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**OPRA HR COMMITTEE MEETING MINUTES**

**Tuesday, September 10, 2019**

10:30 a.m.

OPRA Office

1. **OnShift-** <https://www.onshift.com/>
	1. Presentation and demo from OnShift
	2. OnShift is a web-based staff scheduler tool/hiring tool
		1. Specialized in healthcare setting scheduling
		2. Allows for supervisors/manager/program directors to post online schedules for DSPs and other workers to see when they are working.
		3. Allows workers to see open shifts they are qualified fill and allows them to take the open shift.
		4. Allows managers/manager/program directors to monitor their workers’ overtime
		5. Other features of OnShift- Wallet for workers to access part of their paycheck early, various dashboards, bonus systems, dedicated customer support and success representative.
	3. SHC/Arc of Medina County has been using OnShift for about two months. They have seen a decrease in overtime and most staff seem to like the software.
	4. Questions and comments on OnShift can be directed to Mark Dalpiaz, OnShift Area Sales Manager, mdalpiaz@onshift.com or (216) 377-5560
2. **Applicant Pool-** <https://www.applicantpool.com/>
	1. Agaytha from Choices in Community Living shared her experience using a software called Applicant Pool
	2. Applicant Pool is used to track potential employees through the application and new-hire training process.
	3. We will reach out to see if there is a representative could present at a future HR Committee meeting
3. **OPRA HR Toolkit**
	1. Committee discussed next steps for the HR Toolkit and what the toolkit will look like
	2. Kim Green will help lead this effort to materialize the toolkit
	3. The Committee hopes to have copies at the OPRA Conference booth
4. **Hot Topics**
	1. EEOC training- what are committee members’ experience with the training and data upload?
	2. OPRA Conference booth- can we get some give away items for the booth? Candy? Tchotchkes? Handout with topics of the Committee?
		1. Christine will double check if there is a budget and will work with the committee to help organize
		2. Christine is going to clarify break times for when we need to have people staff the booth
	3. DSPOhio- the advertising campaign with the new Gary LaVox commercial will begin shortly. OPRA received an anonymous donation to help fund the campaign. Providers can also donate to the campaign.