

Personal Care Attendant Workforce Council

MINUTES May 4, 2017

Held at:

**Office of Policy and Management
450 Capitol Avenue
Hartford, Connecticut 06106**

Members IN ATTENDANCE: Mary Caruso, Sheila Mulvey, Carl Noll (*via phone*), Kathy Flaherty, Therese Nadeau (*via phone*), Sharon Denson, Greg McMahon

Members not in ATTENDANCE: William Myerson, Chair Susan Weisselberg, Kathy Bruni, Joshua Pawelek

Other Participants/Members of the Public: Eric Gervais – Allied, Chris Drake - Office of Policy and Management Counsel, Mary Hu - 1199 Training and Upgrading Fund, Laura Welles (*via phone*) - Sunset Shores, George Chamberlain – DSS (*covering for Kathy Bruni*), Mairead Painter – DSS (*covering for Kathy Bruni*), Melissa Morton – Office of Policy and Management Planning Analyst, Deirdre Murch - 1199, Erwin, Sharon Denson's PCA

➤ **Called to Order 10:00 am**

- Motion to amend agenda to correct date made by Kathy Flaherty, seconded by Carl Noll – Approved/Amended to reflect 2017.
- Motion for Chris Drake to cover/Chair for Sue Weisselberg in her absence – made by Mary Caruso, seconded by Kathy Flaherty – Accepted and approved.

➤ **Welcome new members**

- New Council member Sharon Denson, appointed by Senate Majority Leader Duff, introduced herself and gave a brief background on herself and employment.
- Council introduced themselves to Sharon Denson and welcomed her as a new member of the Council.

➤ **Public Comment:**

- No public comment.

➤ **Approval of Minutes from October 21, 2016**

- Motion to approve minutes made by Therese Nadeau and seconded by Kathy Flaherty – No changes or amendments - Minutes approved.

➤ **Approval of Regular Meeting Schedule**

- July 6, 2017
- October 12, 2017
- Motion made by Sheila Mulvey and Seconded by Carl Noll – all in favor with the understanding dates are always subject to change.
- Calendar adopted

➤ **Update and Discussion on Registry**

- Melissa Morton gave verbal update on registry. Discussions and meetings have taken place between the Office of Policy and Management (OPM), the Department of Social Services (DSS) and Local 1199 on the working registry that was launched, “CaringCareers.org,” through My Place CT and with the help of the Department of Labor (DOL).
- Melissa Morton further commented that they discussed at the meeting, holding 2 to 3 Focus group sessions running in length of around 3 to 4 hours, to look at ways the registry could be improved or any changes that might be needed.
- Kathy Flaherty stated Focus Groups should have been held first and should have included a member or two from the Council would have helped at these meetings.
- Sheila Mulvey questioned why DDS was not included in the meeting in February.
- Melissa Morton offered to have individuals included in the Focus Groups and asked for volunteers to sit in to help with website updates and needed improvements. The Focus Groups will be looking for input and peoples “wish list” for the website to help properly connect employers to PCA’s.
- First Focus Group is scheduled for May 24th 1:00 to 4:00.
- Chris Drake stated the statutory responsibility remains with the Council for the registry. Council member or two should be represented as well as DDS, DSS, DOL & OPM.
- Council to recommend someone to sit in on the Focus Groups.
- Mary Caruso stated she and Carl were part of the Recruitment Committee and as they did a lot of work already, she believes one of them should be involved in the Focus Group.
- Chris Drake stated he believes the Focus Group should be 50% employees and 50% employers with light involvement from the State.
- Findings of the Focus Group will come back to the Council for discussion.
- There will be eight to twelve hours for the Focus Group starting on May 24th through June with the sessions being approximately 3 to 4 hours long.

- Council feedback is due prior to the first session of the Focus Group. Chris Drake will then send out a draft, send it back to the Council prior to the feedback going to Heather Gillette of Mintz & Hoke who is the facilitator of the Focus Groups.
 - Mary Caruso offered to be the Council volunteer for the Focus Group.
 - Motion made by Carl Noll to appoint Mary Caruso and seconded by Sharon Denson. All Council members in favor. Motion approved and Mary Caruso appointed for the Focus Group.
- **Update and Discussion on Orientation & Training Plan**
- Marie Hu gave update on new hire orientation. 414 orientations since April.
 - Was reported that a 3rd of over 200 letters that went out for suspension were withdrawn after the PCA's signed up.
 - Mary Hu reported that there are now automatic emails going out now to new hires and it seems to be running more smoothly letting them know from hire, that orientation is required.
 - There are approximately 100 new hires a week of PCA's.
- **Update on Logo Design**
- Three final logo designs offered. A, B and C
 - Discussion and voting amongst Council
 - Six votes for C with Bold Type
 - Two votes for B
- **Debrief on December forum and discussion about future forums**
- Discussion on location of forums location moving around the State.
 - Another Forum possibly being held on a Saturday in September or sometime in the fall.
 - Discussion on possible forum at Prince Tech in September
 - This will be discussed again at the next PCA Workforce Council meeting in July.
- **Action Item: Council subcommittees**
- A check on the past minutes that discussed the merger of subcommittees.
- **Executive Session:**
- Motion by Greg McMahon to go into Executive Session, seconded by Sheila Mulvey
 - Executive session 11:46 am, all others excused from room.
- **Adjournment**
- Motion to adjourn made by Kathy seconded by Mary. Approved.
 - Meeting adjourned at 12:22 p.m.