

Senate Bill 1534 Steering Committee

Agenda

Friday, July 27, 2018

10:00 A.M. – 12:00 P.M.

550 Capital St. NE – Scott Lay Conference Room

Join us by Skype or phone

Dial In Information: 503-934-1400 Access Code: 6150340#

Agenda Item	Presenter/Facilitator
Project update	Jenny Cokeley
Assignment updates	Jenny Cokeley/Steering Committee
Discussion: Define “operational.”	Jenny Cokeley/Brian Rudiger
Adjournment	

Decisions from today’s meeting

- 1) Subject to collective bargaining and rulemaking, the following decisions were made to provide guidance to the SB 1543 training workgroup:
 - Orientation must be completed before beginning work.
 - Early service training must be completed within 90 days of provider number issuance.
 - Initial training requirements equal 12 hours (8 hours of training plus orientation).
 - The local offices will continue to be responsible for the application and background check process and orientation will be provided by the Training Partnership.

Discussion

- 1) Jenny Cokeley provided a debrief of the July 16, 2018 SB 1534 training workgroup’s discussions (see debrief document). The workgroup needs guidance from the steering committee regarding the number of hours required for training. This will help the workgroup prioritize training and orientation topics.
- 2) Mike McCormick suggested that orientation and training be separate requirements. He recommended not focusing on the number of hours required for orientation at this point.
- 3) Currently, most local APD/AAA offices combine the enrollment process with orientation, resulting in a longer orientation time. Separating the enrollment process from orientation will most likely result in less hours required for orientation.

- 4) Brian Rudiger commented that, generally, orientation occurs after someone is hired for a job (not specific to HCW orientation). He added that he was under the assumption that local offices would be responsible for the application and background check process. The local offices will continue to be responsible for the application and background check process and orientation will be provided by the Training Partnership. Brian suggested that orientation be available in person and on-line.
- 5) Kyndall Mason discussed the concept of hours versus credits and commented that requirements should align with other long-term care programs/settings. She added 12 hours of required training would align with other programs/settings. Kyndall commented that different trainings could be worth different credits. Cheryl Miller asked how the number of hours worked would be determined if that case (i.e. in person training versus on-line).
- 6) Rebecca Sandoval suggested that simple, basic training be required after orientation (What they need to know day one). Jenny Cokeley suggested the training workgroup discuss what information and skills are needed day one.
- 7) Mike McCormick stated his preference is for pre-service training, but recognizes this is not practical. He suggested that early service training should be completed within 90 days.
- 8) Bobbi Sotin commented that the current workforce needs to attend a new orientation, as things have changed since some workers attended orientation years ago. Rachel Hansen suggested a refresher every couple of years.
- 9) During the training workgroup, it was suggested that training requirements be tied to the worker's two-year recertification. Lea Ann Stutheit commented that she would be concerned if workers did not begin training for two years.
- 10) Joy'e Willman suggested that refresher orientation could be tied to the two-year recertification. Rachel Hansen suggested on-line tutorials about changes in policies and practices (what's new).
- 11) Kyndall Mason commented for continuity, rules should be written to follow how training is counted in other programs (hours versus credits). Jenny Cokeley offered to research this issue. It was asked whether the number of hours required for training would have to be explicit in rule.
- 12) The comment was made that if orientation is required post-hire, the worker would need to be paid for that time.
- 13) Mike McCormick called for a vote as to whether orientation should occur pre-service or early service. Outcome: Orientation required before providing services (Vote: 8 for pre-service; 4 for early service).
- 14) Mike McCormick called for a vote as to whether eight hours of training should be required pre-service or early service. Outcome: Unanimous decision – Training requirements must be met within 90 days of enrollment (early service). A total of 12 hours would be required for new workers (8 hours for training plus orientation).

- 15) The concept of tying continuing education requirements to the two-year credentialing process was discussed. There is a concern that workers will lose their provider numbers if training requirements are not met. Mike McCormick commented that a lot of people may lose their provider number if annual training is required. Mike commented that if continuing education was tied to the two-year credentialing process, a worker would only be at risk of losing their provider number once every two years for failure to meet credentialing requirements versus every year.
- 16) Mike McCormick called for a vote as to whether continuing education should be required annually or every two years (biennial). Outcome: Tied 6 to 6.
- 17) Mike McCormick called for a vote as to how many continuing education hours should be required. The options were 4, 6, 8, and 12 annually (8, 12, 16, and 24 if biennial training required). After the first vote, the options were narrowed down between 6 hour and 8 hours (12 hours and 16 hours, if biennial). A second vote was called. Outcome: 8 people voted for 6 hours and 5 people voted for 8 hours. This needs further discussion before a final decision is made.
- 18) Steering Committee members provided updates on the tasks they were assigned at June's meeting.
 - Jenny Cokeley provided data about the number of HCWs and PSWs whose background checks are denied, either at initial application or during re-check. Of the 19,668 HCW background checks conducted in 2017, 814 were denied. 2,530 were closed due to the worker's failure to submit fingerprints or additional information. Of the 13,657 PSW background checks conducted in 2017, 220 were denied. 1,099 were closed due to the worker's failure to submit fingerprints or additional information.
 - Jenny Cokeley asked the Department of Justice for a legal opinion as to whether PSWs working for ICP participants would be required to complete mandatory training. Awaiting response.
 - Jenny Cokeley and Cheryl Miller met with DHS Communications to begin developing a communication plan.
 - Cheryl Miller and Joe Espinoza reviewed the current CBA to determine which articles would need to be opened for SB 1534 requirements (refer to separate document).
 - Mike McCormick provided data on how many hours HCWs work every two weeks to determine how close they are to the 40-hour weekly cap. Of the 14,940 HCWs working, 37.97% work 40 hours or less every two weeks; 27.90% work between 41-60 hours every two weeks; 12.82% work between 60-72 hours every two weeks; 11.79% work between 72-80 hours every two weeks; 9.39% work between 81-120 hours every two weeks; and .12% work greater than 120 hours every two weeks. PSW data is pending.

- Brian Rudiger reported SEIU conferred with their legal department to determine if training hours would be counted as time worked under the FLSA. This is most likely the case.

Assignment Tracker

<i>Topic</i>	<i>Owner</i>	<i>Assigned Date</i>	<i>Due Date</i>
Research whether other training programs use hours or credits.	Jenny Cokeley	7/27/18	8/24/18
Define what “operational” means for this project.	Mike McCormick	7/27/18	8/24/18

Future Agenda Topics

- 1) Project and assignment updates.
- 2) Discussion: Requirement for continuing education every year or on a biennial basis.
- 3) Discussion: Number of hours required for continuing education.

Next meeting:

August 24, 2018

10:00 a.m. – 12:00 p.m.

Scott Lay Conference Room

550 Capitol St. NE Salem, OR 97303