



# OREGON HOME CARE COMMISSION

## Meeting Minutes

October 1, 2009

*Members present:* Patricia Brost, Don Bruland, Judith Cunio, Angela Munkers, Dayle Niemie, Lyla Swafford, Michael Volpe

*Members absent:* Sharon Ely

*Others present:* Claudia Babcock, Art McCurdy, Maria Michael, Glenna Niemie, Deborah Schwartz, Cheryl Willcoxon

*Staff present:* Yvonne Fleming, Leslie Houston, Cheryl Miller

### ***MEETING CALLED TO ORDER***

The meeting was called to order at 10:10 am by Mike Volpe.

### ***INTRODUCTIONS***

Introductions were made by all in attendance.

### ***ADOPTION OF AGENDA***

The agenda was reviewed and accepted as presented.

### ***APPROVAL OF MINUTES***

The meeting minutes of September 3 were reviewed. **Motion** was made by Dayle Niemie to accept the minutes as written. **Seconded** by Patty Brost. **Motion carried.**

### ***ANNOUNCEMENTS***

Cheryl Miller stated that the fourth Collective Bargaining Agreement (CBA) between the Oregon Home Care Commission and SEIU was settled on September 28. SEIU will now take the CBA to their members for ratification.

Dayle Niemie displayed a T-shirt from his Muscular Dystrophy Car Show over Labor Day which was stamped with Scott Lay's name in remembrance of him. The T-shirt will be given to Scott's wife.

Angela Munkers reported that on September 15 she attended a Board and Commission Member Training held by the Governor's Office which is the last one to be held this biennium due to budget cuts. Angela received a packet of materials that she is willing to share with others.

Mike Volpe stated that Commissioner Sharon Ely was absent today due to a job interview with the Social Security Administration.

### ***PUBLIC TESTIMONY***

Deborah Schwartz, SEIU, Local 503, thanked everyone who was a part of the bargaining process for the Collective Bargaining Agreement for HCWs. The agreement is now going into ratification. SEIU continues to work on a fairer tax system in Oregon relating to corporate minimum income taxes and marginal tax increases on the top two percent of wealthy Oregonians (those making over \$250,000/year).

### ***OHCC BUDGET UPDATE***

Claudia Babcock presented a draft of the 2009–2011 OHCC budget. The training budget was reduced by 1.3 million dollars; personal services by 2%; and services and supplies by 4%.

### ***HUBB UPDATE***

Cheryl Willcoxon presented/reported:

- HUBB's enrollment statistics for September 2009:
  - 165 new HCWs enrolled in medical/dental coverage.
  - 170 HCWs lost medical coverage.
  - 169 HCWs lost dental coverage.
  - 4,222 total HCWs are enrolled in medical coverage.
  - 4,220 total HCWs are enrolled in dental coverage.
  - 55 HCWs are enrolled in COBRA medical coverage.
  - 49 HCWs are enrolled in COBRA dental coverage.
  
- HUBB's September 2009 invoice to DHS for HCW insurance premiums totaled \$2,798,255.79 including adjustments and ARRA premium reductions for COBRA participants.
  
- HUBB's enrollment tier and dependent report for September 2009:
  - 43 HCWs who are enrolled in Kaiser medical have 85 dependents also enrolled.
  - 28 HCWs who are enrolled in Kaiser dental have 57 dependents also enrolled.
  - 18 HCWs who are enrolled in ODS medical have 34 dependents also enrolled.
  - 29 HCWs who are enrolled in ODS dental have 58 dependents also enrolled.

- FHIAP is open again for group enrollment and is contacting those who are on a waiting list. HUBB is hoping to see the HCW dependent enrollment increase over time.
- Total combined medical/dental premiums for September for HCWs, dependents, and COBRA participants was \$2,853,851.54.

### ***STEPS UPDATE***

Cheryl Miller reported:

- Effective today, the STEPS Program will be managed by the Oregon Home Care Commission. Tina Treasure, Joan Claypool, and Cheryl Miller had a telephone conference call with the CIL Directors who are all very supportive of the process and want to assist in any way that they can. Cheryl will meet with the CIL Directors at a meeting in Portland on October 15 for further discussions.
- All contracts with the CILs were signed on September 30; there will not be any break in service.
- Cheryl is calling all of the CIL Directors to answer any questions/concerns that they may have about the STEPS program.
- Cheryl will request that Brewer Consulting make a change in the RRS so that a consumer can ask for a list of HCWs beyond the 20 that were generated from the first search. Cost for this upgrade is approximately \$2,000.
- Cheryl was approached by a CIL Director about the ability to get referrals from the local offices. Cheryl and Angela Munkers are looking for a way that new consumers that come into the system can get referrals or where periodic lists can be sent to the CILs so that they can continue to meet the needs of the consumers in their area. Under the new contract, the CILs have to serve someone each month in order to receive their monthly flat rate of pay.
- 61 total first time new participants received STEPS training in August 2009. 1,751 total first time new participants have received training since project inception.
- OHCC has received 23 boxes of STEPS materials and a disk of all programs, reports, invoices, etc.
- A temporary person will be hired to coordinate the STEPS program until a permanent employee can be found.
- All Commissioners are invited to meet with Cheryl when she meets with the CIL Directors in Portland on October 15.
- Don Bruland suggested that the Commissioners ask the CIL

Directors if the Commissioners can go out with a trainer to get a better feel of the CIL workplace and philosophy.

### ***TRAINING UPDATE***

Leslie Houston reported:

- 52 training classes were held in September.
- A new training class entitled "Heart Healthy" will begin soon.
- Leslie presented a revised policy for "HCW Paid Training Time" that the Training Committee recommends that the Commission adopt. **Motion** was made by Don Bruland to adopt the "HCW Paid Training Time" criteria as recommended by the Training Committee. **Seconded** by Patty Brost. **Motion carried.** The revised criteria will become effective for any trainings held after November 15.

Cheryl Miller reported that the Collective Bargaining Agreement and Training Letter of Intent state that the Training Committee is to be made up of four representatives from the Commission, four representatives from SEIU, and one representative from SPD. At the present time, the Training Committee is short one Commissioner. **Motion** was made by Don Bruland that Judy Cunio be added as a Training Committee member. **Seconded** by Lyla Swafford. **Motion carried.** The Training Committee is now made up of:

- Commissioners: Sharon Ely, Dayle Niemie, Mike Volpe, and Judy Cunio
- SEIU: Terry Haydon, Patrick Featherstone, Deborah Schwartz, and Mary Wood
- SPD: Angela Munkers

### ***REGISTRY UPDATE***

Cheryl Miller presented a Registry report for September 2009:

- 12,813 HCWs are approved, career, and complete in the RRS.
- 2,685 HCWs are approved, career, complete, and available for referral in the RRS.
- 5,437 HCWs are approved, career, and need to update their profiles in the RRS.
- 3,792 HCWs are approved, career, and not looking for work in the RRS.
- 106 HCWs were removed by OHCC from the RRS.
- 1,007 employer/anonymous users searched the RRS.
- 3,463 unduplicated HCWs were referred for work from the RRS.
- Due to budget cuts, update postcards and letters notifying HCWs

that they are incomplete in the RRS are not being sent out.

- The HCW and Staff User Manuals are continuing to be updated.

### ***WORKERS' COMPENSATION UPDATE***

Cheryl Miller reported on Workers' Compensation claim activity for August:

- 24 new injury claims were filed.
- Lifting/transferring led the injury types followed by slips, trips, and falls.
- The back was the most injured body part.
- 10 claims were accepted; 7 claims were denied, and 10 claims were closed.
- There are 168 total active claims.

### ***EXECUTIVE DIRECTOR'S REPORT***

During September, Cheryl Miller:

- Attended a homecare insurance and reserves meeting.
- Participated in hearing conference calls with SAIF.
- Participated in conference calls and meetings regarding STEPS.
- Participated in staff meetings.
- Processed HCW grievances.
- Met with Claudia Babcock to review the OHCC budget.
- Attended HCW bargaining mediation meetings.
- Spent two weeks on honeymoon/vacation.

Cheryl will attend a meeting today on SB 702 where she will give an overview of the Commission and will supply packets of literature to attendees. Mike Volpe asked that Cheryl share the same information with the Commissioners at the next meeting and supply literature packets.

Patty Brost asked for an update on the STEPS Program. Cheryl Miller stated that the Commission received a letter from Tina Treasure stating that they were turning over the STEPS Program to OHCC. Joan Claypool will not be the Project Coordinator. The Commission will need to hire a permanent employee to fill that position. We will attempt to place a temporary person in the position in the meantime. Cheryl will act as the point person for the STEPS Program until someone can be found. Cheryl stated that the Commission needs to formalize that decision. **Motion** was made by Patty Brost to accept the letter from SILC transferring the STEPS Program to the OHCC, effective October 1. **Seconded** by Judy

Cunio. **Motion carried.** Don Bruland requested that a formal "thank you" letter be sent to SILC for the work they have done with the STEPS Program.

***ADJOURNED***

The meeting adjourned at 1:00 pm.

***NEXT MEETING***

The next Commission meeting will be held on Thursday, November 5, 10:00 am, 676 Church Street NE, Salem, OR.

Attachments:

Agenda

OHCC Meeting Minutes from September 3, 2009

2009-2011 OHCC Budget Report

HUBB Enrollment Tier and Dependent Report

HUBB Invoice dated September 10, 2009, to Department of Human Service

HUBB 2009-2010 Plan Year Enrollment Statistics

HUBB 2009-2010 Plan year Insurance Premium Summary

STEPS Project Report to Home Care Commission, October 2009

STEPS Consumer/Employer Training Statistical Report, August 2009

STEPS Consumer/Employer Training Statistical Report, Project to Date, August 2009

Home Care Commission Training Report, August 2009

Homecare Worker Paid Training Time, Revised 10/01/09

Registry Report for September 2009

Workers' Compensation Claim Activity Report for August 2009