**Self Determination Local Advisory Committee**

**Meeting Minutes**

**Friday, January 15, 2021**

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

Recorder: Sedona B. Zoom Meeting

**Present:**

COMMITTEE MEMBERS (*\*=Appointed By)*: Kristy Tanguay (SCDD\*), Pam Jensen (SCDD\*), Robert Miland Taylor (RCRC\*), Clifford Black (CRA)

REPRESENTATIVES TO THE COMMITTEE: Mary Block (RCRC), Sheila Keys (RCRC), Sedona Bowser (RCRC), Sarah May (SCDD)

COMMUNITY MEMBERS: Allan Smith (DDS), Amy Soto (RCRC), Gabe Tamayo (RCRC), Jennifer Garcia (RCRC), Kim Smalley (RCRC), Lilian Lambert (RCRC), Maia Giovannoli (RCRC), Nicole Hugelshofer (RCRC), Sabra Underwood (RCRC), Savannah Koppenhaver (RCRC), Sherry Erickson (Community), Theresa Silsbee (RCRC)

**Absent Committee Members:** Frank Van Curen (SCDD\*), Kara Ponton (RCRC\*)

**Common Abbreviations:**

**SDP** (Self-Determination Program), **SDAC** (Self-Determination Advisory Committee), **RCRC** (Redwood Coast Regional Center), **DDS** (Department of Developmental Services), **SSDAC** (Statewide Self-Determination Advisory Committee), **SCDD** (State Council on Developmental Disabilities), **RC** (Regional Center), **SC** (Service Coordinator), **FMS** (Financial Management Services), **IF** (Independent Facilitator), **PCT** (Person Centered Training), **CRA** (Client Rights Advocate)

**Minutes:**

1. Welcome, Introductions, Roll Call, and Select a Timekeeper (Robert):
	1. Participants introduced themselves.
	2. Roll call was taken and a quorum was present.
	3. Pam J. was selected as Timekeeper.
2. Review, Discussion and Approval of 11/20/2020 Minutes (Robert):

Motion: Pam J. moves to accept the 11/20/2020 minutes with corrections.

Second: Clifford B.

Roll call vote:

Pam Jensen (Yes)

Robert Miland Taylor (Yes)

Clifford Black (Yes)

Kristy Tanguay (Yes)

 Motion PASSED

1. Update on November Action Items (Robert):
	1. ACTION: Sub-Committee will meet to brainstorm SDP allocations ideas and report back to SDAC.
		1. Group has not met yet. During current meeting group will schedule.
	2. ACTION: Breeanne will forward a timeline per responsible party that she saw from San Andreas RC.
		1. **Carryover action item since unable to confirm with Breeanne during the meeting.**
	3. ACTION: Kristy will create a survey to send out to participants to gain better knowledge of the needs of clients to be successful in the SDP enrollment process.
		1. Survey not created but Kristy and Frank met. Kristy needs Breeanne’s contact information.

**ACTION: Sedona will send Breeanne’s contact information to Kristy.**

* 1. ACTION: Sheila and Cindy will work together to identify where support is most needed by the Service Coordinators and Independent Facilitators, etc.
		1. Sheila and Cindy have scheduled training for Service Coordinators about the Budget Calculation Tool. They have not yet contacted the IFs about their support needs.
	2. ACTION: Sedona will keep *DDS Funding to Support Implementation of SDP* on the January agenda.
		1. Done
	3. ACTION: Sedona will add *DDS Funding to Support Implementation of SDP* to the Self-Determination Roundtable (RCRC internal SDP Team meeting) agenda.
		1. Done
	4. ACTION: Pam will schedule a meeting with RCRC’s new Executive Director to discuss the Committee’s and the State’s concerns.
		1. Pam spoke with Kim S. and Kim indicated she would like to attend SDAC meetings but has a regularly scheduled DDS meeting at the same day/time. Kim talked with Sheila briefly and plans to follow up with another call.
	5. ACTION: Sheila will email the Committee the link to the State Council IF training.
		1. Sheila could not find the link but Sarah M. said she would email it to Sedona to share.
	6. ACTION: Sheila will create a Zoom link and flyer for a Work Group on Jan 29th from 3:00pm-5:00pm.
		1. Sheila created the link during the meeting and sent for review.
1. Resignation of Ronald Piazza and Recruitment for Del Norte RCRC Elect Replacement (Robert):
	1. With Ronald’s resignation, please look for any potential Del Norte County potential applicants to fill the RCRC-Elect position and direct them to the RCRC for an application.

**ACTION: Sedona will draft a Thank You letter to Ronald for his SDAC service and forward to the committee for approval.**

**ACTION: Sheila will send a Del Norte recruitment letter to Jennifer Garcia to post to the RCRC website and social media venues, as well as send out to all Crescent City office Service Coordinators.**

* 1. Sarah May, who is temporarily filling in for Laura Larson, shared that interviews for the SCDD North Coast Regional Office Manager are happening and they are hoping to make an offer soon to fill Laura’s position. Sarah will be training the new manager.
1. DDS Funding to Support Implementation of SDP (Sheila):
	1. Sedona reread the 4 ideas from other RCs that Laura had sent previously.
	2. Sarah added that Far Northern RC is going to give grants for Ifs to be able to work with a variety of people as well as do high quality videos.
	3. Mary mentioned that because Covid has overwhelmed everyone and many clients are feeling they don’t want to take on something new and are resistant to starting SDP at this time. She also mentioned that having only one staff person that is the focus for the SDP program at RCRC (Sheila) and who also has primary responsibilities as the Mendocino County Community Services Manager, a regular, high focused dedication just to SDP activities is unfortunately limited at this time.
	4. Sheila said it would be helpful to have another staff person that can make all the follow up calls to the SDP participants.
	5. Sarah reminded everyone that it’s been so long that maybe participants need to be reminded just what SDP is and if it is something that would benefit them.
	6. Nicole said that initially client responsiveness what a large problem. As everyone understands the program better many are realizing it is not something they want to do. She thinks when the program goes live in July that will help.
	7. Kristy and Frank are working on a plan to have active participants do a video to help explain to potential participants how the program works and how it is helpful.

**ACTION: Kristy, Frank, Jennifer and Sheila will work together to create SDP videos.**

* 1. Sheila said those people that have been added to the waiting list could go ahead and start their enrollment process now and then may be ready to start SDP on July 1st or soon thereafter.
	2. Pam stated it was a good discussion, but what is the plan?
		1. Sarah suggests asking for money to produce good quality videos.
		2. Jennifer G. said she is working on a YouTube channel and Facebook Live as well as video and radio options for sharing information.

**ACTION: Kristy will share an ROI with Jennifer for media uses.**

* 1. Sarah wanted to encourage the RCRC SDAC and said this group has a lot of insight and are on track, and let’s just “make it happen.”
1. State Council Report (Sarah): The next Statewide State Council Meeting is set to happen in February. The date will be announced soon. The highlight topic will be the statewide barriers to SDP. The bottom line is that RCs need to work with DDS to get the rollovers done. Nobody is ready yet so progress is the main focus.

**ACTION: Sarah will email SDAC when the Statewide State Council meeting is scheduled.**

1. DDS/RCRC Update on SDP Participation Transition (Sheila/Sedona): There were four withdrawals and one enrollment in the last month. Of the 15 pending enrollments, one is expected to enroll in January, six are likely to withdraw and eight are still trying to progress forward. DDS sends out a monthly Summary Report showing the progress of all the RCs. RCRC has the highest percentages in the state:
	1. 55 allotted spaces, 65 selected, 12 withdrawn, 53 continuing
	2. Completed Orientation: 52 (98%)
	3. Certified Individual Budget: 38 (72%)
	4. Completed Spending Plan: 35 (66%)
	5. Obtained an FMS: 35 (66%)
	6. Number of Participants Receiving Services Through SDP: 35 (22 are pilot)
2. Recruitment of Independent Facilitators (Sheila): No updates.
3. RCRC Work Group Update (Sheila): An SDP Work Group is an informal discussion with current participants, team members and interested parties to ask questions and discuss the program and help share information. During the meeting it was agreed that the Work Group will be held via Zoom on Jan 29th from 3:00-05:00 p.m.

**ACTION: Sheila will send out an electronic invite for the Work Group on Jan 29th.**

1. Resource sharing (Community):
	1. Kim Smalley, RCRC Executive Director, joined the meeting and introduced herself. She also shared that DDS put out three letters authorizing family caregivers to receive the Covid vaccine.
	2. Robert shared that his wife and mother-in-law both tested positive for Covid and he was scheduled for his test. Thoughts and prayers are with Robert and his family.
2. Meeting Recap (Action Items below):
	1. **ACTION: Breeanne will forward a timeline per responsible party that she saw from San Andreas RC.**
	2. **ACTION: Sedona will send Breeanne’s contact information to Kristy.**
	3. **ACTION: Sedona will draft a thank you letter to Ronald for his SDAC service and forward to the committee for approval.**
	4. **ACTION: Sheila will send a Del Norte recruitment letter to Jennifer Garcia to post to the RCRC website and social media venues, as well as send out to all Crescent City office Service Coordinators.**
	5. **ACTION: Kristy, Frank, Jennifer and Sheila will work together to create SDP videos.**
	6. **ACTION: Kristy will share an ROI with Jennifer for media uses.**
	7. **ACTION: Sarah will email SDAC when the Statewide State Council meeting is scheduled.**
	8. **ACTION: Sheila will send out an electronic invite for the Work Group on Jan 29th.**
3. Adjourn the meeting (Robert): Meeting was adjourned at 12:03 p.m.

**The next meeting is set for February 18, 2021.**

*SDAC Mtg Minutes\_2021-01-26*

*Prepared by: S. Bowser (01/15/2021)*