Arrowhead Regional Quality Council

Meeting Minutes

Meeting Date: December 7, 2016

Meeting Location: St. Louis County Government Services Building, Duluth

Attendance

Name	Member Representation	Present Y/N
Roberta Cich	Arc Northland	N
Jenny Kempfert	Arc Northland	Y
Zoey Leege	Arc Northland	Y
Ruth Rowenhorst	Carlton County	Y
Kristie Buchman	Choice Unlimited	N
Martina Williams	Cook County	Y
Becky Jakubek	Community Member	Y
Sara Romagnoli	DHS	Y
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	N
Amy Patenaude	St. Louis County	Y
Gena Bossert	St. Louis County	N
Dan Zimmer	State Quality Council	N
Kari Aanenson	Trillium Services	N
Josh Howie	Trillium Services	N
Ann Dahl	UDAC	N
Heather Trieschmann	UDAC	N

Agenda:

I. Introductions and check in:
New members present: Becky Jakubek, Sara Romagnoli

II. Updates form work groups:
   A. Membership: Michelle Hooey provided summary of 12/5 meeting:
      1. Determined the following requirements of membership on ARQC:
         - Members need to be able to contribute, speak up, and attend meetings independently
         - Attendance at ARQC meetings, with the ability to miss up to 2 meetings per year
         - Participation in at least one work group per year
      2. Ground Rules and Meeting Etiquette: provided in membership book
      3. Recruitment of new members
         - Focus on recruiting 10-12 new ARQC members
         - Will be recruiting people with disabilities who receive home and community based services and/or their family members
         - Membership work group members will each focus recruiting from different sources, such as schools, parent groups and self-advocacy groups
         - Zoey will provide orientation for new members
      4. Travel expenses: mileage for council members traveling to meeting from over 25 miles from downtown Duluth
   B. Council Operations: Jenny Kempfert provided summary of 12/2 meeting:
      1. Review of Brief Description: Mission, Vision, Values and Goals have been finalized and are included in membership book
      2. Membership Books: completed and ready for members to pick up
      3. Decision making process: Consensus when possible, voting when consensus can't be reached

III. Updates from State Quality Council meeting on 11/30
   A. Review Tools
      1. Brief interview: 10 questions have been chosen, tool will be presented by U of M Institute on Community Integration on 12/12
      2. Person Centered Review: 17 quantitative questions, plus open ended interview process like PEONIES tool
   B. Abuse and Neglect Work Plan
      1. Part of the Olmstead Plan
      2. Involves looking at data from Licensing Reports and Behavior Incident Reports to determine if there are trends in this data that may suggest
      3. Zoey is working with DHS (Sara Romagnoli and Sarah Thorson), Ombudsman (Michael Woods) and other Regional Quality Council staff to come up with a manageable way to access and analyze data
      4. If trends are identified, the ARQC is tasked with identifying training needs
   C. SQC Membership
      1. Rep needed from our ARQC; Zoey can't be this rep as she is a paid staff of the ARQC
      2. Mileage and Stipend is offered
   D. Collaboration with RQCs: Met for a full day on 11/30
      1. Developed Power Point

2. Mapped Website
3. Recorded questions on data needed for "analysis of existing data"
4. Will meet again on 1/11 with DHS staff to discuss accessing and analyzing existing data and what consents are needed for contacting people selected to have a Brief Review or Person Centered Review

IV. Power Point: Zoey presented a power point that she developed with the other RQC staff. The power point is meant to provide general information about the ARQC and also includes a "Listening Session" activity that could be used with groups of people with disabilities to gather some basic information about quality of life.

V. Comments and Feedback

A. Michelle Hooey:
   1. What authority does the State Quality Council have over service providers? Zoey answered that at this time the Brief Interview and Person Center Reviews will be voluntary and would not be an alternative to 25D Licensing Compliance Reviews. However, information from these reviews is meant to be used in conjunction with Compliance Reviews. Discussed that it is important that information learned from reviews is used in a meaningful way and that more clarity is needed on this.
   2. Voiced concern and need for more clarity around the "Abuse and Neglect Work Plan," given the scope of licensing information. Zoey agreed and stated that she has developed a list of questions for DHS to help clarify and focus on the scope of data that is required for the work plan.

B. Sara Romagnoli: Commented that DHS and the Regional Quality Councils will need a coordinated way to work on data needed for the "Abuse and Neglect Work Plan". Sara also added that there are Lead Agency Reports and Gaps Analysis Reports that the ARQC can start looking at to get a sense of trends in the region.

C. Becky Jakubek:
   1. Feedback on Power Point listening session activity: It is important to fully explain what is being done with the information that is elicited during the listening session. People may be afraid to speak up about things that are not working well for them if they think this information may go back to their service providers. Important that people know their comments will not be singled out and can be combined with other's responses to allow for privacy. Zoey agreed, discussed adding a slide to Power Point to clarify this and check with groups participating in listening session about if they are comfortable with a summary of information learned in the session being summarized and shared with the ARQC and possibly the SQC as well.
   2. For council members who would be administering the Brief Interviews and Person Centered Reviews, there would need to be training on mandated reporting. Zoey agrees and pointed out that there is some information on mandated reported and data privacy in the membership books.

D. Amy Patenaude: Feedback on Power Point: should clarify that people over age 65 who have a disability may be included in listening sessions and/or Brief Interviews and Person Centered Reviews

Future Meetings:

ARQC meeting: 3-4pm on 1/17 at the St. Louis County Government Services Building
Membership Workgroup: 1:30-3pm on 1/27 at Trillium