

**DDS North Region
Advisory & Planning Council**

March 16, 2011
Meeting Minutes

Present: Kathleen Perrier, Nancy Bilyak, Deb Godsell, John Houchin, Claudia Neumann

Guests: John Van Hare, Carmel Van Hare

Meeting was called to order at 6:00 p.m.

OLD BUSINESS:

Minutes from the meeting of February 16, 2011 were reviewed and accepted with the addition that Claudia Neumann will contact members the day prior to a scheduled meeting to confirm that the meeting will be held, who is providing refreshments, etc.

Nancy Bilyak motioned to accept the minutes as corrected.
Kathleen Perrier seconded.

Minutes were approved as amended.

NEW BUSINESS:

- Committee membership was briefly discussed and whether or not there was a quorum. Dr. Houchin reviewed the By-Laws and it was agreed that there is a quorum for this meeting.
- Regional Director's Updates
 - Dr. Houchin reviewed a PowerPoint presentation that was presented by the Department's Quality Management Services Division which gave an overview of what the Division is responsible for such as licensing, Quality Service Review, and Emergency Management. Systems, such as the QSR, that have been developed and are being used to track and monitor the quality of services being provided, were reviewed. Also, data analyzed after the 2010 Public to Private CLA conversions was shared. A handout of the presentation was provided and further information can also be found on the DDS website.
- Legislative Breakfast – scheduled for April 20, 2011
 - Both the South and the West Regional Councils have agreed to participate, as well as the statewide Council on Developmental Services.
 - It was agreed that it will be a "Meet and Greet" this year instead of calling it the Legislative "Breakfast"
 - Names and contact numbers of legislators were shared
 - The North Region will ask our same sponsors and the other regions will provide names of anyone they would like to add as sponsors
 - Jennifer Carroll has agreed to distribute the flyers

- Responsibilities of the Advisory Council were discussed. A question was asked regarding what the responsibility of the Council is outside of the regular meetings. Some past things the Council has done is to hold a family event without staff. Some members have also visited group homes or day programs. Kathleen Perrier asked if it would count as a meeting if members wanted to visit a home. It would not count as an official meeting as formal meetings must be scheduled, posted in advance, and held as scheduled. John Houchin will check into possibly getting some form of ID for Council members so that they could visit homes on their own. There is also a question of whether this would be possible due to HIPAA regulations.

There will be no regular meeting held in April due to the Legislative Meet and Greet. The next regular Advisory & Planning Council meeting is scheduled for Wednesday, May 18, 2011 at 6:00 p.m.

Deb Godsell motioned to adjourn the meeting, seconded by Nancy Bilyak.

Meeting adjourned at 7:32 p.m.

Respectfully submitted,

Claudia Neumann

Claudia Neumann
Administrative Assistant