



November 2, 2019

**PCA WORKFORCE COUNCIL  
2019 EMPLOYER FORUM  
North Branford  
Saturday, November 2, 2019  
10:30 a.m. - 2:00 p.m.**

**DRAFT AGENDA**

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| 1. Welcome and Overview of the Day                                                                                                                                                                                                                                                      | 10:30 – 10:40 |
| 2. PCA Workforce Council Member Welcome                                                                                                                                                                                                                                                 | 10:40 – 10:45 |
| 3. Electronic Visit Verification – It’s Here!                                                                                                                                                                                                                                           | 10:45 - 12:00 |
| 4. Break/Refreshments                                                                                                                                                                                                                                                                   | 12:00 - 12:30 |
| 5. I Have to Do What? Your Responsibilities As An Employer or Employer of Record                                                                                                                                                                                                        | 12:30 - 2:00  |
| <ul style="list-style-type: none"><li>• Employer/employee Communication</li><li>• Hiring/firing/Managing employees</li><li>• Training (from state required to employer specific)</li><li>• Timekeeping and resolution of pay issues</li><li>• Workers’ Compensation Insurance</li></ul> |               |
| 6. Close                                                                                                                                                                                                                                                                                | 2:00          |

## Session Briefs

**Welcome and Overview of the Day – David Guttchen, Director, OPM, Health and Human Services Unit and Chair of the PCA Workforce Council** - A welcome to all attendees and brief introduction of what to expect for the day ahead.

**PCA Workforce Council Member Welcome – Kathy Flaherty, PCA Workforce Council Member and the CT Legal Rights Project** - Welcome and brief overview of the mission of the Workforce Council and how to get involved.

**Electronic Visit Verification – It's Here! – How Does it Work and How Will It Benefit Me and My PCA? – Kathy Bruni, Department of Social Services and Lori Grice, DXC Technology** - The State is officially implementing Electronic Visit Verification (EVV) in 2019. Learn what EVV is, when you may need to make the transition and how you can use it to eliminate paper timesheets and faxing and reduce payroll errors and delays.

**I Have to Do What? Your responsibilities as An Employer or Employer of Record - Panel Discussion**

- **Employer/employee Communication**
- **Hiring/firing**
- **Training (from state required to employer specific)**
- **Workers compensation**
- **Timekeeping and resolution of pay issues**

Deciding to self-direct your services also means becoming an employer. Being an employer comes with a lot of flexibility regarding who, when, where and how your services are provided but it also means taking on a lot of responsibility. This panel discussion will provide an overview of the key responsibilities of Employers and/or Employers of Record so that you are armed with the information and resources you need to be successful.

## Available All Day

**Meet Your Fiscal Intermediaries** – Staff from Allied Community Resources, Inc. and Sunset Shores will be available at a booth for the day to answer your questions or just say hello.

**Meet State Program Staff** – Staff from the Department of Developmental Services, Department of Social Services and the Office of Policy and Management will be available all day to answer your program specific questions.

**Meet the PCA Workforce Council** – Members of the PCA Workforce Council will be available throughout the event to talk with you about the work of the Council and answer any questions you may have about how you can get involved and/or stay connected.

**Information Tables** – There will be information tables set-up to provide you with written materials about many topics of interest including: (1) A summary of the Collective Bargaining Agreement; (2) Direct Deposit forms for your employees; (3) Descriptions of voluntary training courses available to your employees; (4) How to join the Council list serve and/or become a member; and more!!

**Refreshments** – Help yourself throughout the day! A light lunch will also be provided.