



## DRAFT Winter Quarterly Council Meeting

Thursday, January 23, 2024, 8:30 am - 4:00 pm (MDT)

Joe R. Williams, 700 W. State St. Boise 83702, Aspen Conference Room

- 8:30 am Welcome  
Interpretation, Guest Introductions, Review Guest Protocol, and Agenda Review/Changes - Adrienne Seamans, Council Chair
- 8:40 am Review Ground Rules - Carly Saxe, Vice Chair
- 8:45 am Review and Discussion of Proposed Guardianship/Conservatorship Statute Changes - Amy Cunningham, Executive Director Disability Rights Idaho
- 9:15 am **ACTION ITEM\*: Determine Policy Priority for Proposed Guardianship/Conservatorship Statute Changes**
- 9:30 am Icebreaker Adrienne Seamans, Council Chair
- 9:50 am Review of Legislative Packets, 2024 Annual Report, and Scheduled Hearings at Capitol - Richelle Tierney, Policy Analyst
- 10:15 am Travel to Capitol - Meet Legislators and Attend Hearings of Interest
- 12:00 pm Return to Joe R. Williams
- 12:15 pm Discuss Legislative Meetings (Lunch Provided) - Council Members
- 1:30 pm Travel to Capitol - Meet Legislators and Attend Hearings of Interest
- 3:30 pm How did your meetings go? - Council Members
- 4:00 pm Turn in Legislative Meeting Reports - Council Members

Friday, January 24, 2025, 8:30 am - 2:30 pm (MDT)

Joe R. Williams, 700 W. State St. Boise 83702, Aspen Conference Room

- 8:30 am Welcome - Icebreaker Adrienne Seamans, Council Chair
- 8:45 am Interpretation, Guest Introductions, Review Guest Protocol, and Agenda Review/Changes - Adrienne Seamans, Council Chair
- 8:55 am Review Ground Rules - Carly Saxe, Vice Chair
- 9:00 am **ACTION ITEM\*: Consent Agenda** - Adrienne Seamans, Council Chair
  - a. **Draft Meeting Minutes: October 24-25, 2024**
  - b. **Executive Director Report**
  - c. **Chair Report**
  - d. **Vice Chair Report**
- 9:20 am **ACTION ITEM\*: Financial Report** - Mona Engelbrecht, Financial Specialist
- 9:40 am Break
- 9:55 am **ACTION ITEM\*: Closed Session: Personnel Discussion** - Dwayne Davis, Human Resources, Idaho Department of Health & Welfare
- 10:55 am **ACTION ITEM\*: Executive Director Evaluation** - Adrienne Seamans, Council Chair
- 11:15 am Council Member Roles and Responsibilities as a Governing Body - Toni Capra, Contractor
- 11:45 am Membership Update - Jill Smith Program Specialist (Lunch Provided)
- 12:45 pm Questions on Quarterly Progress Reports - Adrienne Seamans, Council Chair
- 1:00 pm Five Year Planning Discussion - Marieke Edwards, Senior Research Analyst
- 2:00 pm **ACTION ITEM\*: Add October 22 to October 23-24, 2025 Council Meeting Dates** - Adrienne Seamans, Council Chair
- 2:15 pm Council Meeting Evaluation - Adrienne Seamans, Council Chair and Carly Saxe, Vice Chair
- 2:30 pm **ACTION ITEM\*: Adjourn**

**\*ACTION ITEMS require a decision or a vote by membership.**

This agenda is subject to change in accordance with the provisions of the Idaho Open Meeting Law. Items may be addressed in a different order than appears on this agenda. Individual items may be moved from one place on the agenda to another by the Council. Time frames designated on this agenda are approximate only. The Council will continue its business if an agenda item is resolved in less than the allotted time.

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 and supports they need to live the lives they choose, and to build the community's ability to support their choices.

## **DRAFT Meeting Minutes**

### **Fall Quarterly Council Meeting**

**Thursday, October 24, 2024**

**9:00 am – 4:00 pm Mountain Time**

**Joe R. Williams, 700 W State St., Aspen (East) Conference Room  
Boise 83702**

### **Attendees**

#### **Council Members Present**

Sara Bennett

Janice Carson

Randi Cole

Jenna Garrett

Deedra Hunt

Jennifer Johnson

Rochelle Larsen

Mike MacGuffie

Andrew Mills

Marilu Moreno

Emily Petersen

Danielle Reff - DR

Michael Sandvig

Carly Saxe

Adrienne Seamans

Kevin Swearingen

Edgar Zuniga

#### **Council Members Absent**

Amy Cunningham

Maria Juarez

#### **Staff Present**

Marieke Edwards

Mona Engelbrecht

Miguel Juarez

Christine Pisani

Jill Smith

Richelle Tierney

#### **Presenters**

Jami Davis – Idaho State Independent Living Council

Elaine Zabriskie – Workforce Development Council

Kevin Swearingen – Our Care Can't Wait Coalition Member, ICDD Council Member

## Guests

Sasha O'Connell, Deputy Administrator, Division of Medicaid | Idaho Department of Health and Welfare

Emily Lunt, Student Intern

## Minutes

### **Welcome, Introductions, Ground Rules, and Perfection of Agenda**

Adrienne Seamans, Council Chair, called the meeting to order at 9:05 AM.

Guests were welcomed and guidelines reviewed. Call for any agenda questions or changes. No changes were noted.

Carly Saxe, Vice Chair, reviewed the ground rules for meeting protocol.

### **Presentation: Review of Legislative Issues, Richelle Tierney, Policy Analyst**

Richelle Tierney reviewed the process of identifying legislative policy issues of interest to the Council. She shared our three priority levels (one, two, three) and what those levels represent. The two areas of discussion today included the proposed ABLE legislation and activities targeting the direct workforce crisis. Council members will receive more information on proposed guardianship legislation changes following this meeting. Christine Pisani, Executive Director provided a brief update about a newly formed legislative workgroup based on legislation stating that each state college and university shall verify that no state appropriated funds are used to support Diversity, Equity and Inclusion (DEI) or social justice ideology as part of any student activities, clubs, events, or organizations on campus. There is no current definition of who this applies to or how data will be collected to inform this workgroup. Presentations were requested by workgroup members to include university accreditation organizations as well as organizations who may be able to speak to the potential impact on different constituents and groups. Christine will continue to monitor this process and report back to Council members.

### **Presentation: Proposed ABLE Legislation, Jami Davis, Idaho State Independent Living Council**

Idaho is one of three states that do not have an ABLE program. Idaho proposes to join a multi-state consortium, or group, of ABLE programs. The Idaho State

Independent Living Council participated in three ABLÉ focused community conversations in Twin Falls, Caldwell, and Meridian and received good input. Currently, Representative Skaug is the sponsor on the House side, but a Senate side sponsor has not been identified. Speaker Moyle is very supportive. It is unclear which committee will hear this legislation. It is hoped it will be presented early in the session. Individual annual fees for an ABLÉ account can be \$37.00 to \$54.00 per year depending on the program. Ms. Davis explained that the interest generated from an account more than covers that fee. For more information, Council members can visit <https://silc.idaho.gov> with a page dedicated to ABLÉ information including what it can and can't be used for.

**Presentation: Direct Care Workforce Shortage, Our Care Can't Wait Coalition member, Kevin Swearingen and Richelle Tierney, Policy Analyst; Apprenticeship Model, Elaine Zabriskie, Workforce Development Council**

Kevin Swearingen shared his experience as an Our Care Can't Wait (OCCW) member and outlined his work on the media workgroup. Richelle Tierney shared additional information from other coalition members on ways to inform policy makers about the impact of the workforce crisis. Questions about rates and the status of adult case management under the long-term service and supports were raised. Sasha O'Connell, Deputy Administrator of the Division of Medicaid, shared the update that the policy and leadership team at the Department has done a great deal of work on how personal case management services for people who are not dually eligible (estimated to be about 4000 people) can be reinstated for those using the Aged and Disabled waiver. More information will become available in the next few months including a time line for case management roll out. OCCW has sent a request to leadership at the Department of Health & Welfare that requested their prioritization of efforts to improve the direct care workforce in Home and Community Based Services, Case management services for people on the Agenda & Disabled Waiver who are not dually eligible, and to correct the inequity created with S1456 when school based Medicaid services were not included at the time community based providers received a rate increase. The letter also included emphasis to the Department of Health and Welfare's focus on foster care and how the direct workforce crisis has a direct impact on those affected by foster care, but additional attention is needed to address the workforce crisis.

Elaine Zabriskie shared an update on the direct support workforce apprenticeship model. This type of model is developed in Idaho to respond to employer needs but is also built within a national accreditation structure. The bfair2directcare recommendations and data from the 2023 Office of Performance Evaluation report on the direct care workforce have significantly influenced this development. The Council is involved in this development and the current work is focused on identifying training needs based on competencies and Idaho specific services and structures available to support this effort. Lewis Clark State College is building technical training structures and supporting the kick off of the apprenticeship model.

### **Working Lunch: Council Member Networking, All Council Members**

Danielle “DR” Reff and Marilu Moreno were recognized for their work as former Council Chair and Vice Chair respectively.

### **ACTION: Determine Policy Priorities – Proposed ABLE Legislation**

- I Edgar Zuniga move to make ABLE legislation a Priority 2.
- Rochelle Larsen seconded.
- Motion passed.

### **ACTION: Determine Policy Priorities – Direct Care Workforce Shortage**

- I DR Reff motion to make the Direct Care Workforce Shortage a Priority 1.
- Andrew Mills seconded.
- Motion passed.

### **Discussion: Next Steps for 2025 Legislative Session and Review**

#### **Legislative Prep Homework, Richelle Tierney, Policy Analyst**

Richelle Tierney shared that Council members will receive follow up information on the proposed Guardianship Legislation prior to the next Council meeting. In addition, Council members will receive updated legislative contacts, information sheets on policies and homework assignments following the upcoming elections.

A virtual meeting will take place January 16, 2025 10:30 am – 12:30 pm mountain time, 9:30 -11:30 am pacific time to help Council members prepare for their legislative visits. Members are encouraged to review and prepare their personal story, the history and work of the Council, and questions for that meeting. This is

an informational meeting, not a formal Council meeting. The meeting will be recorded and made available to members who are not able to attend.

Fred Riggers Day will occur at the Capital on February 5, 2025 from 10:00 am – 1:00 pm mountain time which is an annual Consortium for Idahoans with Disabilities event.

### **Discussion: Membership Update, Jill Smith, Program Specialist**

Jill Smith presented the current roster including terms of members. Council members whose terms expire in 2025 are encouraged to let Adrienne Seamans, Chair or Council staff know by early January 2025. Early notification will help with recruitment activities. The deadline for all applications is March 1, 2025.

### **Discussion: Member Roles, Adrienne Seamans, Council Chair**

Adrienne Seamans shared the outcome of her review of Council member input. She encouraged members to share what works well or what may need improvement with Council meeting processes and procedures. She will be assisting in the evaluation process at the end of this meeting and would like members to consider Council process improvements to bring to the discussion.

Meeting will resume at 9:00 AM, Friday, October 25.



**Friday, October 25, 2024**

**9:00 am-3:30 pm Mountain Time**

**Joe R Williams Building, Aspen (East) Conference Room  
700 W. State St., Boise, ID**

**Attendees**

**Council Members Present**

Sara Bennett

Janice Carson

Randi Cole

Jenna Garrett

Deedra Hunt

Jennifer Johnson

Maria Juarez

Rochelle Larsen

Mike MacGuffie

Andrew Mills

Marilu Moreno

Emily Petersen

Danielle Reff - DR

Michael Sandvig

Carly Saxe

Adrienne Seamans

Kevin Swearingen

Edgar Zuniga

**Members Absent**

Amy Cunningham

**Staff Present**

Marieke Edwards

Mona Engelbrecht

Christine Pisani

Miguel Juarez

Richelle Tierney

Jill Smith

**Presenters**

Judy Taylor, Interim Administrator, Idaho Division of Vocational Rehabilitation

Darrell Quist, Chief of Field Services, Idaho Division of Vocational Rehabilitation

Dwayne Davis, Idaho Department of Health and Welfare, Human Resources

Megan Anderson, Attorney for the Department of Health & Welfare, KW v  
Armstrong Lawsuit

Ritchie Eppink, Attorney for the Class Members, KW v Armstrong Lawsuit

## Guests

Laura Morales-Leavitt, Spanish Language Interpreter

Madeline Escobedo, Spanish Language Interpreter

Sasha O'Connell, Deputy Administrator, Division of Medicaid | Idaho Department of Health and Welfare

## MINUTES

### Welcome, Introductions, Ground Rules, and Perfection of Agenda

Adrienne Seamans, Council Chair, called the meeting to order at 9:05 AM.

Guests were welcomed and guidelines were reviewed.

Carly Saxe, Vice Chair, reviewed the ground rules for meeting protocol.

### Consent Agenda

- a. Draft Meeting Minutes: July 18-19, 2024
- b. Executive Director Report
- c. Chair Report
- d. Vice Chair Report

Christine Pisani, Executive Director, provided a report on her activities for the last quarter.

Adrienne Seamans, Council Chair, provided a report on her activities.

Carly Saxe, Vice Chair, reported on her quarterly activities.

### **ACTION: Summer Draft Meeting Minutes Correction – Rochelle Larsen was not listed as attending.**

- Mike Sandvig moved to accept the amended Summer Meeting minutes.
- Edgar Zuniga seconded.
- Motion passed.

### **ACTION: Consent Agenda**

- Andrew Mills moved to accept the Consent Agenda.
- Danielle "DR" Reff seconded.
- Motion passed.

### **Presentation: Financial Report, Mona Engelbrecht, Financial Analyst**

Mona Engelbrecht presented the financial report from Quarter 4.

### **ACTION: Financial Report**

- I, DR Reff move to approve the financial report as presented.
- Andrew Mills seconded.
- Motion passed.

### **Presentation: Changes at the Idaho Division of Vocational Rehabilitation, Judy Taylor, Interim Administrator, Idaho Division of Vocational Rehabilitation and Darrell Quist, Chief of Field Services**

Judy Taylor reported on the reason the Idaho Division of Vocational Rehabilitation (VR) requested an Order of Selection for their services. Order of Selection means VR is allowed to prioritize certain people with disabilities instead of serving all people who qualify for services. Federal law allows VR to make this change which results in creating a wait list for services. If a person had an active plan in place at the time Order of Selection went into effect, their services will continue. 3,625 people had active plans and continued to be served. 636 people are currently on the wait list. The waitlist is broken into three priority categories: Disabled (D); Significantly Disabled (SD); and Most Significantly Disabled (MSD). Disability categories are determined based on three criteria: disability, how a disability or disabilities impact employability, and how long VR services are expected to be needed. Administrator Taylor reported they do not expect to be able to pull anyone off of the waitlist before the start of state fiscal year 2025.

### **Working Lunch: Member Reports, Janice Carson, Edgar Zuniga, and Maria Juarez**

Janice Carson and Randi Cole shared information on the Idaho Competitive Integrated Employment Center (ICIE) and upcoming activities. Edgar Zuniga updated members on his activities over the last few months. Maria Juarez also shared her activities, including serving as a Meeting Leader for the Community NOW! organization and being selected to serve on a national committee with the National Association of Councils on Developmental Disabilities.

### **Presentation: Five-Year Plan Survey, Marieke Edwards, Research Analyst**

Marieke Edwards reviewed the survey participation by Council members, the purpose of the survey, and proposed timeline.

**Presentation: Executive Director Evaluation Process, Dwayne Davis, Idaho Department of Health and Welfare, Human Resources**

Dwayne Davis reported on the Executive Director evaluation process. He will be sending an email to all Council members with a link to the evaluation and the deadline for responses. He is available to assist members with any questions or to help complete the evaluation.

**Presentation: KW Lawsuit Update and Special Master, Megan Anderson, Attorney for the Department of Health & Welfare and Ritchie Eppink, Attorney for the Class Members**

Ritchie Eppink and Megan Anderson presented information on the KW Lawsuit. Recent updates include the order for a Special Master to be hired to help both parties move forward towards a resolution of the lawsuit. Ritchie shared information about Ruby Moore, who has been selected to be Idaho's Special Master for the lawsuit. A priority for her is to host a virtual meeting to introduce herself, share her plan and answer questions. She is also interested in scheduling a series of community-based conversations to learn from class members in their home communities.

**Discussion: Reviewing the Year-End Report, Adrienne Seamans, Chair**

Adrienne Seamans offered time for Council members to ask questions about project activities.

**Council Meeting Evaluation**

Adrienne Seamans, Chair and Carly Saxe, Vice-Chair led this process.

**ACTION: Adjourn**

Adrienne Seamans, Council Chair, entertained a motion to adjourn the meeting.

- Andrew Mills moved to adjourn.
- Mike MacGuffie seconded.
- Motion to adjourn passed at 3:02 PM.



## Closed Session: Executive Director Evaluation

### Background Information:

The Executive Director oversees and directs Council staff. The Council is responsible for evaluating and directing the Executive Director. Every year, Council members, with support from Human Resources, evaluate the Executive Director's performance.

An evaluation of the Executive Director has been completed by Council members. Dwayne Davis, Human Resources, Department of Health and Welfare, and will present the results of the evaluation to the Council members in a closed executive session for the full Council to review.

### Recommended Action:

Listen to the results of the evaluation provided by Mr. Davis. Ask questions and discuss the information provided to make an informed decision about a proposed performance rating and potential raise and/or bonus to be discussed in the open meeting. A member of the Council will make a motion for a recommendation in the open meeting and all Council members will be asked to vote on the recommendation.

### Notes:



## **By-laws and Policies Review Ad-Hoc Committee**

### Background Information:

The Council needs a thorough review and update of the current Council By-laws and policies. The Council has a working agreement with a consultant who has expertise in this area. An ad-hoc By-laws and Policies Review committee has agreed to serve and will begin meeting monthly beginning in February through October. Council Committee members include Adrienne Seamans, “DR” Reff, and Mike Sandvig. The consultant, Toni Capra, will present to the full Council on “Council Member Roles and Responsibilities as a Governing Body.”

### Recommended Action:

Listen to the presentation provided by the consultant and ask questions, if you have them, to understand the important role of governance by Council members and the Council’s governing documents.

### Notes:



# Quarterly Progress Report

## Background Information:

The first quarter of Federal Fiscal Year 2025 was from October 1<sup>st</sup>, 2024, until December 31, 2024. This document includes highlights of the work completed during this past quarter. The report is organized by the four goals of the Five-Year Plan.

## Recommended Action:

Read this summary before the Council Meeting and write down any questions or comments you have about the work. There will be an opportunity during the meeting to ask your questions and provide your comments.

## Notes:

# Quarterly Progress Report – Quarter 1, 2025

Goal 1: During each year of the plan, individuals with intellectual and developmental disabilities and family members inform and direct changes in service systems, resulting in higher quality of services that better meet the needs of individuals with intellectual and developmental disabilities by 2026

## Community NOW!

- Council staff supported Community NOW! and Council members to meet with the newly appointed Special Master for the KW lawsuit. Council staff provided a prep meeting for members, compiled questions for the members, and facilitated the discussion with the Special Master when she conducted her first visit to Idaho. Members were able to ask questions directly to the Special Master about the KW lawsuit and provide their lived experience throughout the 11-year experience with the lawsuit.
- A Core Team meeting took place on December 20, 2024. This was the first opportunity for the Core Team members to meet Ruby Moore and learn about her vision, plans for engagement with members of the class, and a proposed timeline for the KW lawsuit.
- On October 11, 2024, Meeting Leaders met to evaluate the September Community NOW! meeting. Meeting Leaders and Council staff created short videos about what took place at the September meeting to be shared with Community NOW! members.

## Abuse, Neglect, and Exploitation

- Council staff met with the Workforce Development Council and Disability Rights Idaho to discuss the possibility of collaboration on the implementation of a Caregiver Misconduct Registry. The Workforce Development Council has worked on a Caregiver Misconduct Registry for Certified Nursing Assistants. There is an opportunity to join forces to create a comprehensive Caregiver Misconduct Registry that could serve agencies that hire Certified Nursing Assistants and Direct Support Professionals.



Goal 2: By 2026, service systems have increased their capacity to provide quality services, so individuals with intellectual and developmental disabilities and family members have access to services that meet their needs and preferences

#### Person-Centered Planning

- The Council hosted monthly virtual Roundtable meetings, with attendance ranging from 19 to 27 participants. These Roundtables are an opportunity for Idaho planning professionals to connect on person-centered practices.
- The Council collaborated with Idaho Parents Unlimited to host a family-focused Roundtable series. This three-part monthly virtual series did not have a high attendance.
- A family-focused three-part Roundtable series in Spanish was hosted in October and November. Attendees learned about person-centered tools and practices and how these tools can support their families.
- Six individuals with developmental disabilities completed Charting My LifeCourse virtual training.
- Eighteen family members completed Charting My Family's LifeCourse virtual training.

#### Direct Support Professionals

- The Council collaborated with the Workforce Development Council to work towards establishing an apprenticeship program for direct support professionals.

#### Language Access

- The Council was identified as a key stakeholder for the Division of Public Health's State Health Improvement Plan and participated in the statewide survey and day-long planning for the five-year state plan for public health. The Council served on the planning workgroup that addressed access to care, where they successfully advocated for a priority of public health to increase the number of service coordinators/navigators and target Spanish-speaking families. This objective is currently under consideration in the Division of Public Health and final decisions have not yet been made.

Goal 3: By 2026, individuals with intellectual and developmental disabilities and family members have increased their knowledge and skills needed to access the services and supports they need to live meaningful lives in their communities

#### Training on abuse, neglect, and exploitation

- See Us Now Department of Justice grant funds were used to purchase the curriculum of the Elevatus training program on Sexuality Education for People with Developmental Disabilities that is specifically designed to be taught by people with Intellectual and Developmental Disabilities. The Council received several sets of curricula.

#### Conference Planning

- Council staff visited and secured the King Fine Art Center at Burley High School for the conference in Burley that is scheduled to take place on November 14-15, 2025. The Idaho graduates of the 2024 class of Lideramos Juntos have agreed to participate in monthly conference planning meetings beginning in January.

#### Supported Decision-Making

- The Council is collaborating with Idaho Parents Unlimited and Stepping Stones to provide a training on Charting the LifeCourse and Supported Decision-Making during Tools for Life in Moscow on March 17, 2025.

Goal 4: During each year of the plan, people with intellectual and developmental disabilities and their families are empowered to share their lived experiences and provide education and information on issues important to them, as they advocate on local, state and/or national level

- Council staff created an Our Care Can't Wait Advocacy Toolkit that includes updated fact sheets on the direct care workforce shortage, a video on Home and Community-Based Services and examples and templates for creating talking points and writing letters to legislators.
- Council staff collaborated with Consortium for Idahoans with Disabilities partners to begin planning for Fred Riggers Disability Advocacy Day on Wednesday, February 5, 2025.
- Council staff attended several coalition meetings on topics that include Medicaid expansion, education funding formula, and school choice vouchers/tax credits. Staff is also tracking other legislative issues such as ABLÉ legislation, Uniform Probate code (Guardianship/Conservatorship), and Medicaid Review Panel.