

Department of Developmental Services
Consumer Advisory Committee

Meeting Minutes
August 15 & 16, 2006

Members Attended

Others Attending

Nyron Battles
Colette Madore
Lori Sloan
Betty Pomeroy
Sam Durbin
Kim Rucker
Bruce Thomas
Michael Parr
Cindy White
Debra Beeter
Thomas Michaels

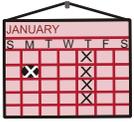
Barbara Mayer
Tharon Wright
Kim Morris
Laura Martin
Clyde Pomeroy
Donald Roberts
Krisi Franzone
Scott Griego
Jolene Bradford
Marcy Holbrook
Edward White
John Graber
Carol Risley

Terri Delgadillo
Eileen Cabanski
Tammy Evrard
Ellen Lewis
Eric Torres
Beth Rubenstein
Tom Sardo
David Nieto
Jean Barawed
Denyse Curtright
Richard Clark
Presley Clark
Marinda Reed

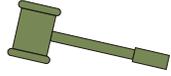
Members Absent

Shannon Brockman
Tina Ewing-Wilson

Cathy De Mello
Nicole Patterson
Gina DeLao
Sherry Beamer
Mark Starford
Daniel Dawkins
Marilyn Todd
Brian Marsh
Ursula Bischoff
Debra Reath
Dawn O'Connor Rowe
Michael Miguelgorry
Jane Christopherson



August 15, 2006



1. CALL TO ORDER

Kim Rucker, Vice-Chairperson, called the meeting to order at 9:05 A.M.

A. Everyone introduced herself or himself.

B. General announcements were made.

- DDS Chief Deputy Director/Interim Director, Terri Delgadillo came to the meeting to check in and to introduced her boss Eileen Cubanski to the CAC.



C. The agenda for the first day was reviewed and no modifications were made. **It was moved (Nyron Battles), seconded (Sam Durbin), and carried to approve the agenda.**

2. UPDATE FROM CAC CONSULTANTS

Mark Starford and Sherry Beamer showed the CAC a sample of what the leadership materials could look like and how it would work. The CAC members were asked to take a look at them and to feel free to make any changes that are needed that would help people better understand the training materials.

- Mark showed the workbook that was made from the Choices book that will be used by residents of Agnews Developmental Center to make choices about what they want before they move out. Nicole Patterson and Barbara Mayer will be meeting with

the residents individually to explain how to use the booklet. Agnews is set for closure by June 2008.



3. **LEADERSHIP TRAINING**

Mark Starford started the training with a review of what the leadership training has already covered. The leadership training plan will include: good planning and decision making; listening and speaking well; risk taking; and taking good care of yourselves.

The following leadership characteristics were discussed:

- What Is A Leader?- Leaders know 3 things:
 1. They know what they want to do
 2. They want to contribute
 3. They know what is important to them

- What does it mean to inspire?: to guide and influence to motivate to action; to affect or touch someone

- How a leader should act:
 - ❖ Inspire people;
 - ❖ Are confident;
 - ❖ Listen well;
 - ❖ Take care of themselves;
 - ❖ Take important risks;
 - ❖ Plan and organize;
 - ❖ Create teams to accomplish goals.



4. **MISSION STATEMENTS**

Mark explained why it is important to have a personal mission statement. Your personal mission statement should state who you are or who you want to be; how you live your life or what you want to change about your life;

and how you make a difference or plan to make a difference in what you believe. Mark went over how to make your own mission statement in steps.

Step 1: What is important to me?

Step 2: Why is it important to me?

Step 3: Things I do that support what is important to me.

Step 4: Write your statement based on steps 1-3.

Some of the CAC members shared some changes that have happened in their lives after completing their mission statement and seeing how the project is becoming more clear to them how.



5. **TAKING CARE OF YOUR BODY**

Beth Rubenstein came to talk about Wellness. Wellness means taking care of the whole you (physical, mind, emotional, social, work and spiritual). The idea is to feel good inside and out, this will make it easier to do the things you need to do during the day. Here are some ways for you to do that:

- Why Eat Healthy? - the connection between your body and mind;
 - ❖ your body will work as it was designed
 - ❖ have more energy
 - ❖ improved thinking
 - ❖ look good
 - ❖ feel good

- Why Exercise?
 - ❖ keep weight at the right amount
 - ❖ keep the body working as designed
 - ❖ you have more energy

- ❖ fight diseases
 - ❖ reduces stress
 - ❖ helps you look good
 - ❖ helps you feel good
- Why is movement important?
 - ❖ movement is life
 - ❖ movement makes everything possible
 - ❖ comfortable movements allows us to be at ease

Beth showed the CAC two exercises to help them relax during the day.



6. **DRESSING FOR SUCCESS**

Dawn O'Connor Rowe came to the CAC to talk them about how dressing can be a form of communication in business, government, and making presentations.

- How we dress tells others what we are doing like:
 - ❖ working
 - ❖ going to meetings
 - ❖ having an appointment
 - ❖ hanging out
- For each activity you might dress differently.
- Being a leader and speaker it is important to have proper dress, personal hygiene, positive attitude.
- How do professionals dress?
- Clothes need to be clean, not wrinkled, fresh smelling, no rips or tears, good fitting.
- Dawn went through the do's and don'ts when women are dressing for success.
- Dawn went through the do's and don'ts when men are dressing for success.

- She explained the importance of planning ahead so you can make sure you have everything you need for the next day.

After Dawn talked about how important it was to dress for whatever the activity is, the CAC started talking about how to dress when coming to the CAC meetings. After some discussion the CAC came up with the following possible dress guidelines for CAC meetings:

Men

- Nice jeans or slacks
- Clean collared shirts
- Shoes (loafers or nice clean tennis shoes)

Ladies

- Nice jeans or slacks
- Dresses or skirts
- Well fitting blouses
- Shoes (dress sandals or nice clean tennis shoes)

What the Committee Would Not Like to See

- T-shirts
- Flip Flops
- Hats
- Tank Tops
- Shorts



7. BEING ORGANIZED

Dawn also talked to CAC members about the importance of being prepared for meeting and gave the following tips:

- Keep track of papers, events and meetings by using:

- ❖ Calendar
- ❖ Notebooks
- ❖ File folders
- ❖ Post-it notes
- ❖ Pens/Pencils
- ❖ Datebook
- ❖ Backpack/Briefcase
- Use a checklist for planning ahead for meetings
 - ❖ Pick out clothing the night before
 - ❖ Review the time and place of the meeting
(What time will I need to leave to be there on time)
 - ❖ Ask what is my role at the meeting
(Am I there to learn, teach, present, or help others)
 - ❖ What tools will I need at the meeting?
(Are they packed, are they near the door?)
- Be prepared and ready at the meetings:
 - ❖ Wear your positive attitude
 - ❖ Take notes
 - ❖ Ask questions
 - ❖ Save important papers in a folder
 - ❖ Make a homework “to do list”
- Review important information after the meeting:
 - ❖ Read important notes
 - ❖ Place important papers in a file at home
 - ❖ Read homework “to do list”
 - ❖ Complete assignment or homework



8. **MAKING CHANGES**

Brian Marsh talked about his role as the life coach for the “Leadership Through Personal Change Program”:

- A life coach is a person that....
 - ❖ Helps you set goals

- ❖ Helps you think about strategies
- ❖ Helps you decide what you want in your life
- Your 3-year leadership program is about:
 - ❖ Becoming the leader want to be
 - ❖ Teaching through your success and strategies
 - ❖ Making your goals a reality
- What is leadership through personal change?
 - ❖ When you change you grow
 - ❖ Learn how to make changes effectively
 - ❖ Teach others through your experience
 - ❖ Your own personal change can help others
 - ❖ First you must understand what it's like to change
 - ❖ Then you can help others make their changes
- What does the changes mean- to become different in some way:
 - ❖ It can mean choosing different/healthier foods to eat.
 - ❖ It might mean dressing differently when you go to meetings\appointments.
 - ❖ It can also mean you get a different job.
 - ❖ It may mean deciding to move to a new place to live.
- What does it feel like to make a change?
 - ❖ It can be fun and exciting and make you very happy
 - ❖ Change can also be scary or even sad
- Achieving your dreams:
 - ❖ Take small steps each day toward the dream.
 - ❖ Your personal mission is your purpose and it's what you believe in and what you plan to do.

- ❖ Personal mission is an important part of making dreams reality.
- ❖ Following our mission means we don't have to be held back by the scary feelings about change.
- Your Leadership Support Team Includes:
 - ❖ Consultant (Mark & Sherry)
 - ❖ Community Facilitator (hired by consultants)
 - ❖ DDS (Staff at DDS)
 - ❖ Coach (Brian)
 - ❖ Personal Facilitator (hired by you)
 - ❖ Presenters

Each CAC member will now be able to work with a coach one-on-one from their home. The coach will help you think about ways to be a successful leader. Remember the coach believes in you and your leadership goals.

- Your coach will schedule a 15 minute meeting with you each month.
- Your coach will meet with you by phone.



9. FACILITATOR AGREEMENTS

Mark went over a example of how an agreement can be formed between a person and their facilitator. He gave examples like: what they need help with, how they want the facilitator to help them with the things they need help with, and how often. Mark expressed to the members how important it is to have this contract with the people that support you, so they know how to help you.

COMMUNITY ASSIGNMENTS



1. Mission Statement: (with help)

Complete your “key words” and things you do.
Begin thinking about your future Leadership Goal.
Report back to the CAC on your new ideas.



2. **Organization ideas to try:**

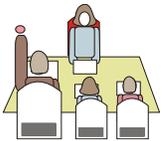
1. Having an organized workspace at home.
2. Using a Meeting and Date book.
3. Good place to file papers (place to save your papers).
4. Organizing papers for special meetings.
5. Using a clean organized briefcase or back pack.

3. **Facilitator and Coaching Appointments**

1. Coaching call with Brian every month.
2. Facilitator visits starting in September.
3. Mark will visit everyone before the next CAC meeting.
4. Sherry will visit Dan and John.

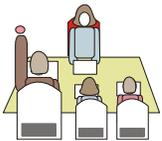
4. **Exercise, Movement and Being Well**

1. Talk to your facilitator about how you are staying healthy.
2. Try a simple “easy” movement activity.



9. **CAC MEMBERS’ CHECK-IN SESSION**

Members met with Nicole Patterson and Carol Risley.
Some members gave reports about personal activities and issues they wished to share with the Committee.



10. **FACILITATORS’ CHECK-IN SESSION**

Mark Starford and Sherry Beamer met with the facilitators
and gave the facilitator’s training on the role of facilitator.



11. The meeting adjourned for the day at 5:10 p.m.



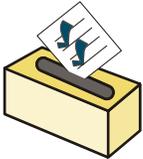
August 16, 2006

1. **CALL TO ORDER**

Kim Rucker, Vice-Chairperson, called the meeting to order 8:35 a.m.

A. General announcements were made.

B. The agenda for the second day was reviewed and no modifications were made. **It was moved (Nyron Battles), seconded (Tommy Michaels), and carried to approve the minutes.**



2. **Enhancing Work Opportunities For Consumers**

Denyse Curtright from DDS came to talk to the CAC about the money that was given to DDS to help make supportive employment services better.

The money is broken into the following three parts:

- The first is a combination of the 3% rate increase for all providers.
- Second is a 21% rate increase for Supported Employment Program. That resulted in a rate increase from \$27.62/hour for job coaching to \$34.24/hour. Also Department of Rehabilitation received the same increase plus an increase for the intake, placement and retention fees from \$1000/placement to \$2000/placement.
- The third is \$3 million dollars set aside for program development. This is to help consumers develop their own businesses and new ways to assist consumers to

enter into employment, self-employment or career development. DDS will work with Association of Regional Center Agencies to develop the criteria for a request for proposals (RFP). DDS will bring together a team to review the RFPs and award the grants.



3. **CAC Members Reports**

The following members gave their reports on what they have been doing on behalf of the committee and their People First or local self-advocacy group: Kim Rucker, Michael Parr, Colette Madore, Lori Sloan, Betty Pomeroy, Bruce Thomas, Sam Durbin and Nyron Battles.



4. **DDS Budget Update**

Jean Barawed and Jane Christopherson came to the CAC to talk about DDS's budget. There has been a raise in the general budget for different projects like the closure of Agnews Developmental Center, a cost-of-living for some providers, to implement an Autistic Spectrum Disorder Initiative, and in Supported Employment Services.

5. **Emergency Preparedness**

- Carol Risley talked to the CAC about the importance of planning for disasters. She told a few stories about her experiences being in the caught in middle some bad situations with someone who uses a wheelchair, and by herself, and how it didn't matter if she was by herself or with someone, both situations were still emotional her.
- She talked about how people with disabilities need to get to know the people around them, and to think about how you would take care of yourself if someone couldn't get to you right away.

- Carol asked people to take a look at emergency self assessment and to fill out the parts that applied to them and talk about it with someone.

POLICY	
A	_____
B	_____
1	_____
2	_____
C	_____
1	_____

6. Quality Management System

Debra Reath came to talk more about the Quality Management System because the team that is working with the Quality Management System and Risk Management want to make sure that the that the CAC understand what it is so they can give input.

- ❖ Debra explained that the DDS Quality Management System focuses on individuals with developmental disabilities and seeks to improve their quality of life. The way they do that is by getting information from people’s feelings, experiences, and past data on people that receive the services that DDS provide.
- ❖ DDS makes decisions just like you would in everyday life. When something is not working you make a change and DDS does the same to services.
- ❖ DDS can’t tell what’s working and not working unless they have a way to get the information, so they can take action in always looking for ways to improve the quality of life for people with developmental disabilities.

POLICY	
A	_____
B	_____
1	_____
2	_____
C	_____
1	_____

7. Risk Management

- Ursula Bischoff from Acumen, a consulting team working with DDS on the Quality Management project, talked about part of the Quality Management System that deals with risk management.

- She explained about the information that is gathered when a person with developmental disabilities experiences an injury, illness, or harm:
 - ❖ How the information is gathered.
 - ❖ Why the information is important.
 - ❖ What to do with the information.
 - ❖ How this information can help consumers when making decisions by knowing what is harmful, and working with your planning teams to find ways for it to less likely happen, and by getting information about what you are planning to do and how it can be done with as least harmful risk as possible.

8. Self-Directed Services-Individual Budget Training

Gina DeLao and Tharon Wright went over how the budget for Self-Directed Services is formed:

- Building the Budget- Meet with Self-Directed Services planning team to agree on your budget. This meeting can include:
 - ❖ You
 - ❖ Financial Management Service
 - ❖ Supports Broker
 - ❖ Regional Center Representative
 - ❖ Others
- There are two ways that a budget can be formed:
 1. Based on the money that the regional center has spent on you over the two years, you receive 90% of that.
 2. Based on a statewide average of age, living arrangement, and client development evaluation report items that was spent on people like you. You would get 90% of that.

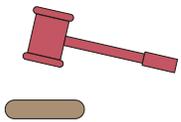


9. Coordinator of Consumer Services Report

Nicole gave a report on what she has been doing for the past three months:

- I did a breakout session at the National Self Advocacy Conference in Atlanta, Georgia on the CAC publications.
- I did a breakout session at the Self Advocacy Statewide Convention on the Choices books June 9-11, 2006.
- On June 22, 2006, I did a presentation at Far Northern Regional Center to their Board of Directors on what my job is and CAC publications.
- On September 7, 2006, I will be doing a presentation at Central Valley Regional Center to the Board of Directors on what my job is and CAC publications.
- On October 5-6, 2006 I will be doing a presentation with Debra Beeter at the Supported Life Conference.
- I have been working with Barbara Mayer interviewing the residents at Agnews. Debra and I did mini presentation to the CAC on how an interview takes place with a resident at Agnews.

10. End Of Meeting



Kim Rucker adjourned the meeting at 3:08 p.m.