**OPRA HR Committee Meeting Summary**

**Tuesday, January 9, 2018**

1. **DSP Ohio Update and Recruitment Discussion: The social media banner ads, commercials and laundromat posters were previewed. The posters are being developed in an editable version, so you will be able to upload your agency information to them if you so choose. We want providers to print these and hang them up in career center, Ohio Means Jobs offices and anywhere else they think they will generate traffic to the DSP Ohio website. All of these materials will be posted to the OPRA website. The files are too large to email.**

**2. Sarah Ghezzi, Ohio BWC: OSHA and BWC Discussion: Numerous OSHA and BWC documents were shared and reviewed. (These were sent to the HR List serve prior to the meeting).The OSHA 2017 300A form is due for submission on July 1, 2018. The Trump administration has made some changes to the rules and the format is still under development. Do not file until the changes are complete. Sarah will join us in June for an update. OSHA is now looking at the prior 6 months of activity, not the prior 3 years. It was recommended that agencies subscribe to *OSHA QuickTakes* via the OSHA website. This is a 2x a month newsletter, which provides updates on rules and procedural changes.**

**3. OPRA 2018 Compensation Survey: Conversation with John Barry: Discussion and finalization of job categories to be included in the survey. The survey will be sent out at the end of January. The HR Committee will form a sub-group to make phone calls and encourage agencies to participate.**

**4. HR Tool Kit (to assist providers who do not have dedicated HR staff): Discussed what to include to encourage best practice in recruiting and training. Will include general HR best practice and DD specific information such as background checks and training requirements. Anita will obtain a copy of the Chamber’s HR manual. Patty will reach out to new DD HR professionals to gage what types of information would be most helpful to them. Patty will form a small sub-group to work on this. Members are encouraged to share their checklists, forms and training materials for this project.**

**5. Conference Sessions in HR Track: The sessions were reviewed and approved.**

**Next meeting is Tuesday, March 13th.**