

**VT Health Care Innovation Project
Health Care Workforce Work Group Sub-Committee on Long Term Care
Meeting Summary**

**Date: Wednesday, July 16, 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: Gini Milkey, Penne Ciaraldi, Martha Richardson, Sarah Launderville, Sherry Callahan, Marlys Waller, Peter Cobb, Susan Anderson-Brown, Tony Treanor, Jen Woodard, Brendan Hogan, Denise Lamoureux, Amanda Ciecior

Item #	Topic	Notes	Action Steps
1	Welcome and Introductions	Brendan Hogan welcomed attendees and called the meeting to order at 10:36.	
2	Updates on Governor's Deadlines and Workforce Workgroup	<p>Jen Woodard updated the workgroup on past Workforce workgroup meetings and other subcommittee members also made comments.</p> <ul style="list-style-type: none"> • Presentation was provided by Tim Dahl in May on demand modeling. There is a large focus on medical care workforce. • Discussion occurred about the Workforce symposium in November. • Continued discussion occurred on prioritizing workforce proposals to the governor, and how proposals would be funded. A decision was made to request a pool of funding and have a process for prioritizing how the funding would be spent. • Comment made that the workforce workgroup had a very medically focused discussion. • Janette Kahn was introduced as a Naturopath and a new workgroup member. • Betty Rambur, GMCB, provided the group with a payment reform presentation at the June meeting. • Beth Tanzman, from DVHA/ Blueprint, gave a presentation at the July meeting around current enrollment and other updates about the program. 	

		<ul style="list-style-type: none"> • There was also additional discussion on the budget and the fall workforce symposium 	
3	Review Draft Report	<p>Brendan presented the draft report outline. The following were questions or comments:</p> <p>Executive Summary</p> <ul style="list-style-type: none"> • Recommendation to change order: Recruitment, Training and Retention • Summary should potentially include projected need • Provide a few recommendations from this workgroup regarding recruitment, training and retention. <p>Background</p> <ul style="list-style-type: none"> • Brief pieces of info that are most relevant to this workgroup will be highlighted from the of background documents • Peter Cobb suggested including information from a previous workforce report to legislature, which was written by Craig Stevens from JSI. • Grafton Foundation publication on workforce might provide some relevant information • Remove the curriculum portion from where it is in the outline and perhaps, create a new section on curricula <p>Current Data</p> <ul style="list-style-type: none"> • Updated projections from the Vermont Department of Labor, VT DOL, will be available this month • VT DOL data may not track the entire direct care workforce, DCW. Need to verify what is and what is not tracked and document that in the report. • Current data on DCW will be easily accessible, but it will be more challenging to project how the workforce will change over time. • Include statistics around new Vermonters, such as individuals who previously lived in Bosnia or Africa. • Use Bureau of Labor and Statistics website for forecasting purposes • Developmental Disability DCW data has not been very good, whereas elder 	Brendan will begin drafting the report and will continue to look for relevant reports for background section

		<p>care DCW data is much more robust</p> <p>Projected Need</p> <ul style="list-style-type: none"> • Dawn Philibert at the Vermont Department of Health is a good resource. • VT Center for Rural Studies at UVM has easily accessible Census data. • Review prior Department of Disabilities, Aging and Independent Living, DAIL reports <p>Summary of Findings/Recommendations</p> <p>Recruitment</p> <ul style="list-style-type: none"> • Add recruitment of New Vermonters <p>Training</p> <ul style="list-style-type: none"> • How to calculate training numbers – new or incumbent or scope/frequency • Vermont Center for Independent Living, Association for Africans in VT training to be added • Curriculum section discussed about potentially fitting here, decided needs to be own section. Brendan feels the State needs to know who is not getting needed training, and how can we get them the training, as well as info on the cost, and the timing • Include training for non-employees • Need consistency around time frames and who is to be included in training to make sure the data is comparable. I.e., data that is July-June • Agreed upon Format: Data from July 1 to June 31. New and incumbent/ongoing training. Training described in number of hours for a single person which includes classroom and hands on (new and incumbent). The number of participants includes the number of people going through the training. Costs are averaged per person to train. <p>Retention</p> <ul style="list-style-type: none"> • Issues of job turnover for individuals working directly for consumers rather than for an agency, when a consumer dies , how to find additional employment <p>Suggestions for Workforce strategic plan</p>	<p>Training information from Home Health, Mental Health and Developmental Services, Community College of Vermont, Vermont Health Care Association and Vermont Center for Independent Living will be sent from workgroup members to Brendan</p> <p>Brendan will follow up with workgroup members about population data/ summaries</p>
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4	Comments on Upcoming November Workforce Symposium	Mandy Ciecior to include a one page summary with the minutes to send out to the workgroup subcommittee members	
5	Next Steps	<p>Please send all items discussed to Brendan for addition to his Report</p> <p>Next Meetings</p> <ul style="list-style-type: none"> • August 7; 1:00pm-2:30pm; DAIL DDAS Conference Room A, 94 Harvest Lane, Williston • September 3; 1:00pm-2:30pm; DAIL DDAS Conference Room A, 94 Harvest Lane, Williston 	