**HR Committee Meeting Summary**

**Tuesday, May 9, 2017**

1. **Lew Horner, Ohio Department of Jobs and Family Services/BLS and DSP Job Classification: Lew explained the process for getting a job its own separate BLS classification. There have been attempts to classify DSP’s in the past, but they were rejected for being too similar to other jobs (personal care assistant, home health aide). There is however, a mention of *Direct Support Professionals* under the BLS classification of Personal Care Aides (SOC 39-9021). So, the issue is at least on the radar screen at the Federal Bureau of Labor Statistics. (handout) The next time BLS will modify the SOC codes is in 2018. We might be too late to have an effect for this next round. Lew suggested we work the process through ONET (Occupational Information Network) as they funnel information to the BLS. Anita and Patty will contact ONET for more information. ANCOR has been working on this issue for a while. Anita and Jeff will contact ANCOR to see how we may be able to assist/compliment the work they are doing.**

**Lew also mentioned that JFS send out Occupational Survey forms to a randomly selected number of employers a couple of times a year. The survey is voluntary and the response rate is low. He asked us to encourage our members to complete the forms with emphasis on DSP’s. This will help in getting enough statistical data to support a separate job classification. Anita will send s ample form out to the list serve.**

1. **The group previewed the DSP PSA and the Bridges out of Poverty – Getting Ahead in the Workplace video. There was discussion about next steps in the DSP awareness campaign. Watch your email!**
2. **Tniesha Jones/ OPRA Website Resource Page/Discussion and Development: OPRA has a new website that is up and under construction. We are developing a Members Only page that will house a variety of resources - sample policies, documentation sheets, record retention guidelines and job descriptions for example. The group requested a required training matrix. Tracey Jones will share what CCHS has developed. Thanks Tracey! If anyone has resources they would like to share for posting, please email them to Anita.**
3. **Scott Warrick/E-Verify and Disciplinary Limitations: Discussed the E-Verify process that supplements the written I-9 form and double checks to make sure the social security number given by the employee matches what is on record with the federal government. It is currently not mandatory, but most likely will become so in the near future. It is free and easy to use. Scott recommends that all agencies start using the E-Verify system now. It is easy to get someone on the helpline, which probably won’t be the case when it becomes mandatory. (handout)**

**There hasn’t been much change in disciplinary regulations. Some members of the group saw something on the SHRM site that lead them to think something had changed.**

1. **HIPAA Training/- Update and Future Trainings: The recent HIPAA session was well attended and well received. We will be scheduling part 2 in the near future.**
2. **Fall Conference Topics and Spring Conference Feedback: The group recommended some refresher basics for the fall conference –FMLA, wage/hour, exemptions, comp time and salaried vs. hourly.**

**The next HR Committee meeting is Tuesday, July 11 @ the OPRA office.**