

**SHAWNEE COUNTY COUNCIL OF COMMUNITY MEMBERS
MINUTES
SEPTEMBER 24, 2008**

Agenda Item I. Call to Order by Chair, Bruce Dill, at 6:04 p.m.

Agenda Item II. Membership Roll Call by Secretary, Tana Crawford

Nichole Alejos	Provider Rep, Exec. Comm.	Present
Marie Barraclough	Consumer Rep	Sick
Nick Cobos	Consumer Rep	Emailed Resignation
Gary Cooper	Consumer Rep	Excused
Tana Crawford	Consumer Rep, Secretary	Present
Bruce Dill	Consumer Rep, Chair	Present
Elizabeth Dill	Consumer Rep	Sick
Lori Fisher	Consumer Rep, Exec. Comm.	Present
Austin Hanson	Consumer Rep	Sick
Linda Heine	Consumer Rep, Vice Chair	Present
Anna Marie Lammers	Stakeholder	Present
Rachael Lamond	Provider Rep, Exploring Life	Resigned
Ramona Macek	Provider Rep, CDDO	Present
Joyce McConnell	Member	Emailed Resignation
Barbara McCummins	Member	Present
Kathy Perron	Member	Excused
Kari Ramos	Member	Present
Elda Remington	Member	Absent
Lisa Smith	Member	Emailed Resignation
Mary Stafford	Provider Rep, Exploring Life	Present
Mitzie Tyree	Provider Rep, TARC	Present
Mary Weston	Member	Present
Kelly Zink	Provider Rep, Dream Catchers	Sick

Guests: Mary Ann Keating, TARC Executive Director
Richard Martinez, TARC Board of Director President

Chair welcomes guests. Mr. Martinez notes this is the first time he has attended a Council Meeting.
Chair determines this Council meeting has a quorum.

Agenda Item III. Review July 23, 2008 Minutes, Secretary/Chair

Kari moves to approve the minutes. Linda seconds. Motion carries.

Agenda Item IV. Old Business

Discussion/CDDO update on proposed addition to CDDO Section of the TARC Policy Manual

Ramona reviews the status of policies 06-043 and 06-044.

Both policies were opened for public comment from 09/16/2008 through 09/30/2008. The CDDO Oversight Committee already cleared them. After the public comment period, the policies will be in the hands of SRS.

06-043 was first presented to the Council at the 05/28/2008 Meeting. With much input from this Council, a revised draft was distributed and discussed at the 07/23/2008 Council Meeting. This (final) draft addresses the few remaining questions from the 07/23/2008 meeting.

06-044 was first sent to Council Members on 09/08/2008. It establishes guidelines for "Extraordinary Funding" requests from "Community Service Providers as outlined in the SRS DHBS/CSS policy."

Council discusses EF for clarification and minor typing/grammar errors are noted.

Mitzie moves to approve/accept content of both policies, accounting for the noted corrections/changes.
Lori seconds. The motion passes.

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Agenda Item V. New Business

Planning Committee report

Anna Marie presents the report. The committee met on 09/08/2008. Anna Marie distributes sample questions for the proposed survey, and presents notes of the committee's 09/08/2008 meeting to the Council Secretary.

Notes: "Annual Plan Committee, September 8, 2008, 7:00 p.m., Kathy Perron's home, Kathy Perron and Anna Marie Lammers present. Meeting discussion. We prepared for the Sept 24th CCM meeting. To do the current needs assessment we needed several items to move forward. 1. The need for information about numbers and getting an accurate sample. Kathy would contact Ramona about the number of persons in the following categories: Early childhood, School age children, Adults, Parent/caretaker of adult child. 2. The need for the development of questions that would identify need that could move the council forward in presenting these needs in order to begin to identify the work needed to get those needs met. Kathy will contact employee with the State to give us some examples of properly formed questions to elicit movement. Kathy will email Anna Marie with examples of questions to create forward movement on a subject. 3. The need for formation of the questions. When Kathy emails Anna Marie the examples of questions. Anna Marie will develop question example for each area. 4. The council needs to decide if we mail or call for assessment. This will be decided at next meeting 9/24/08."

Sample questions: What area of service would you like to see that would improve your situation? What do you think it would take to create this improvement? What service do you know of now that might be improved in order to meet this desire of service? What service do you desire that would meet your needs?

Council Discussion: How to construct the survey so results can be quantified. Consensus: *Service needs will be listed and responders will be asked to designate priorities.* Considerations of telephone surveys vs. mailings and/or emails. *Phone calls and emails would have to be made by CDDO to protect the privacy of service recipients.*

Summary: Anna Marie states timeline goals of this committee is to present a proposed survey document at the November Council Meeting, do the survey "mailing" in January, 2009, receive responses in February, 2009, and have results completed and compiled by March, 2009, to present to the TARC Board of Directors so the Council's Annual Plan can be available to SRS in April, 2009.

Bylaws Committee report

Bruce led presentation of committee activity. Bruce and Tana met on 8/23/08 at Bruce's home. Most of the committee meeting was spent trying to itemize the conflicts and disparities between Article 64's K.A.R.s 30-64-31 Council of community members and 30-64-32 Dispute Resolution, TARC Policy Manual's policy numbers 06-018 Council of Community Members, 06-019 Council of Community Members Meetings, and 06-020 Dispute Resolution, and the Bylaws of the Council of Community Members for the Shawnee County C.D.D.O. Also noted is that the current Bylaws create Council Membership driven by Provider Affiliate representation (rather than Consumer representation), where Article 64 K.A.R. 30-64-31 emphasizes Consumer membership with inclusion of CDDO and Affiliate representatives. While addressing the Council membership and activity issues is important, the dispute resolution policy and process is a critical area of concern. Bylaws will need to be rewritten, rather than revised. TARC policies related to the Council may have to be updated, as a result. Bruce will try to have a document to start from at the next Council meeting.

Agenda Item VI. CDDO Report, Ramona Macek

Ramona distributes a printed report of statistical information. This September, 2008, report differs from previous formats by incorporating some of the information requested by Council members at the 07/23/2008 Council meeting. It lists the numbers of adults receiving day services and the number receiving residential services, by each full licensed provider and it includes Waiting List data. Ramona notes that the information on this report does not include limited license provider nor payroll services recipients.

Mitzie requests details of crisis requests approved and denied be included in future reports, to help illustrate community program needs.

Ramona highlights some CDDO activities:

In community outreach, MR/DD eligibility referral training was done at the Silver Lake school. There have been increased referrals from jails and prisons, so training has been done at a halfway house. Eligibility process training will be done again in October for Family Services and Guidance Center and in November for USD 501.

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In August the annual affiliation process was started. The trend appears that foster care parents are getting out of foster care to provide adult licensed services.

CDDO is mailing their satisfaction survey for the third year running.

They had a full house for the training on "Understanding Behavior."

Functional Assessment training is coming up.

RRAPS training is coming up again, led by Kristi Powell of the police department.

Agenda Item VII. Legislative Update, Mary Ann Keating

Mary Ann distributes and reviews her printed report. The report includes attachments detailing the Big Tent Coalition's budget priorities, the upcoming Candidate Forum related to disability rights, and the tour schedule for Kansas Health Policy Authority's 2008 public hearings.

Agenda Item VIII. Next Council Meeting November 19, 2008, Chair, Bruce Dill

The next Council meeting is scheduled for the third week of the month to avoid conflict with the Thanksgiving holiday. Location remains TARC Training Room.

Mary Stafford and Linda Heine announce they will not be available for that meeting.

Agenda Item IX. Adjournment, Chair, Bruce Dill

Chair calls for adjournment. Anna Marie moves to adjourn this meeting. Linda seconds. Meeting adjourned at 7:32 p.m.

Minutes submitted for review on 11/19/2008. Revision with correction submitted 12/03/2008.