

# Personal Care Attendant Workforce Council

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## Draft MINUTES

July 12, 2018

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### 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, Kathy Bruni, Katie Regan, Kathy Flaherty (via phone)

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

*Other Participants/Members of the Public:* Melissa Morton - Office of Policy and Management (OPM), David Guttchen – OPM, Anne Foley – OPM, Kathy Symonds – OPM, Kristen Brierley - OPM; Steve Bender - 1199 Training and Upgrading Fund, Marie Hu, 1199 Training and Upgrading Fund; Laura Wells (via phone) - Sunset Shores, Isabelle Collins (via phone) - Sunset Shores; Allied Management Team (via phone); Deborah Schwartz 1999; Denise Paladino – DDS.

➤ **Called to Order**

- Meeting called to order by Chair Susan Weisselberg at 10:05 am.

➤ **Introductions**

- Introductions made by all attendees in person and attending via conference call.

➤ **Approval of Minutes from April 12, 2018**

- Motion made by Kathy Bruni and seconded by Sheila Mulvey. No discussion on the minutes. All in favor. Minutes accepted and approved as final.

➤ **Transition of PCA Workforce Council Chair and Staff**

- Susan Weisselberg reminded members that her position as Deputy Secretary of OPM is an appointment made by the current Governor. Therefore, her employment at OPM and

consequently her role as PCA Workforce Council Chair will end on December 31, 2018.

- Susan Weisselberg introduced David Guttchen, OPM, Director of Health and Human Services in the Policy Development and Planning Division (PDPD), as the in-coming Chair of the PCA Workforce Council upon her departure. She noted that the transition of Chairmanship to David has begun and although she will stay involved with the Council through the end of the calendar year, she expects David to gradually take on more of the leadership duties, including Chairing the fall Council meeting.
- David Guttchen introduced himself to the group and provided an overview of his extensive work history related to the State's system of long-term services and supports, including the development and operation of self-directed programs. He noted that Melissa Morton reports to him and, therefore, he is familiar with the work of the Council. He looks forward to working with members of the Council.
- Anne Foley, Acting Undersecretary of Policy Development and Planning, introduced herself and informed members that she will also be available to support David Guttchen and the Council if needed.
- Susan announced that today is Laura Mirante's last day at OPM. Kathy Symonds, OPM, PDPD, will assume many of Laura's Council-related duties.

➤ **Update on the Collective Bargaining Agreement (CBA)**

- Melissa Morton provided a brief update on the implementation of the CBA. She noted that specific wage increases went into effect on April 1, 2018 and the full agreement became effective as of July 1, 2018, including holiday pay. The first holiday subject to the holiday pay provision was the fourth of July.

➤ **Direct Deposit Committee Update**

- Melissa Morton provided the following update:
  - A subcommittee comprised of 1199 staff and members, Council members and fiscal intermediaries has been meeting bi-weekly to comply with the terms of Article 15 of the CBA requiring a majority of PCAs to have their pay received through direct deposit or a pay card by July 1, 2018.
  - PCA enrollment in either direct deposit or a pay card has increased from 79% in 2017 to 86% as of June 30, 2018. This is considered a success.
  - Kathy Bruni and Melissa Morton acknowledged DSS staff member and Co-Chair of the subcommittee, George Chamberlin, and the fiscal intermediaries for their efforts to make this project a success.
  - Melissa reviewed next steps including: (1) 1199 and the PCA Workforce Council entering into a Letter of Agreement this August that will specify the threshold of direct deposit/ pay card users that must be maintained over time;

and (2) the timeframe for fiscal intermediaries to switch from bi-weekly to weekly payroll.

➤ **Training Fund Committee Update**

- Melissa Morton announced that the subcommittee, comprised of 1199 staff and members, Council members and designated State staff, met on June 5, 2018. She provided the below meeting highlights:
  - The budget for TUF's new contract with the Department of Social Services for July 1, 2018 – June 30, 2021 was presented and approved by members.
  - TUF presented their new slate of voluntary trainings including: (1) continuation of CPR courses; (2) Alzheimer's training offered by the CT Alzheimer's Association; (3) personal finance courses through CT Money School; and (4) a food preparation and nutrition management course being developed in partnership with Middlesex Community College.
  - Mary Caruso presented the concept of having PCA Orientations led by teams of employers and PCAs. The subcommittee was interested in this idea. It will be a main focus of the September 12<sup>th</sup> meeting.
- Members agreed that per the CBA, the Council needs to see training materials in advance of training implementation. Steve Bender said that TUF will send Melissa the outlines for the Alzheimer's training and course descriptions for the CT Money School offerings. TUF can try to obtain actual course materials. Members emphasized seeing the materials is important to ensure they are in-line with the Council's values and principles regarding self-direction.
- Members requested that course descriptions and training materials for the CT Money School make it clear that the courses are for personal education and do not provide training on how to manage an employer's finances.
- Melissa informed Council members that the Training Fund Committee will begin reviewing and updating the PCA Orientation curriculum to reflect programmatic changes such as EVV and direct deposit. Council members will receive an e-mail from Melissa in the near future seeking input for curriculum updates and revisions.

➤ **Workers' Compensation Workgroup Update**

- Update given by Melissa Morton.
- Not later than January 1, 2019, Workers' Compensation will be provided for all consumer employers.
- Workgroup issued a Request for Information this spring and will be releasing the formal Request for Proposals in the coming days.

➤ **Community First Choice (CFC) Reassessments**

- Susan Weisselberg clarified for the group that CFC reassessments and resulting budget reductions for some participants have been erroneously conflated with the passage of the CBA. Reassessments began before the new CBA was passed.
- Sue informed the group that DSS is working on a Question and Answer document that will be sent to CFC participants. It makes clear upfront that the CFC reassessments are due to a federal rule change from 2016.

➤ **Fall Employer Forum**

- The 2018 Employer Forum will be held on October 27<sup>th</sup> 11:00 – 2:30 at Middletown High School. The space is being provided free of charge.
- Members agreed the program will consist of:
  - Welcome from the Council Chair
  - Opening remarks by a member of the Council
  - Fiscal Intermediaries will introduce themselves to the audience and announce their availability throughout the day to answer individual questions.
  - Therese Nadeau and Sharon Denson will be placed first on the Forum agenda with an hour and a half presentation time allotted. They have agreed to reprise their presentation from last year.
  - Kathy Bruni will reach out to Lori Grice to confirm that she can provide an EVV demonstration, including the new portal feature, and conduct a question and answer session.
- Information tables will be set up around the room with information on the new Collective Bargaining Agreement, TUF trainings, direct deposit forms, and informational materials from the Area Agencies on Aging.

➤ **Public Comment**

- There was no public comment.

➤ **Executive Session**

- Motion to go into Executive Session made by Greg McMahon and seconded by Kathy Bruni.
- Executive Session began at 11:35 A.M.
- Motion to leave executive session made by Greg McMahon and seconded by Kathy Bruni at 11:59 A.M.

➤ **Motion to Adjourn**

- **Motion to adjourn made by Kathy Bruni and seconded by Greg McMahon at 12:00 P.M., and meeting adjourned.**

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