

PCA Workforce Training Sub Committee Meeting  
July 8, 2015

Committee Members Present: Shelia Mulvey, Greg McMahon, and Mary Caruso

Committee Member Present from Recruitment, Retention and Referral: Carl Noll and Mary Caruso

The meeting was called to order at 1:10 p.m.

**Review of Minutes:**

Minutes from April 22, 2015 Meeting: Minutes from the previous meeting were reviewed. Shelia Mulvey moved to accept the minutes, seconded by Greg McMahon with the following changes;

Paragraph 2, after the sentence ending “recommended by others” add, “they will use rewarding work.” The sentence that begins with “DD” should be “DSS”.

Paragraph 3 add, the word said after “Dawn”. The sentence that begins with “Craig” should be “Greg”.

**Net step in forming collaborations with MYPLACE and the Community First Choice Committee of DSS:**

Members of both committees discussed ways to move forward and bring a concrete plan to both the full PCA Workforce Council as well as the Labor Management Committee.

There was discussion on best training options to offer the workforce and ways to offer training at various sites across the State.

Some suggestions were as follows: tap into the various Community Colleges that offer classes in existence as well as address locations convenient for many. Suggestions were; Tunxis Community College, Capital College, Gateway Community College and Naugatuck Valley Community College.

Committee members discussed potential criteria that would enable an employee to utilize training and the following criteria was suggested:

- Classes available to those working 6 months or longer
- No maximum work hour restriction
- Maximum of two classes per year
- Classes are voluntary and will not be salary compensated

- Reimbursable upon proof of completion of class obtaining a B- or better (or pass/fail if that is the marking mechanism)
- Contingent on funding

Greg McMahon stressed the importance of a focus on behavior modification for DDS employees.

Both Sheila Mulvey and Greg McMahon discussed the need for more training opportunities specific to understanding the broad field of working with persons with intellectual disabilities.

Mary would investigate classes in various Community Colleges across the State.

**Future Meeting Dates:**

The next meeting will be held on Wednesday August 5, 2015.

**Other Business:**

Mary Caruso reminded Carl Noll about the need to make a motion to approve meeting dates.

There was discussion on including the Recruitment Retention and Referral subcommittee with the Training/Recruitment meetings and adopt their meeting schedule. The group felt this would help with communication as well as brainstorming best ideas between the groups.

Carl Noll made a motion, seconded by Mary Caruso for the Retention, Recruitment and Referral subcommittee to begin meeting along with the Training Subcommittee and to adopt the Training Subcommittee approved scheduled meetings. All in favor, motion passed

The meeting ended at 2:10 p.m.

Respectfully submitted,

Mary Caruso