OHIO PROVIDER RESOURCE ASSOCIATION

HR COMMITTEE MEETING MINUTES

## March 13, 2012

## 10:30AM – 2:00PM

**Attendance:** Patty Schlosser, Chairman HR Committee, Josina Lott Residential and Community Services; Ron Hammond, Echoing Hills; Lynn Emmons, Society for Handicap Citizens; Kellie Truesdell, Via Quest; Jennifer Rodriques, St. Johns Villa; Stephanie Kellum, Towards Independence; Teri Derry, OPRA; Nancy Disbrow, Koinonia Homes; Bryan England, Columbus Center; Annette Montgomery, Horizons, Inc.; Diane Daniels, Wood Lane Residential Services, Inc.

Meeting began at 10:30am

Agenda

1. **Recording Secretary for Meeting Minutes:** Diane Daniels took minutes. Will rotate at each meeting. OPRA wants minutes taken from committee meeting. Allows Board members to communicate back to the districts.
2. **Spring/Fall Conference 2012:** Teri Derry – Fall Conference (9/25 & 9/26). Topics: Teri will check to see if Tom Dixon will do a full day at the Fall Conference; Affordable Care Act (Vorys), Dos and Don’ts of NRLB Posting (Scott Salisbury). Teri will include on the Spring Conference evaluation forms for suggested topics for future conference topics. Patty will send out an email to all HR OPRA members asking for suggested (future) topics. CEO track ideas: Maintaining a positive attitude/communications in difficult times; Confronting others; HR 101/Employment Law Updates (Vorys). Spring Conference Moderators needed!!
3. **Elder Justice Act Requirements** – Reasonable suspicion of a crime against any resident in an ICF/Long term care facility must be reported to Local Law Enforcement and Department of Health. Anita Allen emailed rule and templates last week. Must have a notice posted in a very conspicuous area and must have a policy. Employees must be in-serviced yearly. Create a bridge with local law enforcement so they are aware of this new rule.
4. **Direct Support Professional Week** – September 12, 2012 DSP Day – Send people to reward them. Email Teri Derry ideas of how HR Committee supports staff (Stephanie Kellum will take the lead)
5. **Turnover Questionnaire** – Ron, Teri and Patty did a conference call with John Barry. John will be emailing the questionnaire out to members who have shown the highest and lowest employee turnover.
6. **Recommendations from Wage and Salary Survey**
   1. OPRA HR Committee to review/begin
   2. Working on recommendations:

* Establish Pay Ranges (to include capping wages) and then communicate to staff. (Training session at Fall Conference or at a regional training – “Top 20 ways to establish a pay system”)
* Competitive Wages – direct care staff are still 70% below therapeutic staff in development centers. (Ex. Pay for Performance; Core Competencies)
* DSP Turnover – Plan to reduce turnover/actively participate in data gathering. Is it the pay, is it the working conditions and are they well-suited/selection process. (Questionnaire being sent by John Barry and Associates) Employee surveys (use a 3rd party collect); Focus groups; “Thanks for Asking” surveys)

1. **Regional Trainings:** Michelle Madden is coordinating
2. **NLRB** – notices-update – Not required until mid-end of April 2012 – most providers waiting to hear about the results of these postings before they incorporate anything within their organization because this regulation may be overturned. Stay tuned….
3. **OSHA Blood borne Exposures** –Committee members spoke about their policies and their locations within their organizations for easy access. One provider also has this policy within their Workers Compensation packets.
4. **Recruiting for Nurses** –Members stated that CareerBuilders, Monster.com, and Ohiomeans.jobs are websites they have used when recruiting for nurses. However, it has not been easy and these positions are at a premium.

Meeting adjourned at 1:30pm

Next meeting is scheduled for May 8, 2012 from 10:30am-2pm.