



Oregon Home Care Commission (OHCC)
Meeting Minutes
 October 4, 2018

Members Present:	Ruth McEwen (chair), Roxie Mayfield, Gabrielle Guedon Mat Rapoza, Laurie Schwartz-VanZandt, Marsha Wentzell
Members Absent:	
Others:	Carol Loop, Paula Taylor, Mary Houts, Joseph Lowe, Jaime Daignault, Brandon Crews
Staff:	Jenny Cokeley, Amanda Goffin, Nancy Janes, Roberta Lilly, Cheryl Miller

Meeting Called to Order

The meeting was called to order at 10:02 a.m. by Chair McEwen.

Introductions

Introductions were made by all in attendance.

Adoption of Agenda

Commissioner Rapoza **moved** to adopt the agenda as written. Commissioner Wentzell **seconded**. **Motion carried.**

Approval of Minutes

Commissioner Wentzell **moved** to approve the September minutes with amendments. Commissioner Rapoza **seconded**. **Motion carried.**

Announcements

Commissioner McEwen provided reading materials on upcoming events, information on Aging and People with Disabilities, memory care, brain injuries, and information about the eligibility process for anyone who wanted to have them. She also provided information on upcoming events and meetings.

Public Testimony

Cheryl Miller, Oregon Home Care Commission Executive Director, read the following written testimony from Mr. Avery Horton.

“PUBLIC TESTIMONY FOR NOVEMBER 2018 OHCC MEETING

- 1) There needs to be a back up system for Home Care Workers and Personnel Support Workers when they can not make their scheduled appointments. As it stands now, there is not a system in place. Calls to DHS Case Managers go answered for hours. A consumer/employer could be lying in their own waste for hours because their provider was unable to make it to their shift due to

unforeseen circumstances. Some Home Care Workers and Personnel Support Workers would love to be “on call”.

- 2) There should be a 24/7 hotline for Home Care Workers and Personnel Support Workers. Things happen and the workers may not have the knowledge or skill to handle. They need support.
- 3) It is unacceptable that Home Care Workers and Personnel Support Workers have to wait over a month to receive their stipend for attending trainings. This is an ongoing issue and should have been resolved by now.
- 4) It has been brought to my attention that “contract holders” are not being held accountable to the Oregon Revised Statutes and the Oregon Administrative Rules by the Oregon Home Care Commission. The contract holders and their employees must held to the same rules and standards as Home Care Workers and Personnel Support Workers. There should be trainings so Home Care Workers and Personnel Support Workers know and understand the laws and rules.
- 5) For each meeting, please report the number of active, new and expired Home Care Workers and Personnel Support Workers. The number of Home Care Workers and Personnel Support Workers who have lost their provider numbers during the past month. A chart/report showing the number of consumer/employers who have 1 Home Care Worker or Personnel Support Worker, number of consumer/employers who have 2 Home Care Workers or Personnel Support Workers, etc... The number of Home Care Workers and Personnel Support Workers who take care of a family member and the number who don't take care of a family member. Finally, of those caring for a family member, the number who care for a parent, number who care for a child, and the number who care for other family member.
- 6) Stipend check payments are getting slower not quicker. I received payment for July classes in October!
- 7) All Home Care Workers and Personnel Support workers should receive current printed copies of the Guides and Safety manuals.
- 8) Home Care Workers and Personnel Support Workers should be able to know how many providers a client has had in the past 6 months. We have a right to know if we are putting ourselves and our provider number in jeopardy.

Testimony respectfully submitted by,

Avery.T. Horton, Jr.

Secretary/Treasurer

SEIU Local 503 Sublocal 099 (Homecare)”

Cheryl described the stipend manual process. She mentioned that OFS has up to 45 days to process payments. We are also seeking an electronic solution.

OHCC Budget Update

Paula Taylor, Aging and People with Disabilities (APD) Fiscal Analyst, provided a budget report for August 2018. She also reported on the rebalance and reshoot that is being worked on. Paula informed us on a pilot program that will be happening with local hospitals.

Time Capture System

Brandon Crews, APD Strategic Initiatives Project Director, reported on Electronic Visit Verification. This time capture system is being designed to record required information at the time of the service, at any location by the HCW/PSW and the employer. This system will be compatible with communication devices. Brandon will be put on the agenda quarterly or as needed.

Oregon Council on Developmental Disabilities update

Jaime Daignault, Oregon Council on Developmental Disabilities (OCDD) Executive Director, reported Council staff are updating the current version of the transition guide called “Planning My Way to Work”. They are working with the Department of Education, Vocational Rehabilitation and Developmental Disabilities Services to update the content to reflect systems changes and make the guide more accessible. This guide is for students with disabilities, their family members, and professionals in the field to help them transition from school to employment. This guide is intended to be available by mid-2019.

The Council is also working with the Office of Developmental Disability Services (ODDS) on a guide called “How to Choose Your Employment Provider”. This document is targeted to people receiving developmental disability services, their family members and others that support them. The purpose of the guide is to help people gather information to select an appropriate employment service provider to help them meet their employment goals. We anticipate the guide will be available for download from the Employment First and other websites by the end of 2018.

OCDD invited commissioners to attend the advocacy days at the Capitol. They will provide training on how to have a successful meeting with legislators and then there is opportunity to meet with the legislators. The dates and locations for these meetings are posted at <https://ocdd.org/legislative-advocacy-the-go-project/>. The 2019 DD Advocacy Day flyers are also available for download from this page in English and Spanish.

Disability Services Advisory Committee update

Joseph Lowe, APD Program Analyst, reported on updates with Disability Services Advisory Committee (DSAC).

- Joseph is working on updating brochures. One brochure will have his information on it and another the local DSAC office can edit to include their own contact information.
- Joseph reported on the status of each DSAC office.
- The Americans with Disabilities Act (ADA) Celebration went great. It was the biggest and most attended event thus far.
- Advocacy and Development unit has been moved to the Community Supports and Services Unit (CSSU) formerly known as the State Unit on Aging (SUA).
- Joseph will attend the transit conference hosted by the Oregon Transit Authority in Bend.

Governor's Commission on Senior Services (GCSS)

Chair McEwen reported there is a new GCSS chair. In the process of writing policies and procedures on how the Oregon Disabilities Commission (ODC) and Governor's Commission on Senior Services (GCSS) are going to do legislation. Once the policies and procedures are written, Chair McEwen will provide an update. GCSS met with Rosa Klein from the Governor's office. Rosa suggests we start thinking about the 21-23 budget.

Oregon Association of Area Agencies on Aging and Disabilities (O4AD)

There was not a representative in attendance.

Oregon Disabilities Commission (ODC)

Commissioner Schwartz-VanZandt attended the ODC and GCSS joint committee meeting in September. Discussed the possibility of both committees coming together for legislative issues. There was also discussion around guardianship when someone has a support person.

Aging and People with Disabilities (APD)

Commissioner Rapoza reported on a topic from the Contract Bargaining Agreement (CBA) between SEIU and the Oregon Home Care Commission. A new process for Homecare Workers (HCW) and Personal Support Workers (PSW) is being implemented. It will be required that HCWs/PSWs using their own vehicle for authorized transportation for traveling between consumers provide their Oregon Driver's License information and valid insurance verification to their local office every six months, or as their insurance policy renews. Implementation will be in January 2019.

Community Advisory Councils (CAC)/Coordinated Care Organizations (CCO)

Commissioner Mayfield is no longer on Trillium CAC board.

Oregon Self Advocacy Coalition

There was nothing to report.

Employer Resource Connection Bi-Monthly Reports

Nancy Janes, Employer Resource Connection (ERC) Coordinator, reported on the updates with new and ongoing APD and ODDS consumers and services.

- Nancy is working with consultants on workshop presentations and to create more resource materials for consumer-employers.
- Jodi Burrell from the Department of Justice (DOJ) Medicaid Fraud unit, met with Nancy and the consultants so the consultants understood what their responsibilities are if they are ever contacted.
- Chelas Kronenberg from ODDS and Sandy Abrams, the state Oregon Project Independence (OPI) coordinator will be meeting with the ERC consultants to go over expectations.
- All the ERC material is being translated into more languages.

Traditional Health Worker Commission

Cheryl Miller, OHCC Executive Director, reported on behalf of Yetu Dumbia, DD/MH Traditional Health Worker Coordinator.

- Yetu attended Traditional Health Worker (THW) commission meeting last month. The THW Committee has been conducting informational forums in the tri-county area and have been receiving positive feedback.
- The THW committee discussed the differentiation between a certificate of completion and a certificate of attendance.
- They reviewed of The Next-Door curriculum. They will finish and finalize at the next meeting.
- The committee discussed CCO 2.0 updates.
- Oregon Community Health Worker Association (ORCHWA) will be presenting in October regarding the Statewide Needs Assessment on Community Health Workers (CHW) and Personal Health Navigators (PHN). There is a shortage in the CHW/PHN workforce in the rural areas and they are having challenges of the retention of those workers.
- The THW Committee also had discussion about revising the website to make it user friendly.

Training/Registry Monthly and Annual Reports

Roberta Lilly, OHCC Training and Registry Program Manager, welcomes Brenda Hoffman and Ian Cobb to the Training and Registry unit.

- A pilot course for Mental Health First Aid took place in August. The course included how to support a person experiencing a serious mental health crisis. Feedback from those who attended the course was that it was a positive experience.
- The core Professional Development Certification course “Working Together” is now available on iLearnOregon. In addition to this, workers are now able to register for the classroom courses COMPASS and the Enhanced Certificate. ILearnOregon provides several advantages for workers including reminders, moving from the waitlist to registration, and a map to the venue.
- The Training Committee continues to review the equivalency for starting a certification with an Oregon Certified Nursing Assistant (CNA) and will continue researching the equivalency eligibility for OHCC certificates.
- Roberta provided updates on the number of workers working toward their Professional Development Certification (PDC), Enhanced Certification, and Exceptional Certification.

Workforce Development Update

Jenny Cokeley, OHCC Special Projects Coordinator, provided updates with Workforce Development.

- An Employer/PSW Meet and Greet Event was held in Lincoln City on 9/20/18. Creating Opportunities had the opportunity to meet with a family and provide one-on-one consultation for the Employer Resource Connection program. There was a successful match at the event.
- During September’s workforce development committee meeting, AlignMark provided a demonstration of their pre-assessment tool called AccuVision.
- AccuVision was used by WorkSource Oregon and the Employment Department was pleased with the product.
- At October’s workforce development meeting, the group will discuss the two systems (workFORCE and AccuVision) and which one would be the ideal tool to use for the Commission’s pre-employment assessment.
- Jenny provided updates on SB1534. The SB1534 training workgroup has created subgroups to look at curriculum and testing. These subgroups will be meeting later in the month.

Executive Director’s Report

Cheryl Miller, OHCC Executive Director, reported that Commissioner Mayfield’s term is coming to an end June 30, 2019. She will have served three 3-year terms on the commission. We have 2 commissioner positions vacant now.

The DD/MH Committee is looking for more members.

Cheryl reported about the different meetings she attends monthly:

- Workforce Development Committee
- Joint Issues Committee- Collaborate with SEIU to collaborate on issues that can be solved by working together.
- Monthly meeting with APD Director, Ashley Carson-Cottingham
- APD Central Leadership Team Meetings
- Grievances and Complaints Committee- Meet monthly to talk about issues around grievances and complaints to get them solved.
- Monthly grievance review meeting with Labor Relations Director and MRC Lead
- Central Office Service Equity Sustainability and Improvement Steering Committee- Currently collaborating with other counties to have bilingual trainers available in more areas, along with working with different tribes. Supporting their equity plan with what they may need.
- Registry Steering Committee Meetings- had a Registry Stakeholder Group meeting to continually work on updating functionality and values of the registry.
- DD Management Team Meetings
- SEIU APD Advisory Table- SB 1534 meetings
- SB 1534 Training Workgroup meetings
- APD Management System Mid-Point (QBR) meeting
- STEPS- (Employer Resource Connection) Consultants meeting
- SPOTS monthly meeting
- Monthly meeting with Mike McCormick, APD Deputy Director
- Service Equity Group- HispNet group of Latino DHS employees that desire to be mentored for opportunity to move up to management.
- African American Management Council- Working on developing a mentoring program.
- Monthly meeting with Lilia Teninty, ODDS Director

There are two new hires at the Oregon Home Care Commission, Yetu Dumbia and Amanda Goffin. There are still a couple of positions open.

Cheryl attended the Oregon Public Performance Measurement Association conference at Willamette University. There were several knowledgeable key note speakers. There was discussion and tips about performance and process measures and how to decide if anything can be reduced. It also allows everyone to have a chance to provide input.

Cheryl reported OHSU is revising the COMPASS training materials to include PSWs. Meetings have taken place to extend the current contract through the end of the year.

Adjournment

The meeting was adjourned at 1:29 p.m. by Chair McEwen.

2018 Attendance Record

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Guedon	X	E	P	P	E	I	E	I	P	P		
Girard	X	X	P	I	P	P	I	P	P			
Mayfield	X	X	P	I	I	P	P	P	P	P		
McEwen	X	X	I	I	I	I	I	I	I	I		
Rapoza	X	X	E	I	I	P	E	I	I	I		
Schwartz-VanZandt	X	X	I	E	E	E	I	U	I	I		
Wentzell	X	X	P	I	I	I	I	I	P	I		
Moore										E		

E=Excused, U=Unexcused, I=In-Person, P=Phone, effective 3/1/18

Attachments:

- Agenda
- September 6, 2018 Minutes
- Home Care Commission Budget Report 17-19 Biennium August 2018
- Employer Resource Connection DD/MH Bi-Monthly Statistical Report
- Employer Resource Connection APD Bi-Monthly Statistical Report
- Traditional Health Worker Monthly Report
- Training and Registry Monthly Report