

West Virginia Developmental Disabilities Council
Quarterly Meeting
Summit Conference Center, Charleston, WV
July 24, 2007

Members Present: Christy Bishop, Christy Black, Bob Cain, Richard Covert, Craig Curtis, Jeannie Elkins, Sandy Haberbosch, Frank Kirkland, Jeff Marr, Jane McCallister, Pat Moss, Karen Robinson, Karen Ruddle, Julie Shelton, Zila Schemel, Christina Smith, John David Smith, Kevin Smith, Jerri Stephens, LuAnn Summers, Cheryl Vega, Jennifer Waybright and Pat Winston

Members Absent: Ronald Dean, Kim Farley, Ginny Gattlieb, Clarice Hausch, Mary Ann Jenkins, Clint Martin, Libby Nestor, Parul Shah and Janice Holland

Staff Present: Steve Wiseman, Jan Lilly-Stewart, and Jim Cremeans

Guests: Marcus Canaday (WVUCED), Joyce Church, Dr. Carlos Lucero, and Jerry Ramsey

Welcome, Introductions and Announcements:

The meeting was called to order by Jeannie Elkins, Chair, at 9:30 am. She welcomed all, including guests who were recommended to the Governor for appointment as new members: Jerry Ramsey from Huntington, Joyce Church from Beverly, and Carlos Lucero, M.D., from Beckley.

Steve announced that the Governor's Office has informed him that the new Council appointments should occur by August 3rd.

Jeannie announced that Jerri Stephens, Cheryl Vega, Christy Bishop, and Mary Ann Jenkins are leaving the Council. Jerri's and Cheryl's second terms are ending. Christy is moving to Lynchburg, VA. Jerri is our immediate past Chair, and she, Cheryl, and Christy all served on key committees and workgroups of the Council. Each of them have represented the Council at national conferences and visited congressional members on behalf of the Council. Mary Ann decided not to re-apply when her first term ended. She participated in the "On the Outside" oral history project in her school in Shepherdstown. Jeannie expressed to them our sadness to see them leave. Jeannie presented plaques and appreciation to those members who are leaving the Council.

Steve announced that Betsy Southall has left the Council staff to take a job in counseling and to complete her degree in counseling. Other staff members have stepped in to cover many of her job duties while the position remains vacant. Steve is doing an analysis of what support services would best aid the Council in carrying out its Plan and operations.

Mission Statement Reminder:

The mission statement was read by Jerri Stephens.

Public Comments:

No public comments were offered.

Approval of April 24, 2007 Meeting Minutes:

Pat Moss made and Jennifer Waybright seconded a motion to accept the Minutes as presented.

Motion carried.

New Business:

Approval of Five Year State Plan Update

Jim provided a report on the status of the State Plan and update which will be submitted to the ADD by August 15, 2007. He reviewed with the Council the input process that was followed in developing the Plan and the positive feedback received from the Administration on Developmental Disabilities in its approval last August. Jim said that the Council issued a public notice in June seeking input and comments on the Plan, but no comments were received.

Kevin Smith made and Jeff Marr seconded a motion to submit the Five Year State Plan update without any changes to the goals and objectives for FY 2008.

Motion carried.

Approval of Designated Stipends:

Richard provided a report and recommendations for FY 2008 by the Designated Stipend Workgroup. The Council set aside \$25,000 for designated stipends to be used by organizations holding statewide conferences to assist people with developmental disabilities and their families in attending. There was a short discussion concerning reasons for some recommended stipend amounts.

Richard made and Frank Kirkland seconded a motion to accept the funding recommendations from the Designated Stipends Workgroup as presented (see the attached report).

Motion carried. Christina abstained because she is employed by an Agency receiving stipend funding.

Grant Application Review Process:

Steve provided an overview of the Call for Investments and grant process. He said that grant projects must correspond to the Call for Investments targets or otherwise address the goals in the State Plan. He recognized the Grant Review Workgroup members: Christy Black, Jeannie Elkins, Clarice Hausch, Frank Kirkland, Kevin Smith, Richard Covert, Clint Martin, Bob Cain, Pat Moss, Christy Bishop and LuAnn Summers (submitted written comments). Steve said that grant proposals for both the renewal of current grants and for new grants were distributed to workgroup members who met on July 19th at the Ramada Inn, South Charleston. Council staff reviewed the renewal and new grant applications separately. The workgroup developed recommendations to fund all six renewal applications that were received and four of the seven new grant applications received. Some recommendations are for amounts different than the requested amounts. Richard commented that the recommendations of the staff and Council members were very similar.

Jeannie stated that the report of the Workgroup for both renewals and new proposals were in the packet.

Approval of Grants/Renewal Applications:

Christy Bishop gave an overview of the renewal and grant proposals:

1. Arc of the Mid-Ohio Valley (Health and Wellth)

Jan provided an update of the project for the Council. Jan said that the "Health and Wellth Project" is in its third year of funding and has been an outstanding grant. Jan said that the project has supported many people with developmental disabilities in participating in community health and fitness activities. Jan said the project provides a high match in its budget. Christy's report found that the Arc has been exemplary in partnering with other organizations, completing an ambitious project, and developing a complete, well organized renewal application. The new application seeks to expand the project to southern WV. In addition, the project added a new concept to develop materials and training in the area of emergency/disaster planning for people with cognitive and other developmental disabilities. The Workgroup recommended increasing the allocation to \$40,000 from the amount requested (\$25,056).

Christy Bishop moved and Jennifer seconded a motion to fund the Arc of the MOV "Health and Wellth Project" at \$40,000.

Motion carried. Christina abstained because she is employed by the Agency receiving the grant funding.

2. Arc of the Mid-Ohio Valley (Inclusion for All)

Jan said that the Arc MOV provided a comprehensive renewal application and met all milestones for FY 2007. The Workgroup commented that the grant has collaborated with several local organizations and groups. The Workgroup suggested that the Arc concentrate more effort on the civic/community organization portion of the project for FY 2008.

Christy Bishop moved and Cheryl seconded a motion to fund the Arc of the MOV "Inclusion for All Project" at \$21,664.

Motion carried. Christina abstained because she is employed by the Agency receiving funding.

3. Community Access, Inc. (Council Support Services)

Steve reported on the services and functions of the Community Access, Inc. grant including administration of two contract staff positions, training initiatives, Partners in Policy Making training seminars, and the Oral History Project. Community Access, Inc. provides timely submission of required reports and payment of invoices.

Christy Bishop moved and Kevin seconded a motion to fund the Community Access, Inc. Council Support Services at the FY 2007 amount of \$183,000.

Motion carried.

4. DAT2A (WV Self-Advocacy Organization)

Jan reported that the DAT2A Project fulfills an obligation of the Council to support or fund a DD specific self- advocacy organization. The project coordinator served on the Planning Committee for the People First Conference and will be presenting three workshops at that conference. Jan said that the project is making progress. The focus for year two is to develop a Board, and continue offering technical assistance to advisors who are supporting existing self-advocacy groups.

Christy Bishop moved and Jennifer seconded a motion to fund DAT2A, Inc. Self-Advocacy Project in the amount of \$48,500.

Motion carried.

5. Fair Shake Network (Cross-Disability Coalition)

Jim reported that the FSN continues to make improvements in its overall operations, inclusion of DD issues in its legislative priorities, and training activities. He said that Vanessa VanGilder is a strong director who in FY 2007 worked to increase the number of people with developmental disabilities and family members who are FSN members. Jim said that the renewal application includes plans to expand operations to open an office in Wheeling.

The Grant Review Workgroup voted to increase the requested grant amount of \$25,000 to \$30,000 with the stipulation that the increase would be dedicated to the Director's salary and benefits. A discussion ensued regarding the FSN's ability to sustain itself financially, rules for long term grants, and justification for increasing the grant award. It was recognized that the FSN has worked to seek additional revenue (\$7,500 grant in FY 2007). Steve said that long term projects serve the Council in different ways than targeted short term demonstrations. It was suggested and Steve agreed that the Council consider developing a separate funding category for long term projects, including new criteria for evaluating and considering on-going funding for those programs.

The Workgroup recommended that the FY 2008 grant for the FSN include instructions for developing plans to increase dues from members or fund raising, and strengthen its overall plans for financial independence. The Workgroup also recommended that the FSN be given a notice that any additional Council support (FY 2009) would be with reduced funding amounts.

Christy Bishop moved and Frank seconded a motion to fund the Fair Shake Network Cross Disability Coalition for \$30,000 if the addition of \$5,000 over the FY 2007 amount is used to increase the Director's salary and benefits.

Motion carried. Jeannie abstained because she is a FSN member.

6. Mountain State Center for Independent Living (Community Integration and Council Support)

Steve said that the MtStCIL provides support for Council members, meetings, the Designated Stipends Program and other functions. MtStCIL provides an important role in supporting the Council in carrying out its mission and activities.

Christy Bishop moved and Kevin seconded a motion to fund the Mountain State Center for Independent Living at the FY 2007 level of \$124,300.

Motion carried.

Approval of New Applications:

1. Community Access, Inc. (School Transition to Employment)

Jim reported that the Community Access, Inc. application addresses two State Plan goals, 1) school to work transition, and 2) development of opportunities in community career and technical education programs. The proposal is part of a Kanawha County Schools/WV Department of Education pilot project that will train students' teachers as adult service providers (DRS providers). The grant is expected to assist up to 25 students per year in transition from high school to employment after graduation. The Grant Review Workgroup concluded that the proposal was innovative, and has a strong collaboration component.

Pat moved and Richard seconded a motion to fund the Community Access, Inc. for the School Transition to Employment project in the amount of \$49,900.

Motion carried. Jeannie, LuAnn and Karen abstained. Community Access, Inc. processes Jeannie's son's job coach's salary. LuAnn is employed by DRS and Karen is employed by the WVDOE.

2. DAT2A (Navigating Grievance Procedures)

Steve said that the DAT2A proposal addresses important issues identified at last year's public forums that became priorities in the State Plan. DAT2A proposes to develop a network of trained self-advocates, and an accessible database of "tools" designed to assist people in negotiating and effectively addressing their concerns through the filing of grievances and appeals. The proposal includes collaboration with the Legal Aid of WV to create a website dedicated to the grievance project. The Grant Review Workgroup found that the proposal included strong endorsements and collaboration. It recommended that DAT2A clarify self-advocacy language and develop strategies to obtain contributions from other groups/organizations. The Workgroup recommended funding the proposal but at less than the amount (\$40,000) requested.

Pat moved and Cheryl seconded a motion to fund DAT2A for the Navigating Grievance Procedures project in the amount of \$35,000 with the stipulations contained in the Workgroup's report.

Motion carried. Sandy abstained because her mother is employed by an agency potentially involved in this project.

3. Mid-Ohio Valley Technical Institute (Pleasants County Careers)

Jan reported that the MOVTI, a career and technical education program, seeks to develop self-employment opportunities for people with developmental disabilities. The project is a collaborative initiative by the MOVTI, SW Resources (Community Rehabilitation Program/CRP), Pleasants County Schools, Pleasants County Development Authority, and others, to develop targeted job training based on interests of participants and the needs of the local community. The project will include trainers, mentors, and tutors to support participants. The Grant Review Workgroup agreed that the proposal was innovative and addressed a State Plan priority. The Workgroup recommended that the Council provide oversight and technical assistance with respect to training to ensure that there is a focus on the concept of *customized employment* as the foundation for the program. The Workgroup also found errors in the budget that need corrected. The Workgroup recommended that the program support people with significant developmental disabilities. It also recommended that at least three of the six persons in the target group achieve self-employment.

Karen Robinson said that the Council should clarify its definition of “significant DD”, and that the term is subjective. Jan said that the Council will work with MOVTI to educate staff on the DD definition and what conditions are considered significant. LuAnn commented that the MOVTI proposal provides a good opportunity for the Council to work with community rehabilitation programs (CRPs). She expressed concern that the Workgroup appeared to want to diminish the role of the CRP in the grant. Frank said that the Workgroup only suggested that the Council provide technical assistance and consultation, and not to exclude the program. Steve said that Council will bring in a national level trainer for consultation and training on the project.

Pat moved and Cheryl seconded a motion to fund the Mid-Ohio Valley Training Institute’s Pleasants County Careers project in the amount of \$33,000 with stipulations contained in the Workgroup’s report.

Motion carried.

4. WV Positive Behavior Support Network (PBS/Person Centered Planning Training Tools & Products)

Jim reported that the WV PBS Network is a volunteer group of experienced trainers and parents representing the WVU CED, DHHR, Autism Training Center, and Department of Education. The Network has developed and carried out basic level training and products (Positive Behavior Support) for the Office of Behavioral Health Services, DD Division, MR/DD Waiver Program. The proposal seeks funding (\$50,000) to develop an advanced, web-based training curricula and products that will be targeted for parents, direct support workforce, community members and persons with developmental disabilities. The proposal plans to reach up to 2,000 people with

the training. The Workgroup found that the budget narrative was incomplete and the project needs buy-in from other organizations. The Workgroup agreed to offer the Network a “challenge grant”, funding up to \$20,000 dependent upon other organizations’ financial participation of \$30,000.

Pat moved and Sandy seconded a motion to fund the WV Positive Behavior Support Network’s PBS Training Tools and Products at \$20,000 if the members of the Network will raise \$30,000 cash from other sources.

Motion carried. Frank abstained because he is a member of the PBS Network.

Steve stated that three proposals were not recommended for funding by the Workgroup due to following reasons: One was a request for stipends and was not qualified as a grant proposal; One did not adequately address the need for individuals to learn in natural, inclusive environments and gave no sustainability plan for the project; and one appeared to be a request to partially fund a program that has a funding shortfall.

Steve said that staff would be going to two or three locations around the State over the next few months to hold informational seminars on the Council, its principles, its Plan, and what it looks for in grant projects. Hopefully, these one-day seminars will be well attended and will help potential grantees prepare highly competitive proposals.

Approval of Budget:

Steve presented a proposed budget for FY 2008 (October 1, 2007-September 30, 2008). The proposed budget included the budgets for the previous two fiscal years (See attached.).

Kevin made and Sandy seconded a motion to adopt the proposed FY 2008 budget of \$1,008,164.

Motion carried.

Reports:

Karen Robinson, Christy Black, and Kevin gave a report on the ADD/ITACC Technical Assistance Institute in Washington, D.C (June, 2007). Christy said she learned about other states’ innovative projects that address voting access, transportation, positive behavior support training for teachers, and Big Brother/Big Sister programs. She said that several representatives from other states commented on how impressed they were with the WV Council and its programs. Karen said she attended a seminar on a self-evaluation tool for tracking Council performance and results. She said that it would be helpful to her and the Council if visual presentations were shown at meetings to highlight progress with grantees, and Plan goals. Kevin

said he attended a number of seminars including a workshop on budgets. He also stated how impressed his personal assistants were by the people from around the country who had developmental disabilities.

Chair/Leadership Workshop:

Jeannie reported on the workshop she and Clint attended following the TA Institute, which they also attended. She said that the focus of the workshop was on supporting the development of leadership skills, parliamentary procedure, and strategies for increasing participation of Council members. Jeannie said that West Virginia is one of only two states that evaluate themselves and share results with Council members.

DD Suite Data Management Workshop:

Jim reported on the workshop he and Steve attended on the DD Suite data/financial management system in Washington, D.C. Jim said the DD Suite is a Windows Access program, developed by the Massachusetts DD Council.

The program is specifically designed to address the data management and federal reporting needs of Councils. Twenty six (26) states are now using or in the process of using the DD Suite. Jim said that the DD Suite provides a consistent, standardized process for information management and increased accountability with the federal government. Jim and Steve will participate in future conference calls/technical assistance to learn more about the program and possible application for the WV Council.

Abuse/Neglect Workgroup:

Jim reported on the Workgroup. The workgroup was charged with developing recommendations for the Council to consider taking as means to improve/address public policies that impact the health and safety of persons with developmental disabilities. A group was formed that included the following agencies/constituencies: Office of Behavioral Health Services, DD Division, Bureau for Children and Families/Social Services, Office of Health Facilities Licensure and Certification, WV Advocates, Bureau of Senior Services, and Kevin Smith, representing himself. The group met on June 8, 2007. The workgroup recommended that the Council facilitate a larger study group (to include legal, juvenile justice, advocacy, others) and hold a series of meetings with a trained, independent facilitator. The workgroup also suggested that the Council support or fund training initiatives relevant to abuse/neglect prevention, and collaborate with the WVU Center for Excellence in Disabilities and WV Advocates on the abuse issue.

Personal Assistant Policy Workgroup:

Jeannie stated that the Executive Committee has discussed the need to review the adequacy of the rates paid to personal assistants, especially when those staff persons are not paid through the MR/DD Waiver or other state resource and the person is expected to be away from home for 24 hours or more.

Executive Committee – New Members:

Jeannie explained that since both Jerri Stephens and Christy Bishop are leaving, there will be two vacancies on the Executive Committee. Jeannie requested that any Council member interested in serving on the Committee contact her or Steve before October 1, 2007.

Other Business:

Legislative Update

Jan gave a brief update on the status of key pieces of legislation related to the DD Council's priorities that passed the State Legislature in the 2007 session. (see attached report).

There was a great deal of discussion about HB 2583 relating to the expansion of newborn testing. The bill expands newborn screening from the current eight by adding all twenty-nine of the newborn screening recommended by the March of Dimes and the American Academy of Pediatrics. Implementation began on July 1 and the tests will be phased in over the next two years.

There are concerns because PEIA does not plan to pay for the new screenings although the legislation indicates that all insurance entities will be participating providers including Medicaid. It was recommended that the Council send a letter to the Governor expressing concerns about PEIA not covering the new screenings.

Jan reported that the Legislative Select Committee D – Health is studying health care access etc. in WV and the feasibility of developing a single payer system.

Pat Moss recommended developing a Health Care Workgroup.

Jan also reported on the consultation by Patrick Flood, Commissioner of Aging, Disability and Independent Living in VT. The Council co-sponsored his trip to present on the importance to re-balance the public supports to people in the community (versus facilities). He presented to the LOCHHRA, other legislators, and with the Secretary of DHHR, her key staff, and a staff person from the Governor's Office.

Emergency Responder Training

Christina reported on a training workshop she attended, sponsored by the Department of Homeland Security that focused on training first responders about people with disabilities. Christina said West Virginia is one of 3 pilot project sites selected to develop a training program. She stated that the Arizona DD Council has developed a handbook, "Emergency Planning Guide for Persons with Developmental Disabilities," that is well regarded. Christina agreed to chair the Council's activities on emergency planning. Jim advised that a copy of the Arizona guide is at the Council office.

Training Activities for FY 2008

Steve provided a list of training activities that are anticipated for the upcoming fiscal year. These include training in values (SRV-10 and PASSING), customized employment, mini-grants for local training events, trusts and wills, grievances, Partners in Policy Making alternative events, person centered planning, school personnel development on inclusion, first responders awareness, and direct support workforce. It is expected that at least one workshop will be conducted regarding guardianship in FY 2007.

35th Anniversary Celebration

The Council celebrated its 35th year by hearing from past Chairs (Linda Higgs, Jeanne Grubb, Laura Helems, and Jerri Stephens) and an Executive Director (Julie Pratt). Each shared information about key events and activities the Council carried-out during their tenures. Current members stated they were highly impressed by the range and depth of the Council's involvement in both big system changes that have taken place and some smaller, but important initiatives. The reflections focused on 'how far we've come' and 'how far we have to go.' Laura shared numerous funny anecdotes that were appreciated by the group.

Adjournment:

Cheryl made and Jeff seconded a motion to adjourn.

Motion carried.

The meeting was adjourned at 3:30 PM