OPRA HR COMMITTEE Minutes

June 11, 2013 Meeting

**Attendance:**

Lynn Emmons, Society for Handicapped Citizens/ARC;

Annette Montgomery, Horizons, Inc.;

Stephanie Kellum, Towards Independence;

Nancy Disbrow, Koinonia Homes;

Patty Schlosser, Josina Lott Residential and Community Services;

Melissa Combs, Epilepsy Center;

Pam Sonagere, Absolute Care;

Trent Grooms, Choices in Community Living;

Michelle Madden, Independence Portage County;

Kent Sheeler and Loriann Sheeler, Elves Among Us;

Teri Derry, OPRA

**Meeting called to order:**

Patty Schlosser, Chairman called the meeting to order at 10:45a.

**Introductions:**

* Everyone went around the room to introduce themselves, because we have several new members on the committee.
* This was wonderful to see and it is our hopes more and more providers will become active with this committee.

**OPRA HR Meeting Agenda Items:**

* Patty noted that the OPRA HR Committee Agendas are developed by the Providers/members of OPRA.
* So as to ensure that we are discussing topics that are helpful to everyone on the membership a reminder in regards to the scheduled meetings are sent out approximately 1 week before the meeting.
* This reminder includes asking members to forward their agenda items so an agenda can be built off of the members needs. It is appreciated that you forward your suggestions prior to the meeting.

*Focus of the OPRA HR Committee*

* Patty also mentioned that many of the HR Managers have shared that they feel there are more and more compliance issues that they are responsible for and it gets difficult at times making sure that we cover all of these issues timely.
* It was further discussed that there are members of OPRA who do not have Human Resource Managers or a separate Education Department.
* Therefore, OPRA would like this committee to clarify as much as possible different policies, rules and the sharing of forms amongst each other so as to help each other in these areas.
* Patty noted that the members hopefully, have already seen that more and more attachments of policies/clarifications of different rules or new programs that are discussed at the OPRA HR meetings are attached to the minutes so there is less and less of “reinventing the wheel.”
* We will at times as well, offer email addresses of a member(s) if someone would like to either speak with them or obtain a copy of a policy they have at their Agency.

**Policy on mandating that senior-level employees take a continuous 1 week vacation:**

* This agenda item was discussed to see if anyone else was experiencing their Auditors recommending a written policy stating that “senior level employees” be mandated to take at least a continuous one full week of vacation time off within a year;
* The thought behind this recommendation is so if there are any improprieties in the handling of money that it would be caught sooner or by someone else within their Agency;
* There was only one (1) Agency (out of the 10 Agencies who were present at this meeting) who shared that they do have a policy. A copy of this policy was distributed to the members. If any member would like a copy of this, please email Lynn Emmons at [lemmons@shc-medina.org](mailto:lemmons@shc-medina.org);
* The other Agencies said that they do not have a problem with their senior level managers taking a full (continuous) week off during the year, and therefore they do not have a policy mandating that this must occur.

**Third Shift Direct Support Professionals Premium/Incentive Pay:**

* The committee discussed whether some providers paid a premium rate or incentive pay to attract 3rd shift employees and/or to help with turnover;
* Several providers stated that they pay an incentive pay for all hourly employees not just direct support professionals for working a Friday night until Monday morning;
* 9 out of the 10 Agencies in attendance at this meeting said, they give the same rate of pay for 3rd shift employees as they do for their staff work 1st and 2nd shift;
* Another agency has a job description for a program floater; and a copy of this job description can be obtained by emailing Michelle Madden at [michelle@indport.org](mailto:michelle@indport.org) .
* There is an Agency that offers a 90 day minimum wage rate with the possibility for an increase to the regular rate of pay within 60 days depending on how well they are succeeding.
* This is only after a performance appraisal/review of their job duties has occurred;
* Multiple attendees indicated that 2nd shift was the most difficult shift to fill/not 3rd shift.

**Recruiting Efforts**

* Members discussed recruiting efforts for Direct Support Professionals;
* Some of the providers use Job and Family Services within their County who have special incentive programs for hiring certain people who may be 55+years young; and/or who are veterans and can receive a tax credit;
* The success of these recruiting efforts are mixed;
* With members stating it depends on the County you live in.
* It was recommended to the members, if you are not sure whether your County is offering these incentives or not that you may want to contact Job and Family Services in your area.

**Lunch and Learn presentation by Gallagher Benefits - (Joined the committee at this time)**

Matt Carrier; Ethan Hendricks, and Shawn Bogenrief, from Gallagher Benefits

For those interested in products offered by Gallagher Benefits, please contact Matt Carrier at Gallagher Benefits – his email address is [matthew\_carrier@ajg.com](mailto:matthew_carrier@ajg.com)

**Gallagher Benefits – adjourned at this time.**

**Positive Culture Training –**

* Discussion was that we should present information on the topic during the OPRA Conference if we find that this is a training requirement for Providers. This is because Providers are confused on whether it is a regulation or not and if so, what is the curriculum that needs to be followed.
* Teri Derry said she will work with the Ohio Department of Developmental Disabilities in regards to this training to get some clarification about the rule. She will then report back to the committee.

**Fall Conference –**

* Discussion occurred around the topics for the fall conference.
* Members to please recommend presenters along with topics of choice and forward to Teri Derry as soon as you can. This will help us during the planning process.
* More discussion to occur at our July meeting.

**Human Resources Compliance/Policy Forms-**

* We discussed in more detail about forms we use in our industry that help keep us in compliance with the rules/regulations we are responsible for
* While there are a lot of resources for general HR forms on the internet
* The committee feels that we should be sharing with each other, the forms we use in our industry
* We feel this will help other providers (as mentioned above in the minutes) from searching or questioning whether they are using the correct form or not; again this will help all of us, and especially those Providers who do not have dedicated personnel to handle HR issues or Education/Training requirements.

The meeting adjourned at 2:00p.

The next meeting is scheduled for July 9, 2013 at 10:30a-2:00p at the OPRA Office.

Respectfully submitted,

Trent Grooms; Nancy Disbrow and Patty Schlosser

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