Arrowhead Regional Quality Council

Meeting Minutes

Meeting Date: Thursday, May 28, 2020

Meeting Location: Virtual (Zoom)

1. **Introductions and greetings (10 minutes)**
2. **Updates/Reminders and Discussion (15 minutes)**

    - ***Motivational Interviewing Training*:** Postponed for now and is in the process of being re-scheduled. This was a no cost training at two locations (Duluth and Virginia, MN). Each location has a different trainer. Lori is working with the trainers to get a virtual training scheduled sometime this summer.

      The first portion (level one) is looking to do five, three-hour sessions. The second portion of the training (Level two) will most likely be one 8-hour training. Duluth had 24 participants and Virginia had 18. Because there will be new dates, please keep in mind people that could benefit from taking this training if new spots open.
    - ***Person-Centered Planning*:** Working with Trillium there is a total of 5 person-centered plans that can be completed with people who are NOT on waivers. So far 3 people have been identified. The future of when these will be completed is still being determined. Please connect with Lori if you find anyone that is not on a waiver and would benefit from a plan.
        - Places to reach out to include Grace Place, Access North, and Bethel
    - ***RQC and SQC collaboration at meetings**:* Discussion on how collaboration will look in the future.
        - *SQC:* No SQC currently, but DHS is looking at re-birthing this. Laurie discussed that it will most likely be made up of each RQC, self- directed, and focus on what's working/not working.

The SQC will possibly meet quarterly vs. every other month and be more efficient and connected.
    - *RQC:* All three RQC's continue to meet monthly. In an effort to improve communication and foster collaboration, the RQC's are looking at having the Program Manager and a council member from each region join in on other regional council meetings. This was planned to be held virtually.
- ***PC Updates:*** Share legal aid information and Zoom "how to" documents. See attached handouts.
- ***Collaborative Safety:*** Tabled for now

3. Contract and action steps for completing deliverables (35 minutes)

- Discussed amended contract. Biggest change included stopping quality reviews to focus on quality improvement projects and focus groups.
    - Focus group topics will be identified by the council
    - Quality Reviewer team will be trained in facilitation and now participate in facilitating focus groups.
- There is a need for accessible ARQC materials for focus group participants. The council will look at creating a process for identifying and engaging focus group members, sharing data from these groups, and guiding quality improvement projects. Our new goals is to work with stakeholders on ways we can facilitate change now at a local level.
- Some paid deliverables (due October 1st, 2020) include our communication and implementation plan. The council will help identify our key audience and people to connect with. The outline of the communication and implementation plan is almost ready to be shared.
- Quality of life indicators- Use this process to review data on a regular basis. Possibly review and analyze data every other month as a group to help make recommendations?
- Council structure- Lori is looking to bring more family members to the table. She has connected with our regional DHS representative, and a cook county representative as well.
- Liberty Plan- Discussion on whether ARQC should have a liberty plan (or some form of person-centered plan) completed. This will help

identify goals and provide direction, unity, and structure moving forward. Everyone present agreed that this was a good idea. Lori is looking into having this completed at our next June meeting.

4. **Work Groups (15 minutes) –** Work group topics are tabled until after Liberty Plan is completed. We are looking at creating some workgroup outlines and having council members participate in a work group every other month and having regular ARQC meetings in-between those months.

   3 people have showed interest in joining a work group. Work groups will meet steadily and is critical to ARQC's work moving forward.

5. **Arc Northland Peer Mentor Group (10 minutes):** Arc Northland is working on a peer mentor group that will connect successfully employed individuals with disabilities (mentors) to people maybe wanting to work, but unsure about the process.

   Arc Northland is looking at doing the same thing with a family to family connection that will connect parents of children with disabilities to other parents to help combat fear, challenges, and isolation.

6. **Closing- Voting and Feedback with Survey Monkey (5 minutes):**
   a. Lori will be sending out voting and feedback options through Survey Monkey. We are looking to get feed back and approve changes on the following:
      i. June Liberty Plan
      ii. Approving the small changes to the charter (entire document will be sent to the council as well)
      iii. Potentially adding a co-chair to the ARQC

- **Attendance**

Name	Member Representation	Present Y/N
Emily Mack	Arc Northland	Y
Laurie Berner	Arc Northland	Y
Lori Moench	Arc Northland	Y
Ruth Rowenhorst	Carlton County	Y
Kristie Buchman	Choice Unlimited	
Martina Williams	Cook County	
Jen Anderson	At Home Living	
Michelle McDonald	Lake County DAC	Y
Michael Manning	Self-Advocate	
Kate Wallin	Self-Advocate	Y
Sara Romagnoli	DHS	
Beth Swanson	Lake County	
Michael Woods	Ombudsmen	
Meghan Terella	Access North	
Patty Johnson	RSI	
Amy Patenaude	St. Louis County	Y
Becky Jakubek	Trillium Services	
Josh Howie	Trillium Services	
Ann Dahl	Udac	
Michelle Hooey	DRCC	
October Allen	SLC Homeless Provider/Grace Place	Y
Others Present:		