

**VT Health Care Innovation Project**  
**Health Care Workforce Work Group Sub-Committee on Long Term Care**  
**Pending Work Group Approval**

**Date: Thursday, August 7, 2014 Time: 1pm-2:30pm**  
**Location: DAIL DDAS Conference Room A, 94 Harvest Lane, Williston**  
**Call-In Number: 1-877-273-4202; Passcode: 9883496**

Attendees: Sarah Launderville, Brendan Hogan, Denise Lamoureux, Stuart Schurr, Jackie Majoros, Gini Milkey, Susan Anderson Brown, Penne Ciaraldi, Tony Treanor, Devon Green, Audra Rondeau, Amanda Ciecior

Item #	Topic	Notes	Next Steps
1	Welcome and Introductions  Approval of Minutes	Meeting was called to order at 1:05pm by Brendan Hogan.  Susan Anderson Brown made a motion to approve the minutes and Sarah Launderville seconded. Minutes were approved unanimously.  <b><u>Vote on approval of Meeting Minutes:</u></b> Sarah Launderville - yes Denise Lamoureux - yes Stuart Schurr- abstain Jackie Majoros - abstain Gini Milkey - yes Susan Anderson Brown – yes Penne Ciaraldi - yes Tony Treanor - yes Devon Green - abstain	
2	Updates on Governor’s Deadlines and Workforce Workgroup	Stuart updated the workgroup on the deadlines for this subcommittee. The Workforce workgroup serves as an advisory group for the VHCIP as well as in an advisory role for the administration. Introduction to demand modeling occurred in May and an ongoing discussion around the best use of this information is occurring. The next project the WG is taking on is prioritizing spending for the administration; they are also working on	

		<p>criteria in which to rank proposals. The workforce committee is finalizing the FY16 budget items at their 8/20 meeting.</p> <p>Workforce Symposium planning work is continuing. The symposium is expected to occur in November, with speakers yet to be identified.</p> <p>Brendan Hogan mentioned that work around demand modeling should also include direct care worker demand modeling and the workgroup agreed. Brendan Hogan and Stuart Schurr will be attending the August meeting and have time to give a brief update to the workgoup.</p> <p>Jackie Majoros asked about the deadline to submit proposals, if proposals from SIM funding are still available, and if not, if proposal would be related to FY 2016 funding. Current proposals to the workforce workgroup have been reviewed but not all have been funded or acted upon.</p> <p>Devon Green reminded the group that any FY15 state fund changes would likely affect the FY16 budget priorities.</p> <p>Workgroup members were asked to think about how funding could be used in relation to Direct Care Workers within the larger scope of the workforce workgroup request for FY 16 funds. This will be discussed at the next meeting on August 22, 2014.</p>	
3	Review Draft Report	<p>Brendan introduced the Draft Report to the workgroup, the following were comments on the report in its current form:</p> <ul style="list-style-type: none"> <li>• Susan Anderson Brown asked about what the focus of the report should be and how in depth and/or specific the report will be. Decided that a definition of DCW should be included in the report and the definition will be taken from Vermont House Bill 301. Discussion around publically and privately funded workers took place, and the availability of data and this will be referenced in the report.</li> <li>• Discussion followed around long term versus short term care – and who qualifies as providing long term care. Many private organizations are doing long term care, often for end of life care issues, and being missed from acknowledgment.</li> <li>• Discussion around licensure requirement – both person and facility,</li> </ul>	<p>Add a definition of DCW</p> <p>Workgroup members to send information to Brendan to aid in completing the report</p>

		<p>and what is to be included or excluded from the Report.</p> <ul style="list-style-type: none"> <li>• Stuart Schurr mentioned that it is important to ensure the definitions in previously cited works align with the one being used in this report.</li> <li>• The group recommended modifying some of the information around past and current efforts in Vermont, especially including the definitions of direct care workers used in previous documents to show distinctions from the H.301 definition.</li> <li>• Group decided to use the phrase ‘career ladder’ instead of lattice, and define the ladder as being multi directional.</li> <li>• Jackie Majoros recommended eliminating or reordering some of the key findings.</li> <li>• Discussion around adding Vermont specific data to estimate the number of Direct Care Workers in the State, the group agreed this was a good idea.</li> <li>• Jackie Majoros mentioned the importance of adding state comparison data from the Alliance for Health Reform Report.</li> <li>• Ginny Milkey provided edits to the sections of the report that she had information about from the Coalition of Vermont Elders.</li> <li>• Denise Lamoureux recommended a way to consolidate the report’s key findings.</li> <li>• The group discussed the significance of noting the VT wage increase in the report. The group decided to remove the minimum wage information, possibly to include the livable wage instead.</li> <li>• The group reviewed tables and charts to decide which were beneficial to the report and which needed elimination or adjustment.</li> <li>• Brendan Hogan commented on lack of availability of disability data and future projections of need, and how the lack of future workforce should be properly documented.</li> <li>• Tony Treanor discussed the process he put together to help gather information on training information by agency and how it can be</li> </ul>	<p>Brendan to add description of Alliance for Health Reform Report</p> <p>Brendan will add in all of the edits mentioned by subcommittee members into the next draft.</p>
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		<p>best gathered from the numerous agencies across the State.</p> <ul style="list-style-type: none"> <li>• Susan Anderson Brown agreed it would be easier to use existing statistics that are provided to their agency. Also noted that gathering the types of training offered would be much easier than the cost to do so.</li> <li>• The group agreed that training data that is collected for HHA, Designated Agencies and other organizations can be for a specific agency as an example and the report will note that training is not exactly the same across agencies.</li> </ul>	
4	Next Steps	<p>Meeting adjourned at 2:37pm</p> <p>Next Meetings</p> <ul style="list-style-type: none"> <li>• August 22; 9:00am-10:30am; DAIL DDAS Conference <b>Room B</b>, 94 Harvest Lane, Williston</li> <li>• September 3; 1:00pm-2:30pm; DAIL DDAS Conference Room A, 94 Harvest Lane, Williston</li> </ul>	<p>Any additional edits regarding the draft report can be sent to Brendan prior to the August 22, 2014 meeting.</p> <p>The report will continue to be edited during the next month.</p>