Arrowhead Regional Quality Council

Meeting Minutes

Meeting Date: 12/7/17

Meeting Location: St. Louis River Room

Attendance

Name	Member Representation	Present Y/N
Annamarie Gutsch	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
Cathy Burke	Community member	N
Anita Barr	Community member/family	N
Megan Johnson	Community member/family	N
Michael Manning	Community member	Y
Kate Wallin	Community member	Y
Sara Romagnoli	DHS	N
Michelle Hooey	DRCC	N
Beth Swanson	Lake County	N
Michael Woods	Ombudsmen	N
Anita Barr	Parent	N
Megan Johnson	Family member	N
Shelley Robinson	Range Center	N
Patty Johnson	RSI	N
Amy Patenaude	St. Louis County	N
Gena Bossert	St. Louis County	N
Dan Zimmer	State Quality Council	N
Becky Jakubek	Trillium Services	N
Kari Aanenson	Trillium Services	N
Josh Howie	Trillium Services	Y
Heather Trieschmann	UDAC	N
Sharon Morris	Trillium Services	Y
Mikayla Head	Arc Northland	Y

Agenda:

1. **Introductions:** New members present: Kayla H. and Megan W.

2. **Updates- Starting Person Centered Quality Reviews:**

   A. Scheduling Reviews:
      - Contacted St Louis Co for updated info
      - 2 interviews scheduled for upcoming week
      - Most time consuming process is finding willing participants
      - 30-50% of contact info is either missing or incorrect
      - Working on updating information from the County
      - Possible practice interview with volunteer Kate W.
      - Interview Summaries are taking 30 minutes to complete on average
      - Question of written guardian approval was mentioned, more research needed

   B. Interviewing Quality Reviewers
      - Four candidates were a good fit, 3 more interviews scheduled for tomorrow, 3 for next week
      - Goal of 10 reviewers
      - All reviewers so far are familiar with person centered thinking
      - Training set up for 1/22 and 1/23 from 2-8 pm

   C. Work Group Meetings
      - Quality Improvement Group: Small group of 4 met, discussed how to incorporate one page practice as a tool for person centered planning. Contacting local officials to communicate objective was mentioned
      - Person Centered Quality Work Group: Talked about logistics and tools to help incorporate tool to make data more applicable and straightforward.

3. **Activity:**
   - Small groups worked to code interview responses, there was a varied interpretation
   - Life barriers were discussed in relation to scoring
   - The question of what are normal life barriers was raised

Future Meetings: Work Group meetings will be help in January, dates are TBD; Next full council meeting will be Thursday, February 1st, from 1:30-3pm.