

**VT Health Care Innovation Project  
Health Care Workforce Work Group Sub-Committee on Long Term Care  
Meeting Minutes (draft 6/25/14)**

**Date: Wednesday, June 11, 2014 Time: 10:30am-12:00pm  
Location: DAIL DDAS Conference Room A, 94 Harvest Lane, Williston  
Call-In Number: 1-877-273-4202; Passcode: 9883496**

**Attendees:** Brendan Hogan, Jackie Majoros, Janelle Blake, Marlys Waller, Devon Green, Denise Lamoureux, Matthew Mayers, Penne Ciaraldi, Stuart Shurr, Gini Milkey, Susan Anderson-Brown, Martha Richardson, Jim Durkin, Marisa Melamed

Item #	Topic	Minutes :	Action #
1	Welcome and introductions	The meeting opened with introductions, an overview of the agenda and review of the minutes from May 5. Brendan reviewed the action item log. He received information from Tony on action item #2 from 5/5 (job titles and numbers employed).	
2	Review Data Collection Plan and Discuss Next Steps	<ul style="list-style-type: none"> <li>• The group discussed difficulties in collecting job titles. Different positions are defined differently in different places and there are many job titles. What the group really wants to know is what people do; this is spelled out in job descriptions. The group would like to get at functions over job titles.</li> <li>• To define what training is needed we need to know what services are being provided to clients. All workers need basic training, but specific services are for each individual person. For example, the VNA looked at care plans and created a ladder program. The VNA provides different modules for training e.g. companionship training, body mechanics. This group would like to look at different training plans and online training available through ARIS or other means. Brendan will follow up with Tony and Susan on training programs and start to inventory training modules. He will also reach out to Sherry for nursing home trainings and Sheila for training for residential care. We can capture training for TBIs through the DAs. There is also training that is offered though CCV (not through provider network).</li> </ul>	<b>1-Brendan will reach out individually to collect data on job titles, job descriptions and specific training.</b>

		<ul style="list-style-type: none"> <li>How can training be more accessible to direct care workers? It takes hours and workers would like to be paid for their time. The new direct care contract is going to be signed June 12. The contract calls for a committee to discuss the issues including training and \$ issues. What trainings exist and how much will it cost to provide the trainings to people who do not work through agencies? Brendan to follow up with Denise on reaching new Americans, the Association of Africans Living in Vermont, Legal Aid, Bayada and the various Medicaid spending areas that support training.</li> </ul>	
3	Review Data from DAIL	The group reviewed the document and noted the data is not current e.g. minimum wage data; however the group agreed this type of data is very helpful.	
4	Discuss Project Plan Timeframes/Workplan	<p>There was more discussion on the correct terminology to use when writing the report. The self-determination alliance uses “employer,” but that does not quite seem to apply here. “Recipient” was also discussed.</p> <p>The Workforce Work Group has a dual purpose as an advisory group to the Governor (through Executive Order) and the VT Health Care Innovation Project (VT’s SIM grant). This sub group would like to be included in recommendations to the Governor so the sub group timeline needs to be aligned with the workforce group. Check on deadline for recommendations to the Governor. The sub group would like to have formal reporting to the larger workforce group each month and be included in the workforce summary to the Steering Committee.</p>	<p><b>2-Send Workforce EO with the minutes.</b></p> <p><b>3-Check on deadlines for recommendations to the Governor.</b></p> <p><b>4-Give updates to the Workforce Workgroup.</b></p>
5	FYI: Federal DCW Grant	See attachment in meeting materials. There was no discussion on this during the meeting.	
6	Other Next Steps	Brendan will reach out individually on the data collection plan. Stuart will follow up with the workforce work group.	

OPEN ACTION ITEM LOG					
Date Added	Action Number	Assignee	Action /Status	Due Date	Date Closed
6/11/14	1	Brendan	Brendan will reach out individually to collect data on job titles, job descriptions and specific training.	7/16	
6/11/14	2	Marisa	Send Workforce EO with minutes.		6/25
6/11/14	3	Stuart	Check on deadlines for recommendations to the Governor.		
6/11/14	4	Stuart	Give updates to the Workforce Workgroup.		