



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

DEVAL L. PATRICK
Governor

TIMOTHY P. MURRAY
Lieutenant Governor

JUDYANN BIGBY, M.D.
Secretary

Tel.: 617-573-1600
Fax: 617-573-1890
www.mass.gov/eohhs

Minutes
Governance Subcommittee

February 12, 2007

2:00 P.M. to 4:00 P.M.

Manning Conference Room

GOVERNANCE COMMITTEE MEMBERS IN ATTENDANCE	Joe Bellil, Gerry Morrissey, Paul Spooner (telephonically)
OTHER COUNCIL MEMBERS ALSO IN ATTENDANCE	Eileen Brewster
SUBCOMMITTEE CHAIR	The meeting was opened by Gerry Morrissey with a round of introductions. The Subcommittee members decided not to appoint a Subcommittee chair at this time.
NOTE TAKER	Rachel Richards
AGENDA SETTING	No issues were added to previously-issued agenda

General Discussion

There was general discussion about the scope of the Governance Subcommittee. Members discussed the development of By-laws and the availability of internal and external resources to support the work of the Council.

Members also discussed the issue of lack of information readily available to Consumers and PCAs about the Council and its role, and decided to recommend the development of a Communication Plan to address this need. Discussion continued regarding the Communication Plan including the development of a Web site that could be used to convey information to Consumers. It was suggested that content on the Web site could include: the Council's Enabling Statute; the names and contact information for Council members; the address and phone number for the Council; a mechanism for those on the site to submit questions or provide feedback. It was suggested that it might be possible to have the Council page be contained within the EOHHS Web site. Members additionally discussed the need for the development of written materials containing similar content that could be sent by MassHealth to MassHealth consumers. The Subcommittee determined that it would like to distribute a memorandum recommending the development of a Communication plan to the full Council at its next meeting. Staff was task with drafting the recommendation memorandum.

A question was raised about the status of the list of PCAs. Mr. Morrissey stated that EOHHS has produced a PCA list.

By-laws

Subcommittee members reviewed previously distributed sample By-laws (of the Health Care Quality and Cost Council) and used the sample as the basis for the development of a draft By-laws document to be proposed to the full Council and reviewed by EHS Legal Counsel. Some issues were not fully resolved by the Subcommittee including discussion about Officers and advance notices of meetings. These matters will be left open for discussion with and feedback from the full Council and EHS Counsel. Staff was tasked with drafting document – tracking changes to facilitate the presentation to and review by Council members - for the Council meeting on February 26th.

In the course of the discussion about the By-laws, Subcommittee members identified the need for the development of reimbursement policies and procedures for Council members for their expenses related to Council duties.

Budget Development

There was general discussion about the content and timing of the development of a proposed budget for the Council. Members were asked to articulate what components (e.g. “line-items”) of a proposed budget might be. Members identified the following potential cost items: personal reimbursement for reasonable expenses of Council members; Council staff; funding for the development and maintenance of a Registry; other costs associated with a Registry such as any necessary software and customer services support including multi-lingual staff. There was general discussion that it would be premature for the Council to articulate or advocate for any costs associated with Retention initiatives and Training initiatives as the Council could not yet anticipate the scope of its activities in these areas.