

## Personal Care Attendant Workforce Council

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### MINUTES August 31, 2015

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#### Held at:

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

**Members IN ATTENDANCE:** Susan Weisselberg, Mary Caruso, Carl Noll, Greg McMahon, Sheila Mulvey, William Myerson, Therese Nadeau (*via phone*)

*Members not in ATTENDANCE:* Kathy Bruni

*Office of Labor Relations, Lisa Egan and Diane Fitzpatrick; Deborah Schwartz local 1199; Jamie Mills Office of Policy and Management; Leanne Winchester Massachusetts Director of the PCA Orientation Project*

**Called to Order 10:03 am**

➤ **Approval of Minutes:**

*Motion to approve minutes from July 15, 2015 meeting made Seconded by Greg McMahon.*  
No changes to the minutes. **Minutes Approved.**

➤ **Public Comment**

- **No public comment**

➤ **Leanne Winchester from Massachusetts PCA**

- Leanne introduced herself to the Council, as the Director of *the Orientation Project* in Massachusetts. She explained there are seventeen stake holders for their PCA. Leanne gave an overview of their orientation program. She explained that the Home Care Training benefit is done by State Contract. Leanne informed the Council that the Director of the *Training Program* in Massachusetts is Harneen Chernow and would be

a viable contact person with aspect to the Training part. The orientation program through Massachusetts is a paid 3 hour orientation. She reported that the orientation portion came about by way of a 2013 side letter of agreement that was signed and that they then developed a curriculum and started a pilot stage and that the orientation became mandatory. Leanne stated she would send the link to the videos that were created that shows an open discussion with small groups and the video does not involve PowerPoints. A link to the video is on the Massachusetts PCA Workforce Council website. Leanne further stated that they held a bunch of orientations across the State that they called "Train the Trainers." She stated that the 3 hour orientation group sessions have a high completion number. She reported that the consumer taught option for orientation requires them to inform their Fiscal Intermediary of the group orientations, they then had to fill out a form, sign it, and have the PCA sign it. The form then goes to the FI, then to Home Care Training. A notice will go to the consumer after 30 days. If orientation is not completed, they will get a second notice after 90 days. A 5 month notice goes out for sanctions to the PCA and then a deduction from pay after taxes of \$2.00 per hour, until the orientation is complete, then money is returned. If however the orientation is not complete after the 10<sup>th</sup> month, that money is forfeited. Once orientation is complete, they sign the paper, check off that it's complete, the PCA signs it and it goes to the Fiscal Intermediary. A handbook for PCAs and interpreters for nearly any language is offered for the orientation in the group sessions. They offer Saturdays, weekdays and weeknights, to make it easier.

➤ **Update on Sub-Committees/Workgroups: Recruitment/Retention/Referral, Training and Labor Management**

- Minutes passed out by Sheila Mulvey, update given to the Council.
  - Reports most of the discussion at the last combined meeting on August 12, 2015 was regarding training.
  - Mary Caruso reported she was checking in to Community Colleges for the training aspect.
- Collective Bargaining calls for Training Fund Committee. Fund Committee establishes budget part (this could be looked at as the Stake Holder group)
- Money set aside per Collective Bargaining agreement and this money goes into the Training fund.
- Mary Caruso will be part of the Fund Committee
- The Fund Committee will be combined at this time with the Training Group.
- Fund Committee will meet at least once prior to next Council meeting date.

Dates amended for calendar year 2015 to cancel the next PCA Workforce Council meeting. A new date added for the PCA Workforce Council of October 23<sup>rd</sup> @ 10:00 am, in room 3A.

- **Motion to go in to Executive Session and to invite Diane Fitzpatrick, Jamie Mills and Lisa Egan made and seconded: –Approved**
  
- **Executive Session 11:35 AM.**
  
- **Motion to Adjourn** at noon made and seconded - Approved