

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: February 3, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF DECEMBER 2, 2015 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Open Doors For Multicultural Families**
 - D. Service Changes Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. State-only Funding**
 - D. Statewide Assistive Technology Conference**
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: March 2, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF FEBRUARY 3, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Vulnerable Taskforce Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - a) Governor and House Budget**
 - B. Advocacy Reports**
 - C. Statewide Transition Conference**
 - D. Board Officer Nominations**
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, February 3, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

CALL TO ORDER – Alicia Skelly, chair, called the meeting to order at 5:02 p.m.

INTRODUCTIONS – Members and guests introduced themselves.

APPROVAL OF DECEMBER 2, 2015 MINUTES

MOTION: Donna Gearns moved to approve the December 2, 2015 minutes as submitted. Veola Taylor seconded. Motion carried.

ADDITIONS/APPROVAL OF AGENDA

MOTION: Christine Johnson moved to approve the agenda as submitted. Robin Christman seconded. Motion carried.

OLD BUSINESS

➤ Working Age Adult Policy Implementation

- Employment Leadership Group Update: In January, executive directors and employment specialists met to review the group's initial goals to increase employment for folks with high acuity and to increase hours of employment for individuals with low acuity. They also discussed ongoing goals.
- Washington State receives federal funds at a higher federal match rate in supporting transitioning individuals out of RHCs or other institutional living into the community under the Roads to Community Living (RCL) project. Additionally, dollars are available each year to the RCL project for re-investing in community activities, projects, and training. Some past examples of how the re-investment funds have been used included funding technical assistance around supported employment services for seven people who moved into the Kitsap community when Frances Haddon Morgan Center closed; and funding the Autism Learning co-hort over the past two past years in which Kitsap County residential and supported employment staff have participated. Recently, four mini-grants are being made available to specific counties from these re-investment funds. Kitsap County was identified as one of the counties that can apply. County staff will be meeting this week with two employment vendors who have expressed interest in the grant. The application is due February 5th.

➤ Transition Student Update

- Reviewed and discussed the 2014, 2015 and 2016 transition students. Of the 30 students in the 2016 class, 17 students are in the School to Work program; of the 2015 transition class, 7 students are employed, with one more close to employment.
- Reviewed and compared the numbers involved in the 2013, 2014 and 2015 School to Work program; the number of 2015 participants were down for a variety of reasons.

➤ Open Doors for Multicultural Families

- If anyone missed the first professional webinar series that took place in January, the information should be available online soon. Each month through May there will be a new webinar containing pertinent information in working with culturally and linguistically diverse students with disabilities and families. This month the webinar will focus on "How to Work with an Interpreter".

➤ Service Changes Update

- DD has continued to track former clients that transitioned from Kitsap Applied Technologies and were enrolled in various services with other vendors. Of the 33 original participants, 26 enrolled with other vendors by March 2013; Currently, 19 individuals are still enrolled in county programs.

COMMUNITY INPUT

- Charlotte Shepherdson, Kitsap Parent Coalition, provided copies of the Parent Coalition newsletter. She provided an update of recent activities and announced upcoming events, including the “Night to Shine” event, and the upcoming Resource Fair. The next Parent Coalition meetings are February 25 and March 21.

NEW BUSINESS

➤ Legislative and Budget Update

- Reviewed and discussed the ARC’s list of upcoming bills of interest. County staff briefly discussed HB 1293 Qualifications to become a para-educator; HB 2767 center-based services redefines current definitions; and HB 2790 Employment First exceptions which allows additional exceptions to the 9-month employment first rule to get community access for folks under 62.
- Discussed the changes to the State Supplemental Payment (SSP) in lieu of the individual and family services (IFS) program. As of January 1, 2016, the choice between the SSP or IFS program is no longer an option. All state only-funded services are now limited by available funding for those already in the SSP. At time of the annual assessment, SSP clients will be offered a chance to convert to the IFS waiver since participants who want to work and get long-term funding will need to transition to the waiver before that happens.

➤ Advocacy Reports

- George Adams reported that he has returned to South Kitsap High School to talk to transition student about advocacy and their potential impact on legislation in Olympia. He also announced several upcoming events.

➤ State-only Funding

- Due to funding cuts during the last legislative session, anyone receiving support through state-only funds is in the process of having their services reviewed to evaluate if they can move onto a waiver to fund supports in the future. Seven Kitsap County individuals are impacted. Thus far, it was determined that three individuals don’t meet the criteria to move onto a waiver. One has been approved to continue to receive state-only funds and DDA is in the process of determining if the other two will continue to receive state-only funds. The other four are working with their DDA Case Resource Managers. County staff will continue to follow-up with DDA.

➤ Statewide Assistive Technology Conference

- The WA Assistive/Information Technology Conference is February 19 in Vancouver. The conference is expected to be an annual event with the venue rotating throughout the state to allow more opportunities for attendance.

➤ DDA/DVR Provider Updates

- DDA Update: None
- DVR Update: Tricia Burks reported on recent staffing changes in their local offices. The Pre-employment Training Services (PETS) funding came through in October and staff are coming up to speed on this new program—it may take another year before the program gets working smoothly.

➤ Provider Updates

- Heidi Scheibner, Trillium, reported that Karen Williams has been hired as the new Executive Director of Trillium with Trish Borden’s retirement in December; staff continues to be busy with their School to Work program—they currently have two people employed from the 2016 class.

➤ Officer Report

- Alicia Skelly congratulated George Adams and Kathy Lougheed on their recent reappointment to the board for another three-year term; next month will appoint a nominating committee for elections in April.

➤ Staff Report

- The new 2016 Resource Guides are available for distribution.

ADJOURNMENT – Meeting adjourned at 6:12 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> George Adams Robin Christman Donna Gears Christine Johnson Sandra LaCelle Kathy Lougheed Alicia Skelly Veola Taylor <u>Absent</u> Jacki Haight Marian Wiggins	Hannah LaCelle Heidi Scheibner, Trillium Deana Pearson, ASSIST Charlotte Shepherdson, Kitsap County Parent Coalition Tricia Burks, DVR	Kelly Oneal Linda Ward

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: April 6, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF March 2, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Statewide Transition Conference**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - a) Final Budget**
 - B. Advocacy Reports**
 - C. Community Summit-Wenatchee**
 - D. County Guidelines-Guiding Principles**
 - E. Board Officer Elections***
 - F. DDA/DVR Provider Updates**
 - G. Provider Updates**
 - H. Officer Report**
 - I. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, March 2, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

CALL TO ORDER – Alicia Skelly, chair, called the meeting to order at 5:02 p.m.

INTRODUCTIONS – Members and guests introduced themselves.

APPROVAL OF FEBRUARY 3, 2016 MINUTES

MOTION: Robin Christman moved to approve the February 3, 2016 minutes as submitted. Kathy Lougheed seconded. Motion carried.

ADDITIONS/APPROVAL OF AGENDA

Under Old Business, replace item 5.c *Vulnerable Taskforce Update* with *Open Doors Multicultural Families*.

MOTION: Donna Gearns moved to approve the agenda as amended. Kathy Lougheed seconded. Motion carried.

OLD BUSINESS

➤ Working Age Adult Policy Implementation

- Washington State receives federal funds to support individuals transitioning out of RHCs into the community under the Roads to Community Living (RCL) program. In addition to individual funding for the person moving out, funding is available each year through the program for re-investing in community activities, projects and training. Four mini grants were made available to specific counties from these re-investment funds with Kitsap County being awarded a \$10,000 mini grant to support additional services not covered by usual employment dollars. Funds will be used by Trillium and Vadis to support employment efforts for four selected individuals that previously resided at Frances Haddon Morgan Center. Updates to follow as this project progresses.
- Autism Learning Cohort: The cohort provides technical assistance for employment programs and residential programs. As the second year for this group hosts their second to last meeting this month with the final one occurring in June, there are new plans under development for additional/new projects. Staff will continue to provide updates.

➤ Transition Student Update

- Reviewed and discussed the 2015 and 2016 transition students. Update to the final 2015 report provided last month—an additional graduate became employed in February and although DVR had just closed the case they were willing to reopen it so the county will be reimbursed. Four 2016 students are currently employed.
- Shaun Wood with WA Initiative for Supported Employment continues to provide technical assistance in South Kitsap School District; he will also provide technical assistance in Central Kitsap School District; he is planning to meet with their Autism Specialist in the next couple months to plan training and technical assistance for next year.

➤ Open Doors for Multicultural Families

- In this second year of the five-year grant, the program is providing monthly webinars on various subjects for professionals. The March 16 webinar is *Adult Services Eligibility for Immigrant and Refugee Students*. Webinar trainings for families are under development.

COMMUNITY INPUT

- Charlotte Shepherdson, Parent Coalition, provided information on her recent activities and trainings she attended this past month; reminded everyone to check the Parent Coalition website and newsletter for additional information on upcoming events.

NEW BUSINESS

- Legislative and Budget Update
 - The Board reviewed the ARCs 2016 Developmental Disabilities Bills of Interest and the 2016 proposed supplemental budgets comparing the House, Senate and Governor's budgets. Staff pointed out a number of bills including: SB 6408 Para-educator qualifications; HB 2323 Able Account which allows people to invest a set amount of money without being taxed for certain areas of allowable expenditures; HB 2287 a training program for first responders, and assess 911 system to display disability information; and HB1499 revises definition of criminal mistreatment of vulnerable adults.
- Advocacy Reports
 - No report -- George Adams was in Olympia advocating and unable to attend board meeting.
- Statewide Transition Conference
 - The Washington Transition Conference takes place March 29, at the Edward D. Hansen Conference Center in Everett. The focus is on seamless transition of students from school to work and adult life. Register online at the WISE website. Board members' registration fees will be paid by DD.
- Board Officer Nominations
 - Nominations were conducted by email to the chair last month with the majority voice supporting Sandra LaCelle to continue as vice chair and Alicia Skelly as chair. Both individuals accepted the nominations. Voting will take place at the April meeting.
- DDA/DVR Provider Updates
 - DDA Update: Patti Stoneman Lowe announced the appointment of Anthony Robinson as the new Bremerton DDA office supervisor. She briefed the board on other personnel changes and a number of enhancements to customer service that will streamline processes making it easier and faster for customers. DDA implemented an open house concept to assist families with filling out DDA paperwork, however the response has been disappointing. She noted that additional respite beds have opened to address the need for more respite and crisis beds for adults and children.
 - DVR Update: None
- Provider Updates
 - Cathy Bisailon, Easter Seals, announced that Ashley Jackman is currently serving as acting director until a new director is hired for the Kitsap office.
- Officer Report
 - Thanked the board for their support in wanting her to continue as chair.
- Staff Report
 - Resource Fair was well attended due to the efforts of providers and schools to get the word out.
 - Announced that after serving over 20 years as the DD program's support staff, Linda Ward will be assuming other duties. Debi Matheson will take over the support staff position for the DD program and advisory board.

ADJOURNMENT – The meeting adjourned at 6:00 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u> Robin Christman Donna Gearns Christine Johnson Kathy Lougheed Alicia Skelly Veola Taylor Marian Wiggins</p> <p><u>Absent</u> George Adams Jacki Haight Sandra LaCelle</p>	<p>Cathy Bisaillon, Easter Seals WA Ashley Jackman, Easter Seals WA Charlotte Shepherdson, Kitsap County Parent Coalition Danni Stone, ASSIST Camron Gomez Patti Stoneman Lowe, DDA Anthony Robinson, DDA</p>	<p>Kelly Oneal Linda Ward</p>

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: May 4, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF March 2, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Open Doors for Multicultural Families**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. Upcoming Trainings**
 - D. Contracts 2016-2017**
 - E. Board Officer Elections***
 - F. DDA/DVR Provider Updates**
 - G. Provider Updates**
 - H. Officer Report**
 - I. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, March 2, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

CALL TO ORDER – Alicia Skelly, chair, called the meeting to order at 5:02 p.m.

INTRODUCTIONS – Members and guests introduced themselves.

APPROVAL OF FEBRUARY 3, 2016 MINUTES

MOTION: Robin Christman moved to approve the February 3, 2016 minutes as submitted. Kathy Lougheed seconded. Motion carried.

ADDITIONS/APPROVAL OF AGENDA

Under Old Business, replace item 5.c *Vulnerable Taskforce Update* with *Open Doors Multicultural Families*.

MOTION: Donna Gearns moved to approve the agenda as amended. Kathy Lougheed seconded. Motion carried.

OLD BUSINESS

➤ Working Age Adult Policy Implementation

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- Shaun Wood with WA Initiative for Supported Employment continues to provide technical assistance in South Kitsap School District; he will also provide technical assistance in Central Kitsap School District; he is planning to meet with their Autism Specialist in the next couple months to plan training and technical assistance for next year.

➤ Open Doors for Multicultural Families

- In this second year of the five-year grant, the program is providing monthly webinars on various subjects for professionals. The March 16 webinar is *Adult Services Eligibility for Immigrant and Refugee Students*. Webinar trainings for families are under development.

COMMUNITY INPUT

- Charlotte Shepherdson, Parent Coalition, provided information on her recent activities and trainings she attended this past month; reminded everyone to check the Parent Coalition website and newsletter for additional information on upcoming events.

NEW BUSINESS

- Legislative and Budget Update
 - The Board reviewed the ARCs 2016 Developmental Disabilities Bills of Interest and the 2016 proposed supplemental budgets comparing the House, Senate and Governor's budgets. Staff pointed out a number of bills including: SB 6408 Para-educator qualifications; HB 2323 Able Account which allows people to invest a set amount of money without being taxed for certain areas of allowable expenditures; HB 2287 a training program for first responders, and assess 911 system to display disability information; and HB1499 revises definition of criminal mistreatment of vulnerable adults.
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 - DVR Update: None
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- Officer Report
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 - Announced that after serving over 20 years as the DD program's support staff, Linda Ward will be assuming other duties. Debi Matheson will take over the support staff position for the DD program and advisory board.

ADJOURNMENT – The meeting adjourned at 6:00 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
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**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, April 6, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

1. **CALL TO ORDER** – Sandra LaCelle, vice-chair, called the meeting to order at 5:03 p.m.

2. **INTRODUCTIONS** – Members and guests introduced themselves.

3. **APPROVAL OF March 2, 2016 MINUTES - TABLE**

Less than a quorum was present at the meeting.

4. **ADDITIONS/APPROVAL OF AGENDA**

None

5. **OLD BUSINESS**

A. Working Age Adult Policy Implementation:

DDA goal of increasing the number of individuals statewide employed earning minimum wage or higher is being tracked. The report Results Washington was reviewed. Goal 4: 3.1.b. Increase the percent of working-age adults with developmental disabilities who are employed from 65.2% to 66% by July 2017. The report indicates this target has been met, there has been a 6% increase since June 2010 as well as DDA clients earning minimum wage or better has increased every fiscal year since 2010.

Roads to Living Community Project. Through the project's re-investment funds, four mini grants were made available to specific counties and three counties applied. Kitsap County was awarded one for \$10,000. The dollars are to be used to support additional services not covered by usual funding resources. Funds will be used by Trillium and Vadis to support employment efforts for four selected individuals that previously resided at Frances Haddon Morgan Center. So far one has been employed, and hope to have three more employed by June.

B. Transition Student Update: Reviewed and discussed the 2015 and 2016 transition students. Update to the final 2015 report provided last month—an additional graduate became employed in February. Four 2016 students are currently employed.

C. Statewide Transition Conference:

The Washington Transition Conference took place March 29, at the Edward D. Hansen Conference Center in Everett. The focus was on seamless transition of students from school to work and adult life. Several representatives from Kitsap County attended. It was noted from the audience members that this was a very good networking opportunity and spoke about how beneficial this was about getting students ready for work situations with age appropriate social skills in the work place and help set obtainable goals.

DVR is planning to spend 15% of the budget on transitioning services. In response, each of the school districts is completing a survey regarding transition services as well as the Olympic Education Services District (OESD) completing a region wide survey. The surveys are to be utilized to determine what training, technical assistance and services are needed.

6. COMMUNITY INPUT

Charlotte Shepherdson, Parent Coalition, provided information on her recent activities and trainings she attended this past month; reminded everyone to check the [Parent Coalition website](#) and newsletter for additional information on upcoming events.

Special Reminders: There is an open house offered by the local Kitsap DDA office to assist families/guardians complete DDA paperwork. Contact local Kitsap DDA office for open house dates/times. There will be a WISE webinar on April 13th, the community is welcome to join in with Charlotte if interested to view the WISE webinar April 13th, with Charlotte the fee has been paid. WISE webinar April 13th [My Life is My Own: The Power of Self Advocacy](#), from 2:30 to 4:30 pm.

7. NEW BUSINESS

A. Legislative and Budget Update

Legislative Update:

The Board reviewed the ARCs 2016 Developmental Disabilities Bills of Interest and the 2016 proposed supplemental budgets comparing the House, Senate and Governor's budgets. Staff pointed out a number of bills including: SB 6408 Para-educator qualifications; HB 2323 Able Account which allows people to invest a set amount of money without being taxed for certain areas of allowable expenditures; HB 2287 a training program for first responders, and assess 911 system to display disability information; and HB1499 revises definition of criminal mistreatment of vulnerable adults.

Final Budget: Highlights included:

DDA is working through the process to apply the new over time rules.
The number of case managers has increased, to support more home visits.
New DDA Ombuds positions have been included.

B. Advocacy Reports:

George Adams continued advocacy work in Olympia and work with local school districts. George shared he will be participating in the upcoming, WISE webinar, [My Life is My Own: The Power of Self Advocacy](#), Wed. April 13, from 2:30 – 4:30 p.m., the cost is \$30.

C. Community Summit-Wenatchee:

[2016 Community Summit: Cultivate Potential](#), will be held in Wenatchee on June 14 – 16, 2016. Board members interested in attending, contact Kelly Oneal, 337-4624 or koneal@co.kitsap.wa.us. George Adams plans to attend. Kelly extended the invitation to other interested parties such as; DDA case managers and Providers.

D. County Guidelines-Guiding Principles:

The updated County Guidelines-Guiding Principles are incorporated into the local Kitsap County provider contracts and helps direct the statement of work to be done by the provider.

E. Board Officer Nominations - TABLE

Sandra LaCelle will continue as vice chair and Alicia Skelly as chair. Both individuals accepted the nominations. Voting will take place at the May meeting.

F. DDA/DVR Provider Updates:

DDA Update: Patti Stoneman Lowe spoke about how DDA implemented an open house concept to assist families with filling out DDA paperwork. Discussed changes to income tax/IRS rules for providers of clients served through the Medicaid state plan programs. Patti shared the updated brochures regarding the Home and Community Based Waiver services;

ProviderOne, the new system in how individual providers are paid has begun. Given this is newly implemented, there has been difficulties. Patti spoke about directing calls to the DDA case manager for assistance for ProviderOne if the question involves the DDA care plan or number of service hours authorized. Contact ProviderOne for questions involving submission of service hours.

Patti noted that additional respite beds have opened to address the need for more respite and crisis beds for adults and children. May 1st the Tacoma site will be open for individuals for the overnight setting.

DVR Update: Frances Burton is a new DVR counselor. She will split her time between WorkSource and the DVR Silverdale office.

G. Provider Updates - none

H. Officer Report - none

I. Staff Report - none

8. ADJOURNMENT – The meeting adjourned at 6:04 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> George Adams Sandra LaCelle Marian Wiggins <u>Absent</u> Robin Christman Donna Gearns Jacki Haight Christine Johnson Kathy Loughheed Alicia Skelly Veola Taylor	Heidi Scheibner, Trillium Employment Services Faun Broman, Vadis Ryan Selberg, Assist Patti Stoneman Lowe, DDA Charlotte Shepherdson, Kitsap County Parent Coalition Hannah LaCelle	Kelly Oneal Debi Matheson

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: June 1, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF May 4, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Community Summit-Wenatchee**
 - D. Service Changes Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. Person Centered Planning**
 - D. Contracts 2016-2017***
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, May 4, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

1. **CALL TO ORDER** – Alicia Skelly, Chair, called the meeting to order at 5:04 p.m.

2. **INTRODUCTIONS** – Members and guests introduced themselves.

3. **APPROVAL OF March 2, 2016 MINUTES**

MOTION: Kathy Lougheed moved to approve the March 2, 2016 minutes as submitted. George Adams seconded. Motion carried.

April 6, 2016 meeting notes were not voted on, the meeting had less than a quorum, no official business was conducted. The meeting notes were provided as informational only.

4. **ADDITIONS/APPROVAL OF AGENDA**

MOTION: Robin Christman moved to approve the agenda as submitted. Kathy Lougheed seconded. Motion carried.

5. **OLD BUSINESS**

A. Working Age Adult Policy Implementation:

Roads to Living Community Project. Through the project's re-investment funds, Kitsap County was awarded a mini-grant for \$10,000. The dollars are intended to support additional services not covered by usual funding resources. Funds are being used by Trillium and Vadis to support employment efforts for four selected individuals that previously resided at Frances Haddon Morgan Center. So far two individuals have become employed and the goal is to have the other two individuals employed by June.

Shaun Wood with WA Initiative for Supported Employment (WISE) will be concluding this month the technical assistance focused on autism he provided to staff at the South Kitsap School District; he will also provide technical assistance at Central Kitsap School District; he is planning to meet with their Autism Specialist in the next couple months to plan training and technical assistance for next year.

Community Employers List in Kitsap County – A handout was provided that listed the different businesses that employ individuals supported by county funded employment services.

B. Transition Student Update: Reviewed and discussed the 2014, 2015 and 2016 transition students. County staff in partnership with DVR is in the process of signing-up 2017 students for next year's School to Work program. The next couple years transition student classes are significantly smaller than the previous years.

Next fall's Parent/Student Information Nights will be held at South Kitsap High School on November 9th. Still planning date for the one to be held at North Kitsap School District.

Wednesday, June 1, South Kitsap School District's, Community Transition Program (CTP) is holding their "Start Now" luncheon. This event is open to parents and students of all ages. There will be representation from a variety of service providers and organizations such as DVR, Kitsap County DD, and Kitsap County Parent Coalition. This event is open to other school districts. For more information, contact Robin Christman.

C. Open Doors for Multicultural Families

Wednesday, May 18, Professional Webinar, "Culturally Responsive Parent Centered Planning," webinar start at 3:15 p.m., no cost and available to the public. Clock Hours are available for a small fee. Closed captioning available. This is the last professional webinar offered in the five part series. All five webinars are and/or will be available at the Center for Change in Transition website. <https://www.seattleu.edu/ccts/>.

6. **COMMUNITY INPUT**

Charlotte Shepherdson, Parent Coalition, provided information on her recent activities and trainings she attended this past month; reminded everyone to check the [Parent Coalition website](#) and newsletter for additional information on upcoming events.

7. **NEW BUSINESS**

A. Legislative and Budget Update:

Discussed handout developed by DDA summarizing the upcoming 2016 Supplemental Budget. Some areas addressed included: Individual Provider (IP) overtime, services focused on Client Protection, Planned Respite at Yakima Valley School, and Parent to Parent program.

B. Advocacy Reports:

George Adams continued advocacy work in Olympia and work with local school districts. Due to funding cuts to the Self Advocates of Washington budget, they will not be continuing work at local high schools.

C. Upcoming Trainings:

Discussed information pertaining to several upcoming trainings posted at the county's website at <http://www.kitsapgov.com/hs/devdis/devdisableupcomingevents.htm>.

D. Contracts 2016-17:

Upcoming contracts and budget information will be provided at the June meeting for Board members to review and vote on.

E. Board Officer Nominations:

MOTION: Kathy Lougheed moved to approve the nomination of Sandra LaCelle as Vice-Chair. Marian Wiggins seconded. Motion carried.

MOTION: Kathy Lougheed moved to approve the nomination of Alicia Skelly as Chair. Marian Wiggins seconded. Motion carried.

F. DDA/DVR Provider Updates:

DDA Update: Diane Utrup shared two handouts pertaining to the Individual & Family Services (IFS) Waiver Program. One handout provided an overview of the program, enrollment information and available services. The other handout was a Frequently Asked Questions (FAQ) regarding the IFS Waiver program.

DVR Update: Frances Burton was introduced as a new DVR counselor. She will split her time between WorkSource and the DVR Silverdale office.

G. Provider Updates:

Easter Seals is currently searching for a new Workforce Development Program Director.

H. Officer Report: -

Membership attendance was discussed based on the April meeting falling on school districts' Spring Break week and not having a quorum of Board members. The board was asked about future meetings in the event there was not a quorum in terms of either holding an informational

meeting or cancelling. It was suggested to look at the 2017 school calendars to determine when Spring Break will be held to determine a course of action.

The Board Chair shared information about a Leadership Lab put on by the Bremerton School District. The intent of the Leadership Lab was to discuss strategies for children who exit early intervention services, don't qualify for special education services but may still have developmental needs. Bremerton School District is looking at a way to provide supports/services to those children and their families. It could be a model that other school districts may want to implement.

- I. Staff Report: None

8. ADJOURNMENT – The meeting adjourned at 5:58 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> George Adams Robin Christman Donna Gears Kathy Loughheed Alicia Skelly Marian Wiggins <u>Absent</u> Jacki Haight Christine Johnson Sandra LaCelle Veola Taylor	Diane Utrup, DDA Frances Burton, DVR Charlotte Shepherdson, Kitsap County Parent Coalition Faun Bierman, Vadis Ashley Jackson, Easter Seals	Kelly Oneal Debi Matheson

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: September 7, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF June 1, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Contracts 2016-2017 Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. Accessible Communities Advisory Committee**
 - D. DDA/DVR Provider Updates**
 - E. Provider Updates**
 - F. Officer Report**
 - G. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, June 1, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

1. CALL TO ORDER – Alicia Skelly, Chair, called the meeting to order at 5:02 p.m.

2. INTRODUCTIONS – Members and guests introduced themselves.

3. APPROVAL OF May 4, 2016 MINUTES

MOTION: George Adams moved to approve the May 4, 2016 minutes as submitted. Donna Gearns seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

MOTION: Marian Wiggins moved to approve the agenda as submitted. Donna Gearns seconded. Motion carried.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

Roads to Community Living Project Update; The mini-grant project that provides funds to support employment efforts to four individuals supported by Trillium and Vadis concludes at the end of the month. Currently, one of the two individuals that were employed lost their job. Efforts continue to secure employment for the other two participants.

Plans to have Shaun Wood with WA Initiative for Supported Employment provide technical assistance in Central Kitsap School District are underway; South Kitsap School District is interested in having Shaun continue to provide training and technical assistance next year to the transition teachers and para-educators.

B. Transition Student Update:

Reviewed and discussed the 2014 -2016 transition students.

County staff in partnership with DVR continues the process of signing-up the 2017 students for next year's school-to-work program. There are a total of 15 students in the 2017 class and it is anticipated that 11 will sign up for the school-to-work program.

The 5th Annual Start Now Luncheon held today at South Kitsap High School was the best attended to date. There was a variety of different agency representatives providing information about services as well as employment agency staff that assisted with the event's festivities.

C. Community Summit-Wenatchee

The Community Summit will be held at Wenatchee Convention Center on June 14 - 16. The Community Summit will offer a series of workshops facilitated by national and local presenters. Currently, there are eighteen representatives from Kitsap County registered

(DD Advisory Board, School District staff, Providers, Parents). Registration deadline is today.

D. Service Changes Update

DD has continued to track former clients that transitioned from Kitsap Applied Technologies and were enrolled in various services with other vendors. Of the 33 original participants, 26 enrolled with other vendors by March 2013; Currently, 18 individuals are still enrolled in county programs.

6. COMMUNITY INPUT

Charlotte Shepherdson, Parent Coalition reminded everyone to check the [Parent Coalition website](#) for additional information on upcoming events.

Charlotte attended the Special Education Directors on May 20th along with PAVE staff, Vanessa Lewis. Both provided information about their programs and discussed ways to work together with districts.

This month's Parent Coalition Meeting will be held, Wednesday, June 29, at 6:30 p.m., at the Family Pancake House, 3900 Kitsap Way, Bremerton, WA 98312. There has been a request to form a group in Port Orchard, more to follow as details are completed.

7. NEW BUSINESS

A. Legislative and Budget Update

Three handouts were provided and discussion followed pertaining to the In-Home Personal Care and Respite Services Compensation/Overtime. The new legislation effects not only individual providers contracted with the Developmental Disabilities program, but individual providers contracted with Aging and Long Term Care services.

B. Advocacy Reports:

George Adams shared on June 2, there will be a celebration/BBQ at Central Kitsap High School for the SAMS Club. Certificates of participation in the program will be handed out.

The [Self Advocates of Washington](#) (SAW) Board meeting will be held, June 11 to discuss how budget cuts will impact current service levels. There was discussion if the SAM Clubs would be able to continue on without SAW members to provide support at local districts.

C. Person Centered Planning:

DDA is beginning to use a more formalized person-centered approach to service planning for individuals on a Home & Community Based Services waiver in response to federal requirements. The informing Families Building Trust website www.informingfamilies.org has tools individuals and families can use to guide the person centered planning process. Two handouts available at their website were provided and discussed.

D. Contracts 2016-17:

Developmental Disabilities contract information was provided covering the upcoming year. Discussion occurred regarding the projected funding expenditures. County staff is still working with WISE and Monica Meyer in planning their upcoming training and technical assistance budgets. Information will be forwarded to members for review when this information is completed.

MOTION: Sandra LaCelle made a motion to accept the proposed budget as presented, with a follow-up email to Board members with the additional information. Marian Wiggins second the motion. Motion carried.

E. DDA/DVR Provider Updates:

DDA Update: The local DDA office is offering a Drop-In Open House for individuals and families needing help completing DDA forms or wanting information regarding offered services. Contact the local DDA office at 360-475-3490 for upcoming open house dates.

DVR Update: None.

F. Provider Updates:

Easter Seals: The agency continues to search for a new Director for their Workforce Development Program. They are offering a free workshop on Financial Planning on June 22, from 5:30 – 8:00 p.m., at the Old Spaghetti Factory in Tukwila. Topics to be discussed include: Health care, Living Will, and Public Assistance.

The Parent Coalition is working to develop a medical equipment (i.e. wheel chairs, hospital beds, ramps) exchange for Kitsap County residents. Information is available on the Parent Coalition Facebook page.

G. Officer Report: -

Upcoming meetings: July and August 2016 meetings are cancelled. As a follow-up to last month's discussion regarding upcoming Board meeting dates for 2017, it was suggested to meet in January instead of April to avoid potential low Board turnout over the school districts' Spring Break week in April. Additional discussion to follow in the fall once school calendars are available.

Membership: Donna Gearns, Jacki Haight and Robin Christman Board terms will be expiring in August. Board Chair, Alicia Skelly followed up with all three members. Jacki declined to continue to serve on the Board but both Donna and Robin expressed interest in being re-appointed. County staff will follow-up with the Kitsap County Volunteer Coordinator to assist with the process.

H. Staff Report: None.

8. ADJOURNMENT – The meeting adjourned at 6:24 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u> George Adams Robin Christman Donna Gearns Sandra LaCelle Kathy Lougheed Alicia Skelly Marian Wiggins</p> <p><u>Absent</u> Jacki Haight Christine Johnson Veola Taylor</p>	<p>Ashley Jackson, Easter Seals Mark Carlin, Skookum Contract Services Frances Burton, DVR Charlotte Shepherdson, Kitsap County Parent Coalition Patti Stoneman Lowe, DDA Faun Bierman, Vadis</p>	<p>Kelly Oneal Debi Matheson</p>

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: October 5, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF September 7, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Accessible Communities Advisory Committee**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - B. Advocacy Reports**
 - C. Parent to Parent Coordinator-Melissa Lund**
 - D. DVR School to Work Contract**
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - a) Upcoming Meeting Schedule**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, September 7, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

1. CALL TO ORDER – Alicia Skelly, Chair called the meeting to order at 5:04 p.m.

2. INTRODUCTIONS – Members and guests introduced themselves.

3. APPROVAL OF June 1, 2016 MINUTES

*MOTION: Veola Taylor moved to approve the June 1, 2016 minutes as submitted.
Marian Wiggins seconded. Motion carried.*

4. ADDITIONS/APPROVAL OF AGENDA

*MOTION: Christine Johnson moved to approve the agenda as submitted.
George Adams seconded. Motion carried.*

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- Roads to Community Living Project Update: The mini-grant project that provided up to \$10,000 in funding to support employment efforts, for four individuals supported by Trillium and Vadis concluded June 30, 2016. Ultimately, two out of the four individuals remain employed. One individual was hired at the South Kitsap School District Administration office, the other was hired at Pilgrim Firs (Conference Center). Funds were spent on technical assistance, adaptive equipment, and work site support.
- Shaun Wood with WA Initiative for Supported Employment provided South Kitsap School District with an all day training in August. Shaun is working with two transition programs at South Kitsap High School to increase the number of job opportunities for students and enhance program support.
- Shaun provided training on autism at Central Kitsap School District in August. As a follow-up, Shaun is scheduled to meet with ten teachers in ten different classrooms to provide consultation.

B. Transition Student Update:

- Reviewed and discussed the 2015 -2017 transition students. The 2017 students for this year's school-to-work program are signed up. There are a total of 15 students in the 2017 class and it is anticipated that 9 will participate in the school-to-work program.
- Parent/Student Information Night will be held November 9, from 5:30 – 7:00 p.m. at the South Kitsap High School Auditorium.

C. Contracts 2016-17:

- Developmental Disabilities contract information was updated covering the upcoming year. The revenue contract was extended to June 30, 2017 and funds added. All of the provider contracts were extended for one year and budgets evaluated/adjusted to serve the current level of participants. County staff included WISE and Monica Meyer training and technical assistance budgets to the total.

6. COMMUNITY INPUT

Charlotte Shepherdson, Parent Coalition reminded everyone to check the [Parent Coalition website](#) and FaceBook page for additional information on upcoming events.

- This month's Parent Coalition Meetings will be held, Thursday, September 22, at 6:30 p.m., at the Family Pancake House, 3900 Kitsap Way, Bremerton, WA 98312 and Monday, September 26, at 6:30 p.m., at the Family Pancake House, 1034 Bethel Avenue, Port Orchard, WA 98366.
- The Parent Coalition is making connections with the Holly Ridge Center, "Birth-to-Three" program parents starting in October to share resources and information about preparing for their children's future. One of the materials' to be provided will be the "Nine Critical Skills". In addition, Charlotte will be working with the "Recognize and Respond" program in Bremerton to help families get connected with resources after exciting early intervention services at Holly Ridge Center. Some children still have areas of concern in development but don't qualify for school special education services.
- The Parent Coalition has provided resource tables at the Back-to-School events in Bremerton and South Kitsap School Districts.

The ARC Parent Support Group meets the 2nd Tuesday of each month. Melissa Lund is the new Parent to Parent Coordinator. For more information about The ARC Kitsap & Jefferson Counties upcoming events calendar go to <http://www.arckj.org/events-calendar>.

7. NEW BUSINESS

A. Legislative and Budget Update

- The Individual & Family Services handout was provided and discussion followed as DDA is still looking for additional families to sign up for available services.

B. Advocacy Reports:

George Adams shared information about:

- Tim McCue is the new Director of Self Advocates of Washington (SAW).
- Planning is taking place for a workshop about self-directed services.
- The [Self Advocates of Washington](#) (SAW) Board met and explained how budget cuts will impact current service levels. There was discussion that support from SAW to the local school district's SAM Clubs will not continue.

C. Accessible Communities Advisory Committee:

- The State Legislature passed the Accessible Communities Act to promote county efforts focused on increasing community awareness and accessibility for residents experiencing disabilities. In order to access the available resources, Kitsap County is looking for volunteers to establish an Accessible Communities Advisory Committee that is comprised of representatives across a diverse range of disabilities. The resources available to the committee include: grants to fund small, local projects to improve awareness, acceptance, inclusion and access for people with disabilities; reimbursement for travel, per diem, interpreters and other accommodations during meetings; a searchable database for accessible features for local businesses and other public accommodations; a website to share best practices and other information. The group will meet approximately four times per year. Let county staff know if you are interested in participating.

D. DDA/DVR Provider Updates:

- DDA Update: Local and regional DDA staff is planning on attending OESD's 114, Special Education Director's meeting on September 16th to discuss intake and eligibility for DDA services as well as the Individual and Family Services waiver program.
- DVR Update: Workforce Innovation and Opportunity Act training in schools will begin soon. The local area office is currently fully staffed.

E. Provider Updates:

- Easter Seals: The agency hired Ashley Jackson as their permanent Director of their Workforce Development Program. Their Kitsap office recently moved to the 3100 Building in Silverdale.
- Vadis: The agency hired a new lead position that will help with DVR/DDA customers.

F. Officer Report:

- Membership: Donna Gearns and Robin Christman Board terms were recently reappointed. Board Chair, Alicia Skelly noted that Jacki Haight declined to continue to serve on the Board. Currently there are three Board positions available. Staff will continue to work with the Kitsap County Volunteer Coordinator to fill the vacant positions.

G. Staff Report: None.

- Good of the Order: There is a new television show this fall on ABC called "Speechless," that features a family with a child with a disability.

8. ADJOURNMENT – The meeting adjourned at 5:58 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> George Adams Christine Johnson Alicia Skelly Veola Taylor Marian Wiggins <u>Absent</u> Robin Christman Donna Gearns Sandra LaCelle Kathy Lougheed	Frances Burton, DVR Todd Faulkner, Peninsula Services Charlotte Shepherdson, Kitsap County Parent Coalition Deanna Wentz, Vadis	Kelly Oneal Debi Matheson

The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.

Kitsap County Developmental Disabilities Advisory Board

Date: November 2, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF October 5, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. Accessible Communities Advisory Committee**
 - D. DVR School to Work Contract**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - a) ESIT System Design Proposal**
 - B. Advocacy Reports**
 - C. IFS Waiver Resource Development-Kelly Townsend**
 - D. DD 2017 Board Priorities**
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - a) Upcoming Meeting Schedule**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, October 5, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

1. CALL TO ORDER – Sandra LaCelle, Vice-Chair called the meeting to order at 5:04 p.m.

2. INTRODUCTIONS – Members and guests introduced themselves.

3. APPROVAL OF June 1, 2016 MINUTES

MOTION: Veola Taylor moved to approve the September 7, 2016 minutes as submitted. Marian Wiggins seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

New Business Item 7.C – Parent to Parent Coordinator, Melissa Lund – presentation will take place as first item on the agenda.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- The Employment Leadership group composed of supported employment agency directors and program managers as well as DDA, County and Washington Initiative for Supported Employment (WISE) staff is meeting this month to review service outcomes.
- Funding was provided for three agency staff to attend this year's Employment Professional Certification Program at Highline Community College in Burien.

B. Transition Student Update:

- Reviewed and discussed the 2015 -2017 transition students. It was noted that the 2016 transition student data was amended as previously one individual was not accounted for that received services through DVR.
- A handout was reviewed that was developed for the Community Employment Alliance (CEA) provider group's fall meeting. It contained School to Work outcome data from most of the seven counties that are participating in the School to Work program with DVR.
- Parent/Student Information Night will be held November 9, from 5:30 – 7:00 p.m. at the South Kitsap High School Auditorium.
- Save-the-date for the Resource Fair to be held, Saturday, February 4, 2017 at the ARC, Bremerton.

C. Accessible Community Advisory Committee:

- County staff shared that final outreach efforts to enlist volunteers interested in participating on the Accessible Communities Advisory Committee (ACAC) is concluding and it is anticipated the county will be submitting their ACAC application to the state this month.

6. COMMUNITY INPUT

Charlotte Shepherdson, Parent Coalition reminded everyone to check the [Parent Coalition website](#) and FaceBook page for additional information on upcoming events.

- This month's Parent Coalition Meetings will be held, Thursday, October 27th, at 6:30 p.m., at the Family Pancake House, 3900 Kitsap Way, Bremerton, WA 98312 and Monday, October 24, at 6:30 p.m., at the Family Pancake House, 1034 Bethel Avenue, Port Orchard, WA 98366.
- Charlotte will be presenting information on Friday, October 21 at Holly Ridge Center to parents of children receiving early intervention services. The information will cover topics about preparing for their children's future

7. NEW BUSINESS

A. Legislative and Budget Update:

- Discussed the handout of DDA's Legislative Policy and Budget Priorities. Part of the proposed funding priorities included new dollars for upcoming high school transition services; community residential rate increase; and new SOLA homes.
- Discussed changes occurring in DDA case management services statewide in response to Senate Bill 6564 regarding enhanced protections for vulnerable people. Part of the bill included reducing DDA case managers' caseloads to a 1 to 40 ratio to enhance case management services to the identified clients. This reduction will allow the DDA case manager to meet with clients a minimum of 4 times per year. 700 clients are eligible for the enhanced caseloads statewide.
- Two out the 17 case managers hired for these positions will be working out the Kitsap DDA office. If there is any questions regarding this change, contact DDA Supervisor, Anthony Robinson.

B. Advocacy Reports:

No update.

C. Parent to Parent Coordinator – Melissa Lund:

Melissa has eight years experience as a family participant and is involved in the facilitation of the parent support group at the ARC. The ARC Parent Support Group meets the 2nd Tuesday of each month. Melissa shared the main goal of the Parent to Parent program is to connect parents with like issues. Melissa shared parents could be matched to other parents within the County, state and/or nation. In addition, she has experience providing support and assistance to parents interested in understanding and obtaining guardianship. Contact Information: Melissa@arckj.org phone 360-377-3473 fax 360-824-9040 located at: The ARC, 3243 Perry Avenue, Bremerton, WA 98310.

D. DVR School to Work Contract:

- The county's contract with DVR for the School to Work contract was set to expire the end of September. The new contract provided to participating counties included a significant change that required each school to work program participant to work a minimum of ten (10) hours a week to be considered a successful closure. That is, counties will only be reimbursed for participants that meet this requirement. All counties with School to Work contracts had concerns with this unexpected change and potential impact. King County staff met with DVR staff to discuss concerns with the new contract terms. It was agreed counties would work together to propose alternate contract language. King County is scheduled to meet with DVR on October 17th to discuss proposed changes. In the meantime, DVR agreed to fund the current School to Work participants from the 2016 class.

E. DDA/DVR Provider Updates:

- DDA Update: DDA hired three full time staff in Region 3 to focus on developing resources for services offered on the Individual and Family Services (IFS) waiver. The goal of the IFS waiver is to serve 6,500 financially eligible clients statewide. February 2017 is the last month to add new clients to the program as June 30, 2017 is the deadline for the waiver to be in place.
- The local DDA office is offering two all-day open houses on November 1st and December 6th for anyone who is interested in learning more about or signing up for the IFS Waiver. Contact the local DDA office at 475-3490 for more information.

F. Provider Updates:

- None.

G. Officer Report:

- Upcoming Meeting Schedule: The Board has been requested to check their local school district calendar for the 2017 spring break dates to help determine the April Board meeting date. Please bring information in November.

H. Staff Report: None.

8. ADJOURNMENT – The meeting adjourned at 6:22 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Donna Gears Sandra LaCelle Kathy Loughheed Veola Taylor Marian Wiggins <u>Absent</u> George Adams Robin Christman Christine Johnson Alicia Skelly	Shauna Euritt, Vadis Melissa Lund, The Arc of Kitsap and Jefferson Counties Charlotte Shepherdson, Kitsap County Parent Coalition Linda Roche, Applicant Board Member Patti Stoneman Lowe, DDA	Kelly Oneal Debi Matheson

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Kitsap County Developmental Disabilities Advisory Board

Date: December 7, 2016
Time: 5:00 p.m.
Location: Communitas, 2nd Floor Training Room
920 Park Avenue, Bremerton

A G E N D A

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF November 2, 2016 MINUTES***
- 4. ADDITIONS/APPROVAL OF AGENDA***
- 5. OLD BUSINESS**
 - A. Working Age Adult Policy Implementation**
 - B. Transition Student Update**
 - C. DVR School to Work Contract Update**
 - D. Service Changes Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
 - A. Legislative and Budget Update**
 - a) DOJ/ADA Letter**
 - b) ESIT System Design Proposal Update**
 - B. Advocacy Reports**
 - C. Assistive Technology Conference**
 - D. DD 2017 Board Priorities***
 - E. DDA/DVR Provider Updates**
 - F. Provider Updates**
 - G. Officer Report**
 - H. Staff Report**
- 8. ADJOURNMENT**

* = Indicates action item

**MEETING MINUTES of the
KITSAP COUNTY DEVELOPMENTAL DISABILITIES
ADVISORY BOARD**

**5:00 pm, Wednesday, November 2, 2016
Communitas, 2nd Floor Training room
920 Park Avenue, Bremerton**

1. CALL TO ORDER – Alicia Skelly, Chair called the meeting to order at 5:06 p.m.

2. INTRODUCTIONS – Members and guests introduced themselves.

3. APPROVAL OF October 5, 2016 MINUTES

MOTION: Veola Taylor moved to approve the September 7, 2016 minutes as submitted. Donna Gearns seconded. Motion carried.

4. ADDITIONS/APPROVAL OF AGENDA

MOTION: Marian Wiggins moved to approve the amended agenda to move Item 7.c.Kelly Townsend presentation, prior to the regular business meeting. Kathy Lougheed seconded. Motion carried.

5. OLD BUSINESS

A. Working Age Adult Policy Implementation:

- The Employment Leadership group met in October to review service outcomes. County and state outcome data was provided and discussed. The overall goals of the group are to continue to focus on increasing the number of hours people are working as well as increasing the number of people employed. The group will be meeting again in January to plan specific goals for 2017.

B. Transition Student Update:

- Reviewed and discussed the 2015 -2017 transition students. Continued focus on 2016 School to Work participants who remain unemployed.
- Parent/Student Information Night will be held November 9, from 5:30 – 7:00 p.m. at the South Kitsap High School Auditorium. All families/students are welcome to attend from any district

C. Accessible Communities Advisory Committee:

- County staff shared that their ACAC application to the state has been submitted. New committee members have and/or will be contacted as the first meeting will be held November 4th.

D. DVR School to Work Contract

- Feedback to DVR staff on alternate School to Work contract language was provided by counties. DVR decided to provide all counties a one year School to Work contract with the same requirements from the previous expired contract. This will allow time for counties and DVR to meet to discuss potential changes to a new School to Work contract.

6. COMMUNITY INPUT

- Charlotte Shepherdson, Parent Coalition shared that she has submitted her resignation. Her last day will be 11/10/16. Easter Seals will be actively recruiting qualified applicants for this position.
- Charlotte provided resource information on October 21st at Holly Ridge to parents receiving early intervention services. While she reported having one parent attend, she shared feeling it would be a good event to continue in the future as the feedback she received from that parent was the information was helpful.

7. NEW BUSINESS

A. Legislative and Budget Update

- The Department of Early Learning (DEL) was identified last Legislative session as the organization responsible for overseeing Part C funds administered through the Early Support for Infant and Toddlers (ESIT) program. This also gave DEL authority to adopt rules related to Part C funds for early intervention services. Additionally, DEL was tasked with submitting a plan to the Legislature by December 2016 that addresses a comprehensive and coordinated program for all children eligible for ESIT services. This involved DEL reviewing the current statewide early intervention programs and funding streams over the past year.
- Discussion followed regarding ESIT's draft plan that was released on October 31. The plan contained four main recommendations: regionalization of Local Lead Agencies (LLA's); maximizing all funding resources; revising the current data collection system; and revising the program rules to ensure consistency of services provided statewide.
- The due date for feedback is November 8th. For comments/feedback, contact laurie.thomas@del.wa.gov. The final report is due to the Legislature by December 15th.
- The 36th Annual Disabilities Legislative Reception, to be held Wednesday, February 1, 2017, from 5:30 – 7:00 p.m., at the Columbia Room, of the Legislative Building (State Capitol), Olympia. For more information, contact Emily Rogers at emily.rogers@ddc.wa.gov.

B. Advocacy Reports:

- George Adams reported that Tim McCue, the Director of SAW resigned. George shared SAW has struggled financially however, he continues to facilitate a local chapter meeting of SAW once a month at the ARC. He reported twelve people attended the last meeting.

C. IFS Waiver Resource Development – Kelly Townsend

- Kelly Townsend, IFS/CFC Waiver Resource Manager from DDA shared information regarding available services on the Individual and Family Services Waiver (IFS). Outreach efforts are underway as DDA's goal is to enroll 7,000 people onto the IFS waiver by July 2017 and they currently have approximately 3,200 people enrolled. Kelly shared another benefit to enrollment on the IFS waiver includes eligibility to receive the Medicaid coupon.

- Part of Kelly’s role also includes developing resources to provide the services available on the waiver. Contact local DDA office 360-475-3490 for more information.

D. DD 2017 Board Priorities

- Last year’s plan was distributed. Alicia Skelly, Chair will be updating the 2017 plan and sending it out to Board members for their review and feedback. The final draft will be presented at the December Board meeting to be voted on.

E. DDA/DVR Provider Updates:

- None

F. Provider Updates:

- With Charlotte’s departure on November 10th, Easter Seals is actively recruiting qualified applicants for the Parent Coalition position.

G. Officer Report:

- Upcoming Meeting Schedule: Board members provided their local school district calendar for the 2017 spring break dates. Since most districts Spring Break will occur the first week of April, it was proposed to meet the second Wednesday in April on the 12th.

MOTION: Robin Christman moved to hold the Board meeting on April 12, 2017. Marian Wiggins seconded the motion. Motion carried.

- Developmental Disabilities Board applicant Linda Roche was introduced. Her application has been submitted for review.
- Christine Johnson shared that Kitsap Community Resources has openings in their Early Headstart and Headstart programs.

H. Staff Report:

- None

8. ADJOURNMENT – The meeting adjourned at 6:25 p.m.

ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> George Adams Robin Christman Donna Gears Christine Johnson Sandra LaCelle Kathy Loughed Alicia Skelly Veola Taylor Marian Wiggins <u>Absent</u> none	Linda Roche, Board member applicant Kelly Townsend, DDA Melissa Lund, The ARC Kitsap & Jefferson Charlotte Shepherdson, Kitsap County Parent Coalition Frances Burton, DVR Ashley Jackson, Easter Seals WA Hannah LaCelle	Kelly Oneal Debi Matheson