**Self-Determination Local Advisory Committee**

**Meeting Minutes**

**Friday, July 15, 2022**

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

Recorder: Sedona B. In-Person and Zoom Meeting

**Present:**

COMMITTEE MEMBERS (*\*=Appointed By)*: Robert Miland Taylor (RCRC\*), Frank Van Curen (SCDD\*), Pam Jensen (SCDD\*), Chris Miller (RCRC\*), Clifford Black (CRA)

REPRESENTATIVES TO THE COMMITTEE: Sheila Keys (RCRC), Alex Chesstell (RCRC), Sedona Bowser (RCRC), Jaclyn Balanay (DDS),

COMMUNITY MEMBERS: Barbara Sprout (Community), Crysalyn Miranda (Community), Deborah Wyman (Community), Heather Jenkins (RCRC), Nicole Hugelshofer (RCRC), Sherry Erickson (Community), Valerie Johnson (Community)

**Absent Committee Members:** Roshan Ashford (SCDD\*)

**Common Abbreviations:**

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

**Minutes:**

1. Welcome, Introductions, Roll Call, and Select a Timekeeper (Robert):
   1. Sedona identified all who are in attendance.
   2. Roll call was taken and a quorum was present.
   3. Pam J. was selected as Timekeeper.
2. Review, Discussion and Approval of 06/17/2022 Minutes (Robert):

Motion: Pam J. moves to accept the 06/17/2022 minutes with no corrections.

Second: Frank VC.

Roll call vote:

Robert Taylor (Yes)

Frank Van Curen (Yes)

Pam Jensen (Yes)

Chris Miller (Yes)

Clifford Black (Yes)

Motion PASSED

1. Update on June Action Items (Robert):
   1. **ACTION: Sedona and Mary will revise the SDP surveys with formatting and grammar/spelling checks and send to the Adhoc committee.**
      1. Done 7/5/22
   2. **ACTION: Adhoc committee will forward to Sheila and Alex updated surveys for electronic and hard copy distribution.**
      1. Some revisions are being made before the surveys will be ready for distribution.
   3. **ACTION: Sedona to email SDAC Officer Duties (8/20/21) to committee members.**
      1. Done 6/17/22
   4. **ACTION: Sedona will revise the July agenda to vote for both Chairperson and Vice Chairperson.**
      1. Done
   5. **ACTION: Sedona to move Participant and Family Sharing – What’s Working and What’s Not Working to follow Update on XYZ Action Items on future agenda items.** 
      1. Done
   6. **ACITON: Sedona to add Voting for Chairperson and Vice Chairperson to July agenda.**
      1. Done
   7. **ACTION: Sedona to add Robert’s final report on the Statewide SDAC report to the July agenda.**
      1. Done
   8. **ACTION: Sedona will reduce the Adhoc agenda item by 5 minutes on the July agenda.**
      1. Done
2. Participant and Family Sharing – What’s Working and What’s Not Working (Community):
   1. Robert shared that he is seeing progress on his second year on SDP. He is meeting with his SC and IF to get his services and supports straightened up.
   2. Sherry shared that one of her clients has lost phone services again due to her FMS not paying her phone service on time because they are no longer able to pay the bill online with their credit card. Sherry wanted to know if the payee could pay the bills and get reimbursed. Sheila said that it might be considered co-mingling of funds by the payee but in addition reimbursements have not been allowed. GT is not the only FMS not using credit cards the way they were previously. We don’t know how to fix this problem at the moment but keep voicing concerns to the Ombudsperson.
3. Voting for Chairperson and Vice Chairperson (Robert): Robert recognized receiving a card from the committee and he will read it later and email the committee a response. Following a review of the SDAC Officer Duties and discussion, the committee voted on positions. Frank shared his desire to run for Chairperson after his 20+ years of being on SD and wants to continue to be of service to this program. Pam shared her desire to be Vice Chairperson so she can support Frank and to fill in when needed**.** 
   1. Motion: Frank VC. moves to vote Frank Van Curen as Chairperson effective immediately.

Second: Chris M.

Roll call vote:

Robert Taylor (Yes)

Frank Van Curen (Yes)

Pam Jensen (Yes)

Chris Miller (Yes)

Clifford Black (Yes)

Motion PASSED

* 1. Motion: Frank VC. moves to vote Pam Jensen as Vice Chairperson effective immediately.

Second: Chris M.

Roll call vote:

Robert Taylor (Yes)

Frank Van Curen (Yes)

Pam Jensen (Yes)

Chris Miller (Yes)

Clifford Black (Yes)

Motion PASSED

1. Statewide SDAC Report (Robert): As of June 28th, Robert is the former representative to the SSDAC. Minutes can be found at the website <https://scdd.ca.gov/>. Rick Wood is once again appointed as Chairperson of SSDAC and had a wonderful report to share. Molly Kennedy and Kecia Weller gave a good presentation on barriers identified with SDP. At the Feb 15th SSDAC meeting, members participated in a survey to determine priorities of activities and identify trainings needed. At the June 28th meeting, members presented work group timelines to carry out best practices plans with a timeline of September for solicitations. In Sept/Oct will be the next SSDAC meeting that Frank will be able to attend for the first time. Pam asked for an FMS trailer bill language update. Sheila said it did pass and allows for FMS payments to be made ahead of enrollment and outside of their Spending Plans. Clients will no longer pay the FMS out of their budgets but it is not implemented yet and we are waiting on further directions and guidelines. RCRC will reach out to participants once we have more clarity.
2. State Council Report (Julie): No report.
3. Adhoc Committee: SDP Survey Update (Pam): The first finalized draft of the surveys have been received and Pam was able to interview someone who has been in SDP for 20 years and found it went along fairly well. There were a few where the preset answers didn’t quite meet the participant’s answers so there are probably a few more changes to make before posting live. It would be good to interview a few newer participants to get a more well-rounded view. Barbara put the surveys into Google Docs for digital options and she shared live with the group how to review them. Adhoc committee members can email Barbara at [barbarasprout@cbemllc.com](mailto:barbarasprout@cbemllc.com) any hand written surveys and she will enter them into an electronic tracking sheet.
   1. **ACTION: Barbara will prepare a tutorial for reviewing the surveys on Google Docs and will share with the committee next month.**
   2. **ACTION: Adhoc members will scan/email hard copy surveys to Barbara so she can create the tracking spreadsheet.**
   3. **ACTION: Sheila/Alex will forward the Adhoc committee a list of volunteers willing to take the survey.**
4. Recruiting for Del Norte and FRC SDAC Vacant Positions (Sheila/Alex): We are still looking for someone in Del Norte and for FRC to join the committee.
5. DDS Funding to Support Implementation of SDP: Request for Proposal (RFP) Update (Sheila/Alex): The RFP timeline has been set and the review team identified. It will be published by Aug 1st, submissions due by Sept 1st, review and interview by Sept 30th and award by Oct 15th.
   1. **ACTION: Sheila will send Sedona the RFP draft so she can send it out next week.**
6. Update on SDP Participant Transition, Status of Independent Facilitators and FMSs, and Report on Self-Determination Conversations Meetings (Sheila/Alex):
   1. Orientations update:
      1. 2 people viewed recorded orientation
      2. The SCDD Orientation is now available online at <https://scdd.ca.gov/sdp-orientation/>. Sheila shared that it is less than 2 hours and user friendly and easy to engage. It is being offered almost each weekday, a couple weekends and even in Spanish. They have a participant group meeting that seems really good and they are meeting again on Aug 8th. SCs are welcome to share both the RCRC orientation as well as the SCDD one for options. Please forward Sheila/Alex the participant’s certificate for attending the orientation.
   2. Enrollments update:
      1. New enrollments: 4
         1. Humboldt 3 adults…timelines from orientation to enrollment were 10 months, 11.25 months and 11.25 months.
         2. Mendocino 1 adult…timeline from orientation to enrollment was 3.25 months.
      2. Total Enrolled: 43
         1. County: 1 Del Norte, 9 Humboldt, 5 Lake, 28 Mendocino.
         2. Age: 41 Adults, 2 Children (Mendocino)
         3. Primary Language: 1 Spanish (Mendocino), 41 English, 1 Korean
         4. Ethnicity: 3 Spanish/Latina, 1 Indigenous, 2 Multi-cultural, 36 White, 1 Korean
      3. Enrolled since 7/1/21: 8 people, average time from orientation to enrollment is 6.5 months
      4. Expected enrollments next month: 0 Humboldt, 0 Mendocino, 1 Lake, 0 Del Norte
   3. Independent Facilitator Update:
      1. 1 new person in Humboldt (bilingual Spanish). Chris M added that they are doing an IF training in August or September. They currently have 6-7 people interested in the training.
   4. FMS Update:
      1. Still waiting on another RC to share needed vendor information for 1 additional provider
   5. SD Conversations:
      1. No meeting since last SDAC meeting, Next meeting 7/22/2022 @ 3pm
   6. Service Coordinator Support/Training:
      1. Provided 2-hour orientation & training for 12 Service Coordination team members (Lake and Mendo).
   7. Outreach/Training/SDP Expansion:
      1. Alex is developing a plain language FAQ for SDP for general use and within RCRC.
      2. We will have a table at Disability Pride in Eureka on July 23rd to discuss SDP with people.
      3. We are coordinating with our Diversity Outreach Specialist to make connections with community leaders in tribal communities and Spanish speaking communities.
      4. We have a new Enhanced Services Manager in Del Norte who will be joining in the efforts.
7. Resource Sharing/Community Input (Community): No discussion.
8. Add/Remove Agenda Items for Next Meeting (Committee):
   1. **ACTION: Sedona to change Adhoc Committee’s time to 15 minutes.**
   2. **ACTION: Sedona to remove *Voting for Chairperson and Vice Chairperson* and *Statewide SDAC Report* agenda item.**
9. Meeting Recap (Action Items below):
   1. **ACTION: Barbara will prepare a tutorial for reviewing the surveys on Google Docs and will share with the committee next month.**
   2. **ACTION: Adhoc members will scan/email hard copy surveys to Barbara so she can create the tracking spreadsheet.**
   3. **ACTION: Sheila/Alex will forward the Adhoc committee a list to of volunteers willing to take the survey.**
   4. **ACTION: Sheila will send Sedona the RFP draft so she can send it out next week.**
   5. **ACTION: Sedona to change Adhoc Committee’s time to 15 minutes.**
   6. **ACTION: Sedona to remove *Voting for Chairperson and Vice Chairperson* and *Statewide SDAC Report* agenda item.**
10. Adjourn the meeting (Frank): Meeting was adjourned at 12:15 p.m.

**The next meeting is set for August 19, 2022.**

*SDAC Mtg Minutes\_2022-07-15*

*Prepared by: S. Bowser (07/15/2022)*