site before committing? Yes, Amorette can provide a link to a demonstration and/or host a Webinar. She can provide us with a temp log-in so we can explore the website (with limitations considering it won't be completely setup yet). She also stated they are working to update the look of the website.

Amorette described responsibility of the site, students and each school administrator. Explained that the relationship between the schools and sites would be setup before the matching process - (each school and each site would have to confirm the relationship-similar to Facebook "friending" process). Amorette noted that they have acted as a clearinghouse for CAAPIC in the past.

Question: Would captive sites be included Answer: Typically, no. Giselle noted that captive sites make decisions before match for UND anyway so they would not be included.

Question by Robert: Would there be a discount if additional schools are added? Answer: Possibly yes. Approx \$1000 off.

Question by Giselle: By what date do we need to decide? How long does it take to build the system? Answer: 6-8 weeks.

Question: What is the an on-going fee if want management of the directory? Answer: \$1500/year TOTAL to PracticumFit (regardless of number of schools and students). Can add additional services in the future if want to start with the basic features now.

Question? Do students have a choice to participate in electronic matching system or make it mandatory for all? Answer: SCAPTP (and schools) have to decide. Amorette noted their admin will add users (new schools or new sites) as they come on board and will provide on-going tech support.

Tina inquired if would be "double work" for sites that have both captive and non-captive (considering maintaining 2 systems-1 internal for captive and 1 with PracticumFit for non-captive). Jerry proposed that in the long term would be more efficient.

Robert read email from Veronica Regueiro (Loma Linda University Health Care Department of Pediatrics) (unable to join but wanted opportunity to provide feedback regarding electronic match system): she opposes electronic matching system due to her unique site needs: distance (far from many schools), specialized setting, limited number of students, deadlines that are ahead of the UND, sites offer ahead of UND. Other sites brought up similar concerns about location, specialized setting and that some sites act outside of UND and create challenges to UND sites

placing students, however agreed that electronic matching system was a good idea.

Mimi discussed her concern about smaller number of students in the pool because some schools sending large numbers to certain sites (e.g. UCLA).

Asked how we thought these training sites interfered with SCAPTP? Jerry noted their system and training is separate from SCAPTP.

d. Timeline for Vote?

Before being able to vote about electronic match system (PracticumFit), must establish SCAPTP membership. Then, vote can take place (goal for vote to take place in January 2020). Robert motion to vote 01/2020. Mimi 2nd motion.

David will review attendance of last year's meetings. He will reach out to those that have not been actively attending/participating to determine if still interested?

David motion to establish rules for membership:

1. Pay dues each academic year
2. Attend 1 mtg/year
3. Adhere to UND Protocol for non-captive students

Jerry 2nd motion.

Vote: 2 no, all remaining yes. Motion carried.

Change to bylaws to be submitted as an addendum.

IV. New Business

a. Update from Dr. Alvaro Campos (LAC DMH)

Alvaro reporting on psychologist training program @LAC DMH: The first year's efforts to engage students is completed. With SCAPTP schools, DMH has recruited 57 trainees and processing an additional (total 65). He noted they are working to make HR issues/process and time of training more efficient. Reported DMH oversight committee is visiting training sites, replenishing supplies, etc for the students. Reported higher need for psychologists considering Access to Care requirements that county has to abide by. Reported adding 20 stipend slots for students in the upcoming year (stipend amount unknown).

Regarding Waiver for unlicensed psychologists, reported that Dr. Sherin was planning to present in Sacramento to advocate for longer timeframe for the waiver but was not able to do so as planned. He is still planning on bringing this topic to Sacramento. No update at this time.

Alvaro noted county is hosting their 2nd annual academic breakfast (all SCAPTP members are invited) rescheduled for 10/22/2019. He noted he will send details via email.

- b. Due to time limitations, agenda topic of UND procedure discussion to be moved to December mtg.

Next Meeting: Monday, December 2nd from 10:00am-12:00pm at San Fernando Valley Community Mental Health Center: Michele Shepherd.