

Governor's Council on Disabilities and Special Education

Executive Committee Meeting

Location Suite 880 Frontier Building

3601 C Street

Anchorage, AK

Meeting Date

July 11, 2011

Attendees:

Eric Gebhart

Rich Nelson

Kathy Fitzgerald

Tonja Updike

Amy Simpson

David Flynn

Lucy Odden

Staff:

Millie Ryan

Teresa Holt

Sheryl Cobb

Prepared by: Sheryl Cobb

& Michelle Jenkins

Call to order at 1:36pm

Roll Call

Introductions, announcements or good news

Eric Gebhart announced that we would be changing the order of the reports slightly for the better of the committee. Sometimes we have our reports, but we don't always know where to report what items

Lucy Odden announced that since this is my first meeting with the Executive Committee. She also announced that September 7th, she will be turning 50.

Ric Nelson stated that he is applying for the Alliance for Full Participation.

Good News – Dayan is back.

Approval of the Agenda

Ric Nelson stated that he would like the Bylaws to be on there

Tonja Updike moved to approve the agenda. Lucy seconded. A

Approve the minutes

Moved by Kathy Fitzgerald, seconded by Ric Nelson. Minutes were approved

Correspondence

Millie Ryan stated that she had correspondence from

Millie Ryan reported that she had heard from Federal Administration on Developmental Disabilities.

Kathy Fitzgerald asked if we had ever heard back concerning the virtual site review. Millie Ryan said that it has been 2 years since the virtual site review and she had not received a final report. She has seen a draft and made corrections. She said that when she was back at the upcoming meeting, she would try to get the final draft. Kathy stated that we are so unique compared to other Councils and she would like to see the outcome and get closure.

Ric Nelson asked if we have a second interview. Millie Ryan said no, it was only 1 interview, but they interviewed many other states and also CHD while interviewing GCDSE.

Kathy Fitzgerald explained to David Flynn what was involved with this virtual site review. David asked what the impact was to be. Millie Ryan explained that they would see how well ADD was doing their job. Also, to state if they had findings that were not following the set standards. Millie stated that they mentioned Council term limits since we did not currently have any. Millie stated that CHD did get their final draft with requests for changes. Eric Gebhart stated that it was important to get a signed, sealed stamp of approval

We did give a letter of support for the Fairbanks Resource Agency

Old Business

5 Year State Plan

Teresa Holt said that it is out for public comment. We should know more after Carrie Predeger gets back from vacation. Teresa said that we have been getting feedback, but it will all be compiled soon. Comments are due Friday, July 15th. After that, all information will be pulled together and reviewed by the Executive Committee. The final has to be submitted by Aug. 15th. More data must be gathered from DSDS. Millie Ryan stated that she will be on a Peer Committee that will be reviewing our State Plan along with several others that are being reviewed. Teresa stated that they have been reviewing those plans as they come out. Ric Nelson wanted to know when the Plan Book would be published. Millie stated that the Plan goes into effect Oct. 1. The report we submit will have to be reviewed by multiple offices before it can be published. Teresa said that there will probably be a long version for review and a shorter more condensed version. Eric Gebhart stated that he will be covering more information on what he would like to see in the report as he gets to his specific report. Eric said that as the Executive Committee, we must take care of the mundane because we don't want to bore the general public with the mundane information. Teresa explained that there will be data that the public will be able to view if they would like to see the more detailed information that was gathered. There are a bunch of pieces that still have not been gone over that will all be worked into the final report.

FY12 Out of State Travel Plan

Millie Ryan passed out the proposed travel plan for review. She stated that there are some possible changes. If it has an asterisk next to the listing, it is a required trip. Example is Patrick Reinhart's trip for Project Search. Funding for reimbursement

Eric Gebhart, Teresa Holt & Millie Ryan to DD trip. Funding by DD

Amy Simpson, Tonja Updike, Jennifer Jones to Mega Conference for Intervention and Special Education. This is a required trip.

Patrick on National Steering Committee. Funding supplied partially by Comprehensive Employment Medicaid Infrastructure Grant. CTAA is paying airfare, misc and partial per diem and hotel.

Rich Sanders Customized Employee Rendezvous in Idaho. Finding source MIG.

Millie Ryan – ADD State Plan Peer Review. Trip totally paid for.

Project Search Team to Cincinnati Children's Hospital. Funding is from Education and Early Development

Required grant meeting MIG for Millie Ryan with no cost carry forward

National Association on Dual Diagnosis. TBA. Kathy Fitzgerald explained more of what is involved in this meeting for those who were not familiar with it. Millie stated that there is also a focus on Autism.

NACDD Fall Conference. That is a required meeting. There will be a PCA cost. This is planned for right before the Alliance for Full Participation. Lucy wanted to know who would be attending. Eric said that we are determining budget first and later who would be attending. This is just covering the cost of the trips.

TASH – held in Atlanta for folks with severe disabilities. Teresa said that this covers everything you could possibly imagine.

Zero-3 Training Institute. We have sent participants in the past. Teresa stated some of the things that are covered at this training.

Disability Policy Seminar. Council member and staff. Quite good – cover the big issues. Scheduled to meet with the legislative delegation

Council for Exceptional Children – We skipped this meeting this year and this focuses primarily on Special Education

National Transition Conference. TBA

Millie Ryan explained that the top end of the costs would be approximately \$125,000. We have the funding from various sources.

Eric Gebhart recommended that if we have the budget for these trips, we should accept the travel plan as reported. Millie Ryan explained that sometimes there needs to be an adjustment of this plan due to other meetings that come up or conflicts. Millie reminded that we do not know what Congress will do with our budget. David Flynn wanted to know what the expectation is of the travelers who attend. Millie explained that we primarily expect full attendance and to report back to the committees what was covered at the meetings. Kathy Fitzgerald explained how she has reported back after meetings in the past. Teresa Holt explained that it is hard to get folks to report back in written form after federal meetings. Lucy Odden explained that she wants to attend meetings and has made those requests. Kathy Fitzgerald stated that she reports things that may not have been covered previously. She said that we need to learn what is cutting edge and what can be shared. David Flynn said that he felt the council members had much to share and hopefully could pull some weight. Eric stated that one way to help people is to have information ahead of time, but to be able to plan your report before you leave for the meeting. Eric Gebhart explained that he is currently planning ahead for his report for upcoming meeting. Millie said that it reminded her that we do not have training for Council Chairs and Committee Chairs and this might be something that we would like to share. This could possibly be a tag on day to the Council meeting in October.

Eric Gebhart asked for a motion to approve the travel plan with administrative changes that were discussed. Kathy Fitzgerald asked if we have a cap for the budget. Millie said that \$125 would be safe. Kathy Fitzgerald moved and Lucy Odden seconded. Lucy stated that she is complaining that she can't go to all of the meetings she wants. Travel approved.

May 2012 Council meeting is Girdwood. This is May 1-3. The facilities have been reserved. Sheryl Cobb will confirm the dates after the meeting.

Oct 2011 Council meeting topics. This will be held Oct. 5-7 at the Trust. Millie Ryan explained the location of the lodging is Embassy Suites and the amenities that will be available. Millie explained that the Oct. meeting is typically a training session for new appointees. Since we have recently had folks reappointed, this will not be necessary this year. Do we want to have the same training for the future? Kathy stated that she thinks that we should have training for the entire council. Teresa Holt stated that folks are concerned about training in Roberts Rules of Order. She feels that we should have this training at least every other year, with a refresher every year. This could be part of our New Chair Training. Eric explained that there are many interpretations of Roberts Rules of Order, but we work with what we are comfortable with. It is a framework on how to lead the group and how to move the group along and focused. Millie stated that we do have some cheat sheets if needed for the rules. Kathy stated that she feels it is important for Council members to understand the process so they know why we are doing things the way we do. Eric agreed that we could put this on the agenda for October.

Millie Ryan stated that the committees submit their work plans. The committees pick one or two things to focus on. Some sort of training for all council members. Last year we did not have much training but instead went over procedures for waivers. We have had training on colors. (are you a team player or not). Team building exercises.

Eric Gebhart wanted to know what team building exercises we might have planned. Millie did not have a particular topic planned. Kathy suggested regulation and statute for policy development. Teresa Holt suggested the entire Legislative process – how it affects us. She suggested HUB and SESA. David Flynn asked for an explanation of what HUB is. Millie Ryan explained the basics for the process. We may use the Midwest Academy. Kathy Fitzgerald said that there is still the Autism Insurance topic to be covered. Eric Gebhart said that there are some things that are perking pretty good. It is time to get organized and go from perking pretty good to this is done and complete. Eric Gebhart suggested that we review the past Midwest Academies that we have covered in the past. Kathy Fitzgerald suggested that we revisit the targets and tactics.

Teresa Holt stated that this should fill out the agenda

Other Old Business

Kathy Fitzgerald stated that she didn't know if it is old business but she was concerned about Intensive Active Treatment. Eric Gebhart thought that should be under New Business.

New Business

Eric Gebhart discussed the Governor's meeting with the governor's staff in Juneau. He felt that the meeting went well, but that the budget was already done, the supplement budget was already done. He said that they had hoped to meet with the Governor's office over the summer for supplemental budget items. In terms of SESA, the easiest way is to have it in the Budget to begin with. It doesn't always work,

but we can only try. Let's try to get in there early and talk with HSS Commissioner. He asked if the Commissioner is in Anchorage or Juneau. Milled stated that he is in Anchorage. Millie Ryan also stated that the Governor is available to meet with folks in Anchorage. Kathy Fitzgerald voiced a concern about waiting too long to be heard. Kathy asked about the timeline for when the Trust has to have their findings submitted. Millie stated that it is typically the departments reporting in Sept or Oct. We would need to have our reports in prior to that. Teresa stated that she and Jennifer are meeting with the Commissioner by phone next week.

Eric Gebhart stated that he listed in on the Legislative meeting recently to see where they were at. He stated that he has asked Ric Nelson to be available for assistance. He suggested that David Flynn utilize Ric Nelson's assistance as much as possible. Lucy Odden stated that she is disappointed that she did not get to be the Legislative Chair. Eric Gebhart explained that the committee members have an important role and the chair just helps to keep things moving along. Lucy Odden stated she and Millie Ryan will be meeting for lunch to discuss their committee. Millie stated the different areas that were discussed. Millie stated that we are at a disadvantage that we cannot take advantage of all opportunities that are open to other groups.

Eric Gebhart thanked David Flynn for jumping into the chair position. He asked David what we can do to assist him. Ric Nelson said that historically everything has been done in the past during the month or two prior to January and that he feels working on things in the summer is very effective. David Flynn asked what he is administrating in behalf of the committee. What is our agenda, how can I keep our resources with the group? He explained that he has been extremely busy lately and hopes that things can start tapering off towards October. He wanted to know what his expectations are. Eric Gebhart suggested that he read the Be-Laws section concerning the Legislative Committee. Lucy stated that when the Council is in Juneau in January, David Flynn will be in charge of setting up the priorities for the Legislative Committee. Eric explained that he is the leader and helps to lead the group and is not solely responsible for setting up meetings or other functions. Ric Nelson suggested that they could meet over the phone and go over the items that have been covered in the past. Kathy Fitzgerald stated that when the Council meets, the talking points are all set up and understood so that the same information is conveyed by everybody. Eric Gebhart stated that we will refine all of that information. Millie Ryan stated that this year will be slightly different than past years with an Interim Session. She suggested that between Sept. and Dec. Council members can be meeting to discuss what we want to address. Eric explained that if things are not completed this year, we will have to start from scratch next year. David Flynn wanted to know about protocols concerning contacting Legislatures. Millie Ryan and Eric Gebhart explained that there are procedures to be followed. Lucy Odden explained that she was a co-chair for the Legislative Committee in the past but is no longer.

Millie Ryan suggested that committee members meet with David Flynn to give him guidance for these items.

Eric Gebhart asked if there was anything else to discuss.

TASH Membership – Ric Nelson wanted to look into having the Council be a member of TASH various just an individual membership. The cost would be \$250. Ric explained the benefits as he understood them. Teresa Holt listed the individual benefits of being a member. Millie Ryan stated that we needed to look into the Organization Membership versus Individual. Kathy Fitzgerald stated that she feels it is our obligation to support TASH. Millie Ryan explained that our most expensive membership is the National Council on ...

Eric Gebhart asked for a motion to research our joining as Council versus an individual. Teresa Holt looked up the cost on line and found that it would be \$285. Kathy Fitzgerald motioned that the Council as an organization join TASH. Ric Nelson seconded the motioned. Millie expressed concerns about being able to copy newsletters and such that are published. She said that we would look into that. The motion passed to become a organizational member.

Plan for review of Council Be-Laws.

Eric Gebhart stated that the Be-Laws had not been reviewed in a while. He has gone through and read over the Be-Laws and has started marking up suggested review areas. He would like to have this review done prior to the October meeting. We could then get the proposed Be-Law revisions to the Council in January. He said that he has read them a few times and does not see any major changes that need to be addressed. He would like to give portions of the Be-Laws to the Executive and DD Committees for reviewing that are appropriate to the items that they current cover. He stated that this would be primarily wording and not reworking the entire package. Special Education Advisory Panel will be involved. Interaction Coordinating Council and Executive Committee sections will probably not have many changes.

Membership – discuss members. Discuss term limits. Come up with a way to prep people prior to October. We do not want to surprise them in October. We want to be able to have a good discussion in October and be prepared. David wanted to know what was expected of the committees prior to October. David said that everything will be covered on the full Council Agenda. Millie stated that everything will not be ready for changes in October, that it will just be committee discussions. There will be a first Reading in January and a second reading in May. The legwork will need to be done by committee prior to the October meeting. Millie stated that we may want to discuss if we want to have the 2 meeting discussion.

Officers and duties – possible modifications. Example – ex officio non voting member of all committees, the Council Chair. Eric said that he would be working on the wording for this section. Wording concerning Legislative Liason versus Legislative Chair.

Article 6 Exec

Article 7 Other Comminttee

Article 1 #7 look at

#3 DD Committee look at that

Millie Ryan – the makeup of the committee should be same as fed 60/30

1st sentence of every one of these “Appointed by council chair...” not correct . we should talk about it.

#7#4 leg committee read bylaws

Art 10 ethic

Art 11 -- talk about it for a long time. Lets get it done.

Give each chair a word doc let them do a track changes thing.

Exec committee – electronic doc – send it out to each committee chair.

Establish a standard meet time for Exec Committee:

We should do our best to establish a time we will be able to make it. Stick to it. 8th wed of every month.

Consistent so everyone is present. 4 on committee to have a quorum.

Ideas for when to meet –

We talk on the phone mostly

Whenever the full council comes together we should always have a face to face exec meeting.

Set a time and stick to it.

Leg meets 1st thurs at noon

Time of day preferences...

Monday – Kathy Fitzgerald (DD committee meets on 1nd Mondays at 2 pm)

1st Mondays at noon – DECIDED AUGUST 1ST AT NOON

ED/EIC went thru calendar to set the dates...

Rural 2nd Monday @ 1:30

Sept 5 is next – Tuesday so Sept 6th will meet

Oct 3 – during the Council meeting

Nov 7

Dec 5

Jan 2 will be Tues 3

Feb 6 after Council meeting

Mar 5

Apr 2

May 7

Jun 4 face to face to look at budget – Teresa will email...

Special meetings – purpose specific – we get in, get done and get out.

Other...

Intensive Active Treatment – Kathy Fitzgerald – needed to make us aware—she already spoke with MILLIE AND DAVE LARAH???

MET IN FBKS IN MAY LAST YEAR.... This is A BILLING CATEGORY THAT YOU CAN BILL UNDER MEDICAID DD SERVICE PROVIDERS AND FAMILIES – SEXUAL INAPPROPRIATE AUTISM BEHAVIORS HOW WE DO BILLING

2 YEAR LIMIT – SEX OFFENDERS WITH DD HAVE BEEN VERY SUCESSFUL. WOMEN ARE RECEIVING DENIALS. MEN HAVE NJOT YET. CLINIC IS WORKING ON PHASING WOMEN OUT ... WE NEED TO FIGURE OUT ANOTHER WQAY FOR THAT TO HAPPEN ANOTHER SERVICE CATEGORY.

MILLIE Ryan – PART OF THE REASON YOU THINK IT IS TEMPORARY – RENAME IT TO KEEP IT GOING....

IT IS NOT OKAY JUST TO DROP THESE PEOPLE. DANGEROUS TO COMMUNITY AND THE FOLKS THEMSELVES

BRING UP TO THE COMMISSIONER TO ADVOCATE FOR THIS...

VERY SPECIALIZED SERIVEE THAQT NOT EVERYONE NEEDES

\$150 PER WEEK. WHAT ARE THE NUMBERS – 25???. CHECK WITH TERESA.

COMMUNITY CONNECTIONS – CROSSROADS PROVIDES THESE SERVICES

FIXABLE BY THE ADMIN NOT THE LEGISLATURE.

OTHER NEW BUSINESS

WHO IS GOING TO THE TRUST BUDGET MEETING ON AUGUST 9TH AND 10TH???

KATHY Fitzgerald IS GOING. USUALLY TERESA Holt AND MILLIE Ryan AND 2 COUNCIL MEMBERS.

Is Eric Gebhart going to be able to attend?

Ric Nelson will go. Particularly since this is Eric's 1st year as chair he should go.

Eric Gebhart will come in Sep too – for the Trust board meeting also.

David Flynn – conflict of interest question – non-profit he would like to be on the board of. Since there is no exchange of money or funding it would be okay.

When the council makes a recommendation to the Trust we never name a specific agency – thru the appropriate state agency.

We should add to our standard agenda – roll call, conflict of interest, approve the agenda...

Chair's Report- my strength is in organizing groups to work together, If you have things in your committee that are not working I need to know.

Plan to be early. Respect. Problem with running people over. Let him know it will not offend him. Does not like it when everyone agrees with me. Troublesome. Not intentional.

Things Eric would like to do

When we have meetings with commissioners. Build establishing connections for the now and the later. Think about that – being personable making good strategic connections. Need to get more people involved. Brainstorm about good ways to keep council members involved. Communication – would like to take council members and divide them up among us but we will contact them monthly. Checking in...

Teresa Holt or Millie Ryan – send Eric Gebhart a calendar – so he could talk about this is the council calendar for the month which included committee meetings, special events, etc.. Divide the list.

Millie Ryan said it may be better to contact people not on your committee. But familiarity is a good thing too.

Contact list from May meeting. Did is get updated. After this meeting – send it to Eric.

List of council members

Ric/Anna

Tonja/Julie

David/Smitty

Kathy/Art D

Tonja/Don

Kathy/Eric

David/Eric

Kathy/Dean G prefers email

Millie/Eric

Lucy/Taylor

Ric/Tara H

David/Wes

David/Bob

Kathy/Margaret

Lucy/Banarsi

Lucy/Kaleene

David/Ernie

Amy/Sharon M

Eric/Ric

Kathy/Sean O

Eric/Lucy

Amy/Justine

Eric/Tonja

Ric/Fred

Eric/Donna

Staff will send Eric Gebhart a monthly calendar. This will become a tool to talk with your council member. Help create lists... Leading means someone has to come along with you. Calendar should provide current and upcoming month.

July August

August September

September October

4:30 pm

Comments suggestions ideas...

How can I help you? Advocacy within the council or whatever...

Contact can be by phone or email. Probably best to call by phone. Must mail calendar's or fax...

Committee Reports – do we have anything

IAT other than that Teresa and Kathy attended a meeting to talk about seclusion/restraints – SDS

It is being discussed and they are talking about policy changes.

DD is not meeting again until the 18th. Com Sterner says DD are too high, We are tracking what they are doing,

Hope is the largest DD supplier.

Tonja Updike – talked about letter to Begich. Reauth for DSDS.

SPP- standard performance planning... in Juneau

David Flynn and Ric Nelson Work plan went over budget did not have a quorum until in the meeting.

David Flynn's staff person is Teresa Holt. Patrick Reinhart shares Legislative contact also.

Rural – American Teleconference – 2 or 3 staff should go.

Executive Director report

State alliance for full participation – Millie Ryan

All about working Ric Nelson, Kathy Fitzgerald and Anna Attla – report on April meeting

Looked at self assessment score card

Set of goals strategies – website

How us Alaska doing

Bring home kids meet last Thursday FY13

Maybe the last year the trust will invest

There are areas where they have not done what they said. But all was good

Quick organizing meeting putting together for behavior hub

This Thursday asset building summit – help people learn how to acquire assets and save money

Big picture budget meeting in Juneau

That's it until executive committee meeting till June.

Lucy Odden does not have to go to meeting on Thursday.

Noon August 1 next meeting.