

**Self-Determination Local Advisory Committee**  
**Meeting Minutes**  
**Friday, March 17, 2023**  
**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\*), Chris Miller (RCRC\*), Pam Jensen (SCDD\*), Clifford Black (OCRA)

**REPRESENTATIVES TO THE COMMITTEE:** Sheila Keys (RCRC), Mary Block (RCRC), Sedona Bowser (RCRC), Alex Chesstell (RCRC), Denise Gorny (SCDD), Corinne Sixkiller (DDS)

**COMMUNITY MEMBERS:** Nicole Hugelshofer (RCRC), Sherry Erickson (Community), Johnson (Community), Wendy White (RCRC)

**Absent Committee Members:** Frank Van Curen (SCDD\*), 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), **PCM** (Participant Choice Manager), **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 (Pam):**

- a. Sedona identified all who are in attendance.
- b. Roll call was taken and a quorum was present.
- c. Cliff B. was selected as Timekeeper.

2. **Review, Discussion and Approval of 02/24/2022 Minutes (Pam):**

**Motion:** Chris M. moves to accept the 02/24/2022 minutes with recommended corrections.

**Second:** Cliff B.

**Roll call vote:**

Robert Taylor (Yes)  
Chris Miller (Yes)  
Pam Jensen (Yes)  
Clifford Black (Yes)

**Motion PASSED**

3. Update on February Action Items (Pam):
  - a. **ACTION: Sheila, Alex and Sedona will work on posting links to Orientations on the RCRC website.**
    - i. It is now posted.
  - b. **ACTION: Barbara will email the committee some plain language directions for accessing the SDP surveys online using the QQR code and link, and include a PDF of the survey. She will also include a draft flyer with this information.**
    - i. In progress.
  - c. **ACTION: Sheila and Alex will draft an email to DDS with the spending priorities to the transition fund and send it to the members of the committee before sending to DDS.**
    - i. In progress. Sheila and Alex are reviewing details and submitting to committee for review before the next meeting.
4. Participant and Family Sharing – What’s Working and What’s Not Working (Community):
  - a. Chris attended the SDP Leadership meeting on March 13<sup>th</sup>. They are working on the main purpose of the group ongoing. The purpose is for self-advocates to share their experiences. Sherry found it interesting because they discussed similar issues statewide.
  - b. Robert shared that Aveanna has ordered him a laptop, with the help of Jennifer Pittam. They are also looking at additional transportation assistance, gym membership and an updated tablet.
5. State Council Report (Denise): Denise filled in for Julie today and shared that SCDD is very involved in SD. Julie is planning to go to Humboldt and Del Norte counties this spring. Mendocino College is having a fair on March 25<sup>th</sup>. Mendocino County Transition Team is having a couple of events in May and flyers will be sent out. Employment fairs are also coming with flyers as well.
6. Adhoc Committee: SDP Survey Update (Pam): Pam is checking on the status of existing surveys. Pam hasn’t received any, Chris had one and did one for himself as well. Chris thought the one he did for the family went really well with some constructive criticism, lasting about 90 minutes. Chris shared the family felt like RCRC sometimes get in its own way about how they work with FMS and SD in general. They went and found their own IF. Chris submitted it for the family online so the information should be viewable by the team. Sheila will look into it before the next meeting to confirm and will report back to the team. Pam inquired about how we can implement the surveys at the various phases and how can we reach out to more people for feedback. Sheila suggested we have SCs offer families the survey flyer at various points. Chris reminded the committee that we have a relatively small number of participants. Nicole suggested adding an incentive to complete the survey. Sheila suggested that we could use some of the funds to pre-purchase generic gift cards and send to participants who submit a survey. Wendy suggested that when we hold outreach events we could talk to participants about taking the survey and help assist them how to complete it. Mary reminds that if a survey is anonymous then we don’t know who to enter for the incentive, so notifying clients of that fact would be important.

- a. **ACTION:** Pam will work with the Adhoc Committee to rework the survey flyer to be more user friendly and then send to Sheila and Alex for review prior to the next meeting.
  - b. **ACTION:** Adhoc Committee will further discuss an incentive plan for completing the surveys and share at the next meeting.
  - c. **ACTION:** Sheila will look into potential incentive gift card options.
  - d. **ACTION:** Sheila will see if the survey Chris submitted for the family online has been received and will report back to the committee.
7. Recruiting for Del Norte and FRC SDAC Vacant Positions (Sheila/Alex): There is one vacancy in Del Norte and one vacancy for a FRC member. We are frequently requesting suggestions but have had no interest. The RCRC recruitment flyer was updated in November 2022. One person has said they were interested but did not make it to the meeting today so we will see how it looks at future meetings.
8. DDS Funding to Support Implementation of SDP Update (Sheila/Alex): Nothing new to report other than the earlier discussion about incentive gift cards for the surveys.
9. Update on SDP Participant Transition, Status of Independent Facilitators and FMSs, and Report on Self-Determination Conversations Meetings (Sheila/Alex):
- a. Orientations update:
    - i. There are no new views of the RCRC recorded orientation. The orientation is available at <https://scdd.ca.gov/sdp-orientation/>. Two people reported attending the SCDD orientation.
  - b. Enrollments update:
    - i. New enrollments: Del Norte - 0, Humboldt - 0, Lake - 0, Mendocino - 0
    - ii. Total Enrolled 42
      1. County: 1 Del Norte, 9 Humboldt, 5 Lake, 27 Mendocino.
      2. Age: 40 Adults, 2 Children (Mendocino)
      3. Primary Language: 1 Spanish (Mendocino), 40 English, 1 Korean
      4. Ethnicity: 3 Spanish/Latinx, 1 Indigenous, 2 Multi-cultural, 36 White, 1 Korean
      5. Total on SD Waiver: 31
    - iii. Enrolled since 7/1/21: 10 people, average time from orientation to enrollment is 7 months, over the most recent two enrollments were under 5 months.
    - iv. Expected enrollments next month: 0 Humboldt, 1 Mendocino, 0 Lake, 0 Del Norte
    - v. Actively Planning: 0 Del Norte, 4 Humboldt, 2 Mendocino, 2 Lake

- c. Independent Facilitator Update:
    - i. Sheila and Alex met with potential new IF last month who is interested in providing services (remotely for now) in the area. She agreed to provide information about her background, samples of her work and other documentation needed to be a vendor of RCRC, but has not done so yet.
  - d. FMS Update: Alex is working with Ritz to confirm their availability to RCRC people and their enrollment process. A meeting with RCRC and Aveanna has been scheduled for the week of 3/20 to re-establish open communication and work to resolve the barriers faced by people in SDP using Aveanna.
  - e. SD Conversations Meetings: There has not been a meeting since the last SDAC meeting. The next meeting is scheduled for 03/24/23 at 3:00 p.m.
  - f. Service Coordinator Support/Training: Sheila and Alex have been providing ongoing support as needed to SC for budget calculation, spending plans and working with IFS. We have joined several meetings with participants and potential participants at the request of the person or SC team to provide information and guidance related to SD.
    - i. Monthly SC Training: The last meeting was cancelled due to a RCRC All Staff meeting.
    - ii. Monthly SC Roundtable: The DDS December directive regarding continuity of services in SD and changes at Aveanna were discussed at the March 13<sup>th</sup> meeting.
10. DDS Directives (Sheila/Alex): RCRC & DDS met February 27<sup>th</sup> and DDS reported:
- a. Updates to the rates for FMS providers will be posted very soon. There will be a monthly base rate determined by the number of providers and/or employees, plus additional amount when new employees are hired.
  - b. Enhancements to the UFS & e-billing systems were done on 02/01/23 to make the billing and payment processes better for FMS providers and RCs.
11. Initial Person Centered Planning and Transition Services (Sheila/Alex):
- a. General Self-Directed Transition Support service providers:
    - i. One provider is available to provide SD transition support services.
    - ii. We have also identified a concern with the rate set by DDS which we are now working to resolve. The rate does not allow for adequate reimbursement for mileage to cover our rural geography. We are seeking an exception to cover that additional expense.
    - iii. One local agency is still working on developing a service design to provide General Transition Support Services in Humboldt and Del Norte Counties.

- b. FMS Transition Support Service providers:
  - i. No change from the previous report. As of 02/27/23, none have been vendored yet.
- 12. Resource Sharing/Community Input (Community):
  - a. No comments at this time.
- 13. Add/Remove Agenda Items for Next Meeting (Committee): No changes.
- 14. Meeting Recap (Action Items below):
  - a. **FEBRUARY ACTION:** Barbara will email the committee some plain language directions for accessing the SDP surveys online using the QQR code and link, and include a PDF of the survey. She will also include a draft flyer with this information.
    - i. In progress.
  - b. **FEBRUARY ACTION:** Sheila and Alex will draft an email to DDS with the spending priorities to the transition fund and send it to the members of the committee before sending to DDS.
    - i. In progress. Sheila and Alex are reviewing details and submitting to committee for review before the next meeting.
  - c. **ACTION:** Pam will work with the Adhoc Committee to rework the survey flyer to be more user friendly and then send to Sheila and Alex for review prior to the next meeting.
  - d. **ACTION:** Adhoc Committee will further discuss an incentive plan for completing the surveys and share at the next meeting.
  - e. **ACTION:** Sheila will look into potential incentive gift card options.
- 15. Adjourn the meeting (Pam): Meeting was adjourned at 11:30 a.m.

**The next meeting is set for April 21, 2023.**

*SDAC Mtg Minutes\_2023-03-17*

*Prepared by: S. Bowser (03/17/2023)*