



## SUMMER QUARTERLY BOARD MEETING - July 26, 2018

JRW Building, 700 W. State Street and Video-Teleconference

### AGENDA AT A GLANCE

#### Thursday, July 26, 2018

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|-------|--|
| 10:00 | <b>Welcome, Introductions, Ground Rules, and Perfection of Agenda</b><br>James Steed, Council Chair  |
| 10:10 | <b>Introduce New Members</b> , James Steed - Chair   |
| 10:15 | <b>Chair Report</b> , James Steed - Chair  |
| 10:30 | <b>Consent Agenda</b> <ul style="list-style-type: none"><li>a. Draft April 26-27 minutes</li><li>b. Director Report</li><li>c. Council Procedures</li><li>d. Changes to 2019 Work Plan (October 1, 2018-September 30, 2019)</li></ul>  |
| 10:35 | <b>Financial Report</b> , Jean Weber, Council staff  |
| 10:40 | <b>FY 2019 Budget</b> , Christine Pisani, Executive Director   |
| 11:00 | <b>DD Council's Non-Partisan Requirements</b> , Sheryl Matney  |
| 11:25 | <b>Vice-Chair Election</b>   |
| 11:45 | <b>Break</b>   |
| 12:00 | <b>Approve Proposed Council Meeting Dates</b> , James Steed, Chair   |
| 12:15 | <b>State Agency Reports</b> (Each Agency rep. will have about 5-7 minutes each)<br><b>State Department of Education</b> , Charlie Silva<br><b>Idaho Division of Vocational Rehabilitation</b> , Nanna Hanchett<br><b>Commission on Aging</b> , Kevin Bittner<br><b>Division of Medicaid</b> , Art Evans<br><b>Division of Maternal and Child Health</b> , Jacque Watson<br><b>Disability Rights Idaho</b> , Jim Baugh<br><b>Center on Disabilities and Human Development</b> , Julie Fodor |
| 1:00  | <b>Adjourn – Next Council Meeting November 6-7, 2018 (Note this is Tuesday and Wednesday)</b> (if approved this meeting)   |

*\*Items in green require a vote.*

*The mission of the Idaho Council on Developmental Disabilities is to promote the capacity of people with developmental disabilities and their families to determine, access, and direct the services or supports they need to live the lives they choose, and to build the communities' ability to support their choices.*

## Council Chair Report

### Background Information:

Chair James Steed will provide a verbal report about activities since his appointment in May.

### Recommended Action:

1. Listen to the report
2. Ask questions if you have them

### Notes:

## **Council Chair Report: July 2018**

### **June:**

1. Finalized approval for Christine's salary—get this approved through the state system.
2. Shared my story at a Dual Diagnosis Training
  - a) Held at Idaho State University in Pocatello
  - b) It was for Counselors and Clinicians
  - c) 2 ½ day training
  - d) Gave a "Thank you" gift to the trainer on behalf of the Council

### **JULY:**

1. Attended National Conference in DC
  - a) I learned about a neat idea from the Missouri Council, so I will be presenting this at the November Council meeting.
  - b) Christine and I went to Capitol Hill and met with Congressman Simpson, Crapo and Risch's staff members.

### **NEW PHILOSOPHY:**

- a. If there are problems, please bring it to me 1<sup>st</sup>.
  - i. Examples: if you are having difficulty with another member
  - ii. Not feeling like you are being heard during Council meetings.
  - iii. If you don't like the way Council meetings are being run.  
(If we can't resolve the problem, then we will go to the Executive Director together to seek resolution)
- b. I would like to get people more involved in Council meetings. We need to hear from ALL members and so I will be asking for input from people during discussions.
- c. If there are time on the last day of our Council meeting, I would like to hear from members about what they are doing in their home communities. Please come prepared to share with the group.

## Consent Agenda

### Background Information:

The Consent Agenda contains items that require a vote by the Members. If there are items on the Consent Agenda a Member wishes to discuss before that vote a Member may make a motion to move the item to the Business Agenda.

### Recommended Action:

Review and approve the Consent Agenda:

- April 26-27, 2018 Regular Meeting Minutes
- Director Report
- Changes to 2019 Annual Work Plan
- Council Procedures

### Notes:

**Idaho Council on Developmental Disabilities**  
**SPRING QUARTERLY BOARD MEETING - April 26-27, 2018**  
**DRAFT Minutes**

**Thursday, April 26, 2018**

9:00 Call to order

**Council Members Present**

Debra Parsons  
Ian Bott  
Jessica Rachels  
Rebekah Forster-Casey  
Colleen Sisk  
Natali Pellens  
Jim Baugh  
David Dekker  
Emily Petersen  
Korynne Donehey  
Julie Fodor  
James Steed  
Claudia Suastegui  
Art Evans  
Carly Saxe  
Jacquie Watson  
Holly Giglio  
Jacob Head  
Nanna Hanchett

**Staff**

Christine Pisani  
Tracy Warren  
Laurie Lowe  
Jean Weber  
Marieke Edwards  
Toni Brinegar

**Guests**

Kylie Faulk  
Cortland Rammel  
Jill Matthews (for Charlie Silva)  
Delfina Krakau

**Members Absent**

Joe Raiden  
Kevin Bittner  
Kristie Oakes

No changes announced to the agenda.

Debra Parsons announced that a new Council chair will be elected this meeting. It is her last meeting as she has reached the end of her term on the Council. One self-nomination has been received.

**Consent Agenda**

The chair presented her report verbally.

Draft meeting minutes from the February 8-9, 2018 Council meeting were in the packet. Approval of minutes:

- David Dekker moved to accept the minutes of the February as presented.  
Carly Saxe seconded. Motion carried.

### **Financial Report**

Jean Weber explained the current financial report.

- Rebekah Forster-Casey moved to approve the financial report as presented.  
Jim Baugh seconded. Motion carried.

### **Congressional Approval for Additional Council Funding**

The Council received notice that new money is being awarded to Councils, but we have not received the notification of how much it will be. As soon as we receive notification we will be contacting the Council to make a determination on how to commit this money.

### **Member Recruitment**

A total of 15 applications were received to fill open positions on the Council. Some of these are new applicants to fill open positions of Council members who are concluding their terms, and some are for Council members who are reapplying to serve another term. The Membership Committee will meet this afternoon to determine who will be recommended to the Governor for appointment.

### **Quarterly Progress Report**

Staff presented information on progress made this year on Council projects.

### **Executive Session**

- At 11:05am Emily Petersen moved the council go into executive session to discuss personnel issues. James Steed 2<sup>nd</sup>. Motion carried

Council staff and guests were excused from the room.

- At 12:01 Rebekah Forster-Casey moved the council return to public session.  
Holly Giglio 2<sup>nd</sup>. Motion carried.

Council staff and guests returned to the room.

- Rebekah Forster-Casey moved that the Council recommend Christine for an exemplary rating on her annual evaluation and a salary increase

commensurate with that rating. Jim Baugh 2<sup>nd</sup>. Dave Dekker and Nanna Hanchett abstained. Motion carried.

**Legislative Report**

Council staff and agency representatives presented information about legislation and administrative rule changes that affect the disability community.

**Changes to Guardianship Laws and Supported Decision Making**

Cynthia Yee Wallace, Deputy with the Idaho Attorney General's Office and Blake Brumfield, IDHWFACS presented information about supported decision-making and the proposed changes to Idaho guardianship laws and procedures.

Recess until Friday at 9:00am

**Friday, April 27, 2018****Council Members Present**

Debra Parsons  
Ian Bott  
Jessica Rachels  
Rebekah Forster-Casey  
Colleen Sisk  
Natali Pellens  
Jim Baugh  
David Dekker  
Emily Petersen  
Korynne Donehey  
Julie Fodor  
James Steed  
Claudia Suastegui  
Art Evans  
Carly Saxe  
Holly Giglio  
Jacob Head  
Charlie Silva  
Jacquie Watson

**Staff**

Christine Pisani  
Tracy Warren  
Laurie Lowe  
Jean Weber  
Marieke Edwards  
Toni Brinegar

**Guests**

Cortland Rammel  
Delfina Krakau  
Dina Flores Brewer  
Pete K  
Sue Chew

**Members Absent**

Joe Raiden  
Kevin Bittner  
Kristie Oakes

Call to order 9:04 am

### **Council Member Responsibilities**

Tracy Warren went over the responsibilities and expectations for Council Members.

### **Diving Deep into Cultural Identity**

Dina Flores Brewer presented information about cultural and linguistic competence and then guided an exercise on what is encompassed in cultural identity.

### **Recognition of Outstanding Members**

Christine Pisani recognized Debra Parsons and David Dekker, who have both fulfilled nine years of membership on the Council.

### **Council Chair Election**

Two Council Members, James Steed and Joe Raiden, have been nominated to serve as Chair of the Idaho Council on Developmental Disabilities for 2018-19. James Steed spoke to his candidacy and Colleen Sisk read a letter sent by Joe Raiden, who was unable to attend the meeting.

Voting was by ballot.

Debra announced that by majority vote, that the new Council Chair for 2018-19 will be James Steed.

### **NACDD National Conference**

We will be sending Christine Pisani, Marieke Edwards, Toni Brinegar, and James Steed. Toni has been nominated for a position on the national board.

### Council Meeting Evaluation

Walk and Talk went well. Good addition to the council, get to know people.

Cultural Competency. Enjoy hearing their stories.

Hope more regular basis.

Member reports would be a good addition. Time well spent

Too much overanalyzing. Point out to move along with the meeting.

Like the stories and the walk and talk.

Some gaps in the agenda that could have been used for member reports.

Cultural competence went well.

Well organized, really enjoyed walk and talk. Good hearing everyone's story.



Member reports would be nice.

Supported Decision Making presentation really good.

Guardianship discussion and community now. Cultural Competency.

Culture presentations.

Cultural competency exercise.

Men's bathroom is still barely accessible.

Notes, parking passes, hotels, all went well.

Walk and Talk, Cultural Competency

Debra called for a motion to adjourn the Spring Council meeting

- Emily Peterson moved and Korynne Donehey seconded. Meeting was adjourned at 3:17pm

## Council Executive Director Report

### Summary of Council Director Activity April through June July 1, 2018

- **April 2-13, 2018**  
Vacation
- **April 16-20, 2018**  
Council Budget Review  
Monthly staff meeting  
Office of Performance Evaluation SWITC Study  
Council Meeting Prep  
Present at Partners in Policymaking
- **April 23-27, 2018**  
Pre-Council meeting phone call  
Community Care Advisory Council  
Council meeting Prep  
Council meeting
- **April 30-May 4, 2018**  
Post Council staff meeting  
Person Centered Planning Implementation Workgroup  
State Contracts Training  
Attend monthly Consortium for Idahoans with Disabilities meeting  
NADD Webinar 1  
Plan presentation to West Ada Transition Program with Ian Bott  
NACDD Nominating Committee Meeting
- **May 7-11 2018**  
Meeting with DHW on Bracke Contract work  
Planning meeting for fall listening tour for Community NOW!  
NADD Webinar 2  
Meeting with Kelly Miller, Coalition Against Domestic Violence and Sexual Assault  
Present to West Ada Transition Program with Ian Bott  
Meet with Licensing and Certification regarding SWITC Dispute Resolution  
Meet with Richelle Tierney regarding Advocacy Coalition  
Staff Evaluations  
Community Advisory Committee

Edit footage for HCBS film

- **May 14-18, 2018**

Prepare for SWITC Dispute Resolution

Supported Decision Making presentation to Boise School District Special Education Directors

DHW & NEMT Stakeholder meeting

PCP Implementation Workgroup

Meeting with Court and Crisis Team Dual Diagnosis training

Staff Evaluations

SWITC Dispute Resolution

Advocacy Coalition DD Network meeting

Partners in Policymaking presentation and graduation

- **May 21-25, 2018**

NACDD Nominating Committee Meeting

NADD Webinar 4

All staff Department of Human Resources Forum

Meeting with Gary Sandusky

Staff Appreciation Luncheon

Staff budget meeting

Meeting with Court and Crisis Team Dual Diagnosis training

Meeting with DD Network Partners

Meeting with Representative Wintrow regarding the Idaho Coordinated Response Team through the Coalition Against Domestic Violence and Sexual Assault

Meeting with Core Team of the Advocacy Coalition

Meeting with Lance Pounds

Call with Julie Brown, Contractor for Dual Diagnosis Training

Meeting with Mental health counselor regarding vicarious trauma training for staff

Staff Evaluations

Meeting with Marsha Bracke

- **May 28-June 1, 2018**

Meeting with Cameron Gilliland, FACS

Meeting with Court and Crisis Team Dual Diagnosis training

Meeting with ACLU staff and Gary Sandusky

Meeting with FACS staff regarding potential study on dual diagnosis

NADD Webinar 5

Travel to NACDD conference

Staff Evaluations

Community Advisory Committee-CDHD

Present to the Justice Alliance for Vulnerable Adults

Edit footage for HCBS film

- **June 4-8, 2018**

Staff Evaluations

Monthly staff meeting

Idaho Youth Collaboration

Meeting with Rep. Wintrow regarding the MTM contract

Attend monthly Consortium for Idahoans with Disabilities meeting

Phone meeting with Matt Wappett regarding Latinx outreach

CPM Graduate Training

Meeting with ACLU staff and Gary Sandusky

- **June 11-15, 2018**

Travel to Pocatello

Dual Diagnosis Training in Pocatello

Edit footage for HCBS film

- **June 18-22, 2018**

Presentation on PERSI to all staff

Meeting with Gary Sandusky regarding data collection for contract

2019 Work Plan Meeting

Idaho Coordinated response Team Meeting

Supported Decision Making Training

Travel to Moscow for HCBS film

- **June 25-29, 2019**

NEMT Stakeholder Meeting

Meeting with Members of the Idaho Coordinated Response Team

DD Network Meeting regarding the advocacy coalition

Meeting with Director Barron regarding MTM contract

Quarterly data report

Council meeting prep

## Policy Governance: Procedures

### Background Information:

In April 2015, the Council voted to move to a pure Policy Governance model where the full Council voice is heard on all issues. During subsequent years, an ad-hoc Governance Committee convened to work on policies that reflect this model. These policies were adopted in 2017. From 2017 to present, an ad hoc Governance Committee began working on procedures that will complement the new policies. These are contained within the following pages. NOTE: **Policies** are very large and over-arching—they tell us *what to do* and *what not to do*. These were adopted in 2017. **Procedures** are what tell us *how we do things*.

### Recommended Action:

3. Review draft procedures
4. Participate in pre-Council phone call on July 25, 2018 10am (MST)
5. Ask questions about the proposed procedures
6. Vote on Consent Agenda during the Council meeting

### Notes:

## COUNCIL PROCEDURES

### Procedure Title: **Succession of Executive Director**

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In the event that the Executive Director gives his/her notice of succession from the Council, the follow activities shall take place:

1. The Management Assistant will file appropriate paperwork with Department of Health and Welfare Human Resources Division.
2. The Department of Health and Welfare will post a vacancy notice and gather all potential applications for screening.
3. The Management Assistant will send the vacancy notice to the National Association of Councils on Developmental Disabilities (NACDD), the Idaho Developmental Disabilities Network: Protection and Advocacy Organization--DisAbility Rights Idaho (DRI); and University Center on Excellence in Developmental Disabilities Organization--Center on Disability and Human Development (CDHD), the Consortium of Idahoans with Disabilities (CID), post the vacancy on the Council website and on social media sites. Any inquiries will be directed to the DD Council's HR representative at the Division of Human Resources within the Idaho Department of Health and Welfare.
4. The Department of Health and Welfare will deliver all screened applications to the Management Assistant who will call all applicants and inquire about continued interest in the Executive Director position.
5. All qualified and interested applications will go to an ad hoc Governance Committee, as established by the Full Council. This committee shall include *at minimum* the following individuals: ICDD Council Chair, P & A Representative (DRI), UCEDD Representative (CDHD). At least one person represented on the committee should be a current Council member who holds the position of a person with a developmental disability.
6. The ad hoc Governance Committee will review and rate all applications/resumes and choose up to ten (10) potentially qualified candidates based on a Likert scale rating system previously developed by the Council Chair and current Executive Director.
7. Applicants will participate in a face-to-face or phone interview with the ad hoc Governance Committee members. These interviews will also be rated on a Likert scale rating system that is developed by the Council Chair and current Executive Director.

8. Based on the final ratings, the top two (2) to three (3) highest scoring candidates will be recommended for face-to-face interviews to the Full Council. The Management Assistant and the Council Chair will work together in coordinating notification of the top candidates and with the Council in scheduling face-to-face interviews between the Full Council membership and the Executive Director candidates.
9. Prior to the interview, the Council Chair will work with the ad hoc Governance Committee members in developing questions and ratings to be used during the presentation-style interview(s).
10. The Management Assistant will ensure that all rules regarding proper public notification are followed.
11. During a regularly scheduled Council meeting and prior to the succession of the current Executive Director, the Executive Director candidates will participate in a face-to-face, presentation-style interview which will be rated by the Full Council during a closed session. Based on the rating outcomes, the Council will come out of closed session and the Chair will ask for a motion and call for a vote to offer the position to the top candidate. After the formal vote, the Council Chair will contact the top candidate and offer him/her the Executive Director position. The Management Assistant and the current Executive Director will work with the Division of Human Resources on all formal hiring procedures.
12. For training purposes, the employment of the new Executive Director should start at least two (2) weeks prior to the current Executive Director's end date.
13. The Council Chair will ensure that all applications, rating sheets and notes are gathered and given to the Management Assistant who will keep them on file for three (3) years.
14. The Management Assistant will work with the new Executive Director on an announcement and bio that will be distributed to the Director of the Department of Health and Welfare, the Director of Medicaid within the Department of Health and Welfare, the Director of Family and Children's Services within the Department of Health and Welfare, the National Association of Councils on Developmental Disabilities (NACDD), Disability Rights Idaho, the Center on Disability and Human Development and all current Council members.

**Procedure Title: Council Composition**

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The Council shall develop and review annually Council membership composition and make it available to the Governor when considering appointments. Composition of the Council shall be as follows as stated in federal and state law:

1. One member from the agency administering funds under the federal Rehabilitation Act. In Idaho, this is Idaho Vocational Rehabilitation;
  2. The agency administering funds under the Education of Individuals with Disabilities Act. In Idaho this is the office of Special Education within the State Department of Education;
  3. The agency administering funds under Title XXI (21) of the Social Security Act. In Idaho this is the Department of Health and Welfare, Division of Medicaid;
  4. The agency administering funds under the Older Americans Act. In Idaho, this is the Office on Aging;
  5. The University Center for Excellence in developmental disabilities education, research and service. In Idaho, this is the Center on Disability and Human Development (CDHD) which is housed at the University of Idaho;
  6. The state protection and advocacy organization. In Idaho, this is DisAbility Rights Idaho (DRI);
  7. The agency administering funds under Title V (5) of the Social Security Act. In Idaho this is the Department of Health and Welfare's division of Maternal and Child Health;
  8. One local, non-governmental agency concerned about individuals with developmental disabilities;
  9. One local, non-governmental private, non-profit organization concerned with developmental disabilities;
  10. Persons with a developmental disabilities. There must be at least five (5) individuals represented on the Council;
  11. Persons who are parents, relatives or guardians of individuals with a developmental disability. There must be at least seven (7) individuals represented on the Council;
  12. A person with a developmental disability who is or who has been in an institution or a person who is an immediate relative or guardian of a person with developmental disabilities who currently resides or has resided within an institution. (NOTE: An "immediate relative" is defined as a blood relative with immediate and frequent contact with the person residing in the facility.)
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**Procedure Title: Member Recruitment**

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The Council can receive nominations for Council membership at any time, but planned public recruitment efforts will be performed after the Council's second quarter meeting (January/February). At that time, an ad hoc Membership Committee will be formed and will actively participate in Council membership recruitment and make appropriate recommendations to the Council:

1. Announcements and other methods of recruiting interested persons to apply for membership will be made as determined by the ad hoc Membership Committee but at a minimum include an announcement on the Council's Website;
2. Individuals desiring to become members of the Council will complete a brief standard application form. All applications will be compiled by the Council staff member assigned to the Membership Committee and sent to the committee members to review. Current members who wish to be considered for reappointment must submit an updated application indicating their desire to serve an additional term to the Membership Committee. Any reapplying members *may not* serve on the ad hoc Membership Committee the year they are reapplying. All applications will be due by March 1<sup>st</sup>;
3. Interviews of applicants will occur before the Spring Council meeting. Interviews should include at least two (2) Council members and a Council staff member to take notes. The summarized information (interview notes, applications and resumes of all applicants) will be compiled and presented to the full committee for thorough review;
4. The committee members will rank each applicant individually. The results of the individual ranking will be numerically tabulated and summarized by Council staff and reported to the full committee for further review and discussion. References will be checked for the top applicants;
5. All applications along with the Membership Committee recommendations will be forwarded to the Governor's Office by the Council staff liaison. It is understood that the Governor may appoint any individual he/she chooses, provided that the appointed member fits within the DD Act category;
6. A listing of the names of nominees forwarded to the Governor's Office will be kept on file at the DD Council office for a period of at least one (1) year;
7. Applicants who are not selected by the Governor will be sent a letter from the Council thanking them for applying and inviting them to apply at a later date.
8. When vacancies occur, the Council staff member acting as the membership liaison shall inform the Governor's Office of the vacancy and include a written

resignation or other notification of the resignation from the resigning member;

9. If mid-term vacancies occur, the ad hoc Membership Committee will be formed within the quarter that the Council is notified of the resignation and the above steps #1-7 will be followed;
10. All applications and recommendations will be treated confidentially.

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**Procedure Title: Member Terms**

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Membership terms are three (3) years in length. A member may only serve up to three (3) full three-year terms. A member appointed to the Council to serve the remainder of a term for a vacant position may apply for a fourth term if their total years of service is less than nine (9) years at the end of their third term.

These term limits apply only to the following Council positions:

1. Local, non-governmental agencies concerned with developmental disabilities;
2. Local, private, non-profit organizations concerned with developmental disabilities;
3. Persons with developmental disabilities;
4. Persons who are parents of individuals with developmental disability;
5. A person who is an immediate relative or guardian of a person with a developmental disability who is or who has resided within an institution OR a person with a developmental disability who is currently residing within an institution.

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**Procedure Title: Council State Agency Participation**

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Federal and state law mandates the participation of agency representatives to enhance cooperation and coordination between the Council and human service agencies. Agency representatives shall regularly alert the Council about issues or agency activity affecting Idahoans with developmental disabilities. These activities include but are not limited to: legislative activity; regulation changes; budgets; policy/program changes; funding base changes; and requests for assistance.

Agencies may share general information or may request assistance for active intervention of the Council in agency-related issues. As with any Council member, agency representatives participate fully in Council activities where there is no conflict of interest. Agency representatives appointed by the Governor are the only individuals who can vote on Council business. Appointed representatives are strongly encouraged to attend all council meetings, but in the event of conflict, the

agency can send a replacement to sit in on Council meetings. This individual, however, may not vote on Council business.

Procedure Title: **Member Attendance**

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Council members are expected to attend **ALL** quarterly meetings. If members are unable to make arrangements with their employers to take paid or unpaid leave to attend Council meetings, the member should communicate with the Executive Director about this barrier. The Executive Director will work with the member to communicate with the employer to reach a resolution.

Procedure Title: **Member Expectations**

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Each Council member shall sign a Council Member Agreement form acknowledging their understanding of Council member expectations, which include agreement to the following:

1. Respect all people the Council serves.
2. Listen carefully to fellow Council members.
3. Respect the opinion of fellow Council members.
4. Have respectful discussion on issues without making personal attacks.
5. Understand that only members who are appointed by the Governor can vote on Council business.
6. Understand that all legal actions must be voted on by the full Council.
7. Stay informed about issues that may come before the Council.
8. Be an active participant in Council meetings.
9. Make the Council aware of any issues that may have a negative effect on people with developmental disabilities or the Council.
10. Work through conflicts directly.
11. Understand that Council decisions are made by a majority vote and the outcome should be ultimately supported by all Council members.
12. Understand that the Council Members' roles on the Council is **not** to manage the Council, but to govern and ensure that the Council is financially stable, staffed appropriately, and operates under the Developmental

Disabilities Assistance and Bill of Rights Act (Public Law 106-402, as amended).

13. Understand that the Council is a learning organization, empowered by the Developmental Disabilities Act to try new approaches to eliminate barriers presented to people with developmental disabilities.
14. Understand it is the responsibility of all members to openly share a conflict of interest between their personal/professional life and their position as a Council Member and abstain from discussions and voting as directed by the Council's "Conflict of Interest" policy.
15. Understand the duties of the Executive Director and support his/her role with staff members.
16. Understand the duties of the Council Chair and support his/her role as Chair.

#### Procedure Title: **Election of Council Officers**

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##### **Chair**

The Council Chair is elected yearly at the third quarterly Council Meeting (Spring). The following procedure should be followed in order to elect a Council Chair:

1. Announcement of nomination for Council Chair shall be made by the current Council Chair at the second and third quarter meetings. Nominations may be made at any time until the announcement of the nominees at the third quarter meeting as scheduled in the agenda.
2. A Council member may nominate him/herself or any other Council member, with his/her consent. Nominations must be limited to current Council members who are self-advocates, family members, a person living in an institution or guardian of an individual living in an institution. Each nomination must be in writing and must be accompanied by a nominating statement completed by the nominee. The nominating statement should be no longer than two typed pages, double spaced, and include a general overview of the nominee's accomplishments and why he/she is seeking this office.
3. During the third quarter (Spring) Council meeting, all nominees will be announced by the Council Chair. Each nominee is allowed five (5) minutes to give a speech to the Full Council.

4. Immediately following the speeches, the Full Council will vote anonymously by written ballot.
5. The ad hoc Membership Committee will ask two (2) Council staff members to compile the results of the voting and report to the current Council Chair.
6. The name of the winner will be announced by the Council Chair immediately after the counting of the votes
7. The name of the elected Council Chair will be forwarded to the Governor for approval.
8. In the event the member seeking the chair position is up for member reappointment, at least one alternate name must be submitted to the Governor's office for chair appointment.
9. The new Council Chair will assume his/her role on July 1<sup>st</sup> or when appointed by the Governor.
10. Once appointed, the Council Chair will make themselves available to attend the national conference and participate in the Council Chair training at this conference (if Council funding is available).
11. Council Chair will also participate in an on-line training on "conflict resolution" so as to be prepared to resolve issues as it pertains to Council members.

## **Vice Chair**

During the Fourth Quarter Council (Summer) meeting, the Vice Chair will be elected utilizing the same procedures outlined above for the Council Chair. If this meeting is remotely conducted, after Vice Chair members have been nominated, the Council staff member in charge of the ad hoc Membership Committee will create a survey that will be sent out to the Council members via e-mail after the conclusion of the remote meeting. The Council staff in charge of Membership will compile the results of the survey and send these out to the Chair who will then send the results out to the full Council membership.

## **Meeting Leadership in the Absence of Chair and Vice Chair**

In the case that the Chair and Vice Chair will be absent from a meeting, the current Chair will appoint another member to serve in his/her stead. This person must be a parent, self-advocate, a person living in an institution or a guardian of someone living in an institution.

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**Procedure Title: Vacancy of Council Office**

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**Replacing the Chair**

In the event of the removal or resignation of the Chair before his/her term ends, an ad hoc Membership Committee will be formed and will follow the above procedure to fill the vacancy. Because the Council cannot run without a Chairperson, it is vital that this process be expedited.

**Replacing the Vice Chair**

In the event of the removal or resignation of the Vice Chair before his/her term ends, an ad hoc Membership Committee shall meet and recommend two (2) candidates for the vacant office to the Full Council. The Full Council will elect one (1) of the candidates for the vacant office by written ballot within thirty (30) days of resignation/removal.

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**Procedure Title: Removal of a Council Member**

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A recommendation for the removal of a Council member or officer may be made for any of the following reasons:

1. **Non-compliance with Member Responsibilities:** A member will comply with the Member Agreement signed during orientation and after appointment by the Governor.
2. **Poor Attendance:** A member will be reviewed for continued membership if s/he is absent nineteen (19) hours or more annually for quarterly Council meetings.

Absences will be recorded by the Council Staff by way of a sign-in sheet. The Executive Director will provide a report of absences to the Council Chair who may request explanation of absences from the member, if not previously provided. The Council Chair, Vice Chair and Executive Director will review this information, and provide a determination to the ad hoc Membership Committee if necessary.

3. **Lack of Participation:** A Council member's/officer's membership will be reviewed by the Council Chair if that member/officer fails to perform an activity or assignment previously agreed upon by that respective member/officer without prior notice of inability to participate.

4. **Malfeasance:** A Council member's/officer's membership will be reviewed if that member/officer engages in misconduct or wrong-doing in their role as a member/officer. Examples of "malfeasance" could include: misrepresenting the Council in public settings; using Council membership as a means to get money or favors; behavior that causes harm to a Council member or Council staff member; breaking confidentiality after closed sessions (e.g. Executive Director evaluation) or revealing information discussed in the member selection process.

The Chair, Vice Chair and Executive Director will attempt to resolve issues with the member in question. Should the issues continue or if the issues are severe enough, an ad hoc Membership Committee will be formed and the information will be passed on to the committee. The member in question cannot serve on this committee.

The ad hoc Membership Committee will consider the information and then determine the consequences for the member--which could include a recommendation to the Full Council for removal. Any recommendation will be formally presented to the member in question in writing and copied to the Governor. If the Council member in question chooses to dispute the removal, they can present their appeal to the Full Council at the next regularly scheduled meeting. Any discussion by the Full Council regarding Council member removal will be held in closed session. Any action taken by the Full Council must be in open session. The Governor will make the final decision regarding removal or other sanctions.

#### Procedure: **Communication**

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Council members shall contact the Council Chair or the Executive Director whenever necessary as related to a specific Council issue or operation.

Council members shall use a variety of communication methods that work best for them and the Full Council that align with current modern communication practices. Accommodations are made to meet the needs of all Council members.

Council members with email and phone access will provide this information to the Council office so that they may receive communications. If members change email addresses or phone numbers, they should notify the office to ensure that communication can be maintained by other means. If internet or phone service is interrupted, the Council member will notify the Council office and discuss what means of communication they will use to remain current on Council issues.

If Council members are experiencing barriers to participating in Council activities, it is up to the member to communicate these barriers to the Executive Director and/or Council Chair so a resolution can be sought and the member can fully participate. Examples of barriers: internet in the area in which the Council member lives is unaffordable; the Council member cannot pay for cell or home phone service; mail is unreliable in the Council members' area, etc.

#### **Procedure(s): Conflict of Interest or Remote Interest**

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If conflict of interest or remote interest is present, the Council member must:

1. Disclose in writing a statement of affiliation and a statement of all conflicts of interest, including those which are uncertain or potential. Such statement must specify any association with individuals or organizations
2. Disclose to the Full Council when a conflict of interest or remote interest is present
3. Refrain from influencing other Council members in regards to the issue at hand
4. Abstain from voting on the issue or contract in which the conflict of interest or remote interest is present

In regards to Council contracts, a Council member who desires to bid for a contract being offered by the Council, would incur a conflict of interest.

Accordingly, the Council member must:

1. Disclose in writing to the Chair their interest in bidding for a specific contract and this will be recorded in the minutes
2. Abstain from the development and approval of the bid specifications, review of submitted bid proposals, or the awarding and monitoring of a contract
3. Participate in a competitive bid process based upon the quality and ability of the proposal to meet the bid specifications and be lowest bid, based upon the scope of the proposed activities
4. Abstain from voting on the award of the contract during the Full Council meeting
5. Abstain from future votes that pertain to renewal of the contract
6. Abstain from voting on any issue pertaining to contract reimbursement



**Procedure: Grievance**

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In the case that a member feels that another member has discriminated against them or otherwise made them feel devalued, it is incumbent on the member to do the following:

1. Approach the member and using diplomatic, non-accusatory communication try and resolve the grievance in question.
2. If the member does not feel that the reported offense has been amicably resolved, the member should approach the Council Chair.
3. The Council Chair along with both members will engage in a conversation with the Chair acting as the facilitator to resolve the conflict. The Executive Director may or may not be involved in this conversation.
4. If the Council member continues to feel that the conflict is not resolved and it impedes his/her ability to complete his/her duties as a Council member, the member can write a letter to the Council Chair in order to seek resolution.
5. An ad hoc Membership Committee will be formed and will meet with each member in question, the Council Chair, and the Executive Director; review all written documentation attached to the grievance; and make a recommendation to the member regarding resolution to this grievance.

**Procedure: Council Meetings**

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State law and Council By-laws mandate that the Council meet at least once during each federal fiscal quarter. A calendar for upcoming dates will be set at the Fourth Quarter Meeting (Summer), if not before.

The Council meeting will be accessible to all Council members. Council members will receive a reminder of the Council meeting at least fourteen (14) days prior to the meeting date.

The developed agenda and Council Packet (including agenda and meeting minutes) will be sent to all members at least fourteen (14) days prior to the Council meeting.

When situations arise that require an emergency meeting, one may be called in accordance with the Council By-laws. The purpose of the meeting, must be provided to all members in advance of the meeting. If time and finances permit, the meeting will be held in person. If not, the current method of group communication (e.g. conference call, video teleconference or other means) may be used to include all members.

**Procedure: Cost of Governance**

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**Travel, Lodging and Meals**

Council members will be reimbursed for travel, meals, and child care or support costs in order to participate in Council functions. Reimbursement rates will be set according to state established rates for applicable items or activities.

1. Mode of transportation will be that which is most economically feasible, yet most convenient for each member as determined by the Executive Director and state policy.
2. Rental of automobiles by Council members for travel must be pre-authorized by the Executive Director.
3. Council members will stay in designated lodging facilities for Council activities. Council staff will identify and reserve all accommodations necessary for any Council function unless otherwise assigned. All facilities will be assessed for accessibility before arrangements are made.
4. Council staff will contact members in advance of scheduled meetings/functions regarding their travel needs. This contact will be made via email and/or telephone.
5. Council members are expected to respond with the requested information within the timeframe stated. Council members who do not respond by the stated deadline, except in the case of an emergency, will be required to make and pay for their own travel arrangements. Council members will be reimbursed for no more than the amount that their travel arrangement would have cost had they been made prior to the stated deadline.
6. Council staff will make arrangements for and pay for any adaptive equipment necessary to support Council members and any individuals involved in a Council sponsored project.
7. Travel and lodging arrangement information will be sent by Council staff to all members two (2) weeks prior to all meeting/functions.
8. In case of an emergency, the Council member will notify Council staff immediately so Council staff can cancel all lodging and travel arrangements. In one (1) years' time, if there is more than one (1) emergency situation with a specific Council member that results in loss of Council funds, this information will be given to the ad hoc Membership Committee to review so they may assess consequences. One consequence may be asking the member to repay travel costs incurred for missed meetings.

9. The Council office will provide all members with contact information during regularly scheduled business hours and after hours contact information to assist with travel related issues as it relates to Council meetings or travel as a result of scheduled participation in Council projects.

In the event there appears to be excessive or abusive requests for reimbursement, the most recent request will be reviewed by the ad hoc Membership Committee to determine a resolution that is in the best interest of the Council. At any time that there is a budget shortage or when it is in the best interest of Council funds, Council members may be asked to keep receipts for meals instead of being reimbursed for meals at state per diem rates.

### **Unpaid Employment Leave**

Council members may be compensated for the time they spend at authorized Council meetings and activities if they are not provided paid leave from their employer. The amount paid each member will be \$50 per day as set out in Idaho Code 59-509 (h).

1. This payment will be in addition to any other authorized expenditure associated with the Council meeting or activity
2. The payment for participation at a non-Council sponsored activity is allowed at the same rate as above if the Council member is representing the Council and has received prior approval from the Council Chair and Executive Director
3. The Council may annually approve a sum of money that will be available for member honorarium. The Council is not obligated to place money in the fund if in their judgment the money is needed elsewhere in the Council budget
4. If fiscal resources are approved by the Council, yet are depleted prior to the end of the fiscal year, the Executive Director may recommend to the Council a supplemental amount to be placed in the stipend fund

### **In-Kind Match**

Council members will document all non-federally funded time volunteered or items donated to the Council for the purposes of in-kind match for Council federal funds. All donations by staff will also be documented for in-kind.

**Requests for Proposals (RFP's)**

The Council shall follow applicable federal and state laws as the method to solicit bids from non-Council entities. Unsolicited proposals may not be accepted.

Idaho Administrative Rule IDAPA 38.05.01 requires that all purchases from biddable contractors in excess of \$10,000 in a four (4) year period be accomplished through a Request for Proposals (RFP) process. A RFP Proposal Review Team shall be formed to review all such solicitations. The Council staff member shall identify and request assistance of Review Team members.

RFP Review Teams must meet the following compositions:

1. Each team must have an odd number of members with a maximum of five (5) members;
2. The majority of the team should be Council members, although a non-Council member who is a Subject Matter Expert (SME) may be included provided there is no conflict of interest;
3. At least one (1) of these team members must be a self-advocate or a parent/guardian;
4. A staff person may serve as one of the Review Team members;
5. In the event only one proposal is received pursuant to an announced RFP, the Review Team should review the single submission based upon its merits and compliance with the information outlined in the RFP;
6. Person(s) involved in the development of the RFP shall NOT be a member of the review committee.

**Child Care**

The Council will not support child care costs for children that normally attend child care. Biological or adoptive parents are not eligible for child care reimbursement. For child care, the rate will be according to the prevalent rate in the local area but not to exceed \$50 per child per day. The Council cannot pay a child care provider who is providing Medicaid reimbursable services for the child in question during the time the Council member is attending the meeting.

**Attendant or Personal Care**

Pursuant to Idaho Code 67-6706, reimbursement for costs associated with attendant care/facilitation support services to Council members appointed by the Governor as individuals with developmental disabilities shall be allowed according to the

following schedules and procedures. If a member is appointed as a parent of a child with a developmental disability, but who also has a developmental disability themselves, this reimbursement will also be allowed. The Council cannot pay attendant or personal care services to a provider who is also receiving payment through Medicaid. Example: a Council member lives in a Certified Family Home; the CFH provider is paid a 24hr rate of \$53.39/day by Medicaid; the Council cannot pay the provider an additional hourly amount for attendant or personal care because the provider has already been paid by Medicaid to provide care and assistance for the Council member.

1. **Sponsored Activities:** Reimbursement for attendant care or facilitation support costs shall only be for the following Council associated activities:
  - a. Regular Council meetings
  - b. Council committee meetings
  - c. Those activities associated with legislative, policy, project and advocacy meetings in which a Council member has specifically been authorized to provide testimony or educational/informational material to officials
  - d. Council sponsored conference and activities
2. **Reimbursement:** The following criteria will serve as the basis upon which amounts for reimbursement shall be computed:
  - a. Facilitation Support, which is the support a person may need to prepare for the Council meeting and communicate with fellow members and others during regularly scheduled Council meetings or during Council sponsored activities. This is paid at an hourly rate using prevailing attendance care wages or attendant care hourly rates as a guide.
  - b. Attendant or Personal Care shall be defined as those appropriate services necessary to aid a Council member to participate in Council meetings to perform activities associated with mobility, transportation, grooming, bathing, eating, sleeping, etc., that typically are provided for the Council member at their own home.
  - c. Reimbursement shall be for reasonable actual costs, using prevailing attendant care wage and hourly rates as a guide. An hourly or daily limit may be imposed based on available Council funds.
  - d. Existing Costs:
    - i. The member should first access their regularly scheduled support and only use Council dollars should their normal options be

unavailable or should it become a financial burden on them to continue paying for their support.

- ii. All support individuals must sign an agreement with the Council stating they have not been reimbursed for services they provided through another resource (i.e. private dollars from the individual they are supporting, Medicaid or private insurance) prior to submitting the invoice for payment for Attendant Care of Facilitation Support.
- e. Costs for facilitation and attendant care shall be submitted via invoices or copies thereof identifying the date, provider, services rendered, unit costs and total cost. Requests may be made in the same manner as travel and meal reimbursements.
- f. Attendant care and Facilitation Support reimbursement requests in excess of guideline rates will be reviewed by the Executive Director and Council Chair and may be referred to the ad hoc Membership Committee for further review.
- g. The reimbursement provided will be in-line with the support person's credentials. The support hour reimbursement will be based on the length of the event in question and the support needs of the Council member.
- h. The Council recognizes that Facilitation and Attendant Care is often provided by the same individual.

## Proposed 2019 Annual Work Plan

### Background Information:

Each year Council staff develops a one-year work plan based on the goals and objectives in the Council's five-year strategic plan. The annual plan guides the Council's activities for the coming federal fiscal year and includes project activities intended to help the Council meet its goals. A draft of the plan for October 1, 2018 through September 30, 2019 was presented, discussed and approved on February 8, 2018.

Because of recent events and recommendations coming from Community NOW work during the second year of the plan, staff have suggested some changes to the activities in the work plan.

Members will hear a report from staff about the proposed changes. Members will review the draft of 2019 work plan revisions and then be asked to vote to accept the plan as presented or propose changes. When reviewing the plan please note that text that is red are the changed or new activities staff recommend adding.

### Recommended Action:

Review the draft 2019 Annual Work Plan and vote to approve as presented or propose changes.

In this document, the goals, objectives and outcomes are the same except for two small additions to outcomes as noted.

### Notes:



## **Sapling Packet**

# **DRAFT 2019 Annual Work Plan**

**October 1, 2018 to September 30, 2019**

**Year Three of the Five-Year Plan**



## **Goal 1: Adults with intellectual/developmental disabilities experience improved quality in Home and Community Based Services**

### **Objective 1.1**

**Recruit and support individuals with intellectual/developmental disabilities and family members, to participate in collaborative stakeholder meetings to review and define Home and Community-Based (HCBS) developmental disability services and develop state quality indicators by October 2020 that will affect ongoing quality assurance activities for HCBS.**

#### **Activities**

##### **Year 3 (Oct 1, 2018 – Sept 30, 2019)**

- **Conduct follow-up study of individuals using HCBS services**
- **Provide information to policymakers at the state and federal level to educate them about the importance of Medicaid Home and Community-Based Services to individuals with intellectual/developmental disabilities and their quality of life.**
- **Review quality assurance activities and make recommendations for system improvement aligned to quality indicators**
- **Promote HCBS quality indicators in policy advocacy with state agencies and policymakers**

#### **Expected Short and Mid-Term Outcomes**

- **People with intellectual/developmental disabilities (I/DD), family members and other stakeholders across the state have a voice in policy development and systems change**
- **State agency administrators have increased knowledge of systems issues**
- **New HCBS developmental disability service array and definitions reflect input from stakeholders including individuals with I/DD and family members**
- **Quality indicators measure access by Spanish-speaking families to culturally and linguistically appropriate services for their children and adult family members with intellectual/developmental disabilities**
- **Idaho service system quality indicators are accepted by state agency administrators and policymakers**

#### **Expected Long-Term Outcomes**

- **Idaho HCBS quality assurance system infrastructure and processes are aligned to quality indicators and federal requirements**

- Quality assurance data is gathered directly from individuals receiving HCBS services through residential habilitation
- Data gathered through quality assurance activities informs improvements to the system and provision of HCBS services

## Objective 1.2

**Working with the Idaho Department of Health and Welfare (IDHW), service providers, individuals with disabilities and families, develop and implement a plan for organizational change and support staff development in person centered practices by September 2021.**

### Activities

#### Year 3 (Oct 1, 2018 – Sept 30, 2019)

- **Work with IDHW to promote/support organizational change opportunity for supported living provider agencies.**
- **Collaborate with IDHW, Attorney General's office, and Medicaid to work with supported living provider agency(ies) and gather information from staff about current practices**
- **Review quality assurance practices in supported living and develop recommendations for improvement**

#### Expected Short and Mid-Term Outcomes

- Stakeholders have increased knowledge about person-centered practices
- Training model is developed to improve quality assurance and increase person-centered practices in services
- Service providers use person-centered practices throughout their organizations and in providing services

#### Expected Long-Term Outcomes

- Direct support staff report increased satisfaction with their work
- Direct support staff report understanding and using person-centered practices
- Increased percentage of individuals who report they direct their plan and services
- Quality assurance data shows an increase in individuals who report they have more choice, control over decisions about daily activities, access to community, and improved quality in their services

## Objective 1.3

**Work with individuals with disabilities, their families, and other partners on systems change and policy development so that by July 2021, people with intellectual/developmental disabilities have access to Medicaid person-centered planning (PCP) services provided by trained, qualified PCP specialists by July 2021.**

### Activities

#### Year 3 (Oct 1, 2018 – Sept 30, 2019)

- **Support PCP Advisory Committee and work with PCP Implementation Workgroup to develop related system policy to establish person-centered planning services and PCP facilitator training in system infrastructure**
- **Work with people with I/DD and family members to inform policymakers and other stakeholders about best practice in a person-centered planning and services by supporting Person Centered Thinking training in local areas**

#### Expected Short and Mid-Term Outcomes

- New person-centered planning services are established and supported through state policies and procedures
- A PCP specialist training model is established and includes individualized, culturally appropriate strategies and skill development
- PCP specialists are competent in best practice for person-centered planning and are supporting individuals around Idaho
- Families and other members of the circle of support value, and gain skills to facilitate, informed supported decision-making by individuals
- Youth and adults are supported to identify their gifts and strengths and how to use them in planning, directing their services, and reaching their goals

#### Expected Long-Term Outcomes

- Increased percentage of individuals report they are supported to lead their plan development and their plans include goals they have chosen
- Quality assurance data shows better outcomes for individuals related to quality indicators

## Objective 1.4

**Work with the Idaho Department of Health and Welfare to build capacity in mental health services available to individuals who experience the dual diagnosis of mental illness and intellectual/developmental disability by July 2021.**

### Activities

#### Year 3 (Oct 1, 2018 – Sept 30, 2019)

- Collaborate with the Idaho Department of Health and Welfare (IDHW) to plan staff training opportunities in best practice in services for people with dual diagnosis
- Work with partners to host related web-based or in-person sessions/lessons
- Plan research study to gather data about Idahoans who experience dual diagnosis
- Attend National Association on Dual Diagnosis (NADD) conference

#### Expected Short and Mid-Term Outcomes

- State agency administrators have increased knowledge about best practice in service to people with dual diagnosis
- Training in trauma informed care and best practice in supporting people with dual diagnosis is established for direct support staff
- People with dual diagnosis are able to access an array of quality Medicaid-reimbursable mental health services that are appropriate for individuals with intellectual/developmental disabilities

#### Expected Long-Term Outcomes

- Service providers have the capacity to meet the individualized mental health needs of people with dual diagnosis.
- People who use alternative communication methods have their mental health needs met.
- People who experience dual diagnosis report improved mental health

**Goal 2: Youth and young adults with intellectual/ developmental disabilities transition from school into an adult life that includes competitive integrated employment, community engagement, and full citizenship.**

## **Objective 2.1**

Each year of the plan, provide/support education and training for families, teachers, and other team members, to increase the number of youth/young adults with intellectual/developmental disabilities who experience a gift-focused and strength-based assessment and planning process.

### **Activities**

#### **Year 3 (Oct 1, 2018 – Sept 30, 2019)**

- Work with partners to develop/support Supported Decision-making training and activities; inform stakeholders
- **Monitor subgrant to provide technical assistance to Idaho educators who are Core Gift Master Facilitators and develop communication strategies to enhance in their practice of the Core Gift process and tools**
- **Develop informational materials to educate families, youth and young adults about supported decision-making and advocacy/self-advocacy in transition planning**
- Support Cultural Broker activities in educating Latino families, youth and young adults about advocacy/self-advocacy in transition planning and employment
- **Survey students and family members about transition**

#### **Expected Short and Mid-Term Outcomes**

- Educators, families, and other team members are engaged in identifying their children's/ youth/young adults gifts, strengths, and abilities
- Families, educators and other team members understand student youth/young adults gifts, strengths, and abilities and how they can be supported in school and the community
- Team members gain skills to conduct planning that is student-led and builds upon the student's strengths
- Families have knowledge and are actively involved in supporting their children in the transition-planning process
- Spanish-speaking families are informed, supported and engaged in the transition planning process and activities

- Youth and adults who experience significant disabilities and communication barriers are supported to access a process to identify gifts and strengths

### Expected Long-Term Outcomes

- Families have high expectations for their children to achieve post-school goals including employment, citizenship, and inclusive community engagement
- **Families seek alternatives to full guardianship for their 18-year-old children**
- Increase in the percentage of positive post-school outcomes for youth/young adults with disabilities
- Quality assurance activities measure outcomes related to identification of gifts and strengths in alignment with individual goals

## Objective 2.2

By September 2021, increase the percentage of youth/young adults with intellectual/developmental disabilities that achieve competitive integrated employment in the community by working with Workforce Innovation and Opportunity Act partners and Medicaid to implement best practice in customized employment.

### Activities

#### Year 3 (Oct 1, 2018 – Sept 30, 2019)

- Work with the Idaho Division of Vocational Rehabilitation (IDVR) to develop a plan to expand Customized Employment training and services statewide
- Work with WIOA partners to educate students and family members about setting employment goals and the employment possibilities through a customized employment approach
- **Work with IDVR to review access to, and effectiveness of, Idaho Pre-Employment Transition Services by reviewing outcome data and/or surveying families and students**
- **Support Family Employment Awareness Training development with Culturally Responsive Advisory Committee (tentative – depends on grant award)**

### Expected Short and Mid-Term Outcomes

- Students with significant disabilities have equal access to pre-employment transition services/activities and engage in paid work experience
- Young adults have access to individualized **and culturally responsive services** that support their employment goals

### Expected Long-Term Outcomes

- Increase in the number of youth and young adults with significant disabilities that gain integrated, competitive employment in the community

**Goal 3: Leaders with intellectual/developmental disabilities are engaged with other people with disabilities and families in a statewide coalition that has a strong, collective voice on policy issues and systems change.**

### Objective 3.1

Build the capacity of individuals and parents to advocate, lead, and mentor others by providing leadership development and advocacy training to adults with intellectual/developmental disabilities and parents of children with intellectual/developmental disabilities.

### Activities

#### Year 3 (Oct 1, 2018 – Sept 30, 2019)

- Recruit for, plan, and engage partners to support the 2019/20 Partners in Policymaking Program (PIP)
- Conduct 1-year outcomes survey with **2018** Partners in Policymaking graduates
- Conduct outcomes survey with previous Partners in Policymaking graduates
- **Host three (3) regional one-day workshops with PIP graduates**
- Work with partners to **develop a plan for** an Idaho peer mentoring model that includes self-advocacy training for people with disabilities planning their services and is presented by trainers who have intellectual/developmental disabilities

### Expected Outcomes

- Increase in the number of individuals with disabilities and family members that have leadership and policy advocacy skills
- Increase in the number of individuals with disabilities and family members from culturally diverse backgrounds that have leadership and policy advocacy skills
- Leaders with intellectual/developmental disabilities mentor youth with disabilities and new leaders to gain leadership and advocacy skills

## Objective 3.2

**By September 2019, establish a statewide, culturally diverse coalition of people with disabilities and families who have been trained and are supported each following year of the plan to advocate at the local and state level on policy issues.**

### Activities

#### Year 3 (Oct 1, 2018 – Sept 30, 2019)

- Work with contractor to support activities of the statewide policy coalition
- Support **two** Coalition members in fellowships focused on local community organizing
- *Provide support to a local Eastern Idaho non-profit organization that serves the Latino population (tentative)*
- Work with the Utah UCEDD to provide policy advocacy preparation education to Latino families in Eastern Idaho
- Provide information to coalition members about policy issues and opportunities to participate in systems change efforts
- Meet with DD Network Partners quarterly to review progress and explore additional strategies to strengthen self-advocate leadership in Idaho
- Ongoing outreach to Latino community in Western Idaho about policy involvement and Cultural Broker mentoring of interested individuals
- **Provide training on collecting and telling stories for effective advocacy**

#### Expected Short and Mid-Term Outcomes

- Increase in the number of individuals with disabilities and family members that have leadership and policy advocacy skills
- Individuals with intellectual/developmental disabilities are partnering with parents/families and exercising their advocacy skills at the state and local level
- Leaders with intellectual/developmental disabilities mentor youth with disabilities and new leaders to gain leadership and advocacy skills
- Coalition members with significant disabilities get the communication support needed to fully engage in policy coalition and activities

Next page...



- The Idaho DD Network collaborates on the establishment and ongoing support of the statewide policy coalition including:
  - Core member leadership training
  - Expanding contacts in communities of color
  - Cultural competency training
  - Policy advisor to the coalition
  - Internship opportunities with stipends are available for people with intellectual/developmental disabilities to develop advanced leadership skills through mentoring and local/regional coalition activities

### **Expected Long-Term Outcomes**

- The coalition is recognized as a capable and knowledgeable voice in policy development and systems change efforts
- The coalition has effectively influenced positive systems changes and specific policies at the national, state and local level.

## **Financial Report Third Quarter – Federal Fiscal Year 2018**

### **Background Information:**

A financial statement reflecting our fund balance and the amount spent to date in this Fiscal Year will be presented at the Council meeting. The Council operates on a federal Fiscal Year (Oct. 1- Sept. 30). The Council is responsible for overseeing and approving the budget.

### **Recommended Action:**

Review and approve the financial report that will be distributed at the meeting.

### **Notes:**

## Council Nonpartisan Requirements

### Background Information:

Under the Developmental Disabilities Act (DD Act) Councils have a responsibility to inform, educate or advise policymakers on issues of concern to individuals with developmental disabilities and their families. The Administration on Intellectual and Developmental Disabilities (AIDD) has provided guidance on how grantees (Councils: members, staff, and their project grantees/contractors) are able to meet their responsibility to inform, educate or advise policymakers under the DD Act and avoid violating the applicable limitations on lobbying by emphasizing a **nonpartisan analysis, study and research**.

Guidance from AIDD indicates Council advocacy should be balanced and nonpartisan, which the ICDD always works to maintain. Our work is driven by the mission of the Council and acting in the best interest of people with developmental disabilities and families. We cannot be a politically partisan body and maintain compliance with the DD Act and essentially do our work. The policies we advocate for or against in the course of our activities are evaluated solely on the benefit to the disability community, regardless of political affiliation.

While Council members are selected to serve based on their unique individual life experience or expertise, it is the responsibility of each member to accept the decisions made by the Council as a whole, and to publically endorse the decisions and actions regardless of their own personal beliefs or political affiliation. You may always speak and act as a private citizen in the way that you think is best, but when you speak as a member of the ICDD, your personal opinions about the politically liberal or conservative alignment with any Council decisions and actions should not be part of the conversation.

Sheryl Matney, Director of Technical Assistance at the Information and Technical Assistance Center for Councils on Developmental Disabilities (ITACC), will provide a presentation about Council responsibilities related to nonpartisan requirements.

### Recommended Action:

1. Listen to the presentation
2. Ask questions if you have them

### Notes:

## AIDD Guidance on Informing Policymakers

Under the Developmental Disabilities Act (DD Act) Councils have a responsibility to inform, educate or advise policymakers, however, there are **restrictions on the use of grant funds** to influence the enactment of legislation and related activities. This is noted in Section 503 of Public Law 106-554, the Consolidated Appropriations Act, 2001 - <https://www.gpo.gov/fdsys/pkg/PLAW-106publ554/pdf/PLAW-106publ554.pdf> which says:

SEC. 503. (a) No part of any appropriation contained in this Act shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself.

(b) No part of any appropriation contained in this Act shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.

The Administration on Intellectual and Developmental Disabilities (AIDD) believes that grantees (Councils: members, staff, and their project grantees/contractors) will be able to meet their responsibility to inform, educate or advise policymakers under the DD Act and avoid violating the applicable limitations on lobbying by emphasizing a **nonpartisan analysis, study and research**.

### ACTION ITEMS

#### **Present Facts in a Full and Fair Way**

Grantees are free to advocate a position or viewpoint as long as there is a full and fair sharing of the facts that help the policymaker to come to their own decision. This means that the grantee would **only present an opinion that is supported by facts**. Councils should not provide distorted facts (*partial facts or only those that support your opinion*), inflammatory and disparaging terms (*saying negative things about other options or opinions that do not align with yours*), or conclusions based more on strong emotional feelings than on facts.

## Share Information from All Sides of an Issue

Grantees advising legislators and others about legislation should do this in a balanced way, discussing the advantages and disadvantages of the legislation and comparing it to other proposals that may also be under consideration.

*The Council should be informed of different possible ways to address an issue and share the good and bad of different solutions compared to the one we support and/or give the policymaker contact information for someone who has that information.*

## Share Desired Outcome but Be Willing to Consider Different Solutions for Meeting Needs

A nonpartisan approach does not mean that a grantee must be neutral about outcomes for individuals with developmental disabilities. But grantees must present an **unbiased attitude when considering alternatives** for meeting the needs of people with developmental disabilities.

*We should not be only willing to support our own solution, but be willing to think about other possibilities to solving a problem.*

## Be a Source of Information

Grantees should emphasize their role as a **source of information and advice** in helping legislators and other policymakers to identify and evaluate the available alternatives for meeting the needs of individuals with developmental disabilities.

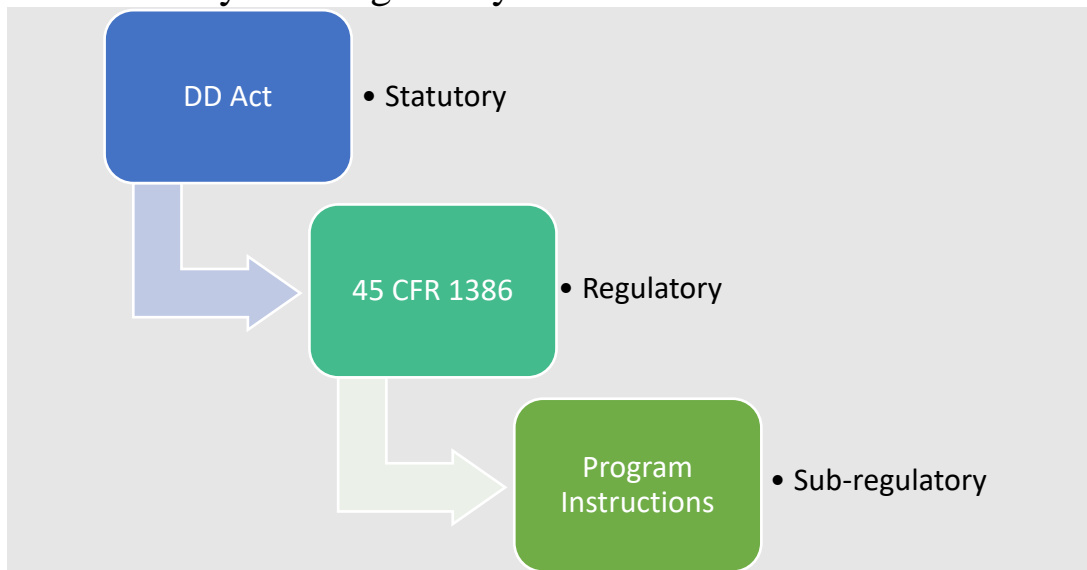
*Share that the Council is available to help policymakers identify and evaluate different solutions for meeting the needs of individuals with developmental disabilities.*

**Sheryl Matney – Presentation**

Information and Technical Assistance Center for Councils on Developmental Disabilities (ITACC) [Contract #HHSP233201600068C]

### **Council Responsibilities Related to Nonpartisan Requirements for Activities**

The Statutory and Regulatory Framework:

**DD Act (2000)**

The Council shall serve as an advocate for individuals with developmental disabilities and conduct or support programs, projects, and activities that carry out the purpose of this subtitle.

**DD Act Final Rule (2015)**

Broadened “Advocacy activities” definition:

- “[A]ctive support of policies and practices that promote systems change efforts and other activities that further advance self- determination and inclusion in ***all aspects of community living*** (including housing, education, employment, and other aspects) for individuals with developmental disabilities, and their families.”

The final rule provided additional guidance on activities:

- Maintained that advocacy should be balanced and non-partisan.
- Clarified that “grantees may use non-federal funds for other policy related activities in accordance with relevant federal and state laws.”

*Nonpartisan means a lack of affiliation with and a lack of bias towards a political party.*

### **Program Instruction to Councils**

- 1) Emphasize nonpartisan analysis, study, and research;
- 2) Use a nonpartisan approach;
- 3) Free to advocate a position or viewpoint AS LONG AS:
  - Full and fair description of the issue to help the policymaker form an independent opinion or conclusion
- 4) Do not present unsupported opinions or facts;
- 5) Do not use inflammatory or derogatory terms;
- 6) Avoid conclusions based on emotional feelings rather than objective factual conclusions;
- 7) Can advise legislators and others on adoption of legislation AS LONG AS
  - Approach is balanced
  - Discussion includes the advantages and disadvantages and comparisons to other proposals under consideration is included;
- 8) Council does not have to be neutral about outcomes for people with developmental disabilities – BUT...
  - Must demonstrate an unbiased attitude when considering alternatives for meeting needs
- 9) Emphasize Council role as a source of information and advice in helping legislators (and other policymakers) evaluate and identify alternatives for meeting the needs of people with developmental disabilities.

## 2018-2019 Quarterly Council Meeting Dates

### Background Information:

According to state law and Council by-law, the Council shall meet (in person, by conference call or video conferencing) at least once during each federal fiscal quarter. According to our current procedures, a yearly calendar of dates for the upcoming fiscal year shall be established by the fourth (4<sup>th</sup>) quarter meeting. Please prepare by bringing scheduled dates of known meetings of other councils, committees, and groups, etc.

**Proposal:** Because it has historically been a problem to maintain attendance for the summer meeting, we are proposing that the summer meeting be held as a one-day business meeting with a training being provided on Friday in 2019. Additionally, because of conferences and other conflicting dates, it's proposed that we move the fall meeting to early November and host it on a Tuesday and a Wednesday to try and avoid conflicts.

### Recommended Action:

Check your calendar to make sure you are able to attend the proposed meetings for 2019. If you are aware of any schedule conflicts, please bring them up so we may determine if a meeting needs to be rescheduled.

The proposed meeting dates and locations for 2018 and 2019 are:

Date	Location & Details
November 6-7, 2018	JRW Building
February 7-8, 2019	JRW Building Legislative Luncheon and Film* on Feb 7 <i>*Film to be shown at Statehouse in Lincoln Auditorium</i>
April 25-26, 2019	JRW Building, Boise, Idaho
July 25-26, 2019	JRW Building, New Member Orientation July 25 <sup>th</sup> , Member Connection Reception and dinner, business meeting July 26 <sup>th</sup>
October 22-23** or 24-25 November 7-8, 2019	JRW Building <i>**Human Partnerships Conference may be Oct 24-25</i>

### Notes:



## Election of Council Vice-Chair

### Background Information:

Each summer, the Council elects a person to serve as Vice Chair of the Council for the coming year, starting in July. This position is limited to members of the Council who are self- advocates, parents, or guardians. The responsibilities of this position and a nomination form are listed after this page.

### Recommended Action:

If you are interested in serving as Council Vice-Chair you may nominate yourself or have someone nominate you. If you know of someone on the Council that you think would be a good Vice-Chair you may nominate them, but be sure to ask their permission first. If you are interested in running for Council Vice-Chair please prepare a 2-3 minute speech about why you would be a good candidate for this position and why you are interested in serving.

**Nominations are to be submitted to Toni Brinegar by Wednesday at noon, July 25, 2018.** The election will be held during the Council meeting on Thursday, July 26, 2018.

### Notes:

## **Council Vice-Chair Responsibilities:**

In the absence of the Chair, the Vice Chair shall preside and perform all duties assigned to the Chair's office. In addition, the Vice Chair shall perform all other duties as assigned by the full Council or Chair.

### Council Chair Responsibilities (for Vice-Chair if sitting in for the Chair):

Being the Chair of the Council is a significant responsibility and time commitment. The activities and responsibilities, unless otherwise delegated, of the Council Chair shall include, but not be limited to the following:

1. Preside at all Council meetings;
2. Present policy for consideration by the Council membership;
3. Develop agendas for Council meetings;
4. May be a delegate at National Association of Councils on Developmental Disabilities (NACDD) activities and assist in the information sharing and policy implementation of NACDD;
5. Serve as liaison to other organizations and government entities unless otherwise delegated directly by the Chair, or by full Council vote, whichever the Chair may choose;
6. With the Executive Director, initiate and maintain ongoing communication with Council membership between quarterly meetings;
7. Report to the full Council at each regular meeting on activities performed on behalf of the Council; and

All other duties as outlined by Council membership, by-laws and policy.

To meet the responsibilities listed above the Chair should be able to commit time and identify local support (as needed) to do many behind the scenes activities such as:

- Represent the Council at public meetings
- Address individual membership issues
- Review and write materials such as:
  - Council newsletter articles and Chair letter for annual report
  - Letters to other organizations from the Council
  - Help with the development and review of various reports
- Send out and compile all Council member input for annual Executive Director evaluation
- Meet regularly with the Council Executive Director (usually weekly) to discuss Council governance, preparation for Council meetings, and any current opportunities and responsibilities in representing the Council.

**Idaho Council on Developmental Disabilities  
VICE CHAIR NOMINATION FORM**

The Vice-Chair position is limited to Council members who are self-advocates, parents, or guardians.

**Vice-Chair Duties:** Performs all duties of the Chair in the Chair's absence and may be assigned other responsibilities by the Chair or the Council.

If you are interested in serving as either Vice-Chair be prepared to nominate yourself or have someone nominate you. If you know of someone on the Council that you think would be good in this position, you may nominate them, but be sure to ask their permission first.

**Council Member Name:**

**Nominated by:**

**Years of Service on the Council:**

**Offices held on the Council (if any):**

**Outside Involvement:**

**Other Activities:**

**Reason for Seeking Office:**

**Why do you think you would be a good Vice-Chair?**

*Attach additional information and/or speech, if desired.*

## Member Reports

### Background Information:

Council members are often active in their home communities and representatives agencies. This time is for members to share things they have been doing in their community that relate to the disability community or work of the Council.

At this meeting, State agency representatives were asked to provide a short presentation with updates about their organization's activities.

### Recommended Action:

Review the progress report, once received, and contact Council staff to ask questions or provide comments if you have them.

### Notes:

## State Department of Education – Special Education Updates

### Idaho Council on Developmental Disabilities

### Summer Quarterly Board Meeting, July 26, 2018

#### **Optional** Statewide IEP Program

- Proposals reviewed by selection committee
  - Representatives from all educational regions, various school sizes, special education directors, and technology staff
- Presentations by 8 vendors – July 16-20
- Decision anticipated early August
- Tiered roll-out, with capacity of 1/3 of districts in the first year
- **OPTIONAL**

#### Discipline Handbook

- Close to completion
- Question-and-Answer-based training coming soon

#### Idaho Extended Content Standards: Core Content Connectors in Reading and Math

- Adopted 2018 Legislative Sessions
- State-wide training for teachers this fall
  - Emphasis on high-expectations
  - Academic instruction in all grades
  - Instructional resources

#### Special Education Manual Proposed Changes

- Alignment of the definition of a Free and Appropriate Public Education (FAPE) to recent United States Supreme Court Decisions and language describing IEP development
- Revision of eligibility criteria for "Visual Impairment including Blindness" disability category
- Update to eligibility category of "Emotional Disturbance" to "Emotional Behavioral Disorder."
- Update to alternate assessment participation criteria
- Minor language corrections or deletions necessary to maintain document consistency and to align with IDAPA, Idaho Code, the Individuals with Disabilities Education Act (IDEA), the Every Student Succeeds Act (ESSA), and recent court decisions.

## Idaho Division of Vocational Rehabilitation

### Vocational Rehabilitation

- 78.7% Federal Funds/21.3% non-federal match required.
- The largest program under the division
  - 8 regions, 35 offices
  - 73 counselors statewide
  - Over 10,000 individuals served annually.
- **Purpose:** To assist individuals (of all ages with any type of disability) obtain and or maintain employment. Must be competitive and integrated employment.
- **Eligibility:** Disability that creates a barrier to employment and a need for VR services
- Statewide availability
- **Services:** Based on employment goal and individual needs.
  - **General VR Services:** Counseling and guidance focused on assisting an individual to make informed choices and decisions. Examples of VR services that may be necessary to reach an employment goal may include: technical training, post- secondary training, assistive technology or services, placement services and many more.
  - **Pre-Employment Transition Services (Pre-ETS)**
    - Services designed to assist students transitioning from school to employment. (15-21) enrolled in school
    - Services provided through VR case or as a potentially eligible student
    - 5 services available
      - Job Exploration counseling
      - Work-based learning experiences
      - Counseling on opportunities for enrollment in postsecondary education
      - Workplace readiness training
      - Instruction in self-advocacy

- **Supported Employment:** Strategy to assist individuals with the most significant disabilities maintain employment when it has been determined that ongoing support is required. VR provides all the required services to obtain employment and determine the needed level of ongoing support.

## **Extended Employment Services (EES)**

100% State General Fund Program

- 1 office, 3 staff

Purpose: To provide long term employment supports for individuals with the most significant disabilities that have one or more of the following disability categories: Developmental Disability, Mental Health, Learning Disability and or Traumatic Brain Injury.

- 2 types of long term program support
  - **Work Services or enclave** (non- integrated employment)
    - May or may not be at minimum wage
  - **Community Supported Employment Supports:**
    - Ongoing job coaching services. These services start after VR has determined the level of support needed to assist the individual maintain employment.
      - Currently no waitlist for services
      - State Fiscal Year 2017 EES Served 838 individuals
      - State Fiscal Year 2018 EES served 817 individuals

## **General Updates**

- The EES program is working this summer with its stakeholders, providers and Medicaid to better facilitate supported employment supports.
- The Summer programs for students are well under way and with positive feedback thus far. This includes work experiences around the state as well as programs at U of I, ISU, and BSU. The university programs are designed to assist students better understand what it takes to be successful in a college or other training environment after high school.

- Jane Donnellan, IDVR administrator, is a member of the Workforce Development Council. This appointment by the governor provides an opportunity to insure Idahoans with disabilities are recognized and included as a vital part of Idaho's workforce. Jane is a very active member of the council.



## Quarterly Progress Report

### Background Information:

The Council has a number of objectives and activities in the current annual plan. Some are part of large projects and some are ongoing smaller efforts. The quarterly report to members is an opportunity to share the highlights of progress on our plan goals during quarter three of this year – April 1<sup>st</sup> – June 30<sup>th</sup>.

### Recommended Action:

Review the progress report, once received, and contact Council staff to ask questions or provide comments if you have them.

### Notes:

## Third Quarter Progress Report

April 1 – June 30, 2018

### 1.1 HCBS DD Services Quality Assurance

**Objective Goal** Individuals with intellectual/developmental disabilities and family members have the information and support needed to meaningfully participate in Home and Community-Based developmental disability services stakeholder meetings and to develop quality indicators.

#### Progress:

##### Educating Policymakers about Medicaid Services

The Council provided public comment to the Idaho Statewide Transition Plan: Coming into Compliance with HCBS Setting Requirements.

##### DD Services Assessment Documents and Process – Linguistic Competence

As part of a statewide schedule of informational meetings about changes to the children's services system, the IDHW Division of Family and Community Services contacted ICDD about a meeting in Nampa for Latino families to receive the information. Because IDHW did not come prepared with their own interpreter, the Council's Cultural Broker stepped up to provide Spanish interpretation. Materials were not provided in Spanish but promised once translation was complete. Nineteen people attended the meeting: 3 adults with a disability, 13 parents and 3 family members. Eighteen attendees stated that they were satisfied with the meeting.



#### 1.1 - Outcomes/Work Products:

- Public comment to the Idaho Statewide Transition Plan
- DHW staff have increased knowledge of the importance of providing Spanish-speaking families access to information as well as what it takes to gather and impart information to this population.

## 1.2 Best Practice in Services and Supports

**Objective Goal** Increase the use of best practice in providing direct services that are based on quality person-centered practices through organizational change and training for direct support staff.

**Progress:**

### Training Strategies for Direct Support Staff

Staff participated in discussions with IDHW staff about working on strategies to improve direct support staff training in Residential Habilitation agencies related to Community NOW recommendations.

### 1.2 - Outcomes/Work Products:

- Preliminary ideas shared

## 1.3 Person-Centered Planning Services

**Objective Goal** People with intellectual/developmental disabilities have access to Medicaid person-centered planning (PCP) services provided by trained, qualified planning facilitators.



**Progress:**

### Person-Centered Planning Model for Idaho

Community NOW!

Through meetings of the PCP Implementation Workgroup (IWG) a plan and timeline was created that includes the model elements identified by the group for systems change work that will continue through 2022. The PCP Advisory Committee met through video conference to discuss the draft implementation plan and timeline. They also reviewed information on topical areas and provided significant input into key areas.

In June, the full Community NOW membership was convened with a prep-meeting for self-advocates and family members the afternoon before. Seven self-advocates, five family members and 30 others (IDHW administrators and staff, service providers, UCEDD staff, P&A staff) attended this meeting. At the full group meeting the PCP Implementation Workgroup presented several draft materials for review in four different topical sessions (Person Centered Thinking Training, Provider Qualifications, Communication Consultant, and Support Services). Facilitated discussions on each topic created rich information from all stakeholders present and the IWG will review the information to develop a final implementation plan. All participants stated that they were satisfied with the meeting; participants appreciated the opportunity to discuss the topics in smaller groups.

### 1.3 - Outcomes/Work Products:

- Draft PCP System Development Schedule
- PCP Services Implementation Plan
- PC Thinking Training description, PCP Facilitator Provider Qualifications, Communication Consultant/Support, Support Services – Peer Mentoring and PCP-specific Self-Advocacy Training

## 1.4 Services for People with Dual Diagnosis

**Objective Goal** People who experience dual diagnosis of mental illness and developmental/intellectual disability have access to mental health services from skilled service providers.

### Progress:

#### Education in best practice serving people with dual diagnosis.

Julie Brown, Ph.D. provided a three-day workshop to 37 mental health clinicians on June 12-14, 2018 at Idaho State University in Pocatello. The Council supported a parent of an adult with dual diagnosis to speak to the mental health clinicians about their experience and lack of mental health services. The current Council Chair spoke to the clinicians about his experience being a person with a dual diagnosis and the lack of recognition of mental health diagnosis until later in life, and the impact that has had on him personally. Almost all of the attendees (97%) who completed the post-survey after the training, said that they were planning to serve more people with a dual diagnosis.

### 1.4 - Outcomes/Work Products:

- 37 clinicians received Skills System training



## 2.1 Secondary Transition

**Objective Goal** Increase the number of children and youth who experience a gift-focused, strength-based, person-centered transition planning process.

### Progress:

#### Strength-based Planning - Core Gift Assessment

ICDD staff drafted a subgrant announcement, related documents and selected a vendor to support expansion and enhancement of the Idaho Core Gift Project. This will continue work with teachers to enhance and expand Core Gift Identification and related classroom and community activities for students

Staff participated in the planning committee for the State Transition Planning Institute scheduled for November. Teams from school districts around the state will come to Boise for a two-day training and planning session.

#### Supported Decision-Making

A presentation on Supported Decision-Making and changes to Idaho Guardianship policy was presented to a working group under the State Department of Education and to Boise School District Special Education Directors meeting.

Three regional trainings on Supported Decision-Making and Guardianship were presented by Jonathon Martinis. Trainings were attended by local attorneys, judges, guardian ad litem, and crisis team members and other court-related stakeholders. ICDD Cultural Broker, Griselda Camacho, supported two parents from the Latino community to participate in the Supported Decision-Making training in Boise.





### Educating Families about Planning for Transition

A presentation was provided by Liberty Healthcare to a group of 30 Spanish-speaking parents, providers, and self-advocates. The presentation about how Liberty Healthcare works, their role in the service system, the review of the paperwork required etc., was a great success. There were over 30 people in attendance and everyone listened intently as well as asked good questions. A quick survey was conducted with 7 adults with a disability and 25 family members who attended the training. All family members and 6 of the adults with I/DD said they were satisfied with the meeting.



The Council's Cultural Broker provided education to a Latino family whose son is 16 years old, and has Autism. He was not receiving services because his family did not understand the choices of available services. This family attended the Liberty Healthcare presentation and realized that there were options available for their son. The Cultural Broker helped the family submit their application for services to IDHW.

#### 2.1 - Outcomes/Work Products:

- Sub-grant developed for contract
- Two mothers from the Latino community increased their knowledge of Supported Decision-Making
- Partners in Policymaking participants increased knowledge
- Latino family started the process of obtaining services for their son



## 2.2 Customized Employment

**Objective Goal** Increase the number of youth and young adults with I/DD who achieve integrated community employment.

### Progress:

#### Information about Employment for Youth and Families

Work progressed on production of Spanish-language version of “SSA and Work” animated videos for families, youth and other team members. The ICDD Cultural Broker reviewed draft videos for accuracy and provided input.

#### Customized Employment and System Change Advocacy

Council staff met with the Idaho Division of Vocational Rehabilitation (IDVR) and other Workforce Innovation and Opportunity Act (WIOA) partners to hear updates from local teams on progress in working with students through the Discovery process.

ICDD staff participated in a meeting of key partners about the Idaho Extended Employment Services (EES) program and prepare for a meeting with service providers and other stakeholders to be held in July. Outcomes of this meeting include a shared vision for moving the EES program systems change towards reduction of state-funded segregated employment services. The group drafted general desired outcomes for future systems change and policy efforts. These intended outcomes will be the basis for the discussion with the larger group.

#### 2.2 - Outcomes/Work Products:

- Progress towards production of Spanish-language videos; review by ICDD Cultural Broker
- Shared vision for Extended Employment Services program



### 3.1 Partners in Policymaking

**Objective Goal** Build the capacity of individuals and parents to advocate, lead, and mentor others by increasing their leadership and advocacy skills.

**Progress:**

#### Partners in Policymaking 2017-2018 Session

In the April Partners in Policymaking session, there were presentations from Family and Community Services and Medicaid about available services and how to plan for a successful transition from the children's service system to the adult program prior to 18 years of age. The "Roadmap to Transition" booklet was provided to participants in both English and Spanish.

All 27 participants graduated from Partners in Policymaking on May 19, 2018. In addition, all Partners got up in front of their peers, family members and friends and performed their speeches, including one self-advocate who had not spoken out in most sessions. Following best practice, the Council provided oral translation of the Executive Director's welcome speech and the keynote speech using side-by-side interpretation into Spanish. The Partners Graduates are currently working on their final projects in their communities. In their surveys, all participants stated that they were satisfied and most participants believe that they will advocate more often.

#### 3.1 - Outcomes/Work Products:

- 14 self-advocates and 13 parents, including 5 individuals from the Spanish-speaking community, graduated from Partners in Policymaking





## 3.2 Idaho Advocacy Coalition

**Objective Goal** Establish a statewide coalition of people with disabilities and families who advocate at the state and local level on policy issues.

### Progress:

#### Coalition Building and Awareness Events

The coordinator traveled to Seattle to connect with eight potential financial donors to the Coalition. \$1800 has been leveraged through the *Fund for Idaho* specifically for the Coalition. The DD Network Partners have recently committed to convening as a steering committee for the Coalition. The steering committee members include the Director of DRI, The Director and two additional staff from the CDHD that includes one of the fellows, and the Director of the Council and Council Chair. The Steering Committee has met three times this past quarter.

A planning committee has been convened and has met twice to begin planning the July 19th Community Conversation with legislators. Legislators from eight legislative districts have been invited to attend. Four adults with I/DD and four family members are participating; each person is either from the 2016 or 2018 Partner graduates, including three Council members (Ian Bott, Valerie Hurst, and Carly Saxe).

The Council Director has been working for the past quarter with the videographer on contract to complete the filming and editing of the documentary on the value of Home and Community Based Services (HCBS). The documentary will be used to educate policymakers about HCBS services.

Six new family members have joined the coalition since April 1, 2018.

#### 3.2 - Outcomes/Work Products:

- \$1800 leveraged for the Coalition
- Steering committee for the Coalition established
- Four self-advocates and four family members participate in planning committee for Community Conversation with legislators
- Six new Coalition members

