

PCA WORKFORCE COUNCIL

TRAINING COMMITTEE MEETING

FEBRUARY 19, 2015

AGENDA

1. CONVENE MEETING

The meeting was called to order at 11:15 a.m.

2. APPROVE MINUTES OF DECEMBER 2, AND JANUARY 7 MEETINGS

December 2nd meeting minutes

Sheila Mulvey approved the meetings of December 2, 2014, seconded by Gregory McMahon. All in favor, motion passed

January 7, 2015 meeting minutes

Sheila Mulvey approved the meetings of January 7, 2015, seconded by Gregory McMahon. All in favor, motion passed

3. DEVELOP RECOMMENDATION REPORT

Committee discussed past meetings and recommendations suggested. The following recommendations are being presented to the full PCA Workforce Council:

Training for the employee

- Medication training
- Sanitary conditions
- Public health guidelines
- Safe food handling
- Cooking/healthy living/nutrition
- Financial management
- Fraud
- Body mechanics/lifting
- Human rights
- Professionalism
- Working effectively with your employer
- Mental health training/understanding disabilities
- Managing escalating behavior
- Effective communication with your employer
- How to manage a challenging employer
- Daily living basics
- Abuse and neglect
- See Something/say something-delicate changes, appropriate response
- First aid CPR
- How to handle emergencies-emergency technics for transfers
- Offer CNA tract
- Positive behavioral supports
- Confidentiality

Employer Training

- Positive hiring techniques
- Open communication with your employee
- Recruiting and interviewing

- Managing your employee
- Understanding your budget-DDS
- Understanding how your program works –DSS
- Fraud
- Protecting your personal information

The Group discussed the importance of inviting Dawn Lambert to the next workgroup meeting to compare and contrast training suggestions with my place.

4. ADJOURN

Sheila Mulvey moved to adjourn at 1:06 pm, seconded by Mary Caruso.

Motion passed