

**Marion County Intellectual and Developmental Disabilities Advisory Committee Meeting
Minutes**

September 12, 2018

Present: Corissa Neufeldt, Gwyn Marsh, Trisha Baxter, Trish Davis, Karin Perkins, Deb Patterson, Kathy Schnebly, Diana Stokes; parent/guest, Tanya Shackelford; recorder.

Absent: Cori Mielke, Alan Roberts, Sandra Loucka

Review of Minutes: May minutes were reviewed. Deb motioned to approve the minutes, Trish moved and Gwyn seconded. Minutes were approved.

Program Manager Updates:

Started completing Oregon Needs Assessments on 7/1. Approximately 1700 ONA's ; have one year to complete. State recommends 25 assessments a month for full time staff; have staff being trained now. Assessments can result in level of care so Case Managers cannot complete them.

Quality assurance field reviews completed. Corissa will bring initial outcome and corrective action plan information to future meeting.

DD moving to the Center St. office tentatively in January 2019. May impact January meeting and more information will follow.

Staff changes – Dana VanHaverbeke retiring November 2nd. Currently recruiting to fill her position with goal of hiring before end of October. Hired another Clinical Supervisor, Trisha McGowan.

Group Discussion:

Deb – Data Review / QA field review: Look into staff trainings per OAR's.

Marion County met with State in June. Checking files to ensure County is meeting timelines, services are in line with assessments, risks are addressed or identified in ISP's and service plans have clear outcomes. Marion County has some work to do around documentation. Corissa will send corrective action plan to committee. Flow chart for ISP/parents would be helpful so they know what to expect.

Corissa – 2 to 3 month wait time currently for background checks.

October is National Disability month – Idea discussed around organizing career fair for school aged children where professionals could be available to engage, identify skills and interests. Corissa will bring outline to next meeting.

Corissa – need clear messaging in place for PSW paperwork. Can be a chaotic process and strategy is needed/tools to process information. Corissa will bring schematic to committee for feedback.

Diana (guest) thought it would be helpful if parents could log into website to track progress, and that it would be useful to have a flow chart and timeline expectations to follow along with.

Corissa stated that DD information on county website needs to be updated.

Deb stated there will be several retirements from the committee and Doug has submitted his resignation. Group will need to have discussion around recruiting. Deb will not be present at October meeting and Corissa will act as meeting Chair.

Kathy attended IDD National Summit held September each year. Many agencies and parents attended and talked through case studies. It was very informative.

Future agenda items:

Discuss and create flow chart for parents who hire, or want to become personal support workers.

Recruiting for committee members - need to do active recruitment. Flier to send out to families and providers would be nice.

Deb motioned to adjourn the meeting, Kathy moved and Trish seconded. Meeting was adjourned at 10:04 AM.