



Joint Issues Committee Meeting Summary

Wednesday, June 17, 2020 – 3:00 PM to 4:00 PM

Attendance		
Committee Members	Organization	In-Person/Online
Joe Espinoza	APD	Online
Nannette (Dee) Carter-Jafri	SEIU	Online
Melanie Ewell	OHCC	Online
Patty Falkenstein	SEIU	Online
Hani Ghamrawi	OHCC	Online
Paul Johnson	APD	Online
Zina Lerma	APD PRU	Online
Traci Lerner	APD	Online
Roberta Lilly	OHCC	Online
Cheryl Miller	OHCC	Online
Shelly Reed	ODDS	Online
Maxime Rene	SEIU	Online
Nancy Sodeman	OHCC	Online
Patrick Van Orden	OHCC	Online
Lindsay Vanderworker	APD	Online
Penny VanSanten	SEIU	Online
Joy'e Willman	SEIU	Online

Agenda Item	Presenter/Facilitator
Introductions, Purpose, and Guidelines	Cheryl Miller, OHCC
SEIU Unemployment Fact Sheet	Cheryl Miller, OHCC
Electronic Timesheet Submissions	Penny VanSanten, SEIU

Meeting Summary

1) Introductions

Cheryl Miller, Oregon Home Care Commission (OHCC) Executive Director, opened the Zoom meeting at 3:05 PM and introductions were shared. Cheryl reviewed the purpose and guidelines for the meeting. Penny VanSanten, SEIU Organizer, presented two new SEIU Chief Stewards, Patty Falkenstein, PSW and Nannette (Dee) Carter-Jafri, HCW/PSW.

2) SEIU Unemployment Fact Sheet

Cheryl noted that there is some misinformation listed under point number five (#5) on the fact sheet. It states that when filing for unemployment, Personal Support Workers (PSWs) should list their employer as "Homecare Workers" with the Summer Street address. Cheryl clarified that PSWs need to list the name of their Common Law Employer as the employer, not 'Homecare Workers.' Likewise, PSWs would use the address of their Common Law Employer.

Penny said she would follow up to ensure that is corrected.

3) Electronic Timesheet Submissions:

Penny brought up a concern about workers who submit their timesheets electronically through some brokerages or the SEIU portal. Although a worker receives a confirmation that they made a submission, it does not have the ability to show *what* was submitted, leaving a worker without proof that they turned in their timesheet.

A discussion ensued around challenges associated with submitting timesheets electronically. A summarized list of points from that conversation follows:

- Unless you are handing in the timesheet directly to an individual, it can be impossible to get proof that it was submitted.
- Different Case Management Entities have different submission policies.
- The Letter of Agreement (LOA) temporarily allows for the use of photo submission of timesheets. According to the LOA, it is a one-time, hardship option when other options are not available. When the State's emergency declaration is lifted, this option will no longer be available since it is not a secure method of transmission.
- Other methods are still available for submission:
 - Handing them in directly is still available in some offices. More are re-opening to the public.
 - Drop them in a local office's locked drop box.
 - Send them via secure fax, i.e. a fax that you personally put the timesheet through.
 - Scan them and send via secure email (all APD offices have a secure email system for workers).

- This is not a systemic issue and, in any cases where this may happen, the CBA provides remediation through the Late Payment Penalty Fees provision.
- SEIU is looking to “close the loop” on this process so this never happens.
- Cheryl offered to send a list of all voucher submission methods to the participants.

4) Certification Pay Increases Delayed – topic not on agenda

Dee inquired if the late payment penalty fee is being paid to workers when they have qualified for a certification-related pay increase that has been delayed. Cheryl responded that if a worker does not receive their increase in a timely fashion, they will receive back pay for that, but not the penalty fee. Dee had a specific example of this happening and Cheryl asked her to send that information to her via email or submit it through SEIU. She also said workers can always email the Customer Relations Unit for certification assistance at Certifications.OHCC@dhsosha.state.or.us.

Meeting adjourned at 4:21 PM.

Assignment Tracker			
<i>Topic</i>	<i>Owner</i>	<i>Assigned Date</i>	<i>Due Date</i>
Follow up on SEIU Unemployment Fact Sheet to ensure corrections are made.	Penny	6/17/20	7/15/20
Send list of voucher submission methods to meeting participants.	Cheryl	6/17/20	7/15/20
Submit complaint information about the delay in a certification-related wage increase.	Nannette (Dee)	6/17/20	7/15/20
Future Agenda Topics			

**Next meeting:
Wednesday, July 15, 2020 - 3:00 to 4:00 PM**

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Dial by your location

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Meeting ID: 161 762 6083

Password: 197237