

Developmental Disabilities Council State Plan Committee Draft Minutes

Date: July 18, 2019
Time: 2:30 – 4:00
Location: Sea-Tac Conference Center

Present: Andrea Belcourt, Sherrie Brown (UCEDD), Kelly Hill, Danny Holmes, David Lord (DRW), Shannon Manion (DDA), Anthony Nash, Pat Shivers, Tavares Terry (AL TSA), Donna Tiffan (Chair)

Guests: Krista Milhofer (People First), Diana Staddon (Arc of WA, Guest Speaker), Peter Tassoni (Commerce), Suliana Ti'i (Council Support)

Staff: Brian Dahl and Emily Rogers

Call to Order and Introductions

The meeting was called to order at 2:30 PM. The chair of the committee asked everyone to state names and hometowns.

Adjustments to Agenda

The agenda was reviewed with two changes:

- Less time is needed to review the changes to the State Plan. A vote was scheduled at the full Council meeting on Friday. On Wednesday night at an informal gathering of most of the members of the Executive Committee, a decision was made to pull the vote from the full Council to approve changes to the State

Plan. This will allow membership additional time to review the supplemental mailing. The vote will be moved to October.

- The Governance Committee forwarded Council Policy 415 for updating and review to the State Plan Committee. This item was added to the agenda.

January Meeting Minutes

The committee reviewed the draft minutes from the April 2019 State Plan Committee meeting (Reading 19-SP-08). There were no changes. Vote: Danny Holmes made the motion to approve the minutes as written. Andrea Belcourt seconded the motion. It passed on a voice vote with no one abstaining.

Policy 415 Review and Update

This policy concerns the development and implementation of the State Plan. It was last updated in 2002. The State Plan development and implementation process has changed significantly since then. Having the State Plan Committee review and update it is the most logical course of action.

Danny Holmes, Andrea Belcourt and Shannon Manion volunteered to help in the review process. Council planning staff will do an initial review and make recommendations for changes. These will be forwarded to the committee members for review. If possible, staff will meet with the volunteers on a video meeting platform between now and the next meeting. The changes will be brought to the committee and October with the hope that they will be approved and forwarded to the Full Council in January 2020.

Person-Centered Planning Discussion

The committee had a brief discussion about Person Centered Planning (PCP). Andrea, Danny, Anthony and Pat are interested in being involved with developing ideas for an inclusive PCP tool to be included in the next 5-Year State Plan. The committee Chair will keep the members as research on this project moves forward. For this to be included in the State Plan, specifics of the project and measures need to be determined. The project could be training more PCP providers, facilitating the delivery of PCP services and providing information on things like funding streams and collaborations. This will be determined after some research to determine the gaps in the PCP system. David Lord suggested spoke on how the Supported Decision-making process is based on a PCP model and that could be a way to include in the State Plan. The Council is already concerned with guardianship issues in the State Plan and in the Network Partner collaboration. Everyone agreed that, however it happens, transition planning for young adults is very important. Other suggestions from committee members included:

- A workgroup to create and/or measure goals; and
- Long-term follow-up of anything we undertake as a council, which could include hiring a consultant.

Advocacy Partnership Project Report

It is Council practice to have representatives of contracted projects annually report to the Council. These reports normally happen during the July full Council meeting. There was not time on the full Council agenda, so Diana Staddon of the Arc of Washington reported on the Advocacy Partnership Project (APP) to the State Plan and Public Policy Committees. Diana explained the specifics of the project and how Council funds are used to educate people and increase advocacy on legislative issues.

She reviewed the most recent data collected during APP activities. This data is presented in written form annually to the Council. It is used for the Program Performance reporting. This information may be found in the annual report or, if interested, staff can provide the actual reports submitted by Diana and the Arc of Washington. Staff encourages the Council to review the reports. Diana understands the needs of the Council in our federal reporting process and continually provides quality and meaningful information in a format that conforms to Council needs and policies.

Recommended Changes to State Plan

Planning Staff provided the proposed changes to the State Plan in a supplemental mailing prior to the Council meeting. The details of the State Plan have not changed. The meaning or intent of the State Plan is not changed. The modifications were made to:

- Make the language more clear and accessible to anyone who reads the plan,
- Provide consistency between the State Plan and other Council processes, such as contracting,
- Clarify the measures, and
- Provide a basis for the creation of the next State Plan.

All Council members are asked to review the changes and be prepared to vote in October. The changes will be submitted during the next federal reporting deadline at the end of December.

Agenda Items/"Things to Do" for October

- Council members will provide comments on the proposed changes to the State Plan in the supplemental mailing. As a

Council, we will be voting on these changes during a Zoom meeting on Thursday, August 8.

- Planning staff will rewrite certain objectives in the State Plan for review of the committee in October.
- Staff will review Council Policy 415 on the development and implementation of the State Plan and forward to the members who volunteered to assist. Staff will facilitate a video conference with the volunteers, if possible.
- Staff will forward draft minutes of this meeting prior to the October meeting packets being mailed.
- The Committee Chair and staff will create an agenda for the next State Plan Committee.
- The chair and staff will continue work to gather data on Person Centered Planning with the intent it will be included as activity in the next State Plan.

Report to the Full Council/Adjourn

The chair reviewed her notes and the Committee assisted in determining the report to the full Council on Friday. The meeting was adjourned.