



**Personal Care Attendant Quality  
Home Care Workforce Council  
One Ashburton Place, Room 1109  
Boston, MA 02108**

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**Minutes**                      **July 19, 2007**                      **3:30 P.M. to 5:00 P.M.**                      *Frank Manning Conference Room*

COMMITTEE MEMBERS IN ATTENDANCE	Joe Bellil, Eileen Brewster, Liz Casey, Patricia Johnston, Jean McGuire, George Noel, Paul Spooner
COMMITTEE MEMBERS IN ATTENDANCE TELEPHONICALLY	Joe Tringali
COMMITTEE CHAIR	Assistant Secretary Jean McGuire
NOTE TAKER	Rachel Richards
AGENDA SETTING	No issues were added to previously-issued agenda

**Agenda Topics**

***Approval of Meeting Minutes***

Mr. Spooner made a motion to approve the minutes of the June 28 meeting. Mr. Noel seconded the motion. The motion was approved unanimously without further discussion.

***Updates***

The Chair advised that, as voted on at the June 28 meeting, a memo had been sent from the Council to Governor Patrick, requesting that the Governor direct the Division of Health Care Finance and Policy to reassume their role reviewing PCA wage rates. A copy of the memo was included in the meeting packets provided to Council members.

The Chair provided an update regarding the hiring of a Director for the Council, indicating that a position would be posted shortly, but that the position could not be filled until a budget for the Council was approved.

Mr. Spooner suggested the Council draft a notice from the Workforce Council explaining and advocating for the budget appropriation; the Chair informed the Council that she and Mr. Noel could not be involved in the request. However, the Chair further explained if the Council determined to send a notice containing general information about the Council and its duties, the Chair and Mr. Noel could participate in that vote.

Mr. Spooner made a motion that Workforce Council send a notice advocating that the Legislature pass the supplemental budget including the allocation for the Workforce Council budget. Ms.

Brewster seconded the motion. The motion was approved without further discussion. The Chair and Mr. Noel abstained from the vote.

Mr. Spooner made a motion that the PCA Workforce Council provide information regarding the Workforce Council and its responsibilities to the Legislature. Mr. Bellil seconded the motion. The motion was approved unanimously.

### ***Report from Election Subcommittee***

Mr. Spooner gave an update on the Election Subcommittee that had convened on July 9, 2007. A draft of a sample ballot, envelope, and Election Process Contract were supplied to Council members. The ballot will be written in English and Spanish; a label card will be included to instruct voters to contact the AAA to request the ballot in 4 other languages or in an alternate format. The Contract with AAA between the Council and SEIU must be signed by July 28, 2007. The cost of the election is higher than originally anticipated; the costs are estimated to be \$96,000, which does not include the additional cost of an arbitrator to be present for the day of the election. Mr. Spooner pointed out that, because a PCA may live with a Consumer, or have the Consumer's address as their address on file with their Fiscal Intermediary, ballots may be sent to Consumers' homes.

Council members were also supplied a draft Notice of Election that will be sent to PCAs in advance of the election. Mr. Spooner explained the purpose of the Notice of Election. The mailing of the Notice will be conducted by the AAA, and will be sent to PCAs six weeks prior to the mailing of the ballots. There was a general discussion about how returned mail would be handled and whether there would be an opportunity for PCAs to update their addresses in advance of the election. Mr. Spooner explained that updated addresses made known to the AAA as a result of returned mail resulting from the mailing of the Notice would be kept in a database to be maintained by AAA and would be used for the mailing of ballots.

Ms. Johnson made a motion to accept the Election Subcommittee's work and empower the Chair to move forward in executing the Election Process Contract incorporating additional edits determined to be necessary and as agreed to by the parties. Mr. Noel seconded the motion. The motion was approved unanimously.

A member of the public requested that an information package be provided to the PCM agencies; there was an action item identified to develop the information package.

Ms. Malberg informed the Council communications to the PCM agencies should direct the agencies to remain neutral regarding communication about the union.

The Council was presented with the draft Council brochure which incorporated the changes discussed at the June 28, 2007 meeting and subsequently provided by Council members and others. If approved today, the brochures will be mailed to Consumers at the end of July. Mr. Bellil questioned the origins of images in the handbook; Ms. Richards explained the images were obtained through the public domain and are not necessarily PCA consumers, MassHealth members, or even residents of Massachusetts. Mr. Bellil requested that the brochure contain information regarding how to obtain the brochure in alternate formats. It was agreed that a sentence would be added at the end of the brochure. Mr. Bellil questioned whether the statement, "PCAs who provide services will be eligible to vote," was accurate. After discussion, it was agreed that the statement would stay as written.

The cost of this mailing to PCA Consumers is \$9000. A supply will also be produced to be made available to organizations and interested parties. Additionally the brochure will be posted on the Council's website.

## ***Review of proposed Web site***

Ms. Richards explained that the Web site will contain, to start:

- all approved minutes (both from General Council and Subcommittee meetings);
- the Council meeting schedule;
- the Council Brochure;
- a link to the Council's Enabling Statute;
- the Council's By-laws; and
- the Council's e-mail address. The e-mail will have an automatic reply to inform people the Council may not be able to reply to their specific inquiries.
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Mr. Tringali recommended the Web site have links to organizations that may help consumers screen PCAs, i.e. DPPC and Protective Services; the Chair indicated her support for the concept and indicated this could be something that might be incorporated in future releases.

Mr. Noel made a motion to adjourn. Mr. Bellil seconded the motion. The motion was unanimously approved without further discussion.

## ***Next Steps***

The next Council meeting will convene on August 14<sup>th</sup> from 2:00-4:00PM on the 21<sup>st</sup> Floor of 1 Ashburton Place, Boston, MA 02118.

Meeting adjourned 4:48 pm.