



MEETING MINUTES
April 3, 2014

Commissioners Present	Commissioners Absent	Others Present
Mark King	Scott Bond	Jenny Cokeley
Joseph Lowe	Angela Munkers	Glenna Hayes
Roxie Mayfield		Tom Jaeger
Lyla Swafford		Bob Weir
Staff Present	Staff Absent	
Yvonne Fleming		
Leslie Houston		
Suzanne Huffman		
Roxanne McAnally		
Ron McGhee		
Joan Medlen		
Cheryl Miller		
Kelly Rosenau		
Lindsay Terrett		

Meeting called to Order

The meeting was called to order at 10:09 am by Chair Joseph Lowe. Introductions were made by all in attendance.

Adoption of Agenda

The agenda was reviewed. **Motion** was made by Lyla Swafford to accept the agenda as written. **Seconded** by Mark King. **Motion carried.** Roxie Mayfield abstained.

Approval of Minutes

The February 7 and March 7 meeting minutes were reviewed. **Motion** was made by Roxie Mayfield to accept the minutes as written. **Seconded** by Lyla Swafford. **Motion carried.**

Announcements

Cheryl Miller announced that Commissioner Scott Bond had a prior commitment and could not be in attendance at today's meeting. Commissioner Angela Munkers was asked to participate in an interview process so Jenny Cokeley is in attendance to provide any information needed in Angela's absence.

Cheryl Miller encouraged any of the Commissioners that need additional accommodations at the Commission meetings to forward those requests to Lindsay Terrett.

Cheryl Miller announced that Katie Coombs will be replacing Jereme Grzybowski as the representative from SEIU attending the Commission meetings.

Public Testimony

There was no public testimony.

Budget Update

Tom Jaeger reported on the Oregon Home Care Commission's budget for the July 2013 – June 2015 biennium.

Workers' Compensation Update

Kelly Rosenau, Workers' Compensation Coordinator, presented:

- Workers' Compensation Report for Homecare Workers (HCWs), February 2014:
 - Injury claims submitted to SAIF – 21.
 - Average age of injured workers – 50.5.
 - Workers with non-disabling injuries – 13.
 - Injured workers who had taken safety training - 7.
 - Injured workers who were covered with health insurance – 17.
 - The leading cause of injuries was *strain/injury by lifting* - 8 injuries
 - The most injured body part was the *back* – 4 injuries.

- Workers' Compensation Report for Personal Support Workers (PSWs), February 2014: no injuries were reported by PSWs during February.

Homecare Worker Training Update

Mark King, Commissioner, reported on training statistics for February 2014:

- 80 training classes were held.
- Total attendance – 1,027. 962 of those in attendance were HCWs.
- Number of “no shows” at the training classes - 104 (10%).
- Average attendance per class – 12.8.
- Unduplicated HCWs trained to date – 6,994.
- Unduplicated PSWs trained to date – 110.
- Union representation at the training classes – 29 (36%).
- Professional Development Recognition to date – 504 HCWs.

Personal Support Worker (PSW) Training Committee Update

Joan Medlen, PSW Training Coordinator, reported that PSW enrollment in increasing in the training classes. From January – March 2014, 45 individual workers enrolled in training classes.

Joan mentioned that the second PSW orientation went well with 14 participants.

Joan stated that she is working on developing other courses for the PSWs.

Enhanced Homecare Worker and Enhanced/Exceptional Personal Support Worker Workgroup Update

Cheryl Miller reviewed the discussion in the workgroup’s last meeting which included worker prerequisites, curriculum, certification/recertification, CPR/first aid, and continuing education. The goal of the workgroup is to complete the steps for a worker to become an Enhanced HCW or Enhanced/Exceptional PSW by May 30 and to present the workgroup’s final report to the Commission at its June meeting.

Cheryl also reported that the workgroup received a listing of treatments from APD by which a PSW could receive higher pay if performing for a consumer. The workgroup has also requested a similar list from ODDS that had not been received.

Cheryl Miller also reviewed the learning objectives and core competencies for these workers.

Long Term Care 3.0, Steering Committee and Subcommittees

Bob Weir, Manager, Advocacy and Development Unit, gave a brief update on the activities of the long term care subcommittees: Assessment, Data and Research, Caregiver, and Service Equity. Bob also presented and discussed "LTSS Prevention and Acuity Scale" graph that was prepared and recommended by the Assessment subcommittee.

Traditional Health Worker (THW) Update

Roxanne McAnally, THW Coordinator, gave a snapshot of the environment in which she is working with the Traditional Health Workers' Commission. The commission is/has:

- Talking to THW providers to determine what it is that they want, what they can use to integrate it, and how they envision themselves in the workplace. Focus groups will be developed toward that end. A training for supervisors is also expected to be developed.
- Partnering with others to define what skills THWs should have which will determine what duties they can perform. Only vague competencies and duties that can be performed are outlined at this time.
- Offering community college credit for the 84 hour certified training that the Commission is providing. The project is near completion.
- Learned that an outstanding grant for approximately \$673,000 was awarded to Community College Workforce Development to develop THW training to prepare people for working in the community. The Commission will be a beneficiary of that grant in that a curriculum will be created for the Commission to use to train facilitators at no charge.
- Formed four subcommittees. Roxanne was appointed to serve on the Health System Integration Committee on how to deploy workers into the workforce. Roxanne will also serve on the Flexible Budget Committee with the CCOs that is unfunded at the present time. Many pieces of the project

need to be brought together so that this project can proceed. Roxanne is working toward that end.

- Learned that the Health Commons Grant has allowed for funding to place navigators in hospitals and is reported to be saving the system a lot of money from repeat visits by managing discharges. Commission members do not agree that this is the role of a navigator. More intensive discussion/followup is needed in this area.
- Stated that employment prospects for CHWs are not promising. Roxanne is working to change that by encouraging CCOs to use their bonus funds (Quality Incentive Funds) that are designated to do alcohol and drug screening at the CCO level to allow that money to come down so that navigators can perform those screenings.
- Stated that hospitals are training existing staff to be PHNs, and there is concern that discharge planners at hospitals are being trained to meet the governor's goal of 300 trained workers.

Cheryl Miller added that the Commission met with Sharon Brothers regarding a grant that she has been awarded to develop PHN training curriculum. The training curriculum has been completed and is ready to be used online. The Commission has an opportunity to do a pilot with Sharon Brothers' curriculum if it wishes to do so.

Developmental Disabilities/Mental Health (DD/MH) Coordinator/Committee Update

Lindsay Terrett, DD/MH Committee Coordinator, reported the following:

- During the last DD/MH Committee meeting, Cheryl reviewed the Letter of Agreement (LOA) to extend the date of the Centralized State Payment System (CSPS) to July 1, 2014. She also discussed the activities of the CSPS Labor Management Committee.
- Ron McGhee updated the committee on the progress being made with the Registry and Referral System and gave a demonstration of that system.

- Joan Medlen gave an update on PSW attendance at training classes and mentioned some possible community engagements for PSWs.
- Suzanne Huffman presented a STEPS progress report.

STEPS Update

Suzanne Huffman, STEPS Coordinator, distributed the STEPS Statistical Report for February 2014 that showed:

- 43 planning interviews were held.
- 43 participants received STEPS services.
- 64.75 hours of STEPS services were provided to participants.

Minutes of the STEPS Specialists' March 18 meeting were distributed as well as a STEPS Reports for February 2014 which highlighted outreach activities, best practices, challenges or barriers, and success stories of the STEPS contractors.

Suzanne is working on an IDD/MH STEPS program with the Oregon Support Services Association and hopes to have a timeline prepared to present at their next meeting on how to implement the program.

Collective Bargaining Agreement (CBA) Time Study Workgroup Update

Jenny Cokeley reported that a request for proposal for a contractor to perform a time study to access the appropriate amount of time that individuals need to complete Activities of Daily Living (ADL), Instrumental Activities of Daily Living (IADL), and health related tasks has been sent to the Office of Contracts.

Registry and Referral System Update

Ron McGhee, Registry Coordinator, presented the Commission with a demonstration of the Registry and Referral System.

U.S. Department of Labor

Cheryl Miller briefly reviewed the following documents:

- Domestic Service Final Rule Frequently Asked Questions
- Domestic Service Final Rule Frequently Asked Questions – Travel Time

- U.S. Department of Labor, Wage and Hour Division, Fact Sheet #79C: Recordkeeping Requirements for Individuals, Families, or Households Who Employ Domestic Service Workers Under the Fair Labor Standards Act (FLSA)

Legislative Committee Update

Cheryl Miller said that in order to implement SB 1542 (program administered by the Home Care Commission to allow private payers to purchase home care services from the Commission through the Registry and Referral System) that she will be hiring an Operations and Policy Analyst 4 and a Fiscal Analyst 3 by July 1 to develop the "Home Care Choice Program" as Cheryl is calling it for the present time. There are many issues and steps that Cheryl has outlined in an implementation plan and time line which she hopes to share with the Commissioners at the May Commission meeting.

Cheryl Miller posted two positions for the Commission: PSW Office Specialist 2 (bilingual preferred) and HCW Training Administrative Specialist 1. Interviews will begin April 14. Cheryl asked if any Commissioners were interested in participating in the interviews, to contact her.

Community Advisory Councils/Coordinated Care Organizations

Activity updates of the Community Care Organizations (CCOs) were given by Roxie Mayfield's homecare worker, Lyla Swafford, and Joseph Lowe. Joseph Lowe mentioned that Health Share of Oregon will focus on organizing a CCO lobby day for all CCOs in Oregon during next year's legislative session.

A letter dated March 26, 2014, addressed to Community Colleges and Workforce Development (CCWD) supporting a proposal submitted by Mt. Hood Community College and four other community colleges for a grant to fund the development of the CHW curriculum was distributed. This letter was signed by Cheryl Miller and Joseph Lowe and mailed to CCWD. **Motion** was made by Mark King to approve the letter as written and submitted.

Seconded by Lyla Swafford. **Motion carried.**

A letter dated March 27, 2014, addressed to Ryan Olson, Oregon Institute of Occupational Health Sciences supporting his project, "Creating Health and Safety Communities of Practice for Homecare Workers" was distributed. This letter was signed by Cheryl Miller and Joseph Lowe and mailed to Ryan Olson. **Motion** was made by Lyla Swafford to approve the letter as written and submitted. **Seconded** by Mark King. **Motion carried.**

Executive Director's Report

Cheryl Miller, Executive Director, reported on her March activities:

- Participated in a RAFH ULP meeting.
- Facilitated several Enhanced HCW/Exceptional PSW Workgroup meetings.
- Met with Christopher Ellis who is assuming some of Jenny Cokeley's responsibilities.
- Participated in a SB 21 Caregiver subcommittee meeting regarding long term care.
- Attended SB 21 meeting with APD staff.
- Attended a semi-annual APD staff meeting and spoke about the Commission.
- Attended a staff meeting with CIIS in Portland and presented a CBA training.
- Met with Publications/Design regarding THW curriculum.
- Facilitated the first CSPA Labor Management meeting.
- Attended a CDDP Program Managers meeting.
- Facilitated a monthly staff meeting.
- Met with Mike McCormick and Suzanne Huffman regarding the STEPS program.
- Attended the PSW Training and DD/MH Committee meetings.
- Facilitated the PSW Issues monthly meeting.

Cheryl mentioned to the Commissioners that if there are any topics that they would like discussed/presented at a Commission meeting to contact her.

Cheryl mentioned that she and Joseph Lowe have been discussing setting aside time to create an annual report on activities of the Home Care Commission.

Another topic discussed by Cheryl and Joseph is a non-work day where the Commissioners and staff could meet for entertainment and fun activities. If anyone has any interest in such an event, they are to contact Cheryl.

Adjournment

The meeting adjourned at 2:35 p.m. The next meeting will be held on May 1, 10:00 am, 676 Church Street NE, Salem.

Attachments:

- Agenda
- Oregon Home Care Commission Meeting Minutes, February 6, 2014
- Oregon Home Care Commission Meeting Minutes, March 6, 2014
- Home Care Commission Budget to Actual Report, 2013 – 2015
- Workers' Compensation Report – Homecare Workers Claim Reporting Period: 02/01/2014 – 02/28/2014
- Workers' Compensation Report – Personal Support Workers Claim Reporting Period: 02/01/2014 – 02/28/2014
- Home Care Commission Monthly Training Report, January 2014
- PSW Class Attendance, 2013 – 2014
- Enhanced Homecare and Enhanced/Exceptional Personal Support Worker Workgroup draft report
- LTSS Prevention and Acuity Scale, 03/06/2014
- STEPS Statistical Report, February 2014
- STEPS Report for February 2014
- STEPS Specialists Meeting, March 18, 2014
- Letter dated March 27, 2014, to Ryan Olson, Oregon Institute of Occupational Health Sciences, supporting Ryan's project "Creating Health and Safety Communities of Practicum for Homecare Workers"
- Letter dated March 26, 2014, supporting the proposal submitted by Mt. Hood Community College (and four other colleges) in response to the Community College and Workforce Development's Opportunity #CHW-14-15 (a grant for community health worker education and training)
- DOL Concerns

- Domestic Service Final Rule Frequently Asked Questions flier
- Fact Sheet #79C from the U.S. Department of Labor, Wage and Hour Division regarding recordkeeping requirements for individuals, families, or households who employ domestic service workers under the Fair Labor Standards Act (FLSA)
- Domestic Service Final Rule Frequently Asked Questions regarding Travel Time