Region 10 Regional Quality Council Meeting Minutes – May 16, 2019

In attendance: Jodi Johnson, Emily Miller, Dee Sabol, Beth Honecker, Josh Burt, LeAnn Bieber, Linda Driessen, Mary Pieper, Matt Shoen, Shelly Maciujec, Emma Edwards (Phone), Lisa Harrison-Hadler (Phone)
Staff: Kerri Leucuta, Karen Larson, Polly Owens
Unable to attend: Anita Otterness, Ann Lazzara, Carolyn Olson, Judy Young, Lisa Harvey, Marita Buehler, Stephen Guerra

1. Call meeting to order by Mary Pieper
2. Welcome to guest Luke Urevig from PossAbilities. Luke is considering participating in the Regional Quality Council as a Council Member or as a Workgroup Member
3. Polly shared about Region 10 Quality Assurance Person-Centered Quality Improvement Grants for up to $5000
    a. Application due by 5/24/2019
4. Meeting Guidelines: Kerri
    a. Meeting Guidelines were written almost three years ago. Today's meeting is to update the Guidelines to improve effectiveness of RQC meetings and operations
    b. RQC staff and Chairperson's did some pre-work and suggestions were emailed prior to the meeting so council members could come prepared for discussion
    c. Guidelines edits were discussed and approved during the discussion. A couple of specific discussion points include:
        i. Change the phrase "individuals with disabilities" to "people with disabilities" – Approved
        ii. Discussion about expansion into other counties.
            1. Can this include counties outside Region 10? Who all can participate? -- The SQC were able to choose RQC's, and the RQC was able to define their regions (with opt in by the counties). To add additional counties, there would likely have to be a contract amendment and approval from the SQC. At this time, there is no funding for additional counties.
            2. Can people from other counties request reviews? – Yes, but we would have to look at staff/volunteer capacity to do reviews outside Olmsted, Houston and Wabasha, and the data collected could not be included in the findings. The RQC may want to discuss guidelines about what this would look like should we start getting requests for interviews outside the participating counties.

a. Should we be conducting our contracted number of reviews consistently before we can accept from outside counties
b. What are the counties that we are willing to perform interviews in, considering time and budget constraints

3. It would be helpful to at a minimum collect requests for quality reviews from non-participating counties to inform our approach when adding additional counties

iii. Discussion about developing an annual work plan together rather than agenda items being driven by RQC staff -- Approved
1. LeAnn suggested leading a 4+1 activity to inform our work plan
a. What have we tried
b. What have we learned
c. What are we pleased about
d. What are we concerned about
e. What do we do next
2. Annual work plan development would occur at the beginning of each fiscal year (fiscal year being July – June)

iv. Discussion about Recommendations for Quality Improvements
1. How are recommendations decided?
2. Recommendations have been generated from information RQC staff has gathered from various resources including suggestions made by the council as a whole, council workgroups findings and suggestions, listening sessions, RQC staff participation in other groups/trainings (i.e. – cohort).
a. I (Kerri) would like to do a better job coming up with formal recommendations together as a Council, rather than writing the annual reports with recommendations in them and then informing the Council by providing them the annual report. I think now that we will have data to look at and monitor, it will be easier to do this.

v. Discussion on Officer Terms
1. Chair term -- one year with Vice Chair moving into the position at the end of the term -- Approved
2. Vice Chair – one year (then chair for 1 year) – Approved
3. Workgroup Chair terms to be decided as a workgroup
4. New Chairs recruited by Nominating Committee

vi. Creation of Executive – Approved
    1. The Executive Committee is made up of the Chair, the Vice Chair, the Workgroup Chairs, and RQC staff. The Executive Committee will meet as needed during the opposite month of the full RQC meeting to plan agenda items and activities that will guide the work of the RQC and the Workgroups
vii. Quorum definition changed to 50% of membership +1 (rather than 9)-Approved

d. Workgroup updates will be decided by workgroups at next meeting

5. R10RQC Conference – Cancelled due to Low attendance
    a. 5/31/2019 at the U of MN campus: RM 417 111 South Broadway, Rochester.
    b. 9:00 am-3:30 pm
    c. Speaker: Lori Japer: A Practical Look at Supporting Balance and Boundaries.
    d. Registration is $10.00 per person but free to all R10R
    e. Please RSVP by May 25, 2019QC Members.
    f. Volunteers are needed: please let Kerri know if you would like to help.
6. Self-Advocate of Minnesota SE Regional Conference
    a. June 1, 2019 at the Double Tree Hotel, Rochester, MN
    b. The Theme is Harry Potter: "The Magic Of Self Advocacy"
    c. 12:00 pm to 8:00pm
    d. Speakers -- Lori Jasper: Self-Advocacy Rights and How to speak up for yourself; Cheryl Gardner-Ghionzoli: Mystery at the Ball, learning self-advocacy skills; Donna Garratt: House Access; and Karen Larson R10RQC.
    e. Kerri will email out the slides to the group: please let us know if you have questions, concerns or suggestions for improvement.
    f. The group reviewed all feedback forms. Members suggested that the results get back to the people that participated: maybe hold a statewide RQC conference to share information. Next Meeting June 20, 2019
7. Opening for a Provider position: we have 3 residential providers at this time, a work provider would be a nice addition
8. Next meeting is originally scheduled for June 20th however Diane Sellner is retiring and her retirement party is from 3p-6p!
    a. Kerri to send out an email to get feedback as to whether we want to meet earlier that day, or do we want to change the date?

Minutes by Kerri Leucuta