

**CONSUMER ADVISORY COMMITTEE**  
**Minutes**  
**January 6, 2020**

PRESENT: Bob Tolstuk, Cheryl Pinheiro, Christopher Purington, Desiree Lambert, Donna Potter, Kevin Ennis, Mark Race, Pam Locke, Peter Giovanelli, Shellie Lemelin,

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| 1. Welcome                        | Shellie |
| 2. Introductions                  | Shellie |
| 3. Review of Last Meeting Minutes | Shellie |

-The Skills Training manual has been finalized. Next steps are Printing and distribution.

-The issue regarding Ankota not stating clock in/out time has been resolved.

-Kevin made motion to approve the minutes, Desiree 2<sup>nd</sup>.

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| 4. Ankota Updates | Casey |
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- a. Per Kevin, he noticed that Ankota now uses the terminology of client instead of patient.
- b. Casey Lavoie is the Project Manager for Ankota effective in August, 2020.
- c. Per Casey the Ankota Team is focusing on the following:
  - 1. GPS issues, i.e. adjusting coordinators especially in the north country and other rural areas.
  - 2. Working with consumers who have blocked their phones and what is needed to make sure ACEs can clock in and out appropriately.
  - 3. ACEs must clock in/out from approved phone numbers only.
- d. Per Casey GPS issues and general Ankota issues have greatly been reduced.
- e. Per Casey timesheet approvals are now being emailed to consumers who previously were signed up to have timesheet approvals emailed. If a consumer currently does not have them emailed and wants them emailed, they need to let their LTSC know. (\*) Donna will add this to the Feb/Mar 60 day information.
- f. It was brought up that if an ACE is not fast enough when entering their ID#, it is asked again by system and that "messes up the punch". Casey will look into matter.
- g. If you have any questions/issues regarding Ankota, please let your LTSC know and they will bring it to Casey.

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| 5. Winter Storm/Emergency Preparations | Shellie |
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- a. GSIL is providing Ice Cleat to ACEs who do not have them. Please contact your LTSC if ice cleats are needed for your ACE.

- b. Make sure you have a back up plan in place just in case your ACE cannot come in due to bad weather.
- c. Have some meals prepared that you can easily access or re-heat as needed.
- d. Have water near you so you can stay hydrated
- e. Keep your medications easily accessible to you.
- f. Have a list of your medications, important papers and a change of clothes/medications all together in case you have to leave your home, i.e. power outage.
- g. If you use Oxygen or other DME that require electricity, please notify your electrical provider so they can list you as a priority to restore power.
- h. Contact your local town office for list of local food pantries
- i. Keep a flashlight, warm blanket, jackets, gloves, hat, easily accessible in case power goes out.

GSIL's Health and Wellness Committee is offering a webinar on Emergency Preparedness to all consumers on February 3, 2021 from 2:30-3:30pm. They are also looking at offering it to ACEs and/or putting on the Attendant Care Hub of the GSIL web page.

Per Mark, the United Spinal Cord Association has donated 30 Emergency Preparedness bags for distribution to GSIL consumer. Mark, Cheryl and Donna will review for distribution.

Shellie reviewed protocol for out of state travel (outside the 5 New England states), i.e. quarantine and testing requirements for ACEs prior to their return to work. ACE's must provide HR with a negative test if they want to return to work in 7 days.

Donna reviewed PPE protocol for Covid positive consumers and for consumers who have traveled outside the 5 new England states. ACEs can still provide care however, must use full PPE, N95 masks, gloves and gowns, These are available as needed only due to the limited supply of N95 masks. If you have a need please reach out to your LTSc.

- 6. Jeff Dickenson Legislative updates & Info on Bills Jeff

Jeff was not able to make the meeting, so will add this topic to the next CAC meeting.

- 7. Review Charter for meeting schedule Donna

The Charter states that this committee meets quarterly and the current schedule is every other month. The committee agrees that every other month allows for consistency. The committee further agrees the Charter needs to reflect the change to every other month. Donna will update the Charter and share with the committee at our next meeting.

- 8. Suggestions for next meeting Shellie/Donna

- a. Education on the Covid Vaccine and roll out process.

- b. NAMI presenter on anxiety and depression during the pandemic. Mark will arrange and let Donna and Shellie know the logistics.

9. Topics for 60 day education

- a. Fraud
- b. Proper body mechanics
- c. Boundaries
- d. Resources on how to have difficult conversations.
- e. Remind consumers they can be part of the ACE training. If they are interested, they should notify their LTSC for specifics
- f. Going forward CAC members will email Donna with any suggestions for 60 day education. Also, will add as a topic to CAC agenda, "Suggestions for 60 day education and PCA connections newsletter.

10. Covid Stimulus Checks

- a. Kevin reminded all to look at if/how the recent stimulus checks might affect your benefits.
- b. Also, check your bank account to make sure the check has been deposited in the proper account.

11. How can we increase attendance at the CAC meetings?

- a. Kevin will bring to the Board meeting to ask for suggestions.
- b. An email blast for a Team's meeting will go out to ALL consumers for the March CAC meeting.

The next CAC meeting is March 3, 2021 at 12:30 and will be a TEAMS meeting.