

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

**Pending Work Group Approval**

**Date: Wednesday, September 3, 2014 Time: 9am-10:30am**  
**Location: DAIL DDAS Conference Room B, 94 Harvest Lane, Williston**  
**Call-In Number: 1-877-273-4202; Passcode: 9883496**

*Attendees: Brendan Hogan, Amy Coonradt, Gini Milkey, Peter Cobb, Matt Mayers, Audra Rondeau, Jackie Majoros, (phone) Devon Green, Sherry Callahan, Tony Treanor, Sara Launderville, Denise Lamoureux*

Topic	Notes	Action Items
<p>Welcome and Introductions</p> <p>Approval of Minutes</p>	<p>Meeting was called to order at 1:01pm by Brendan Hogan. Peter Cobb made a motion to approve the minutes. Audra seconded.</p>	
<p>Review/Finalize Draft Report</p>	<p>Process for report review was discussed. Once report is reviewed today, Brendan will be accepting edits (stylistic or content) for one week, either handwritten or in the document with tracked changes.</p> <p>This is the last meeting to be held about the report.</p> <p>Discussion around reporting back to the larger Workforce Work Group in October followed.</p> <p>Update from last WFWG meeting was given. Stuart led the update for that work group in August; discussed the demand modeling contract that will go out to bid and that the state has included direct care workers in the Scope of Work for modeling.</p> <p>Recommend that this group remains active and participating in the conversation around recommendations for the demand modeling.</p>	<p><b>Edits to be compiled and made to the report (see notes at left for subcommittee meeting edits)</b></p>

Edits to the report are as follows:

- Jackie suggested more description of H301 and proposed new language for the definition.
- Jackie suggested including the recommendations in the executive summary at the end. The report should reflect the group's findings, that emphasis on training is critical for recruitment/retention, and that the specific recommendations be bulleted.
- Discussed using stronger language to emphasize points in Items #3 and #4 on p4.
- Discussion around FLSA language and interpretation followed. The group agreed that Brendan will elaborate on and reframe the FLSA language in the executive summary.
- Discussion around language for training/wages (p3), the studies are significant and want language to reflect this – strengthen by discussing findings and explaining that the report speaks more to training than wages, as training has not been explored as much.
- Discussed the recommendation for FLSA that DDAIL follow up with the federal government and get clarification on the issue.
- Mention of Atlantic Philanthropies on p8 to be struck
- Suggested edit to move middle paragraph of p10 to p11 below bullets. Additional edit to this paragraph: Jackie stated that it is an opportunity to discuss Vermont's role and the views of its consumers. Suggested strengthening the language. Results show how important training is to the consumer and that the group chose to focus on it based on that feedback.
- Also suggested making main headings stand out (bigger/capitalized/italics); sub-bullets to be smaller.
- p13: Jackie suggested that the first sentence under section 4 should be worded more strongly.
- p14: the first sentence under section 4a should be struck.

	<ul style="list-style-type: none"> <li>- P15: Jackie stated that this section should correspond to the executive summary, and have some statement regarding the importance of training and linking it to recruitment/retention.</li> <li>- P. 16: Gini suggested breaking last sentence into two sentences.</li> <li>- Recommendation that in order to emphasize the importance of training in the report, the order of sections be rearranged so that the training section is first. (Moved to section 5a.)</li> <li>- Audra suggested adding a sentence clarifying that “untrained” DCWs may have received training in other fields, and that individuals bring a variety of experiences to the field.</li> <li>- Brendan commented that some professions/provider groups gave longer summaries than others to be included in the report and he will make edits to remain consistent with information across professions.</li> <li>- Suggestion to condense what is in the actual report and put the longer explanations in the footnotes. Everyone agrees that this should happen for readability and balance.</li> <li>- Brendan to move some VNA language to an appendix, (the numbers will remain but will move most info to the appendix)</li> <li>- Brendan will take Tony’s table and convert to a summary, move other info to the appendices, or condense the columns.</li> </ul>	
Next Steps	Brendan will compile edits and will send out final draft for final edits by Wednesday 9/10/14 at noon.	