

External Program Review Committee (EPRC) minutes [DRAFT]

Date of meeting: Nov. 1, 2018

DSD liaison: Stacie Enders

Type: Whole committee

Location: Minnesota Department of Human Services, Room 3146, 444 Lafayette Road, St. Paul 55155. Most members of the committee, however, participated through an online video conference line.

Committee members

In attendance: Amber Maki, Nichole Kottke, Mary Piggott, Stacy Danov, Jodi Greenstein, Stephanie Schaefer, Melanie Eidsmoe

Absent: Danielle Bishop, Dan Baker, Barbara White

Topics discussed

- Public comments
 - There were no public comments at this meeting.
- Approval of minutes from October
 - Vote: Those in favor of approving the meeting minutes from October 2018
 - Amber Maki: yes
 - Mary Piggott: yes
 - Stephanie Schaefer: yes
 - Nichole Kottke: yes
 - Jodi Greenstein: yes
 - Stacy Danov: yes
 - Melanie Eidsmoe: yes
- Subcommittee updates
 - The subcommittee that focuses on the emergency use of manual restraint is nearly ready to send out a survey to see what ideas service providers have for reducing the use of manual restraint.
 - The subcommittee that focuses on mechanical restraint has been reviewing cases and recently created new checklists to make its process more efficient.
- Olmstead report
 - The committee reviewed another draft of its 2018 Olmstead report.
 - Committee representatives will complete a literature review to examine best practices for seatbelt guards and harnesses.
 - Vote: Those in favor of approving the Olmstead draft, with the addition of one more recommendation at the end of the document: “The committee will review best practice literature on seatbelt buckle restraints. The committee will review Minnesota data already collected, analyze the information, and then share the results.”
 - Amber Maki: yes
 - Stacy Danov: yes
 - Stephanie Schaefer: yes

- Mary Piggott: yes
 - Nichole Kottke: yes
 - Jodi Greenstein: yes
 - Melanie Eidsmoe: yes
- What is going well? What should we change? What have we learned?
 - Sometimes it is difficult to remember what was discussed from one meeting to the next.
 - Solutions we will try:
 - We will start meetings with five minutes of discussing the meeting minutes from the previous meeting. Reviewing the minutes could also be helpful to the public. Committee members are responsible for reading the minutes, agenda and any additional documentation before every meeting.
 - At the end of each meeting, the committee will take five minutes to recap what will be discussed at the next meeting so everyone knows what to prepare for. The committee ran out of time at this meeting to go over this formally, but the next meeting will include a presentation from Sarah Knoph and Vanessa Vogel, as well as a discussion led by Stacy Danov. The meeting might also include another review of the Olmstead report if additional edits are suggested by staff.
 - Future considerations:
 - Since the above solutions will take 10 minutes away from other agenda topics, the committee might consider reducing the time dedicated to public comment if no one from the public asks any questions within the first five minutes.
 - There was a request for more flexibility in the agenda. In addition to the standing agenda topic of what is going well, what should we change and what have we learned, future agendas will also include generalized discussions on:
 - Items for information
 - Items for discussion/action
 - People who would like to present a question to the committee are welcome to contact the committee coordinator at any time to add an item to an agenda. If the person would like the agenda item to be added to the next meeting, the information must be received at least one week in advance. If the meeting is already full, the topic will likely have to wait until the next month.
- Guest speaker presentation
 - Jill Slaikeu gave an informational presentation about client rights. Additional information can be found in the following links:
 - <https://www.revisor.mn.gov/statutes/cite/245D.07>
 - <https://edocs.dhs.state.mn.us/lfserver/Public/DHS-7176H-ENG>