

OPRA
Human Resources Committee
Meeting Minutes
November 12, 2013

1. Fall OPRA Conference wrap up

- a. Reviewed session Evaluations. We did not receive a lot of them, those received were good.
 - i. The committee would like for sample of policies and procedures that we could use in our facilities
Teri to follow up with Greg Crane

2. Spring 2014 HR Track

- a. Scheduled for April 8 and April 9, 2014
- b. Suggested Training sessions – submit additional suggestions to Teri
 - i. ALICE training (full 2 hour presentation)
 - ii. Renewals – where are folks
 - iii. Reimbursement systems (Melissa Skaggs, Plante Moran)
 - 1. Audits – how to perspective
 - 2. Expense/debt ceilings
 - 3. Direct/Indirect Cost Centers
 - 4. Funding (IAF/DDP)
 - iv. Minimum wage increase January 2014
 - 1. How do we keep this field alive
 - v. Safety Data Sheets (BWC Representative, Kevin to follow up)
 - vi. Employee Handbook (Scott Warrick)
 - 1. Framework
 - 2. Do's and Don'ts
 - 3.
 - vii. ACA & Wellness programs
 - viii. HIPAA – high tech
 - 1. What can happen
 - 2. What you need to be compliant
 - ix. Companion Care (Rates) – upcoming changes
 - x. Private Exchanges/alternatives (Gallagher)
 - xi. Employee Relations (Mark Davis)
 - 1. Motivate
 - 2. Culture diversity
 - 3. Generation gap
 - 4. Staff retention
 - 5. Social media
 - 6. Interview questions

3. BMV Letter from Department "New Ohio BMV Account Authentication Process"

- a. Options/Suggestions from around the table

- i. You can go on the BMV website to get an official BMV check
 - ii. Have the employee provide their own under the new employee requirements
 - iii. Have the employee provide their own and reimburse the cost of the abstract
- b. OPEN on-line has confirmed to a provider that they pull their information from the BMV website/database

4. Job Shadowing

- a. Volunteer rule in the licensure rule (5123:2-3-07 #5) – what do employers practice
 - i. Volunteers to be orientated and supervised for health and safety
 - ii. Can do direct care but have to complete Orientation (MUI, Resident Rights, HIPAA, Communication, Intro to DD, no one under the age of 14)
 - iii. Volunteers are never left alone with individuals
 - iv. Interns – need consents for confidentiality on record
 - 1. Their finished school paperwork needs to be reviewed by facility supervisor first
 - v. Fingerprint – treat them as if they are an employee

5. Benefit Renewals

- a. Private Benefits Exchanges for Small to Mid-Sized Employers
 - i. Handout from CBIZ

6. Medicaid Surveys

- a. Are employers having their BCI reports notarized?
- b. Possible citation

7. Abuse/Neglect Terminations – Unemployment Compensation

- a. Over the past couple of years losing abuse/neglect terminations to unemployment claims
 - i. Would like to collect data from other facilities for Patterns and trends (please submit data to Ron Hammond by January 15, 2014)
 - ii. Need to put pressure on legislation/departments

8. Global Harmonized System – MSDS format training

- a. All employees to be trained by 12/31/13
- b. There is training material available on the BWC website (power point)

9. ERISA compliance

- a. TASC
- b. ERISA edge
- c. Maintain ERISA Plan

10. Quantum vs. 2 step TB

- a. Three Prong, Slow Drip

- b. Painful
 - i. Please inquire if anyone else is doing this (Patty has had two bad experiences)

11. Intellinetics

- a. Software to assist providers on compliance
- b. Approved compliance forms – industry specific
- c. Coming to OPRA office to talk with Teri – follow up to be presented at a January committee meeting

12. Other

- a. Training session will be at the Program Director's meeting on 11/14/13 from 10 a.m. – 12:30 p.m. at the OPRA office.
- b. Committee members are encouraged to mentor and promote our committee to new HR members in facilities
- c. The County Boards are pushing us the wrong direction (more and more on-site on-call)
- d. Conversion
 - i. Lynn's agency has already taken two individuals from the Developmental Centers and is awaiting on two more
- e. Add Steve to the List Serve
- f. MUI Rule effective September 2013 – mandatory all be trained on MUI Rules and updates annually
- g. Facilities are teaching outside companies to certify in the following areas:
 - i. Fourteen Hour Medication Administration Certification
 - ii. First Aid/CPR
 - iii. Recertification courses
- h. Employer Positioning Requirements (Handout provided by Scott Salisbury, Teri to add to List Serve)
 - i. Law/Topic
 - ii. Who must post
 - iii. Citations/penalty for failure
 - iv. Other information
- i. Speakers at the HR committee meetings (attempt)
 - i. January Intellinetics
 - ii. March BWC (SDS, Different Programs)
 - iii. May CBIZ (Private Exchange)
 - iv. July Licensure (A Licensure Supervisor)
 - v. September Comp Management (Brent and Tony)
 - vi. November FMLA/ADA updates

Meetings are Bi-Monthly on the Second Tuesday from 10:30 a.m. – 2:00 p.m.