**Self Determination Local Advisory Committee**

**Meeting Minutes**

**Friday, April 20, 2018**

**10:00 a.m. to 12:00 noon**

Recorder: Sedona B. Crescent City/Ukiah/Eureka Video

Timekeeper: Vicki S.

**Present:**

COMMITTEE MEMBERS: Pam Jensen (SCDD), Kara Ponton (RCRC), Robert Miland Taylor (RCRC), David Weafer (LCRA)

REPRESENTATIVES TO THE COMMITTEE: Mary Block (RCRC), Sedona Bowser (RCRC), Vicki Smith (SCDD)

COMMUNITY MEMBERS: Jennifer Finigan (RCRC), Sheila Keys (RCRC), Mayra Ochoa (RCRC), Denise Gorny (SCDD), Sheli Wright (SCDD), Debra Ponton (Facilitator)

**Absent Committee Members:** Willie West (SCDD), Ronald Piazza (RCRC)

1. Welcome, roll call, and select timekeeper – Roll call was taken and a quorum was present.
2. Review of 03/23 Minutes

Motion: Robert moves to accept the 03/23 minutes with a few typo corrections.

Second: David

Roll call vote:

Pam Jensen, SCDD (Yes) Kara Ponton, RCRC (yes)

Robert Miland Taylor, RCRC (yes) David Weafer, At Large (yes)

 Motion PASSED

1. Community Input – Participants introduced themselves.
	1. Robert gave thanks to Victoria for her service and acknowledged to the group her resignation after the last meeting.
	2. Robert read a letter of resignation from Willie West. (Sheila scanned and emailed to the committee members.)
2. State Council Report – Vicki S & Robert T
	1. The SDP waiver has been submitted and everyone is very excited!
	2. It is very important that the informational meetings are expedited into the community.
	3. Vicki & Sheli are planning to work with RCRC and SDAC to help get the information to the community.
	4. Robert had no additional updates.
3. SDP Informational Meetings – Mary B
	1. There was no further feedback from CMS
	2. We are moving forward in dialog with service coordinators to introduce general information of SDP. First meeting happened in Crescent City on 4/11 and received good feedback and positive energy. Mary will be presenting to Eureka & Lake offices Adult teams next week, Mendo office the following week, and later May to the Eureka Children’s Unit.
	3. Thank you to Shelia K, Cindy GS and Mayra O for agreeing to be facilitators.
	4. Reminder, clients in Early Start program are not eligible for SDP.
	5. Tentative Informational Meetings are scheduled for 3-5pm (English) and 5-7pm (Spanish) at the following locations:
		1. June 5th – TBD (Mendocino or Ft Bragg?)
		2. June 6th – TBD (Willits?)
		3. June 7th – Lakeport RCRC (Reserved)
		4. June 8th – Clearlake TBD
		5. June 13th – Eureka RCRC (Reserved)
		6. June 14th – Crescent City RCRC (Reserved)
	6. Getting the word out … mass mailing flyer, Facebook, RCRC Website and RCRC Reception Rooms
	7. Questions & Discussion –
		1. David W – Will English translation be available for the 5-7 meeting for those families that can’t make the earlier meeting?
			1. Sheila – maybe, or maybe EKA and CC and alternate their times, or maybe we can have a video option
		2. Robert – Can transportation options be made available?
			1. David – Maybe the flyer can indicate client’s need to request transportation assistance ahead of time.
		3. Pam – Is someone can’t make the meeting are there other options for a second chance?
			1. Mary – If they miss attending a meeting then in three years we will have the statewide rollout available to everybody.
			2. Mary – Client’s can attend a meeting in another area other than their own.
			3. Mary –We are asking DDS if there is a webinar or online option.
				1. Robert – Is Skype an option? Not recommended.
			4. Mary – We are also looking into a video option during the RCRC presentations.
				1. Sheli – Maybe there is a self-directed or live webinar option?
		4. Mary – We are really trying to reach the unserved areas because they have less access to vendored providers.

**ACTION: Mary will connect with DDS about other options for interested persons to view or participate in an informational meeting. (Done).**

1. Review & Approval of Robert’s letter to CMS & ACL supporting SDP waiver – The letter was sent to the committee ahead of time for review.

Motion: Pam moves to accept Robert’s letter as is.

Second: Kara

Roll call vote:

Pam Jensen, SCDD (Yes) Kara Ponton, RCRC (yes)

Robert Miland Taylor, RCRC (yes) David Weafer, At Large (abstain)

 Motion PASSED

**ACTION: Sheila to scan/email to Sedona and Sedona will email to the CMS & ACL recipients.** (Done)

1. Independent Facilitator Guide – Pam J wanted to know if a client is not using a service coordinator as an Independent Facilitator (IF), then is there a resource guide about how and IF is trained?
	1. Sheila – There is an old training guide but it is extensive and unnecessary.
	2. Vicki – There is training available thru SCDD. SCDD is willing to share an 8 hour training with RC to take into the community.
	3. Vicki – 85% of clients will likely want to keep their SC as their IF.
	4. Robert – Will training be available in all four counties?
		1. Vicki – If a need is identified first.
	5. Sheila – There needs to be a mechanism for paying an IF prior to the first budget…possible written into the IPP with POS?

**ACTION: Vicki will send IF training materials to Sedona.**

1. Client Self-Assessment Survey for HCBS – Mary B read an email from Jennifer Parsons at DDS:
	1. The survey is related to the HCBS final rule
	2. It is a self-survey but is not about the participant
	3. The planning team will review and do an assessment if needed

**ACTION: Mary to give to Sedona to scan and email to the committee.**

1. Review of Statewide SDP Demographics compared to RCRC Demographics – Mary B pulled some demographic graphs to share with the group. Criteria for these graphs was Disability, Ethnicity, Age, Gender and Residence.

**ACTION: Sedona will scan and email to the committee.**

**ACTION: Mary/Sedona will request a query of the existing 25 RCRC participants in SDP to identify disabilities.**

1. Resource sharing – Robert T
	1. Committee vacancies – we need to replace one position for Mendocino county coastal
		1. Sheli said they will do a recruitment for a replacement SCDD representative
	2. Vice-Chair Needed – Kara expressed an interest.

**ACTION: May agenda to include nomination & voting for Vice-Chair.**

* 1. Thank you cards for both Victoria and Willie – Pam will get
	2. Sheila shared that Tom Nerney passed away on 03/17/18…he was part of the initial SDP movement. Robert requested a moment of silence.
	3. Robert notified committee he will not be at the May meeting due to jury duty.
1. Meeting Recap (including Action Items) –
	1. **ACTION: Sheila to scan/email Robert’s signed support letter to Sedona and Sedona will email to the CMS & ACL recipients. (Done)**
	2. **Mary will connect with DDS about other options for interested persons to view or participate in an informational meeting.**
	3. **ACTION: Vicki will send Independent Facilitator training materials to Sedona.**
	4. **ACTION: Mary to give client self-assessment survey for HCBS to Sedona to scan and email to the committee.**
	5. **ACTION: Sedona will scan and email statewide demographics to the committee.**
	6. **ACTION: Mary/Sedona will request a query of the existing 25 RCRC participants in SDP to identify disabilities.**
	7. **ACTION: May agenda to include nomination & voting for Vice-Chair.**
2. Adjourn the meeting – Meeting was adjourned at 12:00pm.
3. **The next meeting is set for Friday, May 18, 2018.**

*SDAC Mtg Minutes\_2018-04/20*

*Prepared by: S. Bowser (05/03/18)*