

Personal Care Attendant (PCA) Workforce Council

MINUTES July 13, 2016

Held at:

**Office of Policy and Management
450 Capitol Avenue
Hartford, Connecticut 06106**

Members IN ATTENDANCE: Susan Weisselberg, Mary Caruso, Sheila Mulvey, Kathy Flaherty, Therese Nadeau (*via phone*), George Chamberlain (*on behalf of Kathy Bruni*)

Members not in ATTENDANCE: William Myerson, Carl Noll, Greg McMahon, Kathy Bruni (*George Chamberlain on behalf of Kathy Bruni*)

Other Participants/Members of the Public: Steve Bender – *1199 Training and Upgrading Fund*, Deborah Schwartz - *1199*, Chris Drake *Office of Policy and Management - Legal Counsel*, Eric Gervais - *Allied*

- **Called to Order 10:06 am**

- **Public Comment:**
 - No public comment

- **Training and Orientation Update**

Orientation was launched on July 5, 2016. Prior to this, there were mailings by 1199 and the Fiscal Intermediaries. (FIs).

Email and Phone line set up and posted on the PCA Workforce Council webpage as reported by Chris Drake, and as of July 12, 2016, there were approximately 94 phone calls received and approximately 20 emails. FIs and 1199 TUF also reported receiving calls.

Discussion on whether PCAs may need classes further towards Danielson and Torrington. If there are enough requests, this will be set up with several sessions out that way. There is a session scheduled for Litchfield at the library that will be held in September.

Mary Caruso reported that she completed the Opt-Out forms and thought there should have been a spot on the form for the employer to be allowed to sign off without having every single PCA sign off on it.

With the Opt-Out date, and PCAs on vacation or out of the state or country, it made it hard to have PCAs sign off on prior to the deadline date.

Opt-Out forms will need to be looked at again and changes may be needed in the way signatures are required.

Discussion of other language changes that may be necessary: there may be some misunderstandings about suspension and termination for PCAs who do not attend orientation sessions within the required timeframe: the language in Section 3(j) of the collective bargaining agreement, page 12 states that a PCA shall not be permitted to work until the orientation is complete; the language in the flyer may need to be changed.

Translation services are in place for Polish, Spanish, Creole and other languages as needed.

Steve Bender gave an update. The opt-out list was being sent to 1199 and the list is being updated and names removed as needed. A September schedule is being sent to Chris Drake for circulation. July and August there were over 1,000 PCAs signed up for training/orientation. Electronic surveys are almost complete (CWEALF) and will be sent to Chris Drake for distribution to Council members.

Allied reported having over 60% of people who do not use computers and a hard mailing will be needed.

A Focus Group with Consumer Employers will be planned for the fall with CWEALF and the survey to Consumer Employers will have additional questions as suggested by Council members, such as training needs for Consumer Employers.

Fund Committee meetings need to be scheduled.

CWEALF and the Training Sub-Committee meeting are to be convened, to plan the focus group and finalize surveys. They will work with Chris Drake to schedule this.

Fund Committee meetings are to be held more often than quarterly during this orientation and training process, with the next meeting at the end of July. There is a significant crunch of monetary activity.

➤ **Approval of Minutes:**

- Motion to approve minutes made by Kathy Flaherty and seconded by George Chamberlin – Minutes approved

➤ **Other Updates**

- No other updates at this time.

➤ **Executive Session**

- Motion to go into Executive Session by Mary Caruso, seconded by Sheila Mulvey, 11:17 am

➤ **Adjournment**

- Motion to adjourn by Mary Caruso, seconded by Sheila Mulvey - adjourned 12:40