

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

December, 12 2006  
9:00 AM – 12:00 PM  
Center for Disabilities Studies, University of Delaware  
461 Wyoming Ave., Newark, DE

*Meeting Minutes*

I. Welcome

In attendance: *Michael Gamel-McCormick* – CDS, *Penny Chelucci* - DSAMH, *Janet Kramer*, *Tony Horstman* – State Council/GAC, *Michelle Hess* - CDS, *Ginger Nobles* – Easter Seals, *Jamie Wolfe* – CDS, *Victor Orija* – DSAAPD, *Micki Edelson* – Homes for Life, *John Reiff* – KenCrest, *Eve Austin* - Elwyn

II. Approval of November Meeting minutes

- Minutes were reviewed, approved, and accepted as is.

III. Budget Process for Hearing

- Tony Horstman discussed events of the budget hearing and the proposed budget released by DHSS Secretary Meconi and a lack of mention of the programs we are working on in these hearings. Jamie Wolfe encouraged people to attend the Governor's budget announcement on January 25 to show support for the efforts of the Commission and the committee. Also, this attendance is encouraged at Joint Finance Committee hearings. These programs include Medicaid Buy-In, Family Support Waiver, and Money Follows the Person. There is a link between these efforts and a strong workforce.

IV. Definition of a Direct Support Professional

- Ginger provided a definition of what a direct support professional role is. The group reviewed the definition and after brief discussion agreed that this is an appropriate definition for the group to use.

V. Direct Support Workforce Strategic Plan

- The group decided to move around the goals in order to prioritize for the Commission.
- **GOAL#2 Ensure resources necessary to develop a professional workforce.**
  - Objective #1: Identify the resources needed to develop the DSP workforce
    - Action Steps:
  - Objective #2: Identify barriers.
    - Action Steps:
  - Objective #3: Identify legislative and budgeting efforts needed.
    - Action Steps:
  - Objective #4: Advocate for resources.
    - Action Steps

- **GOAL#3 Increase recognition of the values and awareness of the DSP.**
  - Objective #1: Establish minimum qualifications for DSPs.
    - Actions Steps: Successfully completing a certificate covering health, safety, programming planning information; grandfather in existing employees; no high school diploma at this point; possibly revisit this in the future; follow minimum state requirements
      - Accomplish Date March 2007
  - Objective#2: Develop and implement a standardized and recognized certification/credential
    - Action Steps: This includes the entry level requirements for each individual provider agency and state requirements. Individuals who hire DSPs may have specific requirements beyond the minimum requirements. The subcommittee on the curriculum for DSPs will be finalizing curriculum recommendations.
      - Accomplish Date March 2007
  - Objective #3: Develop and implement a career lattice for DSPs including specializations in particular areas of care.
    - Action Steps: The subcommittee on curriculum and workforce career lattice will finalize recommendations. (Addition of benefits, wages, same house responsibilities and keeping the personnel in the same setting. Rewarding the accomplishments of specific milestones. Get the state to approve the credentialing process so that the state's requirements do not contradict the Division requirements)
      - Accomplish Date March 2007
  - Objective #4: Develop a public awareness campaign of the direct support professional career.
    - Action Steps: 1. Development of a series of articles and other marketing strategies and communication with the general public. Include human service journalists as well as the legislative and governmental journalists. 2. Advocacy by individuals and their families about the impact of the shortage of DSPs.
- At the conclusion of the meeting, the group discussed the prioritization of the goals to be turned into the Commission staff on January 5, 2007. The group agreed that Goal #1 (Pay and benefit equity) will be the primary focus represented by the Workforce committee and will be the goal turned into the Commission staff for inclusion in the report.

## VI. Next Meeting

The next meeting is scheduled for January 9, 2007 at 10:00am - 12:00pm at CDS

Meeting adjourned at 11:45pm

Respectfully Submitted by:  
Michelle Hess, Center for Disabilities Studies