**HR COMMITTEE MINUTES**

**NOVEMBER 13, 2012**

Participants: Nancy Disbrow; Lynn Emmons; Beth Flipowski; Ron Hammond; Stephanie Kellum; Juliana Kemper; Cindy Marks; Anette Montgomery; Angela Raymer; Patty Schlosser; Anita Allen; Jeff Davis; Teri Derry

* **Discussion on spring conference 2013:**
  + Members are being asked not to book a large group of rooms, and then, cancel them at the last minute. This shows that the Embassy Suites is full and causes members to reserve a room at another hotel. Then when these last minute cancellations occur this leaves the hotel with many open/unreserved rooms.
  + Possible topics for the HR session: Health Care Reform; Hiring requirements, new - I-9 forms , new background rule, reference checks; Workplace violence.
  + Teri presented a report on the reasons that attendees gave for coming to the conference. Top reasons were – Training (35%), Networking (23%), Updates (16%), and CEU’s (14%). Memberships, Fun and Other were the balance of reasons.
* **OSHA** – A member indicated that she was aware of a situation where OSHA is investigating a workplace accident where a consumer injured an employee and OSHA was investigating it under “workplace violence.”(We wanted to bring this to the attention of the membership so they are aware that OSHA was investigating an injury to an employee caused by a consumer.)
* **OPRA Strategic Plan** – Teri reviewed a draft of the board strategic plan. Discussion occurred. (See Attached Document)
* **Outside speakers at OPRA HR meetings** –We talked about the value of having outside speakers at these meetings: As an example we could have a vendor from our membership thru OPRA who provides Worker’s Compensation Insurance to come and discuss cost savings programs; developing transitional work sites; to importance of keeping injured employees working. The Committee felt this would be a good idea as along as the presenter(s) does not place more emphasis on selling their product. . Teri will contact Compensation Consultants to see their availability for our January 8, 2013 meeting. Teri will also obtain a list of different topics thru our vendors that they could speak about for future OPRA HR meetings. Discussion about these topics will occur at our upcoming OPRA HR Meeting on January 8th, 2013.
* **Tele-conferencing for the OPRA HR Committee meetings.** Some members have shared that they have a difficult time in getting a way to come to the OPRA HR Committee meetings. They are asking if we could offer teleconferencing as an option. Teri said this has been discussed at OPRA and they are working on the availability of this. Teri said when she sends out the minutes from this meeting that she will encourage members for now to contact an attendee of the meeting if they need further clarification on something.
* **Creative scheduling options.** Members shared how they have been creative in their scheduling of direct support professionals and nursing personnel. Several agencies ensure staff get every other weekend off. Other schedules included –a weekend warrior program where dsps’ who are part time and only work weekends work 12 hour shifts. Another Agency shared their dsp’s work 3 weekends out of the month; this is due to their staffing levels; and one Agency said that when their nursing personnel work the weekends they work 12 hour shifts and they work every 3rd weekend.
* **DSP Turnover Survey** – Anita presented the results from the DSP survey that Providers responded to in the spring. Members that participated in the survey get a copy for free. Discussion occurred about having a “literature review” completed which would include ideas that have been published to help with decreasing turnover. Anita will contact John Barry to see how best to approach this topic. Several of the committee members stated that they feel it would help retention if we could offer a higher wage for our direct support professionals.
  + One agency discussed a mentoring program they implemented to help with retention. This is where the direct support professional works the similar schedule of their supervisor/hence the supervisor becomes their mentor. This has allowed the new employee to get to know their supervisor and to learn how approachable/kind/ and open they are; by showing how welcoming the management is it has shown them how positive the work environment is.
* **New background rule** – Jeff Davis updated the committee on the status of the new background rule effective 1/1/13. OPRA has been very involved in this process. Recognizing that it was going to happen no matter what, as it was a state wide Governor Kasich driven issue. There are many more offenses included now. OPRA has focused on allowing a grandfather provision for staff that could have one of the charges in Tier 4. As the proposal is stated presently; it says that the agency would have to terminate this employee, if the grandfathering clause is not approved. If it is passed by legislation, the provider would have to do a written attestation that they acknowledge a current staff (hired before 1/1/13) who has this charge, and that they are allowing this staff to continue working. There would be a benefit to this change such as taking the responsibility off the agency if they had hired someone that had a charge, but the time had elapsed that now makes this employee eligible. There is a hearing on 11/20/12 with the State on this provision. Jeff said he will notify agencies of the State’s decision. (In addition, it changes the three year background rule in effect to five years.)
* **Open Enrollment Renewals –** There were various discussions on insurance renewals, wellness plans and open enrollment processes. We discussed the content of open enrollment letters that are mailed to employees as well.

**Next Meeting** – January 8, 2013 at the OPRA Offices.

**Adjournment:**

The meeting adjourned at 2:00p.m.

Respectfully submitted,

Nancy Disbrow

Vice President/Human Resources

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