



OREGON HOME CARE COMMISSION (OHCC)

Meeting Minutes

December 2, 2010

Members present: Patricia Brost (in at 10:45 am), Don Bruland (via VCON), Judy Cunio, Mark King, Joseph Lowe, Roxie Mayfield (via phone), Angela Munkers, Dayle Niemie

Members absent: Lyla Swafford

Others present: LJ Frederickson, Heidi Kyle, Carol Loop, Glenna Niemie, Robin Norris, Cheryl Willcoxon, Jean Yamamoto

Staff present: Yvonne Fleming, Leslie Houston, Suzanne Huffman, Cheryl Miller, Kelly Rosenau

MEETING CALLED TO ORDER

The meeting was called to order at 10:12 am by Chair Dayle Niemie.

INTRODUCTIONS

Introductions were made by all in attendance.

ADOPTION OF AGENDA

The agenda was reviewed and accepted as presented.

APPROVAL OF MINUTES

The meeting minutes of November 4, 2010, were reviewed. **Motion** was made by Don Bruland to accept the minutes as written. **Seconded** by Joseph Lowe. Vote was called. Angela Munkers abstained. **Motion carried.**

ANNOUNCEMENTS

Cheryl Miller thanked Cheryl Willcoxon for her commitment and years of service to HUBB, the homecare workers, state employees, and the citizens of Oregon. Cheryl presented her with a card and certificate of appreciation.

Judy Cunio announced that Bill Lynch, Executive Director, MHDDSD, is retiring, and a party for him will be held on December 9 at the Mill Creek Inn. Judy Cunio will forward party details to Cheryl Miller.

PUBLIC TESTIMONY

There was no public testimony.

HUBB UPDATE

Cheryl Willcoxon introduced LJ Frederickson as the new HUBB Director.

Cheryl reported on:

- HUBB's Enrollment Statistics for November 2010:
 - ◇ 209 welcome newsletters were sent to new HCWs.
 - ◇ 667 HCWs qualified for benefits.
 - ◇ 259 HCWs were sent "not eligible" letters for benefits.
 - ◇ 4,533 HCWs were enrolled in medical coverage.
 - ◇ 4,532 HCWs were enrolled in dental coverage.
 - ◇ 51 HCWs were enrolled in COBRA medical coverage.
 - ◇ 63 HCWs were enrolled in COBRA dental coverage.
- HUBB's November 10, 2010, invoice to the Department of Human Services for HCW insurance premiums totaled \$3,242,334.34 including HCW adjustments and ARRA premium reductions for COBRA participants.
- HUBB's 2010-11 Plan Year Insurance Premium Summary, November 2010.
- November 2010 HUBB Enrollment Tier & Dependent Report:
 - ◇ 39 HCWs with dependents and 71 dependents were enrolled in Kaiser medical. 26 HCWs with dependents and 50 dependents were enrolled in ODS medical.

Cheryl Willcoxon stated that HUBB is beginning the process of contract renewals next week.

OREGON HOME CARE COMMISSION'S BUDGET UPDATE

Cheryl Miller introduced Fiscal Analyst Robin Norris who is replacing Claudia Babcock. Robin presented the 2009 - 2011 Oregon Home Care Commission's Budget to Actual Report.

WORKERS' COMPENSATION UPDATE

Kelly Rosenau, Workers' Compensation Coordinator, OHCC, reported on Workers' Compensation claim activity for October 2010:

- 14 new claims were filed.
- *Lifting* led the injury causes followed equally by *twisting*, *struck by an object*, and *struck or injured by another person*.

- The *back* was the most injured body part followed equally by the *wrist(s)* and *head*.
- 13 claims were accepted, 13 claims were denied, and 13 claims were closed in October.
- A total of 148 claims were active in October.

HCW TRAINING UPDATE

Leslie Houston, Training Manager, OHCC, reported training statistics for October 2010:

- 58 training classes were held.
- Six classes were canceled.
- 697 people registered for classes. 538 of those registered were HCWs (85.9%).
- 17.6% of those who registered for classes did not show up (123).
- Average attendance per class was 10.8.
- 4,810 unduplicated HCWs have been trained to date.
- The Union was represented at 43% of the training classes.

Leslie mentioned that the primary goals of the Training Committee are to increase the number of new people attending training classes; emphasize more safety training; and promote the Professional Development program.

STEPS TRAINING UPDATE

Suzanne Huffman, STEPS/RRS Coordinator, OHCC, reported on consumer/employer training statistics for October 2010:

- One workshop was held.
- 28 first time consumer/employers and three first time representatives were trained in the STEPS program.
- 49.75 One-on-One hours and 13.00 Guide-on-the-Side hours were spent in training.
- Participants by program: 28 Client-Employed Provider, one Oregon Project Independence, and two State Plan Personal Care.

Several graphs were reviewed. Suzanne stated that the number of new consumers trained has declined this year.

Suzanne reported on the STEPS Marketing activities and success stories for Central Oregon Resources for Independent Living (CORIL) in

October.

READY BOOK UPDATE

Suzanne Huffman reported on the *Ready Book* (emergency preparedness reference manuals) pilot project:

- 528 *Ready Books* have been distributed through a variety of offices.
- 156 consumers needed assistance in completing the *Ready Book*.
- 162 consumers have completed their *Ready Book*.

Suzanne reported that an expansion of the *Ready Book* pilot project will target the areas around Vernonia in Columbia County and some south and north coastal areas. Dayle Niemie mentioned that he would like to be involved in any *Ready Book* pilot project in his area in Curry County.

REGISTRY UPDATE

Suzanne Huffman gave a Registry and Referral System HCW Statistics Overview for November 2010:

- 3,178 HCWs are *Incomplete* in the RRS.
- 2,501 *Available* HCWs are looking for work through the RRS; 159 are looking for work through their local office only.
- There are 17,167 *Career* HCWs in the RRS, 117 *Exclusive*, and 508 *Restricted*.

Suzanne gave a RRS System Usage Statistics Overview for November 2010:

- 1,415 lists were generated by the RRS for employers/anonymous users.
- 992 unduplicated employer/anonymous users logged into the RRS at least once.
- 192,774 HCW referrals were provided by the RRS.
- 3,441 unduplicated HCWs were referred out by the RRS.

Cheryl Miller stated that she is working on a contract amendment for the RRS with Brewer Consulting. The amendment includes \$20,000 for minor enhancements, \$23,000 for major enhancements, and \$3,600 for miscellaneous incidentals. These funds are already in the budget, but need released to Brewer Consulting. Cheryl asked the Commissioners if they approved this release of funds. **Motion** was made by Judy Cunio that the Commission approve the amendment to release RRS funds to

Brewer Consulting. **Seconded** by Joseph Lowe. **Motion carried.**

Suzanne reported that phone calls and emails into the Registry Department continue to be about the same. 209 phone calls and 14 emails came into the Registry Department in November. User/ID password continues to be the major subject matter of these inquires.

REVIEW BY-LAWS

Cheryl Miller reviewed all of the suggested revisions to the By-laws as discussed in the November 4 Commission meeting and their inclusion into the By-Laws. Cheryl stated that the Commissioners will have one month to review these changes. If there are any questions on the By-Laws, send them to Cheryl. A vote will be taken at the January Commission meeting to adopt the revisions if no changes are made between now and then.

HOUSE BILL 3618

Cheryl Miller stated that a web page has been set up for personal support workers that includes training opportunities, workers' compensation benefits, Safety Manual for Homecare Workers, and a self-study course on infection control. Emails about this web page have been sent out to brokerages, CDDP program managers, Childrens Intensive Care program managers, and the Mental Health directors.

A web page has been set up for the DD/MH Committee that includes the purpose of the Committee, who can be a Committee member, and an application for those interested in applying for a position on the Committee. The Commission has created a DD/MH Committee mailbox whereby applications can be sent and any other correspondence regarding the Committee.

The Commission has scheduled two NetLink training sessions for personal agents and case managers that work with personal support workers. These sessions will provide information about workers' compensation coverage for personal support workers, their role in the process, and other topics related to the passage of House Bill 3618: the role of the Oregon Home Care Commission, the role of the Workers' Compensation Coordinator, training opportunities for personal support workers, and the Developmental Disability and Mental Health Committee. The Policy Option Package that requests funding for HB

3618 will also be discussed. The training sessions will be held on December 13 and December 20.

Cheryl Miller distributed copies of the completed Interest Form (application) for those interested in serving on the DD/MH Committee. Application deadline was set for the end of February with the Commissioners reviewing the applications at the March 2011 Commission meeting.

Cheryl reported that a Workers' Compensation Consent and Agreement form is being developed that all consumers of personal support workers will be required to sign. This form describes what workers' compensation is, what *consent* means, the consumers duties, and is an agreement that consumers will cooperate with all OHCC and SAIF staff regarding their workers' injury claims.

SAIF is developing a "What to do if you are injured on the job" form for personal support workers.

The Commission has requested that SPD provide a list of all of the names and contact information of anyone identified as a personal support worker. The Commission will send out a mailer to these individuals informing them of the training opportunities available to them on January 1, 2011.

Cheryl Miller stated that no one has been hired yet for the extra workload that House Bill 3618 created, but the first two persons that will be hired will be a support person and a person to assist with the workers' compensation injury claims.

EXECUTIVE DIRECTOR'S REPORT

During November, Cheryl Miller, Executive Director, OHCC:

- Attended a SPD Brown Bag Managers meeting.
- Met with Jeanette Burket in a one-on-one meeting.
- Participated in SAIF conference call meetings.
- Reviewed HCW grievances with Becki Capoferri.
- Met with Jeanette Burket and her managers.
- Attended the "Care for the Future" forum sponsored by SEIU and Healthcare Northwest Training Partnership in Tukwila with

Suzanne Huffman.

- Met with AARP to discuss developing a seminar for older workers that no longer have access to unemployment.
- Met with state Facilities and the Safety Coordinator and Building Coordinator to discuss the flooding incident in the building.
- Participated in a "Ready Book" teleconference meeting.
- Met with Meg Killgorecathcart and her group to discuss new provider credentials related to the personal support workers.
- Attended a retirement party for Cheryl Willcoxon and a going-away party for Claudia Babcock.
- Met with SPD, SAIF, and others regarding the implementation of House Bill 3618.
- Worked on other issues regarding implementing House Bill 3618: in-service meeting with UCP brokerage and presented a registry demo for IT and DD program staff.

Cheryl stated that if any Commissioner is interested in pursuing legislative training, to contact her.

ADJOURNED

The meeting adjourned at 1:07 pm. The next meeting will be held on January 6, 2010, 10:00 am, at 676 Church Street NE, Salem.

Attachments:

- ◆ Agenda
- ◆ Oregon Home Care Commission Meeting Minutes, November 4, 2010
- ◆ 2010-11 Plan Year HUBB Enrollment Statistics, April 2010 through March 2011
- ◆ HUBB 2010-11 Plan Year Insurance Premium Summary, April 2010 – March 2011, 3rd Quarter, October 2009 – December 2010
- ◆ 2010 HUBB Enrollment Tier & Dependent Report, Plan Year – April 2010 – March 2011
- ◆ HUBB's November 10, 2010 Invoice to DHS
- ◆ 2009 – 2011 Home Care Commission, Budget to Actual Report
- ◆ Workers' Compensation Report, Claim Activity Report for October 2010
- ◆ Home Care Commission Monthly Training Report
- ◆ STEPS Report for October, November 2010
- ◆ STEPS Consumer/Employer Statistical Report, October 2010

- ◆ STEPS Ready Book Project Statistical Report
- ◆ Ready Book Pilot Project
- ◆ STEPS Executive Director/Specialists Meeting Minutes, November 9, 2010
- ◆ Registry and Referral System HCW Statistics Overview
- ◆ RRS System Usage Statistics Overview
- ◆ Registry and Referral System Staff Contact Intakes Overview
- ◆ Oregon Home Care Commission By-Laws
- ◆ Information Memorandum Transmittal, SPD-IM-10-086, Issue Date: 12/01/2010
- ◆ Oregon Home Care Commission, Developmental Disabilities and Mental Health Committee, Interest Form
- ◆ Meeting Roster
- ◆ Public Testimony Roster