

Summer Council Meeting Packet – July 2020

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Meeting Ground Rules

- Everyone participates
- Listen – seek to understand
- Be open to new ideas
- Be issues and solutions oriented
- Be honest and respectful
- Be prepared; do your homework
- No interruptions, side conversations, personal attacks
- Turn off cell phones, no texting
- Honor time limits
- Do not speak too long or too often

Zoom Meeting Etiquette Tips

- Find as quiet a space as possible with minimal background noise.
- Try to join the meeting 5-10 minutes in advance to make sure your technology is working correctly.
- Turn off all other applications that connect to the web (like Skype, Facebook, email etc.) to get the best connectivity.
- If possible, use a wired connection to ensure the best speed and stability...but most people can't, so don't worry too much about this 😊
- If you are connecting from a laptop, try to plug in to wall power, because battery use can adversely affect video quality.
- Ensure your camera is on. This provides a more complete interactive experience for the meeting.
- Speak clearly and in a normal voice. There is no need to shout.
- When you speak, begin by stating your name. This helps other participants identify who is speaking.
- Mute your microphone when you are not speaking. This will help cut down on extraneous noise during the meeting.
- When possible, avoid interrupting others as they are speaking. Many video conferencing systems have a voice-activated switching feature to automatically move the camera to the active speaker. Interrupting another speaker may confuse the voice activation.
- Use Zoom's chat function to post questions or comments while others are speaking. You can send a question or statement to everyone or privately to another participant. We will have somebody who is monitoring the chat during the entire meeting.
- Think about your appearance and actions on camera. Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker. Try to stay still and be attentive – or at least act attentive!

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.

Included in this consent agenda are draft minutes from the last Council meeting. Please review the minutes carefully before attending the meeting. Members will vote to accept the Consent Agenda during the meeting. For the meeting minutes this means a vote to either accept the minutes as written or accept with any corrections noted. Once the minutes are accepted by the Council they are posted on our website for public record.

Please review the Executive Director Report before attending the meeting. Feel free to ask any questions about items noted in the report.

Recommended Action:

Review and approve the Consent Agenda:

- April 23-24, 2020 Regular Meeting Minutes
- Chair Report
- Executive Director Report

Notes:

DRAFT Meeting Minutes

SPRING QUARTERLY COUNCIL MEETING Thursday, April 23, 2020 - Zoom video teleconference

Council Members Present

Ian Bott	Danielle Reff – DR
Amy Cunningham	Michael Sandvig
Julie Fodor	Carly Saxe
Nanna Hanchett	Adrienne Seamans
Alan Hansen	Charlie Silva
Jacob Head	Colleen Sisk
Deedra Hunt	James Steed
Natali Pellens	La Donna Tuinstra
Emily Petersen	

Members Absent

Art Evans	Valerie Hurst
Nanna Hanchett (after 11am)	Claudia Saustegui

Staff Present

Marieke Edwards	Richelle Tierney
Trisha Hammond	Tracy Warren
Christine Pisani	

Guests

Kimberlee Hall – HR Representative
Tami Baker – Support Staff

Minutes:

Welcome - James Steed, Council Chair
Executive Session – Update on Salary Research
Council members discussed the issue.

Action: End Executive Session

- [redacted] moved for the Council to adjourn the Executive session.
- [redacted] seconded.
- Motion passed. Session adjourned at [redacted].

Welcome, Introductions, Ground Rules, and Perfection of Agenda

James Steed, Council Chair, called the regular meeting to order at 10:41am.

Executive Session – Decision

- Mike Sandvig moved to approve the decision made during the closed session.
- DR seconded.
- Roll call vote. Alan abstained.
- Motion passed.

James had a temporary technology glitch so Danielle Reff (DR), Vice-Chair, took control of the meeting. She read the ground rules.

Chair Election Announcement

DR announced that we will have an election for Council chair today.

Christine noted that the following people are nominated – DR and Emily Petersen. Each submitted a letter and the letters were sent to all members.

Christine explained how to conduct the election in a virtual way. We consulted with our Attorney General representative to learn this process that meets Public Open meeting law. All members will receive a ballot with candidates listed. Please mark the ballot, make sure your name is typed on the ballot and send back to Trisha Hammond. James will contact the person who is elected and send the announcement to all members.

Trisha shared the ballot on screen so members can see how to mark it and send it back. Members were asked to mark their ballot and send it back by 5pm Mountain, 4pm Pacific.

Consent Agenda

Corrections to the minutes – replace “SUMMER” with the word “WINTER” in the title of the meeting. No other corrections noted.

ACTION: Consent Agenda

- Emily Petersen moved to accept the consent agenda with change to Winter Council Meeting minutes as noted.
- Jacob Head seconded.
- Motion passed.

Financial Report

Trisha Hammond, Council staff, presented the financial report. All information is up to date as of March. Trish explained two new terms in the report – obligation and liquidation.

Our federal fiscal year (FY) obligation and liquidation deadlines have been extended. Our FY2019 funds (the year we are spending at this time) are extended to 2021. FY2020 funds must be obligated by September 2022 and liquidated by September 2023. Christine explained that the Administration on Community Living gave permission to extend obligation and liquidation timeframes because Councils are experiencing delays and changes to activities because of the COVID-19 crisis.

ACTION: Financial Report

- DR moved to approve the financial report as presented.
- Alan Hansen seconded.
- Roll-call vote.
- Motion passed.

Membership Update

Tracy Warren, Council staff, reported on activity of the Ad-hoc Membership Committee. All applications and recommendations were sent to the Governor's office for his review and appointments.

If the Governor does not notify us of his appointments with enough time to plan for the Summer Council meeting, member orientation will be postponed.

Proposed Two-Day Council 5-Year Planning Discussion in September

Marieke Edwards, Council staff, shared the timeline for developing the 5-year plan. We are not able to host the public forums around the state this Spring as we had planned. We do need to get public input to inform our plan development. We will not have that information in time for the Summer meeting or the previously suggested September planning retreat. Marieke described the activities on the timeline and how all are connected.

Staff have discussed possibilities with the planning timeline and tentatively hoped to reschedule those public forums and hold them in August. We may not have the information we need for members to consider during the previously discussed two-day planning meeting on September 17-18. Another option is to add an additional day to the Fall Council meeting currently scheduled for October 29-30th.

Concern that because of the current national COVID crisis, we are unable to plan and schedule public forums or even hold Council meetings in person for the foreseeable future. The Council may need to explore non face-to-face options to gather public input. We can contact people we know but it is hard to figure out how to reach people we don't know to get their input.

Once we have public input, Marieke needs one month to analyze the data gathered and be ready to present to Council members for setting priorities.

ACTION: Dates for Future Meetings and Planning Activities

- Amy Cunningham moved to add an extra planning day to the October Council meeting – October 28, 2020.
- Emily Petersen seconded.
- Roll call vote. Adrienne Seamans abstained.
- Motion passed.

Federal Guidance for Five-Year Plan Development

Marieke Edwards, Council staff, presented the guidelines about how Council plans must be developed (see PowerPoint).

The Council must build its goals based on unmet needs of individuals with intellectual/developmental disabilities and their families identified in our state. We must have a goal related to supporting self-advocacy and we must address targeted disparity. The National Association of DD Councils recommends including the option to address “Emerging Issues” and emergency preparedness in our plan.

Some of the Council's current work will continue into the next five-year plan. Commitments for continuing work include Community NOW! activities and our role as a partner in the Idaho Living Well grant and commitments to projects under the grant.

Mike suggested we put our planning day in the middle of the October Council meeting to make sure we have maximum participation in this important activity.

Council Chair Election

Candidates for Council Chair were invited to speak to their nomination.

Danielle Reff explained why she felt she would be a good Chair. She has been a devoted member since being appointed. She has committed over 75 hours to

Council activities and has enjoyed leadership opportunities over the past year as Vice-Chair. She loves ICDD and is very committed.

Emily Petersen talked about her four years of experience on the Council. She mentioned leadership positions she has held in other bodies and feels she has the leadership skills needed to be Chair. She is happy to serve the Council in any way she can because of her passion for the disability community. Emily wants to make sure our voices are heard.

Council Chair position is a one-year term upon election by members and appointment by the Governor.

Members were reminded of the voting process through email to be completed before the end of today.

Council Member Recognition

Staff presented a slide show of photos and comments from members about retiring members – Colleen Sisk, Charlie Silva, Claudia Saustegui, and James Steed. Individual Council members shared goodbye messages and handmade signs of appreciation on the screen.

James shared how the Council and the people involved with the Council have affected his life and gave him a purpose and role to play in the disability community.

Announcements:

Christine announced that she has received two bags of handmade fabric masks available for members if they need one. Please let staff know and we can mail you a mask.

Please take advantage of the informational webinars the Council is offering on a regular schedule. Please help share information about the webinars in your community.

ACTION: Adjourn Meeting

- Mike Sandvig moved to adjourn the meeting.
- Jacob Head seconded.
- Motion passed. Meeting was adjourned at 12:45pm

Link for recorded meeting <https://youtu.be/Pbl-dOqZuQs>

Council Chair Report

Summary of Council Chair Activity April-July 2020

This past quarter has been very busy, but I've had the opportunity to be educated through many different facets as I have begun my role as Chair of the Council. My activities have included:

- Calls with Council staff, including several calls and email correspondence on a regular basis with the Executive Director.
- Phone calls, zoom meeting with Kimberlee from the Human Resources Department, and research regarding the executive session discussion from April.
- Prep meetings with Council staff and Gary (contractor of Medicaid Matters) regarding Covid-19 resources and concern for individuals with developmental disabilities.
- Zoom meeting with Senator Crapo staff member, Kelli McConnell-advocating for more federal funding to help individuals with development disabilities keep the resources they need and be protected through essential needs of home and community-based programs and services.
- Attended several zoom meetings hosted by DD Council staff that ranged from information to coping skills through the pandemic.
- 5-year plan survey training, phone calls, emails, and discussions with families and individuals about the survey in order to collect as much input as possible as we make decisions about our next 5-year plan as a Council.

Council Executive Director Report

Summary of Council Director Activity April 1 - June 30, 2020

April 1-3, 2020

- Attended three meetings with Matt Wimmer COVID-19 HCBS Workgroup
- Attended Central District Health Emergency Response Planning Meeting
- Attended the Idaho Consortium of Idahoans with Disabilities
- Attended National Association on DD Councils National Call
- Attended DD Network Partners Meeting on Statewide Advocacy Coalition
- Meeting with ED of State Independent Living Council – COVID-19
- Work on survey to individuals/families COVID-19
- Meeting with Human Resources
- Staff meetings through Microsoft Office
- Work on Quality Assurance Workgroup Idaho Living Well Grant
- Work on Culturally Responsive Advisory Workgroup
- Prepare for spring quarterly Council meeting
- Attended meeting with Governor's office – COVID-19
- Phone discussions with Council Chair

April 6-10, 2020

- Meeting with Cynthia Yee-Wallace – KW vs. Armstrong lawsuit
- Attended three meetings with Matt Wimmer COVID-19 HCBS Workgroup
- Attended Central District Health Emergency Response Planning Meeting
- Attended National Association on DD Councils National Call
- Staff meetings through Microsoft Office
- Meeting with ED of State Independent Living Council – COVID-19
- Meeting with Human Resources
- Provided Technical Assistance to Utah DD Council on hosting a Partners in Policymaking program
- Call with Art Evans to get phone number specific to Spanish speakers -COVID-19

- Work on Quality Assurance Workgroup Idaho Living Well Grant
- Work on Culturally Responsive Advisory Workgroup
- Prepare for spring quarterly Council meeting
- Planning for Ask Art! webinar
- Attended meeting with Governor's office – COVID-19
- Outreach to interpreters for webinars
- Phone discussions with Council Chair

April 13-17, 2020

- Attended three meetings with Matt Wimmer COVID-19 HCBS Workgroup
- Attended Central District Health Emergency Response Planning Meeting
- Attended National Association on DD Councils National Call
- Staff meetings through Microsoft Office
- Meeting with ED of State Independent Living Council – COVID-19
- Meeting with Human Resources
- Facilitated Webinar-Ask Art! Medicaid Services Update
- Prepare for Spring quarterly Council meeting
- Work on Quality Assurance Workgroup Idaho Living Well Grant
- Work on Culturally Responsive Advisory Workgroup
- Work on Living Well Grant Budget with DD Network Partners
- Plan for Webinar- Taking Care of Your Mental Health During COVID-19
- Attended Quarterly DD Advocacy Stakeholder meeting with Medicaid
- Meeting with ACLU
- Attended meeting with Governor's office – COVID-19
- Outreach to interpreters for webinars
- Phone discussions with Council Chair

April 20-24, 2020

- Attended three meetings with Matt Wimmer COVID-19 HCBS Workgroup
- Attended Central District Health Emergency Response Planning Meeting
- Attended National Association on DD Councils National Call

- Staff meetings through Microsoft Office
- Meeting with ED of State Independent Living Council – COVID-19
- Meeting with Human Resources
- Meeting with Gary Sandusky – Contractor Statewide Advocacy Coordinator
- Spring quarterly Council meeting
- Meeting with Marsha Bracke-Contractor Community NOW!
- Work on Quality Assurance Workgroup Idaho Living Well Grant
- Work on Culturally Responsive Advisory Workgroup
- Planning for Webinar- Ask Susan Stumph Children-s DD Services COVID-19
- Planning for Webinar-Ask Dr. Silva Special Education Services COVID-19
- Attended Idaho Coordinated Response Task Force
- Facilitated Webinar-How to Take Care of Your Mental Health During COVID-19
- Attended meeting with Governor’s office – COVID-19
- Outreach to interpreters for webinars
- Phone discussions with Council Chair

April 27-May 1, 2020

- Attended three meetings with Matt Wimmer COVID-19 HCBS Workgroup
- Attended Central District Health Emergency Response Planning Meeting
- Attended National Association on DD Councils National Call
- Staff meetings through Microsoft Office
- Work to get facemasks for farmworkers
- Deliver facemasks to Community Council of Idaho
- Meeting with Executive Director of State Independent Living Council – COVID-19
- Meeting with Human Resources
- Meeting with Gary Sandusky – Contractor Statewide Advocacy Coordinator
- Spring quarterly Council meeting
- Meeting with Marsha Bracke-Contractor Community NOW!
- Work on Quality Assurance Workgroup Idaho Living Well Grant
- Work on Culturally Responsive Advisory Workgroup
- Planning for Webinar-Coping Strategies for Families COVID-19

- Facilitate Webinar- Ask Susan Stumph Children-s DD Services COVID-19
- Attended meeting with Governor's office – COVID-19
- Attended Idaho Coordinated Response Task Force
- Facilitated Webinar-How to Take Care of Your Mental Health During COVID-19
- Facilitated Webinar-Ask Dr. Silva Special Education Services COVID-19
- Call with Angela Castillo-Epps, National Association of DD Councils
- Attended weekly meeting with Governor's office – COVID-19
- Outreach to interpreters for webinars
- Phone discussions with Council Chair

May 4-8, 2020

- Attended one meeting with Matt Wimmer COVID-19 HCBS Workgroup
- Attended Central District Health Emergency Response Planning Meeting
- Attended National Association on DD Councils National Call
- Staff meetings through Microsoft Office
- Outreach to captioning service for webinars
- Meeting with ED of State Independent Living Council – COVID-19
- Meeting with Human Resources
- Participated in webinar Hosting Partners in Policymaking Virtually
- Staff troubleshooting Zoom to improve Spanish language channel services
- Meeting with Bryan Taylor, Canyon County Prosecuting Attorney
- Attended Idaho Consortium of Idahoans with Disabilities meeting
- Outreach to interpreters for webinars
- Meeting with DD Network on Statewide Advocacy Coalition
- Discuss results from individual/family COVID-19 survey with Marieke
- Facilitated Webinar-Coping Strategies for Families COVID-19
- Planning for topic focused webinars for five-year planning
- Meeting with Jen Magelky-Seiler – Living Well Grant
- Planning/prep for Summer Council meeting
- Meeting with Mission Analytics Idaho Living Well Grant Evaluation
- Phone discussions with Council Chair

May 11-15, 2020

- Council staff meetings through Microsoft Office
- Attended Central District Health Emergency Response Planning Meeting
- Attended National Association on DD Councils National Call
- Staff meetings through Microsoft Office
- Meeting with Human Resources
- Planning for topic focused webinars for five-year planning
- Work to Revise objective language for Living Well Grant
- Edited 2019 Annual Report
- Attended Cultural Outreach meeting with DD Children's Program
- Submitted Letter of Support for Caregiver Alliance grant opportunity
- Planning/prep for Summer Council meeting
- Attended Community NOW! Core Team meeting
- Attended Community NOW! Quality Assurance Workgroup planning
- Attended Community NOW! Person Centered Planning Workgroup
- Meeting with Matt Wappett, Executive Director of Utah University Center for Excellence in Developmental Disability (UCEDD)
- Participated in Editorial Board meeting for the Center on Persons with Disabilities – Utah UCEDD
- Supported DR to submit Editorial to Utah UCEDD
- Attended weekly meeting with Governor's office – COVID-19
- Phone discussions with Council Chair

May 18-22, 2020

- Council staff meetings through Microsoft Office
- Attended Central District Health Emergency Response Planning Meeting
- Meeting with Human Resources
- Planning and prep for Community NOW! Meetings
- Attended National Association on DD Councils National Call
- Meeting with Nancy Grant to discuss training on historical trauma
- Participated in Hands Around the Capitol Planning Meeting

- Meeting with Cathy Libby about Non-Emergency Medical transportation meeting with Community NOW!
- Participated in Public Policy Call with National Association of Councils on DD
- Meeting with Julie Fodor, Center on Disabilities and Human Development
- Phone discussion with Council Chair

May 25-29, 2020

- Council staff meetings through Microsoft Office
- Attended National Association on DD Councils National Call
- Attended Central District Health Emergency Response Planning Meeting
- Presented to Coalition Against Sexual Assault & Domestic Violence
- Participated in Idaho Coordinated Task Force
- Meeting with Jen Magelky-Seiler – Living Well Grant
- Meeting with Amy Cunningham to plan Focus Group on Abuse
- Meeting with Gary Sandusky and Richelle Tierney to prepare for Coalition meeting
- Participated in Hands Around the Capitol Planning Meeting

June 1-5, 2020

- Council staff meetings through Microsoft Office
- Meeting with Human Resources
- Planning and prep for Community NOW! Meetings
- Attended weekly National Association on DD Councils National Call
- Meeting with Marieke to discuss five-year plan survey training
- Participated in DD Council phone survey training
- Attended National Association on DD Councils National Call
- Participated in Idaho Consortium of People with Disabilities
- Work with CDHD on Objective language for Living Well Grant
- Participated in Public Policy Committee for the National Association of Councils on Developmental Disabilities

June 8-12, 2020

- Council staff meetings through Microsoft Office

- Meeting with Vivian Jackson Georgetown Center for Cultural and Linguistic Competence to plan for training via Zoom
- Community NOW! Prep and planning
- Work with CHDH to Revise Objective Language for Living Well Grant
- Participated in State Budget Emergency Task Force
- Participated in Administration on Community Living Meetings
- Participated in Advisory Committee Meeting for the Non-Emergency Medical Transportation System
- Attended National Association on DD Councils National Call
- Meeting with Cynthia Yee-Wallace about KW vs. Armstrong
- Meeting with ACLU about KW vs. Armstrong
- Prepare for meeting with Senator Crapo's Health Policy staff
- Meeting with Stephanie Perry about SWITC Housing
- Governor call with State Agency Directors

June 15-19, 2020

- Meeting with Human Service Research Institute
- Planning meetings with Medicaid for Culturally Responsive Advisory Meetings
- Supported Pre-Culturally Responsive Advisory Group Meeting
- Plan for Five Year Planning Focus Group on Abuse
- Facilitated Focus Group on Abuse
- Meeting with Senator Crapo's Health Policy Staff
- Attended National Association on DD Councils National Call
- Meeting with Arizona DD Council Director to plan for Abuse Workgroup
- Council staff meetings through Microsoft Office
- Meeting with Jeremy Maxand, New Executive Director at LINC
- Prepare for workgroup meeting on abuse reporting and monitoring system for people with disabilities
- Participated in State Budget Emergency Task Force
- Participated in 2 meetings with Matt Wimmer COVID-19 HCBS Workgroup
- Governor call with State Agency Directors

June 22-26, 2020

- Council staff meeting daily through Microsoft Office
- Preparing plain language materials related to COVID-19
- Participated in Community NOW! Workgroup to create an abuse reporting and monitoring system for people with disabilities
- Participated in Community NOW! Meetings
- Participated in State Budget Emergency Task Force
- Attended National Association on DD Councils National Call
- Supported Culturally Responsive Advisory Group Pre-Meeting
- Call with Rebecca Johnson DHW about work to assess technology needs of families and individuals
- Review proposals for Council contract

June 29-30, 2020

- Participated in Community NOW! meetings
- Preparing Community NOW! materials
- Communication with Senator Crapo's DC office
- Facilitated Focus Group on Direct Support Staff
- Council meeting prep
- Review proposals for Council contract
- Council staff meetings through Microsoft Office
- Meeting with Human Resources
- Preparing plain language materials related to COVID-19
- Meeting with Art Evans regarding services related to COVID-19
- Attended National Association on DD Councils National Call

Financial Report

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 (October 1- September 30) this report will be up to date as of the end of the third quarter – June 30, 2020. The Council is responsible for overseeing and approving the budget.

A detailed financial report will be presented during the meeting on Wednesday, July 29, 2020. For questions before or after the meeting please contact

Trisha.Hammond@icdd.idaho.gov.

Terms Used:

Budget – Plan or estimate of expected income and expense during a period of time

Income – Money received

Expense – Cost

Obligation – Promise to pay

Liquidation – Payment is made

Carryover – Income we were authorized to spend during a set timeframe and didn't that we can now spend

Timelines:

- Calendar Year - January 1 thru December 31
- State Fiscal Year (SFY) - July 1 thru June 30
- Federal Fiscal Year (FFY) - October 1 thru September 30

Recommended Action:

Listen to the financial report and ask questions if you have them. Members will vote to approve the financial report.

Brief Summary of Report:

FFY19 Federal	\$520,325	Spent = \$311,875	Left = \$208,450
FFY20 Federal	\$520,902	Spent = \$11,038	Left = \$509,864
Living Well Grant	\$108,585	Spent = \$53,101	Left = \$55,484
State	\$188,500	Spent = \$ 0 Holdback = \$9,425	Left = \$179,075

Pen Pal Club

Background Information:

Our Council Member, DR, came up with the idea for a pen pal club to connect people. Pen Pal Club was established and a flyer was posted on Facebook as an invitation to anyone who wants a pen pal to email, mail, text, call or share your artwork. During this time of crisis, it is important we keep friendships and invite new ones into our lives. The purpose of the Pen Pal Club is to help connect people who may be feeling isolated or lonely.

DR will talk about this item during the meeting.



Recommended Action:

Listen and ask questions if you have them.

Member Reports

Background Information:

At the request of the Council Chair there will be member reports provided by 5-6 Council members at each meeting. This will provide an opportunity for each Council member to report to the full Council the work they are doing in their home communities to advance the mission of the Council as well as agency reports from our agency representatives. At the upcoming Council meeting each of the five members will have 5-8 minutes each to provide their individual reports.

Members reporting at the Summer quarterly Council meeting include:

Adrienne Seamans, Alan Hansen, Amy Cunningham, Deedra Hunt, Ian Bott, and Mike Sandvig.

Recommended Action:

Please prepare for your member report in advance. If you have documents or additional information to share related to your report, please email them to trisha.hammond@icdd.idaho.gov by **Friday, July 24th** so we can share with members.

2020-2021 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 (4th) quarter meeting. Please prepare by bringing scheduled dates of known meetings of other councils, committees, and groups, etc.

Recommended Action:

Check your calendar to make sure you are able to attend the proposed meetings for 2020-2021. 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 2020-21 are:

Fall	October 28-29-30, 2020	Video Conference
Plan Development Sessions	Nov 9-10 and 12	Video Conference
Winter	February 3-4-5, 2021	Joe R Williams Building, Boise
Spring	April 22-23, 2021	Joe R Williams Building, Boise
Summer	July 29-30, 2021	Joe R Williams Building, Boise
Fall	October 28-29, 2021	Joe R Williams Building, Boise

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.

If you would like your completed nomination form and letter to be **shared with Council members prior to the meeting**, please submit it to Trisha.Hammond@icdd.idaho.gov no later than **Friday, July 24, 2020**.

Nominations to be considered before the election must be submitted to Trisha Hammond by 12:00pm (MST), Wednesday, July 29, 2020 at

Trisha.Hammond@icdd.idaho.gov The election will be held during the Council meeting on Thursday, July 29, 2020.

Voting for Council Vice Chair will be done through Zoom. A poll will be displayed on screen during the meeting that lists nominated candidates for Council Vice Chair. Marking the person you wish to vote for in this poll will be your ballot.

The elected Vice Chairperson will be notified by the Chair and announced after the meeting in a separate email to Members.

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 Council member input for 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.

Danielle Reff (DR) Nomination

VICE CHAIR NOMINATION FORM

Council Member Name: DR Reff

Nominated by: DR Reff

Years of Service on the Council: 2-3

Offices held on the Council (if any): vice chair

Outside Involvement: State Rehabilitation Council, Autism Society Treasure Valley, Community NOW! Quality Assurance Workgroup (Abuse and Neglect Monitoring development)

Other Activities: Ad hoc Membership Committee for Council

Reason for Seeking Office: continue helping the Council and recipients in any way I can

Why do you think you would be a good Vice-Chair? I always show up on time to every activity. I attend all Council meetings, trainings, and extra zoom meetings with special guests. Created a pen pal club. I work well with our new chair Emily Peterson. I am an advocate member for the abuse and neglect committee.

I led an ad hoc Membership Committee meeting for proposed ICDD applicants.

I total around 50hrs minimum each year of community service alone on behalf of ICDD. I talk to legislators. I call people on the phone.

Ian Bott Nomination

VICE CHAIR NOMINATION FORM

Council Member Name: Ian Bott

Nominated by: self

Years of Service on the Council: 6 years

Offices held on the Council (if any): Vice-Chair 2017-2019

Outside Involvement: National conferences, State Independent Living Council helper, Community NOW!

Other Activities: I testify about mental health and autism, etc.

Reason for Seeking Office: I am the happiest I have ever been, so I am running for Vice-Chair.

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

Because I have integrity, I am committed, and I am approachable. I have leadership experience. Once I commit to something I do it, which makes me dependable. I enjoy the mission of the DD Council.

Five Year Planning

Background Information:

Every five years the Council must develop a 5-year strategic plan. This plan includes goals and objectives that drive our work starting October 1, 2021 and ending September 30, 2026. This planning process begins many months prior to finalizing the plan. Council members are important and necessary to the planning process.

Staff will give an overview of the 5-year planning process so far and present a timeline for upcoming activities.

Five-Year Plan: Carryover Work

Some of the work that the Council is doing in the current 5-year plan will carry over to the next 5-year plan. Staff will present the activities that will carry over to help you understand the work that must be included in the next 5-year plan.

Recommended Action:

1. Listen and ask questions.

Public Input

One of the ways that the Council is gathering public input to inform the next 5-year plan, is a survey. Staff will present results from the survey and Council members will discuss in small groups what the results mean for the 5-year plan.

Recommended Action:

1. Listen to the presentations and ask questions to make sure you understand what is presented.
2. In small groups, discuss the data that are presented.

Extended Employment Services (EES)

New Statute for Idaho and Rules Public Comment Process

Background:

During the last legislative session, the Extended Employment Program presented proposed statute to establish the EES Program in state law – Senate Bill 1330.

ACCSES Idaho* drafted alternative statute and worked with Senate Majority Leader Dean Mortimer to amend the entire SB1330 text with alternative statute text. This became a new bill - SB1330A. SB1330A passed Education Committees unanimously (34-0). The bill went on to pass in the House (50-19, 1 absent). It was signed into law by Governor Little on March 26, 2020 and became effective July 1, 2020. This law will now need rules written that tell the state and agencies how the program will be administered on a daily basis. IDVR/EES program staff will do negotiated rulemaking in Idaho this year to get stakeholder input into how the rules should be written.

*ACCSES Idaho is a state association of non-profit community rehabilitation providers

Recommended Action:

Listen to presentation by Idaho Division of Vocational Rehabilitation/Extended Employment Services Program staff about the process they will be conducting to get input from the public about the proposed rules. They will describe outreach activities and the different ways that the public, including individuals who use Extended Employment Services, family members and service providers, can provide input into the development of the rules.

Idaho Division of Vocational Rehabilitation (IDVR)

EES Robust Negotiated Rulemaking - 2 rounds:

Round 1

- IDVR/Extended Employment Services (EES) to hold rulemaking listening sessions throughout Idaho regions.
- Engage individuals, family, providers, and stakeholders.
- Review new statute and discuss what each section means.
- Virtual Meetings (in-person meetings postponed because of COVID-19)

IDVR/EES Draft Rules

- Use information gathered from round 1 and draft rules.

Round 2

- IDVR/EES presents draft rules throughout Idaho regions
- Revise as needed

Round 1 & 2 Schedule

- Round 1: virtual meetings scheduled August – November
- Round 2: to be determined (TBD)

Present Negotiated Rules to Legislature

Get Involved!

What will Extended Employment Services look like?

- Depends on your input!

EES negotiated rulemaking requires stakeholder input

- *Do We Keep All? Keep Some? Keep None?*

Your input will help define EES

Update on Southwest Idaho Treatment Center

Background:

During the last update on the Southwest Idaho Treatment Center (SWITC) we discussed the SWITC Advisory Board, new treatment model levels of care for people with complex needs, and the individuals that the new treatment model focusses on.

The state has been effective in reducing placements at SWITC, with that reduction, the profile of the population that remains and their treatment needs has also changed.

Jamie Newton, SWITC Administrator, Cameron Gilliland, Deputy Administrator, Family and Community Services within the Department of Health & Welfare, and Stephanie Perry, Project Manager, Family and Community Services within the Department of Health & Welfare, will present information about the status of residents and services at the facility.

Recommended Action:

1. Listen and ask questions.

Proposed Treatment Model

Proposed treatment model includes Community Services, Transition Beds, and Other Services. Community Services include Community Residential Habilitation and Community Facilities, Adult Autism Services (to be developed) and Specialized Skilled Nursing (to be developed). Other Services include Assessment/Observation/Stabilization (to be developed) and Step Down Treatment (to be developed).

A Department project team has been developed to implement the model.

Proposed Services

- The place where the person lives (AOS or Step Down). becomes a service location rather than facility delivering a menu of services.
- Care is directed and provided by a team of professionals throughout the person's acute/subacute treatment

Treatment Team Service - Health Home Authority

This is a recommended approach where a team of professionals (ex: psychiatrist, behavior analyst, social worker, nurse) who direct and provide treatment to individuals with DD and complex needs.

- This option became available in 2011. Since then, states used this model to improve care coordination for Medicaid beneficiaries with complex needs.
- As of November 2019, over 20 states have a total of 35 approved Medicaid health home models
 - some states have multiple

Health Homes in Delaware and New York are targeting I/DD.

CMS and NASDDDS are promoting this authority to address this population's needs.

Upcoming Activities

- Work on the Health Home Template
- Building Workgroups
 - Resident Interviews
 - Staff Interviews
- Discussions with other states

High-Level Timeline

- June - Aug 2020 – High level decisions on building setting, physical needs and funding for AOS and Step Down
- Sep - Oct 2020 - Leadership approval on funding authority design; vetted by CMS as viable a solution
- Jan 2020 - Present plan to establish the new model to the 2021 Legislature
- Jan 2021 - Initiate rule promulgation process for 2022 Legislative Session
- Jun 2021 - Negotiated Rulemaking – Stakeholder feedback on draft rules for treatment model
- Feb 2022 - Legislative approval of rules
- Jul 2022 - Rules go into effect

SWITC Update

Center for Medicare and Medicaid Services (CMS) Survey on Intermediate Care Facility for People with Intellectual/Developmental Disability (ICF/IID) Regulations

- Yearly certification and complaint survey completed on September 26, 2019
- Conducted by 2 Federal CMS surveyors and a team of contracted surveyors

Findings of Survey:

We were found to be out of compliance with 2 Conditions of Participation (COP)

- Governing Body
- Client Protections

We also received citations related to medication administration and staffing levels

The survey and our response can be found here:

https://healthandwelfare.idaho.gov/Portals/0/Medical/LC9/092619SWITC_R_C.pdf

Process to Correct and Confusing Due Dates:

- No instructions given about what our Plan of Correction (POC) should entail, to whom we should submit it (CMS, contracted survey team, Licensing and

Certification (L&C)) or when it was due, until we received an additional letter from CMS on November 22nd, 2019

- February 24th, 2020 then given as the due date to correct the issues
- We drafted a POC that went back and forth between CMS, L&C, and us
 - There was continuous confusing/conflicting communication with L&C and CMS around what was required of us
- Our POC was accepted by CMS on January 28, 2020

Follow-up Survey Completed:

- CMS completed a follow-up survey on Feb 21, 2020.
- Notified of their findings - letter dated Feb 24, 2020
- They complimented changes we made, but still cited us for not meeting COP of Client Protections due to issues 1) regarding documentation of training, 2) documentation of when staff are reassigned due to investigations, and 3) one late investigation of a report of abuse (due to it being left on a voicemail that wasn't checked for a day and a half).

Continued Unknowns Due to COVID: We completed our POC for the February survey and it was accepted. CMS should have re-surveyed us by April 24, 2020 to be back into compliance. COVID-19 hit and CMS postponed all non-essential surveys until the COVID-19 emergency is over. So, we wait....

Meanwhile, More Surveys:

- On April 8th, 2020, L&C conducted an off-site infection control survey, focusing on COVID-19 preparedness. We passed this survey, and SWITC has become an example for what infection control preparedness looks like in the department (more on this later).
- On May 14th, 2020, L&C arrived to conduct an Immediate Jeopardy complaint survey and on-site infection control survey. We still haven't technically completed February survey. Passing this survey will not count towards completion of February's survey.
- Exit on May 20th. No finding of Immediate Jeopardy. Cited related to informed consent as it relates to clients committed to DHW. POC being developed.
- No concerns around infection control and gave us kudos for the work we have done in that area.

SWITC's COVID-19 Preparation and Planning

SWITC began preparation prior to the end of February by increasing infection control practices and focusing on it with all staff

SWITC Management met with Nursing, Quality Management staff, and other key personnel to develop a plan

March 5th, SWITC instituted:

- Daily Infection Control Observations by QM staff
- Weekly educational emails from nursing to staff
- “Question of the Day” contest to increase staff’s knowledge of Infection Control/COVID-19
 - Example: What is the single most effective way to prevent the spread of infections?
 - Example: Based on the email sent out on March 5th from nursing, name five ways you can protect yourself and others from COVID-19.

March 5th: Began keeping a thorough inventory of all Infection Control and Personal Protective Equipment (PPE)

March 13th: Began screening visitors on campus and communicated to all friends and family of SWITC clients that visits would take place not in the units in a specially designated area.

March 16th: Based on CMS guidance, all visitation and outings were put on hold until further notice. Limited access to the units to only essential staff. In-person meetings were cancelled unless social distancing protocols could be enacted.

March 20th: Implemented screening for all employees prior to their work shift. Nursing reviews screenings of concern and determines if the staff needs to be sent home.

Non-essential staff given options to work from home as much as possible for their positions. Staff met with clients and provided them additional education on COVID-19, infection control practices, and social distancing.

April 4th: All staff required to wear a mask on the units with clients. Staff working in other areas were encouraged to wear a mask. Cloth masks provided to clients for their use.

SWITC's Scott Clark, RN Manager, and Matt Polito, RN and Infection Control Nurse, presented training to most of FACS staff on best practices when working with people in the community

COVID-19 Moving Forward

SWITC has enough PPE to keep up with the current demand. Visits for clients resumed when the state entered Phase 4 of the Reopening Idaho Plan, but were suspended on July 10th due to a confirmed COVID-19 test for one of our staff. We are working with the Division of Public Health and Southwest District Health to develop further protocols for what things will look like after Phase 4 of the state plan.

SWITC Behavior Response Team

We have added a team of specialized Psych Techs called the Behavior Response Team. Team members were chosen based on their demonstrated ability to de-escalate situations. This team receives additional training in behavioral de-escalation and advanced training in Non-violent Crisis Intervention as well as training as a Registered Behavior Technician through the Behavior Analyst Certification Board. Team members are not assigned specific clients but are able to respond and assist as they see behavioral issues start to escalate.

New Council Logo Designs

Background Information:

Council staff have been working with a design firm to update the Council's logo. There are two designs, word options and different colors to review on the following pages. Staff will present the logo designs and color options.

Recommended Action:

Please look at the logo designs and colors. During the meeting vote on the design, wording option and the color you like best through a Zoom poll.

Logo Design 1



Logo Design 2



Wording Option 1

IDAHO COUNCIL ON
DEVELOPMENTAL
DISABILITIES

Wording Option 2:

IDAHO COUNCIL ON
DEVELOPMENTAL
DISABILITIES

Two Color Choices:

Option 1

Blue has always been the most dependable color. It is calming and it is strong and can be as loud as you need it to be. Still aiming for harmony, and pairing rich darker blues with pops of brighter ones and a nice yellow allows for that calming yet active color scheme.



Option 2

Circulating around secondary colors. Brighter, bolder, more energetic! Limited the main colors to white and a nice blue-ish purple to keep accessibility simple and on point. Accent colors can be used in materials to add visual interest.

