



DRUG-FREE POLICY COMMITTEE

Meeting Minutes

October 1, 2008

<i>Members present:</i>	Angela Munkers, Dayle Niemie
<i>Members absent:</i>	Scott Lay
<i>Others present:</i>	Glenna Niemie
<i>Staff present:</i>	Leslie Houston, Nancy Janes, Wendy Sampels, Cheryl Sanders

MEETING CALLED TO ORDER

Meeting was held at 676 Church Street NE, Salem, Oregon, and was called to order at 10:10 am by Dayle Niemie.

INTRODUCTIONS

Introductions were not necessary.

AGENDA

Dayle Niemie suggested that Agenda Items 5 and 6 be switched in order in the meeting. Accepted by all.

APPROVAL OF MINUTES

The meeting minutes of September 3, 2008, were reviewed and approved as written.

WHAT IS THE APPROPRIATE MEDIUM(S) FOR HCWS TO RECEIVE THE DRUG-FREE POLICY (NEW AND EXISTING HCWS)?

Suggested methods for HCWs to receive the Drug-Free Policy included a direct mailout, interoffice memorandum, fact sheet in the newsletter, and distribution at SPD's HCW Orientation sessions. Leslie Houston stated that she would need to update the slide presentation for the Orientation sessions.

FACT SHEET

A draft Drug-Free Policy Fact Sheet was created by Cheryl Sanders and distributed. Cheryl also distributed information included in the STEPS curriculum for consumer/employers regarding substance abuse and the consumer/employer's role in maintaining a safe workplace. Leslie

Houston stated that the Fact Sheet is too "wordy;" use more bullet points for easier reading. Cheryl Sanders will revise the Fact Sheet and bring to the next meeting.

DRUG-FREE POLICY

Page 4 of the Drug-Free Policy, Communication/Working Together, Second bullet, states that "All consumer/employers and homecare workers will receive a written copy of the policy and the Code of Excellence." Cheryl Sanders stated that initially the Committee planned for consumers to have a Code of Excellence, but now she feels that it is not needed for consumers. The Committee decided to restate Bullet 2 to say, "All consumer/employers and homecare workers will receive a written copy of the policy."

The third bullet of this same section talks about mandatory alcohol and drug abuse education and prevention classes for HCWs. Cheryl Sanders will check with Karla Spence to see if SEIU wants these classes to be mandatory; if not, then "mandatory" will be removed from that bullet.

Wendy Sampels asked when the "temporary rules" will be filed. The temporary rules will be filed next month. The rule affected is 411-030-0050. When that happens, it will be incorporated into the "Expectations" section of the drug-free policy.

The fourth bullet, under Communication/Working Together states, "A consumer/employer education and prevention module will be provided for the consumer/employer in the STEPS training." Leslie Houston suggested that "STEPS" be removed from this sentence.

SUBSTANCE ABUSE AND AWARENESS TRAINING CLASSES

Leslie Houston reported that she has held Substance Abuse and Awareness training classes in Salem and Astoria with 33 attending the Salem class (many were turned away).

Leslie Houston asked the attendees in the classes why they signed up for Substance Abuse and Awareness training. Some were just curious, some wanted information on how to deal with someone they knew who was on drugs or coming off of drugs, new class, some have no

knowledge of drugs and don't know anything about them, general information purposes, and a few were concerned about their employer's use of drugs. Leslie informed the classes that she was there to cover OHCC's Drug-Free Policy. Overall, attendees were quite pleased with the material covered in class and the handouts provided.

Leslie Houston asked the classes if there were mandatory training for HCWs, which classes should be included? Some indicated that Substance Abuse and Awareness should be mandatory. One response indicated that there are far more issues around confidentiality and boundaries than there are around substance abuse issues. Before mandating any trainings, Leslie Houston suggested that, if possible, OHCC find out how many HCWs have had provider numbers terminated and for what reasons as Leslie is not sure that substance abuse is high on the list.

Leslie Houston stated that attendees in the classes were concerned about others in the home of their employer using drugs. Leslie told them that they should speak to the case manager if they felt that the workplace was not a safe place.

RECAP

Cheryl Sanders summarized the discussion on how to deliver the Drug-Free Policy:

- Mailout to HCWs.
- Update HCW Orientation slide show.
- Interoffice Memorandum.
- Consumers will receive policy during assessment or re-assessment.
- Consumers will not have a Code of Excellence.
- New temporary rule regarding 411-030-0050, Case Management (3) Service Plan will be incorporated into the policy package.
- Fact Sheet will be modified.
- "Mandatory" Substance Abuse and Awareness training is still an issue. Leslie Houston reminded the Committee that the Drug-Free Policy is not enforceable. This issue will be discussed further with Karla Spence of SEIU.

CLIENT EMPLOYED IN-HOME SERVICES PROVIDER ENROLLMENT – FORM SDS 736.

Page 3, Section I, of Form 736, in part states, “. . . Provider must continue to meet provider enrollment qualifications and cooperate with re-enrollment procedures including criminal history checks when requested by DHS. . . ” OHCC’s Drug-Free Policy, Notification of Convictions states, “A homecare worker who is convicted of any criminal drug or alcohol violation in the workplace or during non-working hours must notify the local DHS/SPD/AAA office. Disclosure is recommended within five (5) calendar days of the conviction.” Cheryl Sanders stated that either our policy needs to be changed or the Committee needs to see if SPD is willing to write that (Disclosure is recommended within five calendar days of the conviction) into rule. However, Cheryl stated that the five day time limit is a “recommendation” and could stay in our policy as is. Also, DHS can perform a criminal history check on any individual at any time. It was also stated that some local offices run criminal history checks every year, and a criminal history check is mandatory every two years. It will remain in the policy as a recommendation.

ADJOURNMENT

The meeting adjourned at 10:59 am.

NEXT MEETING

The next Drug-Free Policy Committee meeting will be Wednesday, November 5, 2008, 10:00 am, 676 Church Street NE, Salem.

Attachments:

- Agenda
- Meeting Minutes of September 3, 2008
- Drug-Free Policy (draft)
- Drug-Free Policy Fact Sheet (draft)
- Substance abuse referenced in STEPS training.
- Substance Abuse Awareness Training Evaluation, September 2008
- Client Employed In-Home Services Provider Enrollment (Form SDS 736)