

**Commission on Community-Based Alternatives for Persons with Disabilities  
Direct Workforce Subcommittee**

April 11, 2006  
10:00 AM - 12:00 noon  
Bear Library

*Meeting Minutes*

I. Welcome and Introductions

A. Attendance

Penny Chelucci (DSAMH), John Reiff (Ken Crest), Janet Kramer (League of Women Voters), Eve Austin (Elwyn Delaware), Michael Gamel-McCormick (CDS), Becca Dougherty (CDS)

B. PowerPoint Follow-up

Members have heard that providers have used the PowerPoint. A few legislators have also offered feedback and comments.

C. Last meeting's minutes approved

Penny motioned to approve them. Eve seconded the motion. All approved.

II. Legislative Forum Update

A. 27 legislators are expected at the Legislative Forum on May 13.

B. The PowerPoint and the new list of goals will be presented at Forum.

C. Members offered feedback on the new goal list:

1. Several misspellings will be corrected.
2. "Wages and benefits" is a vague term. In this field, it is important to understand the variety of needs of both workers and consumers. Eve Austin would like to see this subject discussed and discuss the need to help providers understand that it might be an emergency situation for the consumer if an employee is late or absent. We might discuss emergency care in our future discussions. Michael believes that our longer document introduces this idea.
3. John Reiff suggested we lead with a bullet about a \$10.50 minimum wage increase.
4. The packet of information available at the Forum will be sent to the Workforce Subcommittee members.

III. Credentialing/Career Lattice Subgroup Update

A. Advisory Group List

The subgroup presented the large group with a list of agencies that might be on an advisory or oversight group for the workforce campaign.

Decisions:

- There should be 12 - 15 group members

- Representatives should come from state divisions including DHHS, DDDS, DSAAPD, DSAMH, and DOV; the 14 organized provider agencies; DSPs; and consumers.
- Other groups included in the draft including member associations, professional advocates, legislators, other government officials, higher education resources, and others should be kept as a list as resources, but are not necessary for the oversight group.

A final list with contact names will be presented at the next meeting.

#### B. Job Description for Position

The subgroup presented the large group with a drafted job description for a consultant for the workforce campaign.

- Syntax edits were suggested.
- A list of services/deliverables associated with the job should be included.
- A clearer description of the context was suggested.
- Clear responsibilities were added.
- Several more skills were added to the list.

A final draft will be presented at the next meeting.

#### C. Timeline

The timeline was distributed.

It will be addressed at the next meeting.

#### IV. Other Items?

#### V. Next Meeting

The next Workforce Subcommittee meeting will be on May 9 from 10:00 to 12:00 noon at Elwyn's offices in Wilmington.