

Olmstead Subcabinet Meeting Minutes

Monday, October 23, 2017 • 1:30 p.m. to 3:00 p.m.

Minnesota Housing – Lake Superior Conference Room, 400 Wabasha Street North, Suite 400, St Paul

1) Call to Order

Action: N/A

The meeting was called to order at 1:35 p.m. by Commissioner Mary Tingerthal (Minnesota Housing). She welcomed everyone to the new Minnesota Housing location.

2) Roll Call

Action N/A

Subcabinet members present: Mary Tingerthal, Minnesota Housing (MHFA); Ed Ehlinger, Department of Health (MDH); Shawntera Hardy, Department of Employment and Economic Development (DEED); Roberta Opheim, Ombudsman for Mental Health and Developmental Disabilities (OMHDD); Tom Roy, Department of Corrections (DOC); Colleen Wieck, Governor's Council on Developmental Disabilities (GCDD); Emily Johnson Piper, Department of Human Services (DHS) joined the meeting at 2:00 p.m.

Designees present: Tim Henkel, Department of Transportation (DOT); Daron Korte, Department of Education (MDE); Rowzat Shipchandler, Department of Human Rights (MDHR)

Guests present: Mike Tessneer, Rosalie Vollmar, Darlene Zangara, Diane Doolittle, Melody Johnson, Shannon Eckman and Sue Hite-Kirk, Olmstead Implementation Office (OIO); Eric Mattson, Anne Smetak and Ryan Baumtrog (Minnesota Housing); Carol LaBine, Alex Bartolic, Carol Anthony, Linda Wolford, Adrienne Hannert, Erin Sullivan Sutton and Maisha Giles (DHS); Mai Thor (MDHR); Tom Delaney, Sarah Knoph, MariKay Litzau and Jayne Spain (MDE); Christen Donley (DOC); Kristie Billiar (DOT); Stephanie Lenartz, Martha Burton Santibanez, Nicole Stockert and Mary Cahill (MDH); Leigh Benvenuti and Maura McNellis-Kubat (OMHDD); Ellena Schoop (MN.IT); John Harper (Met Council); Roseann Faber (Member of the public).

Guests present via telephone: Christina Schaffer (MDHR), Mika Baer (U-Care), David Sherwood-Gabrielson (DEED), Lindalee Soderstrom (member of the public/parent).

Sign Language and Captioning providers: Mary Catherine (Minnesota Housing); ASL Interpreting Services, Inc.; Paradigm Captioning and Reporting, Inc.

3) Agenda Review

Commissioner Tingerthal asked if there were any changes to the agenda and there were none requested.

4) Approval of Minutes

- a) Executive Committee meeting on September 25, 2017
- b) Subcabinet meeting on September 25, 2017

Commissioner Tingerthal asked if there were any edits needed to two sets of meeting minutes to be approved and there were none requested.

Motion: Motion to approve the September 25th Subcabinet and Executive Committee meeting minutes

Action: Motion – Henkel

Second – Wieck

In Favor - All

5) Reports

a) Chair

There was no report from Commissioner Tingerthal.

b) Executive Director

Darlene Zangara reported on the following:

- OIO has two new staff members, Mary Catherine, staff interpreter and Shannon Eckman, temporary Communications and Community Engagement Specialist.
- Work continues to make the Subcabinet meetings as accessible and inclusive as possible. Input forms are available at the back table to provide feedback. There was a recent request for language interpreter services and OIO is looking into how best to accommodate that request.
- The Quality of Life Survey update is included in the reports section [agenda item 7b.1].

c) Legal Office

There was no report from the Legal Office.

d) Compliance Office

There was no report from the Compliance Office.

6) Action Items

a) Olmstead Workplan Refresh

Mike Tessner (OIO) introduced the draft workplan document. He noted there was a supplemental handout, which included changes made to workplan activities since the packet was emailed to the Subcabinet. The draft revised workplan document includes:

- Completed activities – These activities were completed during the past year and are shaded in grey. If the Subcabinet approves the refreshed workplans, the completed activities will be moved into a separate document. The document containing the completed activities will be posted on the Olmstead website for reference.
- Continuing activities – These include recurring activities or activities that have not reached their due date.
- New activities – These are activities that were added as a follow-up to a completed activity or as an activity to improve progress on the measurable goals.
- Deleted activities – These are activities that are being discontinued because the activity was moved within the workplans or the responsible agency determined the activity is no longer the best way to achieve progress on the measurable goal.

The agency sponsors and leads presented the draft workplans, highlighting the new and revised activities as follows.

Person-Centered Planning Workplan - Presented by: Erin Sullivan Sutton and Alex Bartolic (DHS) and Tom Delaney (MDE)

Erin Sullivan Sutton indicated that the workplan activities outline how DHS will continue to provide information and trainings on person-centeredness and ensure the information and trainings are available to people with disabilities and providers throughout the state.

Comments regarding Person-Centered Planning included:

- For completed activity 1B.8b, Colleen Wieck (GCDD) asked how many students were involved in the pilot program and how many are expected in the next year's pilot. Tom Delaney (MDE) did not have that information available but will report back at the next Subcabinet meeting with those numbers.
- For completed activity 1C.2b, Assistant Commissioner Shipchandler asked which culturally and racially diverse communities they met with. Alex Bartolic (DHS) did not have the details available but will report back at the next meeting with that information.
- Commissioner Tingerthal noted that there a number of activities that were completed and are being moved out. She asked whether any of those completed activities should continue or be made recurring.

Erin Sullivan Sutton commented that DHS has learned a great deal over the past year about which engagement activities worked and how to expand on those. For instance the new workplan activities related to the Disability Hub are expanding on the engagement activities.

Commissioner Tingerthal stated that it may be beneficial to have a more in depth presentation on the Disability Hub at a future meeting to bring awareness about what is available on the new website. Commissioner Hardy (DEED) agreed that presentation would be beneficial as the Subcabinet provides an opportunity for partnerships. Alex Bartolic (DHS) agreed to come back at a future meeting to present more information on the Disability Hub. She also confirmed that the Disability Hub was a result of interagency efforts.

- Assistant Commissioner Shipchandler, Commissioner Hardy and Roberta Opheim all noted that workplan items that note that a particular action "will increase" without including a more specific numerical measure makes it difficult to measure progress. Commissioner Tingerthal reminded the Subcabinet that, within the Olmstead Plan, every

goal is measurable and the numbers are reported in quarterly reports. The workplans are the day-to-day plans and action items that agencies use to reach the measurable goals. The agencies have been encouraged to put measurement into the workplans where appropriate but the main measure is found in the measurable goals.

Commissioner Tingerthal asked Assistant Commissioner Shipchandler and Commissioner Hardy to contact OIO to indicate areas throughout the workplans where more specificity would be helpful. OIO will then work with individual agencies to insert specifics.

- Colleen Wieck (GCDD) asked if activities 1H and 1I could be amended. In addition to reporting the number of training activities and the number of people trained, the report would include evaluation results if available.

Commissioner Johnson Piper (DHS) suggested it would be helpful if the workplan activities had more specific references to the measurable goals.

Transition Services - Presented by Erin Sullivan Sutton (DHS)

- Erin Sullivan Sutton stated that the goals are on track for people moving to more integrated settings. The goals are not on track for people leaving Anoka Metro Regional Treatment Center (AMRTC) and Minnesota Security Hospital (MSH). A new activity is being added to convene a cross-division, cross-administration working group to improve timely discharge of individuals and identify barriers.
- Colleen Wieck (GCDD) asked for clarification of “cross-division” and “cross-administration”. Erin Sullivan Sutton clarified the workgroup would include DHS divisions within the Community Supports Administration, Mental Health and Housing divisions, as well as Direct Care and Treatment. Commissioner Johnson Piper further explained that the counties will be included in the process as they are ultimately responsible for placing people outside of MSH and AMRTC. The Governor brought forward significant funding to DHS to invest in community placement support services. DHS is also working on an individual basis, knowing that there are individualized barriers.

Housing and Services - Presented by Erin Sullivan Sutton (DHS)

- No significant changes were proposed and there were no questions or concerns.

Employment - Presented by Erin Sullivan Sutton (DHS)

- No significant changes were proposed and there were no questions or concerns.

Lifelong Learning and Education - Presented by Tom Delaney (MDE)

- Tom Delaney reviewed the recurring activities that will continue throughout the upcoming year. He also highlighted a new activity regarding successful post-secondary

transitioning for students with disabilities. Some revisions were made to the workplans regarding Assistive Technology to clarify the activities.

- Colleen Wieck (GCDD) requested that when reporting on the number of outreach activities that they also report on the number of students involved in the outreach activities. Mr. Delaney responded that they will include that in their reporting.

Waiting List - Presented by Erin Sullivan Sutton (DHS)

- No significant changes were proposed and there were no questions or concerns.

Transportation - Presented by Kristie Billiar (DOT)

- Kristie Billiar reported on a revision to an activity regarding an on-board survey of public transit riders. The activity is being expanded to reach 50% of Greater Minnesota systems in the first year and the remaining 50% in the second year. It is also being recommended to move these activities under Strategy 2 which is to increase involvement in transportation planning by people with disabilities.

Healthcare and Healthy Living - Presented by Stephanie Lenartz (MDH) and Erin Sullivan Sutton (DHS)

- Stephanie Lenartz reported that the activities are continuing under the first three strategies.
- Colleen Wieck (GCDD) noted that workplan activities under Strategy Four, evaluating health outcomes, is being reported as complete. There was supposed to be a follow-up meeting related to evaluating health outcomes and that meeting never occurred. Erin Sullivan Sutton (DHS) agreed that a follow-up meeting will be scheduled with health care staff at DHS.

Colleen Wieck also stressed that whenever the topic of disparities is being discussed in State reports, disparities related to disability need to be included.

Positive Supports - Presented by Erin Sullivan Sutton (DHS) and Tom Delaney (MDE)

- Erin Sullivan Sutton reported that the recurring activities are continuing in this area.
- Mike Tessneer (OIO) asked for clarification on any changes under Strategy Three. Tom Delaney responded that they continue to gather data from schools regarding the use of seclusion.

Crisis Services - Presented by Erin Sullivan Sutton (DHS)

- No significant changes were proposed and there were no questions or concerns.

Community Engagement - Presented by Darlene Zangara (OIO)

- Darlene Zangara reviewed changes related to the training for Governor appointed Councils and Boards.
- Commissioner Hardy (DEED) asked what is meant by input in the expected outcome for activity 4D.3. Darlene Zangara stated they will be working with other state agencies and commissions to obtain lessons learned on how they engage the community on publicly funded projects.

Preventing Abuse and Neglect

Goal One

- Commissioner Tingerthal reported that this workplan relates to initiating the Specialty Committee. The Specialty Committee recommendations will be presented to the Subcabinet in December.

Goal Two – Presented by Nicole Stockert (MDH)

- Nicole Stockert (MDH) reported that a new activity was added to report on the progress of the public education campaign that began in July. There was also a slight modification to Strategy Three regarding the collecting and analysis of Minnesota Hospital Association data. It was found that the data reported was underreported more than expected. Once the best practices are shared with all the hospitals, the expectation is that reporting will increase.
- Roberta Opheim (OMHDD) commented on the underreporting by hospitals. She has noticed that complaints within the hospital about potential abuse and neglect aren't consistently being reported. She asked whether this is something MDH has seen or is tracking. Nicole Stockert indicated that the data being collected is to determine the reason individuals are going to the hospital.

Goal 3

- Commissioner Tingerthal reported there were no new activities in this area.

Goal 4 – Presented by Tom Delaney (MDE)

- Tom Delaney reported that the changes to these activities are related to operationalizing definitions. There were no questions or concerns.

Quality of Life Survey

- Commissioner Tingerthal reported that the revisions to this topic were approved at the last Subcabinet meeting.

Cross Agency Data Strategy – Presented by Mike Tessneer (OIO)

- Mike Tessneer reported that this workplan was substantially modified to no longer implement a use case strategy, but to focus on a single consent form process.

Communications: Darlene Zangara (OIO)

- No significant changes were proposed and there were no questions or concerns.

Dispute Resolution:

- Commissioner Tingerthal reported that there were no changes to this topic.

Motion: Motion to approve Workplans subject to discussed revisions

Action: Motion – Piper Second – Korte In Favor - All

b) Workplan Compliance Report for October

Mary Tingerthal reported that there were no exceptions to report.

Motion: Approve Workplan Compliance Report

Action: Motion – Korte Second – Henkel In Favor - All

c) Communications 2A.1 –Recommendations for public input process (OIO)

Darlene Zangara walked through the Community Engagement Workgroup recommendations regarding public input processes. OIO will develop an implementation workplan and submit to the Subcabinet for review at the November meeting.

Commissioner Hardy (DEED) asked for clarification of “meet people where they are” as it relates to Greater Minnesota. Darlene explained the Community Engagement Workgroup feels understanding a community would be enhanced by meeting them where they are personally and within their communities.

Colleen Wieck (GCDD) suggested anchoring the recommendations in the ADA Guidelines, the Code of Federal Regulations, and other accessibility guidelines that already exist. The Community Engagement Workgroup could make recommendations based on whichever set of guidelines they choose to follow.

Commissioner Tingerthal suggested adding that into the recommendations for workplans that will be presented to the Subcabinet next month.

Darlene Zangara added that the workgroup was also very concerned about inclusiveness. “Best Practices” may assure more equitable opportunities for people with disabilities to be involved.

Assistant Commissioner Shipchandler (MDHR) reported that her staff have been working on the topic of making meetings more accessible and will continue to partner with OIO on this area.

Motion: Approve the recommendations with suggested edits.

Action: Motion - Roy

Second – Ehlinger

In Favor – All

7) Informational Items and Reports

a) Informational Items

1) Olmstead Plan Amendment Process

Mike Tessneer (OIO) presented a draft Plan amendment process. A revised handout was provided and available at the meeting. The process is similar to last year, however there are only two public comment periods instead of three. Once the specific dates are identified the timeline will be shared with the agencies.

2) Proposed 2018 Subcabinet Meeting Schedule

Mike Tessneer (OIO) reviewed the proposed schedule of Subcabinet meetings for 2018. All meetings will begin at 3:00 p.m. The meeting times for February, May, August and November will be extended to two hours to allow for review of Quarterly Reports. Meeting invitations will be sent out within the next few weeks.

Assistant Commissioner Shipchandler (MDHR) suggested that one or two Subcabinet meetings could be held in Greater Minnesota. Commissioner Tingerthal indicated there had been discussion about that. Instead of holding Subcabinet meetings in Greater Minnesota, it might be a more productive outcome to hold topic Listening Sessions and have Subcabinet members attend.

b) Workplan activities requiring report to Subcabinet

1) Quality of Life 3A.3 – Monthly report on survey implementation (OIO)

Darlene Zangara (OIO) reported on Quality of Life Survey implementation. As of today, and as an update to the numbers reported in the packet, there are 1,600 surveys completed; 100 surveys scheduled; and 50 – 60 recruited each week. There are some issues with guardianship services that are currently being addressed.

Commissioner Tingerthal asked that the three remaining reports be carried over to next month's meeting. These include the following:

- Preventing Abuse and Neglect Goal 2 2A - Quarterly report of citations issued - ICFs/IID
- Preventing Abuse and Neglect Goal 2 2B - Quarterly report of citations issued - SLFs
- Employment 1A.7 – Focus groups on informed choice toolkit

8) Public Comments

There were no public comments.

9) Adjournment

The meeting was adjourned at 3:08 p.m.

Next Subcabinet Meeting: November 27, 2017 – 4:00 p.m. – 5:30 p.m.
Minnesota Housing, 400 Wabasha Street North, Suite 400

