PCA WORKFORCE COUNCIL
2018 EMPLOYER FORUM
Saturday, October 27, 2018
Middletown Public High School
200 LaRosa Lane, Middletown, CT 06457
10:30 a.m. - 2:30 p.m.

DRAFT AGENDA

1. Welcome and Overview of the Day 10:30 – 10:45
2. PCA Workforce Council Member Welcome 10:40 – 10:45
3. How to Recruit and Interview the Ideal PCA For You 10:45 - 12:15
4. Break/Refreshments 12:15 - 12:45
5. 2018 PCA Collective Bargaining Agreement Update and Question and Answer Period 12:45 – 1:30
6. It’s Coming! Electronic Visit Verification 1:30 - 2:30
7. Close 2:30
Session Briefs

Welcome and Overview of the Day – Susan Weiselleberg, Deputy Secretary, OPM and Outgoing-Chair of the PCA Workforce Council and David Gutten, Director, OPM, Health and Human Services Unit and Incoming-Chair of the PCA Workforce Council
A welcome to all attendees and brief introduction of what to expect for the day ahead.

PCA Workforce Council Member Welcome – Workforce Council member TBD
Welcome and brief overview of the mission of the Workforce Council and how to get involved.

How to Recruit and Interview the Ideal PCA For You – Sharon Denson and Theresa Nadeau
Strategies and tips for developing effective PCA job descriptions and conducting informative interviews to find the staff that best meets your needs.


It’s Coming! Electronic Visit Verification – How Does it Work and How Can It Benefit Me and My PCA? – Kathy Bruni, Department of Social Services and Lori Grice, DXC Technology
Learn what Electronic Visit Verification is and how you can use it to eliminate paper timesheets and faxing and reduce payroll errors and delays.

Available All Day

Meet Your Fiscal Intermediaries – Staff from Allied Community Resources, Inc. and Sunset Shores will be available at a booth for the day to answer your questions or just say hello.

Meet State Program Staff – Staff from the Department of Developmental Services, Department of Social Services and the Office of Policy and Management will be available all day to answer your program specific questions.

Meet the PCA Workforce Council – Members of the PCA Workforce Council will be available throughout the event to talk with you about the work of the Council and answer any questions you may have about how you can get involved and/or stay connected.

Information Tables – There will be information tables set-up to provide you with written materials about many topics of interest including: (1) A summary of the Collective Bargaining Agreement; (2) Direct Deposit forms for your employees; (3) Descriptions of voluntary training courses available to your employees and more!!

Refreshments – Help yourself throughout the day! A light lunch will also be provided.