Arrowhead Regional Quality Council

Meeting Minutes

Meeting Date: November 4, 2016

Meeting Location: Ordean Building, Conference Rooms B & C

Attendance

Name	Member Representation	Present Y/N
Roberta Cich	Arc Northland	Y
Jenny Kempfert	Arc Northland	Y
Zoey Leege	Arc Northland	Y
Ruth Rowenhorst	Carlton County	Y
Kristie Buchman	Choice Unlimited	N
Martina Williams	Cook County	N
Sara Romagnoli	DHS	N
Michelle Hooey	DRCC	Y
Beth Swanson	Lake County	N
Michael Woods	Ombudsmen	N
Shelley Robinson	Range Center	Y
Jon Nelson	RSI	N
Patty Johnson	RSI	Y
Amy Patenaude	St. Louis County	Y
Gena Bossert	St. Louis County	N
Dan Zimmer	State Quality Council	N
Kari Aanenson	Trillium Services	Y
Josh Howie	Trillium Services	Y
Ann Dahl	UDAC	N
Heather Trieschmann	UDAC	Y

Agenda:

I. Introductions
   A. Members shared names and titles.
   B. New members were welcomed: Shelley Robinson from the Range Center, Michelle Hooey from DRCC and Heather Trieschmann from UDAC.

II. Council membership
   A. DHS Regional Resource Specialist, Sara Romagnoli and Regional Ombudsmen Michael Woods have agreed to join the Arrowhead Regional Quality Council (ARQC). Membership from DHS and Ombudsmen on the ARQC is required by legislation.
   B. Outreach efforts have been started with Tribes and Indigenous community: Zoey attended Duluth Indigenous Commission and has left messages/sent emails to contacts at Fond Du Lac and Grand Portage Human Services.
   C. Zoey has spoken with Human Rights Officer, Carl Crawford, about diversity and has requested to meet with Carl.
   D. Zoey has emailed the Chair and Vice Chair of local chapter of NAMI (Pat and Katrina) and provided information about ARQC. Both were invited to the Council meeting.
   E. Discussed membership including at least 50% people with disabilities, families and advocates. Zoey has attended the Duluth Commission on Disabilities meeting to start recruitment efforts. Michelle stressed the importance of having different types of disabilities represented.
   F. A workgroup focused on "Membership" was proposed

III. Updates from State Quality Council meeting
   A. Zoey attended the State Quality Council (SQC) meeting on 10/28/16 and has been meeting with the work group focusing on development of Brief Interview and Person Centered Review tools.
      1. The review tools are still under development with the work group and the U of M Institute for Community Integration. A list of sample questions was provided and Zoey and Roberta were able to rate these questions in terms of importance and usability.
      2. Discussed that PEONIES, a tool developed by UW Madison, may be adapted and used for the longer, Person Centered Review Tool. Zoey will send out information to the ARQC on PEONIES.
      3. Comments and discussion about other surveys and assessments that are being conducted, such as the MN Choice Assessment and WIOA screening for competitive employment. Concern were voiced that we may be asking too much of people.
      4. A sample of people receiving Home and Community Based Services (HCBS) will be surveyed. Clarification has not been provided about if people that only receive PCA services or Rule 185 Case Management will be included in the sample.
   B. Regional Quality Council collaboration
      1. Zoey has been meeting with the Region 10 and Metro councils to collaborate
      2. Envisioning a shared website and data base, as well as some shared marketing materials that can be adapted to fit the needs of each region.
      3. RQCs have shared forms used for Mandated Reporting/Data Privacy and Zoey has worked on adapting forms for ARQC
   C. Questions for the SQC
      1. Will people that only receive PCA services or Rule 185 Case Management will be included in the sample for the Brief Interviews and Peron Centered Reviews?

2. What happens if delay in development of survey tools significantly delays goal progress?

D. Reminder that the SQC is looking for new members in January. The ARQC is required to have representation on the SQC.

IV. Discussion on mission statement, vision, values and goals (Handout: ARQC Brief Description)

A. Vision Statement
   1. Reviewed definition of Vision Statement
   2. Some council members voiced preference for 2nd vision statement listed on the handout.

B. Mission Statement
   1. Reviewed definition of Mission Statement
   2. Discussed example mission statement provided on handout

C. Values: Some examples provided, discussed that values could have theme and include explanation statements.

D. Goals: Reviewed list of goals provided on handout. Michelle suggested adding more detail on goal 1, to define disability more clearly.

E. A sample membership book was passed around. Members would like to receive membership books.

F. A workgroup focusing on "Council Operations" was proposed, who's work would include finalizing vision, mission and values.

V. Formation of workgroups

A. Zoey proposed a work group focused on membership: recruitment of people with disabilities and families, under services or underserved groups, marketing material, defining council membership and roles.

B. Zoey proposed a work group focused on council operations: finalizing mission statement, vision and values, HIPAA and Mandated Reporting requirements, decision making process and dispute resolution.

C. Patty proposed a work group focused on process of implementing Brief interviews and Person Centered Reviews. Discussed that this will be a significant amount of work, however this group may need to wait until more is known about the survey tools.

D. Zoey will send a follow up email asking for members to choose a work group they would like to join.

VI. Other comments and discussion

A. WIOA: members shared information about what they have heard about sheltered workshops/subminimum wage certificate holders and competitive employment requirements of VR. Shelley shared that there is a lack of service providers in the Hibbing area that offer job placement services.

B. Michelle shared the idea of doing a PATH for the ARQC. The Council expressed enthusiasm for this idea. Josh shared that the PATH has been used at Trillium for organizational planning.

Future Meetings:

A 3pm meeting on Wednesdays was proposed. Zoey will check on getting a conference room at the St. Louis County Health and Human Service BLDG so that phone conferencing will be available.