

Personal Care Attendant Workforce Council

MINUTES April 12, 2018

Held at:

Office of Policy and Management
450 Capitol Avenue
Hartford, Connecticut 06106
Conference Room 3A

Members IN ATTENDANCE: Chair Susan Weisselberg, Mary Caruso, Greg McMahon, Sheila Mulvey (via phone), George Chamberlin (via phone and on behalf of Kathy Bruni), Joshua Pawelek, Katie Regan, Kathy Flaherty

Members not in ATTENDANCE: Therese Nadeau, Carl Noll, Sharon Denson

Other Participants/Members of the Public: Allied (via phone), Melissa Morton - Office of Policy and Management (OPM), Steve Bender - 1199 Training and Upgrading Fund, Laura Wells (via phone) - Sunset Shores, Allied Management Team (via phone), Deborah Schwartz 1999; Isabelle Collins (via phone) - Sunset Shores; Marie Hu, 1199 Training and Upgrading Fund

➤ Called to Order

- Meeting called to order by Chair Susan Weisselberg at 10:07 am.

➤ Welcome and Introduction of New Member

- Sue Weisselberg gave welcoming remarks to Katie Regan, appointed by House Majority Leader Ritter.
- Introductions made by all attendees in person and attending via conference call.

➤ Approval of Minutes from October 19, 2017

- Motion made by Greg McMahon and seconded by Sheila Mulvey. No discussion on the minutes. All in favor, with Josh Pawelek and Katie Regan abstaining. Kathy Flaherty not present at time of the vote. Minutes accepted and approved as final.

➤ 2018 Calendar Discussion and Adoption

- 2018 Calendar dates of today, April 12, 2018, July 12, 2018 and October 11, 2018 with sub-committee meetings in between the next two meeting dates. If needed, a Special meeting can be called.
- Joshua Pawelek will not be in attendance for the meeting on July 12th, 2018.

- Motion by Joshua Pawelek to accept and approve the 2018 calendar and seconded by Mary Caruso. All in favor - motion approved and 2018 calendar accepted.

- **Motion to Amend the Agenda to Add Executive Session made by Greg McMahon and seconded by Mary Caruso**
 - All in favor and the motion carried. Agenda amended to include Executive Session.

- **Update on the CBA**
 - Susan Weisselberg discussed the process of developing a summary of the Collective Bargaining Agreement (CBA) that passed both Chambers on March 21, 2018.
 - CBA to be sent to all Council members.
 - Summary of the CBA given by Susan Weisselberg.
 - Noted by Melissa Morton that the Holiday pay takes the place of paid time-off.
 - The CBA summary will be sent to the full Council by email and will be posted to the PCA Workforce Council website. The Fiscal Intermediaries (FIs) will send the summary to employers through postal and electronic mail. Melissa Morton will send employers a link to the summary via Constant Contact.
 - Greg McMahon noted that the summary uses only the term PCA without defining what service categories are covered by the umbrella term. DDS employees do not always recognize themselves as PCAs and this can get confusing. Melissa Morton and Greg McMahon will discuss how to address this tomorrow at scheduled meeting.
 - April 26, 2018 is the deadline for FIs to mail hardcopies of the summary.

- **Labor Management Committee Update**
 - Sue Weisselberg gave an update. Discussed the formation of a sub-group to implement direct deposit and pay cards as required in the CBA. Discussed charge of this new sub-group.
 - Meeting will be scheduled within the next two weeks for the sub-group “Direct Deposit Committee.”
 - Council members to reach out to Melissa Morton if they are interested in an appointment to the Direct Deposit Committee.
 - Greg McMahon previously appointed for DDS.
 - Joshua Pawelek and Katie Regan volunteered for the Committee.
 - George Chamberlin to follow up with Kathy Bruni and report back to Melissa Morton by April 13, 2018, who from DSS is charged with serving on and Co-chairing the Committee.
 - Melissa Morton will reach out to schedule the meeting to be held within the next two weeks.

- **Training & Upgrading Fund Update**
 - Marie Hu reviewed three hand-outs:
 - Updates on PCA New Hire Orientation and PCA New Hire Orientation Schedule.
 - PCA New Hire Orientation Evaluation Form.

- PCA New Hire Orientation Evaluation Sample Results.
- A PDF of the above three documents will be sent to all Council members.
- Sue Weisselberg gave background on New Hire Orientation and curriculum development.
 - Group discussion on need to review curriculum and training and update as needed.
 - A PDF of curriculum will be sent to all Council members, along with a list of trainings that have been offered.
 - Melissa Morton will reach out to Training Fund Committee to schedule a May meeting.
- List of all sub-committees and workgroups and present membership will be sent to the Council members. Members will be asked to review the list and send Melissa Morton requests to change individual committee assignments.

➤ **Workers' Compensation Workgroup Update**

- Update given by Melissa Morton.
- Not later than January 1, 2019, Workers' Compensation will be provided for all consumer employers.
- Melissa Morton clarified that the provision of Workers' Compensation insurance will not negatively impact individual budget amounts and/or service hours.
- Workgroup is currently working on a Request for Information (RFI).

➤ **Fall Employer Forum**

- First Forum was held in December of 2016 in New Haven.
- Second Forum was held in November of 2017 in Bloomfield.
- Council members in agreement to hold another Forum.
- Melissa Morton will look for possible locations for the Month of October 2018 in Middletown.
- Request made that Fiscal Intermediaries be available again for this year's forum.
- Kathy Flaherty recommended the Forum be filmed or possibly live-streamed.
- Therese Nadeau and Sharon Denson to be placed first on agenda for Forum with allotted hour and a half presentation time. Melissa Morton will reach out them.

➤ **Executive Session**

- Motion to go into Executive Session made by Greg McMahon and seconded by Kathy Flaherty.
- Executive Session began at 11:13 am
- Motion to leave executive session made by Kathy Flaherty and seconded by Greg McMahon, and executive session ended at 11:40 a.m.

➤ **Motion to Adjourn**

- **Motion to adjourn made by Joshua Pawelek and seconded by Kathy Flaherty at 11:50 a.m., and meeting adjourned.**