

**Advisory Council Meeting  
September 21, 2017  
4:00 pm  
Ella Grasso Center, Stratford, CT**

**Minutes**

**Present**

Members: Susan Bastien, Charles Bergamo, Marina Derman, Fritz Gorst, Mickey Herbst, Gil Kellersman, Karen Simon, Cindy Stramandinoli, Lori Chiappiniello

Guest Speaker: Attorney Kishore Kappor, Esq.

Guest: Ben Jaffy (staff member of Mr. Bergamo)

**Call to Order**

Chairman Bergamo called the meeting to order at 4:05 pm

**Review of Minutes from Last Meeting**

The Minutes of June 22, 2017 were reviewed. Upon a motion duly made and seconded, the Council approved the Minutes.

**Discussion of Joint Council Meeting in Hartford, CT**

The Statewide Council on Developmental Services has invited all of the RACs from each region to participate in their upcoming meeting on October 19, 2017 at 5:00 p.m. at DDS Central Office, 460 Capitol Avenue, 3<sup>rd</sup> Floor Training Room, Hartford, CT.

Members discussed the invite and agreed that they would like to join the statewide meeting. Eunice will inform Central Office that some members of the West Region will be coming to the meeting.

**Facebook Update**

Mr. Bergamo invited his staff member, Ben, to the meeting to take candid photos and a group photo of the group for the DDS WR Facebook page.

The FB page explains the purpose of the Council and will include links on important topics. Ben is working to keep the Facebook page updated.

The Council discussed what type of information should be on the FB page. They agreed that links to different informational topics seem to make the most sense. What is appropriate for the page (i.e. budget information, etc.)? Mr. Bergamo indicated that information the Council feels should be posted on the page should be forwarded to him (charles.bergamo@nm.com) or Ben at (benjamin.jaffy@nm.com) so that they can incorporate that into the FB page.

Ms. Bastien shared a copy of the new "DDS Support Survey" that was used at her recent IP meeting. She will be providing a copy of the document to Ben so that it can be included on the web page along with a brief description of the form so that families can have a heads up on what to expect at their IP meeting. (See attached).

Ms. Bastien also inquired why she didn't receive a copy of the new Regional Advisory Council (RAC) fact sheet that all families are supposed to receive at their annual IP. She indicates that this was statutorily put into place earlier this year and she should've gotten the fact sheet. Fritz will follow up and advise what happened.

A question was posed to inquire if staff in private agency group homes will also be educated on the RAC fact sheet. Fritz will also inquire about this and get back to the Council.

The RAC discussed the possibility of having one Facebook page for all of the statewide Councils. There was mixed reaction to this. It might be difficult to coordinate information that may be specific to a certain region into a statewide page (i.e. which region takes the lead to coordinate a statewide page?). The advantages of having an independent page were also shared.

Eunice will inquire who handles updating the South Region Facebook page and will give that information to Mr. Bergamo.

### **Probate Presentation**

Attorney Kapoor is a practicing Probate Attorney who provided an overview of the guardianship application process with the Connecticut Probate Court system. A handout was provided to the Council (also available on the internet <http://www.ctprobate.gov/Documents/User%20Guide%20-%20Persons%20with%20Intellectual%20Disability.pdf>).

Mr. Kapoor explained that it is not necessary to hire an attorney to apply for guardianship or conservatorship of an Intellectually Disabled person. The process is not very difficult and the clerks at the court usually offer guidance to families who petition for guardianship.

An application is filled out and the process begins. The court has 45 days to put the case on the docket. Applications are typically submitted in the town where the individual resides (transfers can occur at a later time, if the family moves and it causes a hardship to remain in a certain court).

A determination on the type of guardianship is made by the court. Once a guardianship is granted the guardian/conservator is issued documentation to prove their status. It's advisable for the guardian/conservator to keep the document handy in case they're asked for verification. Attorney Kapoor also mentioned that he usually recommends that family identify a standby guardian who could serve in absence of the guardian. It is also advisable for the guardian to notify the court if he/she will be leaving the country for an extended period of time, that way the standby guardian's status becomes active.

The court usually sends family members a renewal of guardianship on an annual basis (although this may vary, based on the available staffing at each Probate Court).

Attorney Kapoor completed the overview of the handout and reminded the Council that an attorney is not necessary to complete this process.

A link to this information will also be posted on the DDS Advisory Council webpage for families to access.

## **Regional Director Updates**

- There is still no budget; DDS was allocated a quarterly budget that will end Oct. 1. At that point, more tough cuts will likely take place if no budget is voted in. No grad money has been allocated; therefore, no new grads are allocated day program money. There was a brief discussion on what other budget cuts could take place (i.e. CFC) if a budget is not in place.
- Peter Mason is the new DDS Deputy Commissioner beginning September 29<sup>th</sup>
- Scott McWilliams is the Chief Financial Officer coming to DDS from Office of Policy & Management (OPM).

## **Public Comment**

No public comment

## **Next Meetings:**

- Statewide Council on Developmental Services  
Thursday, October 19, 2017  
5:00 pm  
460 Capitol Avenue, 3<sup>rd</sup> floor  
Hartford, CT
- West Region RAC  
Thursday, November 16, 2017  
10:00 am  
55 West Main Street, 3<sup>rd</sup> floor  
Waterbury, CT

## **Adjournment**

***Upon a motion duly made and seconded, the Council adjourned the meeting at 5:55 pm.***

Respectfully submitted by:  
Eunice B. Rivera  
Executive Secretary

## DDS Support Survey

Name:

DDS#:

Annual Plan Addendum – Date:

In planning for the future, teams need to consider all available resources such as community supports, other state resources and natural supports. This survey is to identify potential DDS service needs.

### Residential Supports

- I currently have DDS funded supports meeting my needs and do not request any additional services
- Currently, I do not have DDS funded supports in this area and I am not requesting or planning for any
- I have identified service needs and a PRAT request will be submitted

**Case Manager must submit a PRAT request and a Residential Request Assessment (when**

**applicable).**

### Day and Employment Supports

- I currently have DDS funded supports meeting my needs and do not request any additional services
- Currently, I do not have DDS funded supports in this area and I am not requesting or planning for any
- I have identified service needs and a PRAT request will be submitted.

**Case Manager must submit a PRAT request.**

I understand that I can request services and a planning meeting at any time.

Individual or Guardian Initials \_\_\_\_\_

Date: \_\_\_\_\_

If individual/guardian is not available to initial, CM initials \_\_\_\_\_

Date: \_\_\_\_\_

Please put reason individual/guardian could not initial in case notes