

**DEPARTMENT OF BEHAVIORAL HEALTH & DEVELOPMENTAL DISABILITIES
DIVISION OF DEVELOPMENTAL DISABILITIES
DD ADVISORY COUNCIL (EXECUTIVE) MEETING MINUTES**

MARCH 13, 2013

ADVISORY COUNCIL MEMBERS ATTENDEES: Debbie Conway (Chair), Sheryl Arno, Rita Young, Twana King, William S. Crain, June DiPolito, Estelle Duncan, Lynnette Bragg, Eve Bogan, Nandi Isaac, and Mitzi Proffitt

STATE OFFICE STAFF: Commissioner Frank Berry, Dr. Charles Li, David Blanchard, Sara Case, Dr. Darlene Meador, Robert Bell, Mai Tan, Eddie Towson, and Lynne Hutcheson (Recorder)

FACILITATOR: David Blanchard

EXCUSED: Dr. Bruce Lindemann and Heidi Moore

Topic	Outcome
Welcome & Introductions	<ul style="list-style-type: none"> ❖ The meeting began at 10:15 AM with Ms. Conway welcoming all attendees. ❖ Each Council member introduced themselves and stated what they were most proud of with their positions
Business	<ul style="list-style-type: none"> ❖ Ms. Estelle Duncan, Secretary, reviewed the minutes from the previous meeting. Minutes were accepted and approved.
Division Updates	<ul style="list-style-type: none"> ❖ Dr. Darlene Meador gave updates on the DMA-6, DMA-6a and DMA-7 level of care (LOC) webinars that she conducted (hand-out included). She also discussed the upcoming NOW/COMP manual changes and the manual Dr. Li wants created for providers of state-funded services. ❖ Mr. Eddie Towson gave an update on the documentation issue with the templates that providers may use for reporting. Once minor changes have been placed into the manuals on April 1, the training team will restart the documentation trainings. If a provider uses the templates they can do weekly notes for ongoing/regularly occurring activities, BUT, if a service is provided at anytime during the day there must be a daily note. He also discussed the changes being made to improve the function of the CIS program. A new web-based ISP has been created with training to be set up. ❖ Mr. Robert Bell discussed the plans for improving customer service and family support. ❖ Commissioner Berry joined the meeting at 11:30. He thanked everyone for their participation and commitment. He discussed the mandatory provider meeting scheduled for Friday, March 15 and what his expectations were. ❖ Ms. Judy Feimster discussed Provider Enrollment revisions taking place. ❖ Ms. Sara Case discussed transitional quality expectations.
Personal Story "I Love Saving	Ms. Isaac shared her story with the group of trying to become more independent. She explained how she started her own business after losing a part-time job she had. After a tornado destroyed her hometown, she was concerned about people losing their memories and decided

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Memories” presented by Nandi Isaac	to create Scan with Nan, a business where she would scan and digitize people’s photographs to preserve their memories.
Working Lunch	The council members and staff worked through lunch to set up committees.
Defining the Committee Structure	<ul style="list-style-type: none"> ❖ Ms. Conway asked each group to present what they discussed in their sub-committee groups. <ul style="list-style-type: none"> • System Structure – Members – June DiPolito, Twana King, Sara Case, Mai Tan (Sheryl Arno had to leave early). The group discussed: <ul style="list-style-type: none"> a. contract development consistency; b. roles of support coordinators; c. screening providers; d. reporting requirements; e. policy development; f. communication and customer support. g. They will connect through emails and conference calls and schedule a meeting around the next advisory council meeting. • System Design – Members – Eve Bogan, Lynnette Bragg, Dr. Darlene Meador. The group discussed looking at the following: <ul style="list-style-type: none"> a. Medicaid state plan; b. role of planning list administrator; c. network of services, timely access to services; d. the methodology for awarding waivers; e. strategic planning; f. having a voice on the ABD Committee; g. the Medicaid survey and deferring that to DCH. • System Performance – Members – Debbie Conway, Estelle Duncan, Eddie Towson and David Blanchard. This group will: <ul style="list-style-type: none"> a. review the last five years of quality management; b. provider report cards and performance indicators. • Customer Focus – Members – Scott Can, Mitzi Proffitt, Nandi Isaac and Robert Bell. This group discussed: <ul style="list-style-type: none"> a. the quality of services offered and a way to educate the public and provide information about the DD community; b. improving customer support state-wide and each Region having a customer support coordinator. Mr. Greenly, a parent, will serve on the committee. <p>(Ms. Conway asked each of the committees to write up their meeting notes and what the goals are and forward them to Ms. Douglas.)</p>
Department	❖ Dr. Li gave departmental updates concerning his presentation at the Friday Provider Meeting and what the department expectations are

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Updates	<p>with regards to the meeting. He discussed the ADA Transition work and meetings he has attended within the communities regarding placement.</p> <ul style="list-style-type: none"> ❖ Dr. Li commented on the sub-committee updates stating that all work needs to be completed with an eye to the future and where the department is heading. ❖ His presentation for Friday will focus on the following topics: <ul style="list-style-type: none"> • quality expectations; • incident management; • rights, respect and dignity; • health issues; • choice and decision making; • community integration; • individual planning; • housing; • behavioral support and staff competency.
Future Meetings	<ul style="list-style-type: none"> ❖ Ms. Conway suggested that the council meet every 3rd Wednesday of the month: <ul style="list-style-type: none"> • April 17, 2013 • May 15, 2013 • June 19, 2013 • July 17, 2013 • August 21, 2013 • September 18, 2013 • October 16, 2013 • November 20, 2013 • December 18, 2013 ❖ These are tentative dates and will be confirmed monthly.
Public Comment	<ul style="list-style-type: none"> ❖ Mr. Greenly – a parent – thanked the committee for allowing him to be involved and for trying to remove the separation he has felt with trying to secure services for his child with developmental disabilities. ❖ Another parent thanked the committee and suggested opening the meetings to not only parents and community members, but other people with different perspectives regarding developmental disabilities.

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Adjournment	❖ The meeting adjourned at 3:15 PM.