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South Dakota Council
on Developmental Disabilities



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**Minutes of Meeting
April 22, 2016
Best Western Plus Ramkota, Sioux Falls, SD**

Members Present:

Valere Beeck

Roger Bowie

JoAnne Cleveland

Kathie Erdman-Becker

Barb Hemmelman

Chuck Henrie

Jackie Juhala

Darryl Kilstrom proxy for Brad

Saathoff

Dan Lusk

Angel Maggard

Lisa Merchen

Pat Monson

Tim Neyhart

Wendy Parent-Johnson

Crystal Rueter

Linda Turner

Peggy Waltner

Eric Weiss

Mark Way

Others Attending:

Arlene Poncelet

Jennifer Krieger

INTRODUCTIONS

Peggy Waltner called meeting to order at 8:48 a.m. and reviewed the meeting agreements. Peggy read the mission statement: "To assist people with developmental disabilities and their families in achieving the quality of life they desire." A round of introductions was completed.

AGENDA & MINUTES

Barb Hemmelman made a motion to approve the agenda, seconded by Kathie Erdman-Becker. Motion passed.

Kathie Erdman-Becker made a motion, seconded by JoAnne Cleveland, to approve the minutes from the meeting held on January 15, 2016.

Executive Committee Reports

Jackie Juhala made a motion, seconded by Angel Maggard, to approve the report of the Executive Committee meetings held March 4 and March 28. Discussion was held about the mini grants and questions were clarified. Motion passed. JoAnne Cleveland made a motion, seconded by Angel Maggard, to ratify the following actions of the Executive Committee:

1. SD Parent Connection, PCT Transition Assessment, revised budget approved, \$32,655
2. Zoey Bonhorst, Autism Awareness, \$2,000
3. Shelley Means, Autism Awareness, \$2,980.75
4. Black Hills Works, Creating Possibility Technology Conference, \$5,000
5. Augustana University, Lighting the Way Autism Conference, \$5,000
6. Fallout Creative Community, Tour & Documentary, \$5,000
7. Northern Hills Training Center, YJ Friends, \$4,000
8. Brookings Project SEARCH, International Conference Attendance, \$2,467.50. The match shown in the original request was federal funding from the Board of Vocational Rehabilitation. Since federal funds cannot be used as match, the Council agreed to waive the 25% match requirement as other grants have provided more than the required 25%.

Motion passed.

Evaluation of the Executive Director

The Executive Committee held a meeting on April 14, 2016 to complete the evaluation of the executive Director. The Executive Committee recommended a 5% increase to Arlene's base salary of \$57,056 (\$2,852.82).

Council members discussed using research from the Society of Human Resource Managers (SHRM), having documentation of the reasons for the recommendation as there are new federal requirements, knowing the funds are available to cover the increase (both federal and general). It was suggested to look at moving the salary to mid-point or market value, comparing to similar positions and also compare to surrounding states, Dan shared the historical reasoning for the comparison to state government increases. Council needs to look at how it is going to determine increases in the future. It was suggested to move the timing of the evaluation and discussion to the January meeting giving more time for a decision prior to the start of the contract on June 1.

Chuck Henrie made a motion, seconded by Val Beeck, to accept the recommendation of the committee for a 5% increase for the year beginning June 1, 2016 and to change the timeline for this discussion.

Eric Weiss made a motion to amend the motion to add the formation of a workgroup to put structure to future pay raises. Seconded by Barb Hemmelman. The Executive Committee should lead the workgroup and Chuck Henrie and Jackie Juhala volunteered to be part of the workgroup. The amendment to the motion passed.

Motion – To accept the recommendation of the committee for a 5% increase for the year beginning June 1, 2016; to change the

timeline for this discussion to January; and to form a workgroup to put structure to future pay raises. Motion passed.

It was also suggested to look into additional staff for the Council and developing a contingency or legacy plan. If Arlene were to be unable to continue working for the Council or when she decides to retire, is there a plan? Currently, there is no plan. Arlene should formulate a list of jobs for an assistant and determine what administrative funds are available for something like this. The Executive Committee could begin looking into the possibility of additional staff/contingency planning and include more members as needed.

Budget Update

The Council's original grant award for FFY16 was \$487,511. This was an increase of \$14,889. The DD Act provides that the minimum allotment for a state council is \$450,000. If all proposals before the Council today are funded, the amount of federal funds available from FFY15 and FFY16 are \$254,771.77.

Internal Control Officer

During the 2016 Legislative Session, HB162 was passed. This bill requires all departments and boards and councils to designate an Internal Control Officer who has knowledge of process and procedure and is responsible for compliance. The request for this designation came early this morning via email from the Department of Human Services.

Barb Hemmelman made a motion, seconded by Kathie Erdman-Becker to designate Arlene Poncelet as the Council's Internal Control Officer with the Chairperson as the alternate. Motion was withdrawn. There was discussion about having the Department of Human Services (DHS) Internal Control Officer also be the Council's Internal Control Officer since all members of the Council

are appointed by the Governor. Further clarification from DHS was requested.

Kathie Erdman-Becker made a motion, seconded by JoAnne Cleveland, to recommend the Designated State Agency be the Council's Internal Control Officer, but if that was not possible then the Executive Director, Arlene Poncelet, should be the Council's Internal Control Officer. Motion passed.

The Council's Memorandum of Understanding with the Department should be amended to include information about the designation of the internal control officer.

The response from DHS was that since the Council has a dedicated funding stream they should not use the DHS Internal Control Officer and that the Executive Director could take this role.

Division of Developmental Disabilities (DDD) Update

Dan Lusk explained the Live.Life.Well pilot program and gave a few statistics. A total of 5 agencies are part of the pilot now. In place of the cookbook that included many recipes that were not typically South Dakota fare, the Division has been discussing a web-based application called My 25. The program works for individuals as well as group homes and takes preferences into account when making menus and does include recipes with step-by-step directions. DDD is looking at printing a South Dakota cookbook with 25-30 favorites. DDD is also working with Family Support to offer to families as well.

Conflict Free Case Management – Providers have submitted applications to provide case management either statewide or for a specific region. The program begins June 1. Dan shared that there was a great turnout for the Community Conversations. DDD

is preparing information to send out about the next steps and to explain the transition.

The ABLE Act allows people with disabilities to set up a savings plan and save up to \$14,000 a year without impacting benefits. South Dakota does not intend on administering own plan. The SD Investment Council has legislation in 2016 that passed to allow South Dakotans to enroll in another state's program. Funds can be used for disability related expenses. Eric suggested a presentation about the ABLE Act in the future.

Community of Practice for Supporting Families - Dan passed out an application done in partnership with Arlene, to join this Community of Practice funded by the Administration on Intellectual and Developmental Disabilities. South Dakota has been selected to join the Community of Practice in June. The Division will be submitting a grant application to the Council to help support activities in South Dakota such as the state team. The National Conference is the first week of June.

Augie Access

Jessica Lamb, Program Coordinator, provided the Council and current Partners class members with an overview of the program during lunch. The five participants in year one also shared some of their experiences.

FFY17-21 State Plan

Arlene shared the draft goals and objectives with the Council members. The Council is required to put all goals and objectives out for public comment for 45 days. The Council's summer meeting will be writing the work plan for years 1 and 2.

Goal 1 - Daryl Kilstrom shared a handout from the Community Support Providers of South Dakota that outlines some of the background and also a plan of action for moving forward. Arlene

suggested changing the word “staff” to “direct support professionals” and adding a second objective to support training for direct support professionals.

Goal 2 – Continue to find other ways to get information to families. Collaboration with family physicians, etc. perhaps develop a one-page poster/wall cling that gives important resources and a QR code. Add an activity to the Supporting Families objective about supporting self-advocates and families to participate. Move objective 2.3 as an activity under objective 2.1.

Goal 3 – Barb Hemmelman checked with the Emergency Services office within the Department of Health (Rick LaBrie). She shared a folder of information that was given to communities. If the Council looks at surveying communities/counties, collaborate with Child Care Services as they need to do some work in this area as well.

Technology – Promoting the use of technology to help individuals live more independently. Possible activity – educate direct support professionals on safety issues and assist people with disabilities with information or training on internet safety, identity theft, etc. Possibly look at integrating technology as part of other goals and objectives not a separate objective.

Employment – Need to get information to people with disabilities, families and others (CSPs, schools, etc.) on the expectation of employment - add as an objective.

National Core Indicators data will help show more information about employment such as those wanting employment and those not; those interested but no training and or families/guardians against it; transition should start when school starts - What do you want to do when you grow up?; gives opportunity for a curriculum;

need to listen to people with disabilities. Need activities that prep students with disabilities for post school opportunities.

Goal 5 – Use SD Advocates for Change to provide information at high schools

Need to include some Native American specific activities or objectives in the work plan. Need to make sure the Native American Communities are included.

Member Recognition

Peggy Waltner recognized and thanked the Council members who have completed their terms on the Council - Mark Way, JoAnne Cleveland, Jackie Juhala, Valere Beeck and Lisa Merchen.

Arlene asked members to share something they would like the new members to know right away or topics for future meetings.

For New Members:

- You learn a lot of interesting things
- Keep the papers
- Listen, share stories
- Take time to read grants thoroughly and ask questions
- You make a difference
- Be open and share ideas

Future topics:

- Law enforcement education
- Keeping previous members informed
- Creative brainstorming – fees for grants
- Outreach for parents – early intervention/school age/Birth to 5
- Action on executive director salary

- Training for school resource officers
- Integration of efforts by all involved and collaboration; spend time doing this even more
- Put the glue to our pieces
- Direct care personal/turnover/grief is hard on individuals
- Don't forget the older age group/new age of opportunity
- Expanding on the folders/lots of room for growth, only beginning
- Stress how those with disabilities can function in the community/they can be involved
- Hour or two for new council member orientation
- Program updates/so much changing
- Lots of success giving advice/explain disabilities/stand up for self and rights
- Early intervention/LifeSpan in doctor offices
- SD Advocates for Change – find more people – do more advocacy
- Benefit specialist come talk to the group
- Supported decision making/SD Advocacy Services guardianship presentation

Next Meeting

Arlene asked people to consider the last week of July or early August for the next meeting. Summer meeting is usually in a central location such as Pierre or Chamberlain. Watch for a Doodle Poll.

ADJOURNMENT

Chuck Henrie made a motion to adjourn the meeting, seconded by Angel Maggard. Motion passed.