

**DDS-South Region  
Regional Advisory and Planning Council  
Meeting Minutes  
May 15, 2013**

**Members Present:** Chair Diane Martin, Carol Cooney, Jeff DePina, April Dipollina, Susan Gardner, Lauralyn Lewis, and Thomas Dailey, Regional Director, DDS South Region.

**Members Absent:** Jean Brookman, Michael Del Sole, Lori Richardson, and Danielle Shepard.

**Guests:** Stephen Harney, Parent, and Siobhan Morgan, DDS Director of Waiver Services

**Chairperson's Report**

- **Call to Order** – Chair Martin called the meeting to order at 6:05 p.m.
- **Introductions** – All made introductions.
- **Citizen Comment** – Mr. Harney learned about the RAC during his participation in the Creative Housing Workgroup. He is interested in networking with other families who share an interest in creative housing and in advocating for services for individuals with ID. He will be contacting the DDS Eligibility Unit in the near future to apply for services for his daughter, who is a high school student.
- **Council Inquiries** – The Connecticut Community Providers Association, the Connecticut Association of Nonprofits, and The ARC of Connecticut hosted a panel discussion on May 7 at the state Capitol to highlight the impact of the cuts to the Department of Developmental Services. Member Lewis, who testified at that event, asked Mr. Dailey to respond to providers' position on the effects of the proposed cuts. Mr. Dailey pointed out that DDS has done what it could to minimize cuts. Some of the information Member Lewis shared with Mr. Dailey appears to be contrary to what is happening at DDS i.e. grad/age-out funding, transportation, and development. The effects of the transition to uniformed rates on providers, educating the legislature on the issues, and the importance of the work Commissioner Macy is doing to shift resources to individuals and families and the community were discussed.

Mr. Dailey will review DDS accounts at the next meeting.

- **Approval of Minutes** – In the presence of a quorum and upon a motion duly made and seconded, the Council voted to approve the minutes of the January 16, 2013, and March 20, 2013, meetings as presented.

**Level of Need (LON) Presentation**

- Siobhan Morgan, DDS Director of Waiver Services, presented on the Connecticut Level of Need Assessment and Screening Tool (LON). The LON is the tool used by the department to assess an individual's need for supports and then based on those needs, assign resources. The LON is done annually or more often, if a major change occurs for

the individual. The LON supports the development of the individual plan (IP). Domains assessed, scoring levels, and PRATs role in allocating funds were reviewed.

### **Regional Director’s Report**

- **Programmatic Administrative Review (PAR)** – The PAR process provides consumers, families, and their advocates with an opportunity to have program issues reviewed at an administrative level after attempts to resolve them at the team level are exhausted. Individuals may request a Commissioner’s level PAR if they are dissatisfied with the outcome of the Regional Director’s review. There is also a DSS fair hearing process available to individuals on the waiver.
- **Management Information Report (MIR)** – DDS maintains a management information report that is published quarterly. It provides DDS staff and stakeholders with information about eligibility, consumer services and supports, support needs and new development activities, waiver enrollment and revenue, and personnel management. The report is available on the DDS website at <http://www.ct.gov/dds/cwp/view.asp?a=3&Q=455410>
- **Funding Priorities Letter to Families** – The Commissioner’s letter of April 2, 2013, was distributed and reviewed. DDS has set the following top three priorities for allocation of resources:
  1. Emergencies.
  2. Individuals with an immediate Protective Service Plan in place and for whom the Regional Director, or his designee, has determined additional resources are necessary.
  3. Individuals enrolled on a Medicaid waiver with unmet health and safety needs.

### **Old Business**

- **Creative Housing Update** – Due to time constraints, this item will be deferred to the next meeting.

### **New Business**

- **Membership Status** – Members may serve up to two, consecutive three-year terms. A review of membership status ensued. Action steps were determined as follows:

<b>Name</b>	<b>Status</b>	<b>Next Steps</b>
Diane Martin	1 <sup>st</sup> . Term of Membership Expired April 2013.	Will serve 2 <sup>nd</sup> term.
Jean Brookman	1 <sup>st</sup> . Term of Membership Expires July 2013.	Determine interest in serving 2 <sup>nd</sup> term.
Lori Richardson	1 <sup>st</sup> . Term of Membership Expires August 2013.	Determine interest in serving 2 <sup>nd</sup> term.
Michael Del Sole	2 <sup>nd</sup> . Term of Membership Expired January 2013.	RD to send “Thank You For Your Service” letter.
April Dipollina	2 <sup>nd</sup> . Term of Membership Expires August 2013.	RD to send “Thank You For Your Service” letter.
Danielle Shepard	2 <sup>nd</sup> . Term of Membership Expires August 2013.	RD to send “Thank You For Your Service” letter.

Discussion ensued on the requirements related to the composition of the council as set forth in the governing statute. Copies of the statute will be brought to the next meeting for the council to review. Discussion on member recruitment ensued.

- **2013-2014 Executive Board Nominations** – Term of office for executive board members is one year. Current terms expire June 2013. After discussion, executive board nominations were made as follows:
  - Chair: Jean Brookman Lauralyn Lewis
  - Vice Chair: Jean Brookman
  - Secretary: Susan Gardner

Executive board elections will be held at the June meeting. In response to an inquiry regarding possible restrictions of executive board members, the Regional Director's office will follow-up with the DDS Director of Legislative Affairs and report back at the next meeting.

### **Next Meeting Date**

- The next regularly scheduled meeting of the DDS South Regional Advisory and Planning Council is June 19, 2013, at 6:00 p.m., at the Henry Carter Hull Library, Clinton.

### **Adjournment**

- Upon a motion duly made and seconded, the meeting adjourned at 8:00 p.m.

Minutes Recorded by:  
Jolie Crescimano-Goss  
Executive Secretary, DDS-SR