

PCA Workforce Training Sub Committee Meeting
August 12, 2015

Committee members from Training present: Shelia Mulvey, Greg McMahon and Mary Caruso

Committee member from Recruitment, Retention and Referral present: Carl Knoll and Mary Caruso

The meeting was called to order at 12:19 p.m.

Review of Minutes:

Minutes from July 8, 2015 meeting: Minutes were reviewed with a motion to accept the minutes by Shelia Mulvey and seconded by Greg McMahon. With all in favor from both sub-committees, motion passed.

Discussion on Training

Members discussed ideas from the Labor Management meeting regarding training.

There was discussion regarding the best way to bring forth a group of training courses for approval to present to the workforce. There was a target time frame for classes to be offered for Spring 2016, informing the workforce with class information by November 2015.

It was suggested that members of the sub-committee request a brief meeting with Ms. Jamie Mills from OPM to introduce themselves and discuss the implementation of training and orientation.

Shelia presented information and members discussed how Massachusetts developed their training. A list of courses was shared that were offered in 2014. The courses appeared to be individually tailored for the workforce, which were developed from a survey sent out to the workforce.

Greg McMahon suggested a list of classes be submitted with a number for pca's to call and register ahead to ensure some sort of control on amount of classes taken.

The following courses are being presented over the next 2 months through a collaboration between DDS and private provider agencies for private provider staff. The committee agreed that we should consider these as optional courses for direct hire employees. Greg will audit these classes and obtain the curricula to review. Regular instructors would need to be found for these topics.

In home support staff and values
Person centered and family centered supports
Professional judgment: making wise decisions quickly
Health and wellness: Never Assume

Positive Behavior Support: Collaborating with Families to support the use of Positive new behavior

Promoting independence: Direct Support Professionals as Educators.

There was discussion regarding whether employers could require their employees to take certain classes that would benefit the individual being supported and whether those employees would be paid in such cases.

Other classes discussed for development: banking, cooking, first aid, Alzheimer's and dementia, English for speakers of other languages, medications safety, nutrition, topics in computers, how to fill a timesheet, who is the employer, daily living basics, financial management, working effectively with your employer, professionalism, understanding disabilities, managing escalating behavior,

Suggestions for additional classes that are already offered at community colleges were:

American Sign Language offered at Naugatuck, Northwestern, Quinnebaug Valley and Three Rivers

English as a second language offered at Housatonic, Manchester, Naugatuck, Norwalk,

Communication skills a must offered at Asnuntuck

Effective Communication offered at Norwalk

Effective resume writing offered at Manchester, Norwalk

Interview skills offered at Manchester

Members decided research should be done to offer a wide variety of classes for the diverse workforce.

Members expressed hope that the sub-committee would find additional members soon to expedite some of the legwork.

Shelia made a motion to adjourn the meeting at 1:40 p.m., with a second by Greg. With members from both committees in favor, motion passed.

Respectfully Submitted,

Mary Caruso