

*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 6, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF December 5, 2017 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. County Supported Employment Program Update**
  - D. School to Work Update**
  - E. Services Changes Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Statewide Transition Fair**
  - D. Community Summit**
  - E. DDA/DVR Provider Updates**
  - F. Provider Updates**
  - G. Officer Report**
    - a) DD Board Applicants**
  - H. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

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

**5:00 pm, Tuesday, December 5, 2017  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

1. **CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:07 p.m.
2. **INTRODUCTIONS** – Members and guests introduced themselves.
3. **APPROVAL OF NOVEMBER 7, 2017 MINUTES**  
*MOTION: Linda Roche moved to approve the November 7, 2017 minutes as submitted. Marian Wiggins seconded. Motion carried.*
4. **ADDITIONS/APPROVAL OF AGENDA**  
*MOTION: Marian Wiggins moved to approve the agenda as submitted. Robin Christman seconded. Motion carried.*
5. **OLD BUSINESS**
  - A. Working Age Adult Policy Implementation:
    - Results Washington County and Statewide employment data was reviewed and discussed.
    - Staff presented an overview of the Person Center Planning training that was recently held. The training took place over three days and included the participation of five different employment agencies. Ten, person centered plans were developed by the conclusion of the training. The training was well received with all the agencies in attendance providing positive feedback.
    - The Washington Initiative for Supported Employment (WISE) provided a series of trainings called, the Washington Employment Learning Network. Staff provided an update on the series of trainings: five agency staff attended the October training focused on Job Development and Marketing; eight agency staff attended the November training focused on Social Security Benefits and Work Incentives; and the January training will focus on Systematic Instruction. Currently agency staff and staff from South Kitsap High School are projected to attend.
  - B. Transition Student Update:
    - Staff reviewed and discussed the 2016-2018 transition students.
    - The Resource Fair will be held Saturday, February 3, 2018 at Ridgetop Middle School. Central Kitsap School District is co-sponsoring the event. This is a new location and will provide a larger facility for the event.
    - Staff reviewed and discussed IEP workshops that are being facilitated by Vanessa Lewis through PAVE. The workshops will have a topic the first hour and the second hour will provide an opportunity for questions/answers regarding individual IEP's. The upcoming workshops and topics are: January 31 - Communication/Practice IEP scenarios; February 28<sup>th</sup> - High School Transition; March 28 - Discipline.
    - Lori Magnuson, Secondary School Transition Program Manager at DVR, attended the most recent transition council meeting and provided information

regarding the status of DVR's plan for pre-employment services and potential for partnering with local school districts. Lori shared there is also a planned meeting with Jennifer Acuna, Special Services Director at the OESD, to discuss future programs and partnerships. DVR is also exploring the possibility of specific activities within the School to Work program that could be included as pre-employment services.

- Rob Hines, Director of DVR, attended the November meeting of the Associations of Counties and Human Services (ACHS) and discussed the School to Work program. He shared DVR is still wanting to re-evaluate the contract with counties but will continue to extend contracts as needed as this process is conducted.

C. Accessible Communities Advisory Committee:

- Staff provided an update on the Accessible Communities Advisory Committee and the status of their projects. Currently the committee is in the process of submitting a proposal for providing portable ramps to the community to rent. The committee is also considering working on the following: access maps, stickers for businesses that do not have automatic doors, and emergency planning.

## 6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The next Parent Coalition (PC) meeting is scheduled for December 14 and will focus on ABLE Accounts (Achieving a Better Life Experience). The January 11 meeting will focus on educating parents on how to speak to their legislator which will be in preparation for advocacy days.
- Monica Meyer will be facilitating an Autism Workshop on January 23<sup>rd</sup> that focuses on Autism and Assistive Technology.
- Melissa recently attended the legislative notebook meeting and provided an update on issues that were discussed.
- Melissa provided an update on the legislative (House, Senate) tax plan that includes potential revenue cuts that could impact federal funding for DD programs. Melissa is working on educating parents on the significance of the proposed cuts.

## 7. NEW BUSINESS

A. Legislative and Budget Update:

- The House passed their version of the tax plan on November 16 and the Senate passed their version on December 2; the House and Senate are now working on collaborating the two plans. The Senate Bill included a one trillion-dollar deficit over the next ten years. This is concerning as a lot of the Medicaid and Medicare services are paid through Federal funding. The cuts could have a significant impact on DD programs/services and overall health care services.
- At the last legislative session, a Joint Legislative Audit and Review Committee, (JLARC) was tasked to conduct a study on employment and community access, now called community inclusion services. DDA and county staff recently met with the committee to learn more about what they are looking to study and provided information on the programs in the community. The plan is for the JLARC staff to select six counties to meet with and review information. A final report is due December 2018. Staff will continue to provide more updates.

B. Advocacy Reports:

- None

C. County Resolution – Supported Employment Program

- Staff have been working to create a supported employment program for Kitsap County for some time. On November 13, a Resolution was presented to the county commissioners who voted to approve the Supported Employment Program for Kitsap County. Susan Harrell from WISE will be providing technical assistance in the development of the employment program. For 2018, there is a plan to develop two jobs.

D. DD Board Priorities for 2018:

- The Advisory Board reviewed and discussed the final draft of the board priorities for 2018.

*MOTION: Marian Wiggins moved to approve the Board Priorities for 2018 as submitted. Robin Christman seconded. Motion carried.*

E. DDA/DVR Provider Updates:

- DDA Update: Alex Boede from DDA reported that they have a new Resource Manager, Theresa O'Donnell.
- When DDA renewed their waiver with the Center for Medicare/Medicaid (CMS) services, they reviewed services offered on waivers that appeared to overlap with services available on the State's plan. CMS reaffirmed its requirement that all state plan resources be exhausted before using services that are offered under the waiver funding. DDA is working on a new process to address this.

F. Provider Updates:

- Todd Faulkner, Peninsula Services, inquired about the transition of the DVR order of selection process. Todd noted that he has noticed a delay in the timeline of individuals receiving services. County staff reported that they are monitoring and will continue to provide an update.
- Todd also mentioned that it is a strong job market and is seeing quite a bit of success.

G. Officer Report:

- Sandra confirmed with the Advisory Board that the first meeting in 2018 will be held on Tuesday, February 6.
- Sandra introduced Fran Aquiningoc and Norma Brown to the group. Both guests are interested in learning more about the DD Advisory Board.

H. Staff Report: County staff requested the board to stick around for a few minutes to do a group photo.

**8. ADJOURNMENT** – The meeting adjourned at 6:11 p.m.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u>  Robin Christman  Donna Gears  Sandra LaCelle  Linda Roche  Marian Wiggins</p> <p><u>Absent</u>  Christine Johnson  Veola Taylor  George Adams  Kathy Lougheed</p>	<p>Melissa Lund, Kitsap County Parent Coalition  Coordinator  Fran Aquiningoc, Community Member  Norma Brown, Ph. D, Community Member  Todd Faulkner, Peninsula Services  Alex Boede, DDA  Hannah LaCelle, Community Member</p>	<p>Kelly Oneal,  Alexandra Hardy</p>

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## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** March 6, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF February 6, 2018 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. County Supported Employment Program Update**
  - D. School to Work Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Board Officer Nominations**
  - D. DDA/DVR Provider Updates**
  - E. Provider Updates**
  - F. Officer Report**
    - a) New DD Board Members**
  - G. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

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

**5:00 pm, Tuesday, February 6, 2017  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

- 1. CALL TO ORDER** – Donna Gearns, Vice Chair called the meeting to order at 5:04 p.m.
- 2. INTRODUCTIONS** – Members and guests introduced themselves.
- 3. APPROVAL OF December 5, 2017 MINUTES**  
*MOTION: George Adams moved to approve the December 5, 2017 minutes as submitted. Robin Christman seconded. Motion carried.*
- 4. ADDITIONS/APPROVAL OF AGENDA**  
*MOTION: Robin Christman moved to approve the agenda as submitted. George Adams seconded. Motion carried.*
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation:
    - Results Washington County and Statewide employment data was reviewed and Kitsap County met their goal for the year.
    - As follow-up to the Employment First Forum in September, Kitsap County attendees met to review efforts outlined on the plan and discussed progress in moving forward with plan goals. The group is planning to meet again in April to follow-up on goals.
    - An area of focus for supported employment agencies are efforts to increase the number of hours people are working. County staff met with agencies in August and September to review agency plans and are monitoring efforts during quality assurance reviews. The Community Employment Alliance (CEA) is also focused on increased hours worked and different CEA members have organized provider meetings within counties to collaborate efforts.
  - B. Transition Student Update:
    - Staff reviewed and discussed the 2016-2018 transition students.
    - The Resource Fair was held Saturday, February 3, 2018 at Ridgetop Middle School. The fair was well attended this year with approximately 160 attendees.
    - The transition council is re-evaluating their fall parent/student information nights due to low attendance at both events the past few years and lack of participation from some districts. A sub-committee from the council is planning to meet with Special Education Directors in March or April for feedback.
  - C. County Supported Employment Program Update:
    - County HR staff, Susan Harrell from the Washington Initiative for Supported Employment (WISE) and county DD staff met to discuss the structure of the program and plan next steps. HR and DD County staff are scheduled to meet with staff from King County to tour and discuss their program in mid-February.

Susan Harrell and County HR staff are planning to begin job development for the first position the beginning of March.

D. School to Work Update:

- DVR staff reviewed with DVR contracted School to Work counties the possibility of splitting apart services and activities within the contract to incorporate pre-employment services into the first part of School to Work activities. This could entail two separate plans and two payment points. A meeting is scheduled on February 14<sup>th</sup>. More details to follow.

E. Services 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 participants, 26 enrolled with other vendors by March 2013; currently, 17 are still enrolled in county services.

## 6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The next Parent Coalition (PC) meeting is scheduled for February 9th and will entail an overview of DDA services.
- Last month, Monica Meyer facilitated a workshop on January 23<sup>rd</sup> that focused on Autism and Assistive Technology; Vanessa Lewis from PAVE held an IEP workshop on January 31<sup>st</sup>.
- Melissa attended the Legislative Reception in January and is planning to support families and self-advocates meet with their legislators in February.

## 7. NEW BUSINESS

A. Legislative and Budget Update:

- Discussed the proposed Governor's budget. Highlights include funding for the RHC's, Supported Living and Electronic Visit Verification (EVV).
- Discussed the Electronic Visit Verification program which was passed by Congress in 2016 and requires states to develop an electronic visit verification system for Medicaid-provided personal care and home health services. The purpose of the legislation is to ensure services billed are provided. States are required to have an EVV system in place for personal care services by January 2019 and home health care by January 2023. States that do not comply by the mandated dates will face an escalating reduction in federal funds. DDA is in the process of implementation.
- Reviewed the 2018 DD Bills of Interest. Discussed SB 6360 which pertains to transition services and SB 6257 which proposes changes to funding of early intervention services.
- The Joint Legislative Audit and Review Committee, (JLARC) which was tasked to conduct a study on employment and community access, now called community inclusion services met with DDA staff and was provided requested data. They have identified and will be meeting with the six counties selected to review information. A final report is due December 2018.

B. Advocacy Reports:

- George discussed his participation at advocacy days in Olympia and the Resource Fair.



- George shared that Noah Seidel who is serving as the DD ombudsman also participated in the Resource Fair.

C. Statewide Transition Forum

- The Statewide Transition Forum will be held this year on March 28<sup>th</sup> from 9 am to 3 pm at Tacoma Community College. The format is different than years past in that it will include facilitated conversations in four different areas throughout the day focused on transition. The overall goal is to support and further transition efforts on a statewide and local level.

D. Community Summit:

- The Community Summit will be held this year from June 12-14 at the Wenatchee Conference Center. Registration will be open in March. Funds have been set aside for registration, lodging and meals. Kirsten Murray will send out details and assist with registration.

E. DDA/DVR Provider Updates:

- DDA Update: None.
- DVR Update: Frances shared they are fully staffed in the Kitsap DVR office. She reported there are approximately 50 people in Kitsap currently on a waiting list for DVR services due to the Order Selection.

F. Provider Updates:

- None.

G. Officer Report:

- Donna shared that both Fran Aquiningoc and Norma Brown are interested in becoming Board members; their DD Board applications have been forwarded to the BOCC.
- Veola Taylor shared information regarding upcoming events supported by local Lions clubs that includes free eyesight screenings throughout the county. [www.lionsclubs.org](http://www.lionsclubs.org).

H. Staff Report: None.

**8. ADJOURNMENT** – The meeting adjourned at 6:06 p.m.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Robin Christman Donna Gearns Kathy Loughheed Veola Taylor George Adams  <u>Absent</u> Christine Johnson Sandra LaCelle	Melissa Lund, Kitsap County Parent Coalition Coordinator Fran Aquiningoc, Community Member Norma Brown, Ph. D, Community Member Frances Burton, DVR Ashley Jackson, Easter Seals Heidi Scheibner, Trillium	Kelly Oneal,

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
Linda Roche Marian Wiggins		

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## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** April 3, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF March 6, 2018 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. School to Work Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Community Summit**
  - D. Board Officer Elections\***
  - E. DDA/DVR Provider Updates**
  - F. Provider Updates**
  - G. Officer Report**
  - H. Staff Report**
    - Volunteer Recognition Reception**
- 8. ADJOURNMENT**

\* = Indicates action item

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

**5:00 pm, Tuesday, March 6, 2018  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

**1. CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:07 p.m.

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

**3. APPROVAL OF FEBRUARY 6, 2018 MINUTES**

**The submitted minutes were amended to have the date listed changed from December 5, 2017 to February 6, 2018.**

*MOTION: Linda Roche moved to approve the amended February 6, 2018 minutes. Marian Wiggins seconded. Motion carried.*

**4. ADDITIONS/APPROVAL OF AGENDA**

*MOTION: Donna Gearns moved to approve the agenda as submitted. Robin Christman seconded. Motion carried.*

**5. OLD BUSINESS**

**A. Working Age Adult Policy Implementation:**

- Staff provided an update on the group that has been meeting as a follow-up to the Employment First Forum that was held in September 2017.
- In continuation of their efforts, DD staff and DDA Supervisor, Alex Boede will be meeting with the early child coordinators on March 20 to discuss importance of setting expectations early.
- Providers will be facilitating regular gatherings that offer an informal opportunity to bring providers and others together to support relationship and network building. The first meeting is scheduled for mid-March.

**B. Transition Student Update:**

- DD staff reviewed and discussed the 2016-2018 transition students. DD staff is continuing to monitor the few 2016 students that have open cases with DVR and the 2017 and 2018 students. Sign-ups for the 2019 students to School to Work will start in the next couple of months.
- DD staff spoke on the Statewide Transition Forum; eight individuals from our county are currently signed up to attend the forum on March 28.
- A subcommittee from the Transition Council will be meeting with the Special Ed Directors on April 20 to discuss the Parent/Student Information nights and potential changes in approach of dissemination of information.

**C. County Supported Employment Program Update:**

- Staff from Kitsap County Human Resources and DD met with the staff from the King County supported employment program on February 22 to assist in the development of the supported employment program at Kitsap County. The meeting was a great learning opportunity and provided great insight on potential job duties and how to establish the program.

- The first supported employment job at Kitsap County is in the development stage and will be shared between Public Works, Human Resources, and Human Services. Susan Harrell from WISE is meeting with all of three departments to assist with establishing job duties.

D. School to Work Update:

- On February 14, the counties involved in the DVR School to Work Program, got together to review and discuss activities that could potentially fall under the pre-employment services category currently provided within the School to Work program. DVR is required to put fifteen percent of its budget towards pre-employment services. Changes will most likely occur for the 2020 students to ensure that DVR is maximizing its funding.

**6. COMMUNITY INPUT**

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The next Parent Coalition (PC) meeting is scheduled for March 8 and the DD Ombuds will provide information about their program.
- Melissa took a group of parents to Olympia to meet with legislators and share a variety of issues and concerns.
- Melissa is working on coordinating a three-part person center plan autism workshop with Monica Meyer.
- Melissa shared concerns she has been hearing regarding electronic visit verification.
- Monica Meyer is hosting the third autism workshop in the series that focuses on self-advocacy and building bridges for community success on March 27.
- Vanessa Lewis from PAVE is hosting an IEP workshop on March 28 at the OESD. The workshop focuses on discipline.

**7. NEW BUSINESS**

A. Legislative and Budget Update:

- DD Staff provided handouts on the state and house budgets as well as current bills of interest. These items were reviewed and discussed.
- All three budgets were supportive of moving 47 individuals out of RHCs and into community SOLA's.
- From the bills of interest, discussed SS 6549. This bill poposes to expand the access to baby and child dentistry program to include children with disabilities as eligible clients. Once enrolled in the program, eligible children with disabilities must be covered until their thirteenth birthday.
- A letter was sent to CMS that addresses the concerns that Washington State has with implementing the electronic verification program. Concerns listed include lack of direction being provided to set up the program by the January 1, 2019 deadline.

B. Advocacy Reports:

- None

C. Board Officer Nominations

- For the 2018 Board Officer Nominations, an email will be sent out to collect nominations. The nominations will be presented and voted on at the April meeting.

D. DDA/DVR Provider Updates

- DVR: None
- DDA: In process of hiring a new Region 3, Field Services Administrator as Patti Stoneman Lowe is retiring in May.

E. Provider Updates:

- None

F. Officer Report:

a. New DD Board members

- The DD Advisory Board welcomed Fran Aquiningoc and Norma Brown to the board.

G. Staff Report:

- Volunteer Appreciation night was announced for April 19; DD staff will provide more updates as they become available.
- The 2018 Kitsap County DD Resource Guides are available; please contact staff if you are interested.

**8. ADJOURNMENT** – The meeting adjourned at 5:44 p.m.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Robin Christman Donna Gearns Sandra LaCelle Linda Roche Marian Wiggins Fran Aquiningoc Kathy Lougheed  <u>Absent</u> Christine Johnson Veola Taylor George Adams Norma Brown	Melissa Lund, Kitsap County Parent Coalition Coordinator	Kelly Oneal Alexandra Hardy

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## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** May 1, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF April 3, 2018 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. School to Work Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Voter Access Committee Update**
  - D. Community Summit**
  - E. Contracts 2018-2019**
  - F. DDA/DVR Provider Updates**
  - G. Provider Updates**
  - H. Officer Report**
  - I. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

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

**5:00 pm, Tuesday, April 3, 2018  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

1. **CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:01 p.m.
2. **INTRODUCTIONS** – Members and guests introduced themselves.

3. **APPROVAL OF March 6, 2018 MINUTES**

**The submitted minutes were amended to have the date listed changed from December 5, 2017 to February 6, 2018.**

*MOTION: Veola Taylor moved to approve the March 6, 2018 minutes as submitted. Norma Brown seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA**

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

5. **OLD BUSINESS**

A. Working Age Adult Policy Implementation:

- Staff reviewed and discussed the latest data from Results of Washington. It was highlighted that Kitsap County met their goal for the period of February 1, 2017 through January 31, 2018.
- DD staff and DDA Supervisor, Alex Boede, completed a presentation on the importance of setting high expectations and starting early with those expectations to a group of Kitsap County school district early childhood coordinators. Staff will be seeking feedback and will explore the possibility of doing similar presentations in the future.

B. Transition Student Update:

- DD staff reviewed and discussed the 2016-2018 transition students. Two additional 2018 students were hired and another student has a job interview scheduled. It was also noted that most of the students currently employed are meeting the goal of working a minimum of 10 hours a week. The process for signing up 2019 students has begun.
- The statewide Transition Forum was held on March 28<sup>th</sup>; a group from Kitsap County attended and participated in the forum. Most of the forum focused on the importance of person centered planning, starting early and focus of school services and activities on employment.

C. School to Work Update:

- On February 14, the counties involved in the DVR School to Work Program met to review and discuss activities that could potentially fall under the pre-employment services category and incorporate these activities into the School to Work contracts. Following the meeting, counties learned DVR staff is re-looking at what had been discussed and was proposing different changes that wouldn't



include incorporating pre-employment services into the School. Counties will be participating in a conference call coming up to regroup and develop a new plan. Kitsap County is moving forward with 2019 students as previously planned.

## 6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The next Parent Coalition (PC) meeting is scheduled for April 12 and will focus on transition and employment. Local families, DD staff, and staff from Trillium will be speaking at the event.
- Melissa was one of the representatives from Kitsap County that participated in the Transition Forum.
- Monica Meyer is hosting a set of three person-centered planning workshops for autism. The dates and times for the workshops are: May 10<sup>th</sup>, 11:00am – 1:00 pm, May 16<sup>th</sup>, 1:00pm – 4:00pm, and June 5<sup>th</sup>, 1:00pm – 4:00pm.
- Vanessa Lewis from Pave is working on new dates and topics for her next set of IEP workshops.

## 7. NEW BUSINESS

### A. Legislative and Budget Update:

- Staff provided handouts and discussed the bills of interest and budget updates.
- Bills that were highlighted as passing were SB 6257, early intervention; the Department of Children, Youth, and Families to oversee the provision of early intervention services. HB 2651, personal needs allowance (PNA), the PNA is being increased to \$70 a month for people in residential and institutional care settings; SOLA expansion and SSB 6199, third-party “co-employer” of individual providers.

### B. Advocacy Reports:

- None

### C. Community Summit:

- Registration is now open for the Community Summit being held June 12 -14<sup>th</sup>.
- Any interested board member should email Kelly Oneal directly to register. Kirsten Murray sent out Community Summit details and helping with registration.

### D. Board Officer Elections

- An email was sent out to all board members seeking nominations for the positions of Chair and Vice Chair for the 2018 year. All recommendations received were for Donna Gearns in the position of Vice Chair and Sandra LaCelle for the position of Chair.

*MOTION: Kathy Lougheed moved to appoint Donna Gearns as Vice Chair for 2018. Veola Taylor seconded. Motion carried.*

*MOTION: Norma Brown moved to appoint Sandra LaCelle as Chair for 2018. Kathy Lougheed seconded. Motion carried.*

### E. DDA/DVR Provider Updates:

- DVR: DVR Is currently fully staffed. No other updates were provided.
- DDA: None

F. Provider Updates:

- None

G. Officer Report:

- None

H. Staff Report:

- The Volunteer Recognition reception will be held Thursday, April 19<sup>th</sup>, 4:30pm – 6:30pm, at the Kitsap County Administration Building. The event is held by the Kitsap County Commissioners to recognize and celebrate all volunteers.

**8. ADJOURNMENT** – The meeting adjourned at 5:47 p.m.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Donna Gearns Sandra LaCelle Fran Aquiningoc Kathy Lougheed Norma Brown George Adams Veola Taylor  <u>Absent</u> Robin Christman Christine Johnson Linda Roche Marian Wiggins	Melissa Lund, Kitsap County Parent Coalition Coordinator Hannah LaCelle, Community Member Frances Burton, DVR	Kelly O’Neal Alexandra Hardy

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## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** June 5, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF May 1, 2018 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. DVR School to Work Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Benefits Planning**
  - D. DDA-Equity, Inclusion, Diversity Administration position**
  - E. Contracts 2018-2019\***
  - F. DDA/DVR Provider Updates**
  - G. Provider Updates**
  - H. Officer Report**
  - I. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

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

**5:00 pm, Tuesday, May 1, 2018  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

**1. CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:02 p.m.

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

**3. APPROVAL OF April 3, 2018 MINUTES**

*MOTION: Veola Taylor moved to approve the April 3, 2018 minutes as submitted. Donna Gearns seconded. Motion carried.*

**4. ADDITIONS/APPROVAL OF AGENDA**

*MOTION: Linda Roche moved to approve the agenda as submitted. Robin Christman seconded. Motion carried.*

**5. OLD BUSINESS**

A. Working Age Adult Policy Implementation:

- The Employment First Forum Committee met in April to continue discussing projects and initiatives for Kitsap County. The first project the committee is working on is connecting the different rotary clubs in our region to get the rotary members more involved in the employment programs and provide better networking. DD staff are exploring the possibility of hiring a designated individual to coordinate the projects with the rotaries. The second project is coordinating with the Kitsap Economic Development Alliance (KEDA) to develop a Business Advisory Council that would focus on diversity in the workforce and expanding employment. The Employment First Forum Committee will be presenting to the KEDA Board in September regarding the proposal.
- Efforts are continuing on the development of the first Kitsap County Supported Employment position. It has been challenging to find daily versus periodic duties for the position; additional daily tasks are being evaluated for the position.

B. Transition Student Update:

- DD staff reviewed and discussed the 2016-2018 transition students. Another of the students from 2018 School to Work program was hired. The 2018 students in School to Work are off to a great start as 5 students are employed so far prior to graduation. Sign-ups for the 2019 students are currently taking place.
- The Transition Council's subcommittee focused on information regarding transition and adult services after high school presented at the Special Ed Directors meeting on April 20<sup>th</sup>. The intent was to seek more involvement from school administration, staff, and teachers in providing this information to school staff at all levels. The subcommittee will follow up with each Special Ed Director to develop more detailed plans.
- On May 31, there will be Microsoft Accessibility Fair that features the latest tools in assistive technology. Contact DD staff for more information.

### C. School to Work Update:

- The counties with School to Work contracts will be meeting with DVR leadership this month as a follow-up to the meeting from February 14<sup>th</sup>. Given the contract changes discussed at the February meeting aren't going to proceed as discussed, counties requested to meet with DVR leadership to ensure an understanding of upcoming contract expectations moving forward. Given this uncertainty, DD staff are signing up 2019 School to Work students the same way as done in previous years.

## 6. **COMMUNITY INPUT**

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on the next Parent Coalition (PC) meeting. It is scheduled for May 10 and will focus on person centered plans.
- Melissa is working with Early Learning Personnel at the Suquamish Tribe to potentially facilitate a North Kitsap Parent Coalition meeting at one of their facilities.
- Melissa provided an update regarding her current activities. She continues to plan with Holly Ridge staff to meet with families of infants and toddlers served in their early intervention services to present information about starting early and setting expectations around independence and employment.
- Melissa attended various meetings and events that she shared with the information provided and gathered will be helpful to families. Some examples included an assistive technology meeting, College Bound at Olympic College, and voter accessibility.
- Melissa is working with the Lions Club out of Olympia to develop ideas for different programs that focus on individuals who are hard of hearing or visually impaired.

## 7. **NEW BUSINESS**

### A. Legislative and Budget Update:

- DDA was awarded an eleven-month, technical assistance grant through the Center for Medicaid and Medicare and it is called the Medicaid Innovation Accelerator Program. Washington State was one of ten states to receive the grant and the grant will be focusing on employment services and a value-based payment strategy design.

### B. Advocacy Reports:

- None

### C. Voter Access Committee Update:

- DD staff provided a handout on accessible voting in Kitsap County. Kitsap County provides online ballots that are compatible with accessibility software and accessible voting units that are located at various voting centers in the county. A website is available that explains the information in detail.

### D. Community Summit:

- DD is funding 28 individuals to attend this years 2018 Community Summit; two board members, a mix of school district staff, agency staff, and families from the region will all be attending.

E. 2018-2019 Contracts:

- At the June meeting, board members will be reviewing and voting on contract budgets for the next year.

F. DDA/DVR Updates:

- DDA – Patty Stoneman-Lowe, Field Service Administrator for Region 3 North at DDA, recently retired and will be replaced by Tara Jacobson. DD staff reported that DDA continues to address the change that entails waiver recipients needing behavior support services to first seek out services available through the state funded plan prior to being able to access waiver resources. It was shared on the local level that collaborative efforts are underway between DDA and Kitsap Mental Health staff to address these changes.
- DVR – Sent out information that stated that they are no longer taking on any new CRPs.

G. Provider Updates:

- None

H. Officer Report:

- Veola Taylor updated the board on the efforts being made by the Lions Club. Currently the Lions Club is working with Kaiser to do vision screenings for kids ages 6 months to 6 years. The focus will be early intervention facilities, daycares, and the Head Start and ECAP programs at school districts.

I. Staff Report:

- Requested the board to update their information on the board contact list.

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

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Robin Christman Donna Gearns Sandra LaCelle Linda Roche Veola Taylor Marian Wiggins	Melissa Lund, Kitsap County Parent Coalition Coordinator Hannah LaCelle, Community Member	Kelly O’Neal Alexandra Hardy
<u>Absent</u> George Adams Norma Brown Christine Johnson Kathy Lougheed		

*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 4, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF June 5, 2018 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. DVR School to Work Update**
  - D. Benefits Planning Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
    - a) Transition Planning Proviso**
    - b) DCYF/ESIT Update**
  - B. Advocacy Reports**
  - C. DDC Town Hall Meeting**
  - D. WELN Training**
  - 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, Tuesday, June 5, 2018  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

1. **CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:02 p.m.
2. **INTRODUCTIONS** – Members and guests introduced themselves.

3. **APPROVAL OF MAY 1, 2018 MINUTES**

The minutes were amended to fix the spelling of a name **Patty Stoneman-Lowe to Patti Stoneman-Lowe.**

*MOTION: Linda Roche moved to approve the amended May 1, 2018 minutes. Marian Wiggins 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:

- The statewide employment data numbers were reviewed and discussed; Kitsap County currently has exceeded the annual goal set by DDA of the percent of clients earning minimum wage or more.
- Staff provided an update on the continuing efforts from the committee formed at the Employment First Forum. The group will be getting together at the end of June to start working on the presentation for the Kitsap Economic Development Alliance for their Board meeting in September.
- The first supported employment position at Kitsap County is very close to being finalized; Susan Harrell from WISE and Kitsap County staff are continuing to work to coordinate specific job duties for the position.

- B. Transition Student Update:

- DD staff reviewed and discussed the 2016-2018 transition student data.
- For the 2019 students, DD staff are anticipating having twelve students participate in School to Work for the upcoming school year.
- The Start Now Luncheon, hosted by the South Kitsap School District, was recently held. The luncheon included participation from the Kitsap County Parent Coalition, DDA, DVR, Kitsap County DD staff; it focused on starting early in planning for transition with younger students, teachers, families.
- The subcommittee from the Transition Council is continuing to work on coordinating trainings on transition for teachers and school administration staff in the five school districts for the upcoming school year.
- Kris Hirschmann from the Center for Change and Transition Services (CCTS) presented at the most recent Association of Counties and Human Services meeting. She provided data on post school outcomes that they collect and analyze from school districts across the state for youth in Individualized



Education Programs (IEP). The presentation detailed the when/how the survey is conducted; outlined the four categories evaluated and evaluated the outcome data. The presentation covered other services offered by CCTS which included training and technical assistance to school districts and Educational Services Districts. They currently have 33 pilot projects occurring statewide through contracts with DVR around pre-employment services. A report regarding these projects will be out in July. The hope is to have counties/DDA collaborate more closely with CCTS.

C. DVR School to Work Update:

- The counties with School to Work contracts met with DVR leadership in May. DVR shared their intent to extend the contracts and not to make any major changes. However, they do want to focus on pre-employment services and have those services begin two years prior to students graduating. DVR leadership directed counties to work out specific details with their local DVR offices; DD staff will be meeting with the local DVR office later this month to go over details and will continue to provide updates.
- Sign-ups for the 2019 students are continuing the same as previous years.

## 6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on the next Parent Coalition (PC) meeting. It is scheduled for June 15 and will focus on new programs in aging and long-term care. The third and final workshop on person centered planning facilitated by Monica Meyer occurred June 5.
- Melissa provided an update on her recent activities that included providing information about the PC to DVR, the Port Gamble S'Klallam Tribe, and attendees at the Start Now luncheon.
- Melissa shared attending various events, learning valuable information and resources to share with families. Events included: a collective vision meeting that was put on by Kitsap Strong with the focus of combining resources statewide; a multicultural summit in Mount Vernon facilitated by Open Doors for Multicultural Families; a community café training that assists families to pinpoint and brainstorm ideas to help loved ones in the community; and the Abilities Summit held by Microsoft on its campus which featured the latest technology focused on the use of artificial intelligence that tries to deliver technology in a more dignified way for individuals with disabilities.
- Upcoming, Melissa will be attending the Community Summit in Wenatchee, WA and hosting a tent at the "So All May Play Date" event at the Evergreen Rotary Park on June 23.

## 7. NEW BUSINESS

A. Legislative and Budget Update:

- On-going efforts are continuing with the Early Support for Infants and Toddlers (ESIT) program and the Department of Early Learning (DEL) around changes to birth to three services. While ESIT staff and other stakeholders are actively working on determining how rates will be calculated, uncertainty over of the implementation of the proposed infrastructure changes are of concern to counties that will be the most impacted. It is not anticipated that the current administration of birth to three services in Kitsap County will need to undergo significant changes.

- A budget proviso from the last Legislative session directed DDA, DVR, and OSPI to work together to improve transition services for students with disabilities. Representatives from DDA, DVR and OSPI have begun to meet and it is anticipated that additional stakeholders will be added in the future as they are looking to formalize partnerships; a final report is due to the Legislature in 2020; counties were asked to provide transition materials to support these efforts.
- The SOLA (State Operated Living Alternatives) expansion, which is focused on moving 13 individuals out Western and Eastern State hospitals is underway. Five individuals have already moved out including one that moved to Kitsap County. Additionally, the SOLA expansion will impact individuals currently living in rehabilitation habilitation centers (RHCs). The plan is to move 47 individuals out of RHC's over the next three years. The first couple of SOLA homes will be located in Spokane.

B. Advocacy Reports:

- None

C. Benefits Planning:

- The number of staff trained in benefits planning has significantly decreased statewide which has led to long waiting lists for those services as there are not enough benefits planners to meet the need. Counties in conjunction with DDA are exploring ways to address this issue. Susan Harrell from WISE conducted a presentation to Counties and DDA pertaining to things that can be done to improve training around benefits as well as ideas to increase staff specifically trained to provide benefits planning. The conversation on the issue is just starting; DD staff will continue to provide updates.
- People receiving services through DVR are provided assistance with benefits planning.

D. DDA-Equity, Inclusion, Diversity Administration Position:

- DDA recently hired Justin Chan for the position of Equity, Inclusion, Diversity Administration and Tribal Liaison. Justin spoke at the Association of Counties and Human Services meeting and provided updates on on-going efforts with tribal coordination statewide and the updating of 701 plans for each tribe. In addition to Justin's position, each area has a local DDA liaison; in Kitsap, DDA Supervisor, Alex Boede is the local liaison.

E. 2018-2019 Contracts:

- DD staff reviewed the projected budget for the dates of July 1, 2018 through June 30, 2019. County staff is still working with WISE in planning their upcoming training and technical assistance budget. Information will be forwarded to members for review when this information becomes available. The board was asked to approve the projections for the purpose of extending contracts.

*MOTION: Veola Taylor moved to approve the projections for extending the contracts, with a follow-up e-mail to Board members with the additional information. Linda Roche seconded. Motion carried.*

F. DDA/DVR Provider Updates:

- **DDA** – Alex Boede provided an update. New Field Service Administrator, Tara Jacobson started on June 1<sup>st</sup>.

- DDA case managers have been encouraging families to utilize IFS waiver services as many families are hesitant to spend the funds.
- DDA Supervisor, Anthony Robinson took a new position as the Program Manager for SOLA in Pierce County.
- **DVR** – Frances Burton provided an update. The Kitsap DVR office is sending representatives to the upcoming Transition Forum sponsored by DVR. The forum will cover the pre-employment pilot projects that DVR funded around the state.
- Frances shared providing a presentation to students at Bremerton High School.
- She reported individuals on the wait list as a result of DVR moving to Order of Selection in November may have to wait up to a year before they are able to receive services. Frances reported that DVR counselors across the state have on average waiting list of 45 individuals. It was also noted that DVR is serving twice as many people as it did five years ago.

G. Provider Updates:

- Heidi Scheibner, Trillium; provided an update on the partnership called Off the Clock. Off the Clock is a collaboration opportunity for employment providers and other professional staff, DVR, DDA and County to come together informally and hold conversations on improving services. The first meeting was held in April. The meetings will be held on the third Tuesday of every other month. The next meeting is June 19 at 5 pm at the Silver City Brewery (tap room in Bremerton).
- Heidi shared that Trillium hit an 80 percent employment rate for clients being served; this is the highest ever for them. Trillium is also making a big push on increasing the number of hours clients are working.

H. Officer Report:

- The DD Advisory Board will not be meeting in July or August. The next meeting will be Tuesday, September 4.
- Happy Birthday to Hannah LaCelle! Kudos to Hannah and Trillium (provider) on her new job!

I. Staff Report:

- Review the board contact list and provide any updates.

**8. ADJOURNMENT** – The meeting adjourned at 6:01 p.m.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Norma Brown Robin Christman Donna Gears Sandra LaCelle Kathy Loughheed Linda Roche Veola Taylor Marian Wiggins	Melissa Lund, Kitsap County Parent Coalition Coordinator Hannah LaCelle, Community Member Frances Burton, DVR Alex Boede, DDA Heidi Scheibner, Trillium	Kelly Oneal Alexandra Hardy

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Absent</u> George Adams Christine Johnson		

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## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** October 2, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF September 4, 2018 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. Accessible Voting**
  - D. Crisis Triage Center**
  - 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, Tuesday, September 4, 2018  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

**1. CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:04pm.

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

**3. APPROVAL OF June 5, 2018 MINUTES**

*MOTION: Norma Brown moved to approve the June 5, 2018 minutes as submitted. Robin Christman seconded. Motion carried.*

**4. ADDITIONS/APPROVAL OF AGENDA**

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

**5. OLD BUSINESS**

A. Working Age Adult Policy Implementation:

- Data from the statewide Results of Washington was reviewed; Kitsap County hit its goal; the new goals will be set for the upcoming year.
- The supported employment position at Kitsap County was finalized, six applications were submitted, and interviews will be conducted at the end of September.
- DD staff provided an update on the projects that the Employment First Committee is working on.
  - The Employment First Committee is presenting on September 20 to the Kitsap Economic Development Alliance Board to propose forming a Business Advisory Committee that focuses on diversity, networking and developing more jobs in the community.
  - The committee is moving forward in their focus on collaborating with different rotary clubs in Kitsap County to establish Partners for Work (PFW). TA funds have been set aside to fund WISE staff, Debbie Moore to assist with these efforts in Kitsap similar to her work in King County. The committee will be meeting with her the end of September to begin planning.
  - DDA is hosting another Employment First Forum from October 29-31 at Alderbrook; this will be similar to the forum that was held in September 2017.

B. Transition Student Update:

- The latest data was reviewed. The 2019 students are now included in the data; 8 students will be participating in the School to Work program from the 2019 class.
- Kitsap County DD staff provided an update on the transition council's efforts regarding providing transition information/training to teachers and other appropriate school staff. Staff shared there is work being done on developing a training for teachers as a follow-up to the April meeting with Special Ed. Directors. The training is focused on school and adult transition services and activities. County staff and other transition committee members will be attending the September Special Ed Directors meeting to present this information and ask for their feedback.

- Numerous changes are occurring in the schools with teachers and administration staff for transition students. Kitsap County DD staff are exploring options to support more trainings for the new teachers.

C. DVR School to Work Update:

- DD Staff met with the local DVR Supervisor, LeAnn Raines as a follow-up to the May meeting with DVR leadership. Discussed was potential changes to pre-employment services going forward and uncertainty regarding the direction of those services. It was decided given this uncertainty, School to Work procedures will remain the same. DVR and DD staff agreed to continue to discuss and explore options to get services started earlier.

D. Benefits Planning Update

- Follow up conversations have been occurring across the state between counties, DDA and Susan Harrell from WISE pertaining to a proposed benefits' planning structure. Being discussed is a three- tiered approach that would include overall basic benefits training; more in-depth benefits training and training/support specifically needed to be a benefits planner handling individual cases. Discussion is on-going with another call scheduled at the end of the month.

## 6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The next Parent Coalition (PC) meeting is scheduled for September 13<sup>th</sup> and will focus on guardianship.
- Melissa has been receiving inquiries on guardianship, autism, employment, childcare, therapies, IEP and school related concerns.
- As one of the identified projects of the Employment First Committee , Melissa in coordination with Holly Ridge presented on employment and starting early with services at four different locations in the county for parents of children receiving early intervention services.
- Melissa provided information on the upcoming DD Town Hall Meeting on September 20 at the Arc and the upcoming All about Autism for Child Care Providers workshop on September 26 at the OESD.
- Melissa will be attending the Special ED Directors meeting and the Employment First Forum in October.
- Melissa is working with Vanessa Lewis, PAVE, as another set of IEP workshops are planned for this upcoming year. Melissa is also coordinating with Monica Meyer to develop five workshops focusing on autism over the next year. More information will be provided once the dates and posters have been finalized.

## 7. NEW BUSINESS

A. Legislative and Budget Update:

➤ Secondary Transition Planning Proviso:

- An update was provided over the development of an implementation plan to build statewide capacity among school districts to improve transition planning for students in special education who meet criteria for services from the developmental disabilities administration.
- Representatives from the Office of the Superintendent of Public Instruction (OSPI), DDA, Developmental Disabilities Council (DDC), and DVR have been meeting once a month; they are working on a crosswalk of the three (DDA, DVR, OSPI) different

systems. They have been collecting transition materials across the state to build a statewide set of materials and resources. The group has expressed interest in attending meetings held in communities across the state to evaluate what is occurring locally around partnerships between adult agencies and schools.

➤ DCYF/ESIT Update:

- A discussion was held over the proposal for changes with early intervention services. As the legislative intent was to align funding with the organization that has the statutory authority to administer the program, beginning July 1, 2019, it is proposed that the dollars designated for early intervention services that currently flow from the Office of the Superintendent of Public Instruction (OSPI) to school districts will be redirected for distribution to the state lead agency of these services, which is the Department of Children, Youth and Families (DCYF). DCYF which includes Early Support for Infant and Toddlers (ESIT) will then distribute funds through performance-based contracts with provider agencies and county lead agencies.
- Questions remain pertaining to the details of how the overall funding allocations for providers will be determined and how the new proposed infra-structure will work.

➤ Electronic Visit Verification Update

- On July 30, 2018, federal legislation was passed to delay the timeline for states to implement electronic visit verification (EVV) for personal care services by one year. Under the new timeline, states are required to implement EVV by January 1, 2020 instead of January 1, 2019. If states do not comply, the federal matching payments could be potentially be impacted.

B. Advocacy Reports:

- None

C. DDC Town Hall Meeting

- The Washington State Developmental Disabilities Council is hosting a Town Hall Meeting on September 20<sup>th</sup>, 6:30pm – 8:30pm at the Arc. The Town Hall is being held to assist the council with learning more about community supports and the challenges facing individuals with developmental disabilities and their families.

D. WELN Training

- The WELN trainings will be running again between October and May with locations yet to be announced. Any interested board members are invited to attend the trainings, please let KC DD staff know of your interest.

E. DDA/DVR Provider Updates

- DDA – Kelly Townsend began September 1<sup>st</sup> as a new DDA Supervisor in Kitsap County taking over for Anthony Robinson.
- DVR – None

F. Provider Updates:

- None

G. Officer Report:

- Veola Taylor and Marian Wiggins terms on the DD Board are up for renewal. Both members have expressed their interest for serving an additional term.



- KC DD staff emailed out the finalized budget for informational purposes to the board; the issues had previously been voted on.

H. Staff Report:

- None

**8. ADJOURNMENT** – The meeting adjourned at 6:15pm.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Norma Brown Robin Christman Donna Gearns Christine Johnson Sandra LaCelle Kathy Lougheed Veola Taylor Marian Wiggins <u>Absent</u> George Adams Linda Roche	Melissa Lund, Kitsap County Parent Coalition Perry Davenport, Easter Seals	Kelly O’Neal Alexandra Hardy

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## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** November 6, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF October 2, 2018 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. County Supported Employment Program Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. 1/10<sup>th</sup> of 1% Projects-Gay Neal**
  - D. DD Board Priorities 2019**
  - E. Employment First Forum**
  - F. DDA/DVR Provider Updates**
  - G. Provider Updates**
  - H. Officer Report**
  - I. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

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

**5:00 pm, Tuesday, October 2, 2018  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

**1. CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:05pm.

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

**3. APPROVAL OF September 4, 2018 MINUTES**

*MOTION: Donna Gearns moved to approve the September 4, 2018 minutes as submitted. Fran Aquiningoc seconded. Motion carried.*

**4. ADDITIONS/APPROVAL OF AGENDA**

*MOTION: Marian Wiggins moved to approve the agenda as submitted. Fran Aquiningoc seconded. Motion carried.*

**5. OLD BUSINESS**

A. Working Age Adult Policy Implementation:

- The Employment First Committee presented to the Kitsap Economic Development Alliance Board (KEDA) on September 20 to propose forming a business advisory committee to assist with workplace diversity, networking and job development. The Employment First Committee received very positive feedback at the presentation and will meet at the end of October to discuss whether there is interest from KEDA in moving forward.
- The Employment First Committee met with Debbie Moore as the committee is also looking to develop the Partners for Work (PFW) program in Kitsap County. The program is a rotary project that creates employment opportunities by utilizing Rotarian business leadership. Discussed two rotary clubs, BI and Silverdale that have expressed interest in pursuing PFW activities. Debbie will be following up with the appropriate committee members to move efforts forward with each club. The full committee will meet again in November to discuss progress.
- Kitsap County has conducted interviews for its first supported employment position and will be selecting a candidate very soon. A second position is currently in the beginning stages of development.
- The training schedule for the Working Employment Learning Network (WELN) will be emailed out to board members. All board members are invited to attend; please let Kitsap County DD staff know if you are interested in attending the trainings.

B. Transition Student Update:

- The latest data was reviewed and discussed for the 2017-2019 transition students. One of the 2018 School to Work students lost their job and is currently seeking a new job opportunity. Meetings are being held to coordinate plans for the 2019 School to Work students.
- On September 21, Kitsap County DD staff and another member of the Transition Council attended the Special Ed. Directors meeting to present information and seek feedback on providing transition information and training to teachers and other school

staff. The Transition Council and Kitsap County DD staff will continue to focus on this issue and will provide updates as they become available.

C. Accessible Communities Advisory Committee:

- An update was provided on the efforts the Accessible Communities Advisory Committee is working on. The committee has submitted a request to the governor's office to purchase portable ramps for community members to rent and check out. The committee is also looking to purchase accessible stickers for businesses to display in their windows which would allow individuals needing assistance to open the door to contact the business versus waiting until another patron comes along to assist.

**6. COMMUNITY INPUT**

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The next Parent Coalition (PC) meeting is scheduled for October 11 and will focus on the Navigator Behavioral Health Outreach program.
- Melissa has been receiving inquiries on guardianship, nursing support, and school-based issues such as IEPs.
- The first IEP workshop with PAVE is on November 15 and will focus on transition services.
- Monica Meyer will be hosting an Autism Workshop on October 9th that focuses on Person Center Plans.
- Melissa attended the Town Hall meeting that was hosted by the DDC at the Arc. The Town Hall was attended by self-advocates, professionals and some parents.
- Melissa along with Vanessa Lewis from PAVE will be presenting at the Special Ed. Directors meeting in Sequim this month to share information about the Parent Coalition, PAVE services and general feedback from families.
- Melissa is continuing to present information on the PC and other available tools and resources to parents of children receiving early intervention services at Holly Ridge.

**7. NEW BUSINESS**

A. Legislative and Budget Update:

- The board reviewed handouts on the proposed budget DSHS released for DDA. Some of the areas of focus include funding for high school transition students, RHC compliance, community residential rate increases, aging caregivers, and development of community respite beds.

B. Advocacy Reports:

- Board member, George Adams, who is also a member of the Self Advocates in Leadership (SAIL) informed Kitsap County DD staff that housing, and employment rights are going to be the priorities of SAIL for the next legislative session.

C. Accessible Voting

- Handouts were presented and discussed that provided the accessible ballot drop locations and the schedule for the mobile voting locations for Kitsap County. The information can also be found on the Kitsap County website.

D. Crisis Triage Center

- The Crisis Triage Center in Bremerton opened on August 15<sup>th</sup>. The Crisis Triage Center provides an alternative to incarceration or hospitalization. The center is a 16-

bed facility that will provide services for adults with mental illnesses and substance abuse disorders.

E. DDA/DVR Provider Updates

- DDA – Kelly Townsend has started her new position as a supervisor at the Kitsap County DDA office. It was reported that the mental health liaison, Sarah Coalfield, has been providing a great service and partnership between DDA and Kitsap Mental Health.
- DVR – None

F. Provider Updates:

- Alicia Skelly, Holly Ridge, provided an update on some Holly Ridge activities. It was estimated that Holly Ridge is serving close to 396 children in early intervention services; she shared Holly Ridge’s capital campaign is in full swing with their plan of moving some of their services to the new purchased property on Kitsap Way by January 2019; Alicia continues to serve on the State’s ICC finance committee and shared the ESIT plan was submitted to the Legislature.

G. Officer Report:

- None

H. Staff Report:

- None

**8. ADJOURNMENT** – The meeting adjourned at 6:00 pm.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Fran Aquiningoc Donna Gearns Sandra LaCelle Marian Wiggins  <u>Absent</u> George Adams Norma Brown Robin Christman Christine Johnson Kathy Lougheed Linda Roche Veola Taylor	Melissa Lund, Kitsap County Parent Coalition Alicia Skelly, Holly Ridge	Kelly O’Neal Alexandra Hardy

*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:** December 4, 2018  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF November 6, 2018 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. County Supported Employment Program Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Employment First Forum**
  - D. DD Board Priorities 2019\***
  - 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, Tuesday, November 6, 2018  
Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

1. **CALL TO ORDER** – Sandra LaCelle, Chair called the meeting to order at 5:02 p.m.
2. **INTRODUCTIONS** – Members and guests introduced themselves.
3. **APPROVAL OF October 2, 2018 MINUTES**  
*MOTION: Donna Gearns moved to approve the October 2, 2018 minutes as submitted. Norma Brown seconded. Motion carried.*
4. **ADDITIONS/APPROVAL OF AGENDA**  
*The order of the agenda was adjusted to accommodate guest speakers.*  
  
*MOTION: Kathy Lougheed moved to approve the agenda as submitted. Robin Christman seconded. Motion carried.*
5. **OLD BUSINESS**
  - A. Working Age Adult Policy Implementation:
    - The Employment First Committee met as a follow up to its efforts of working with the Kitsap Economic Development Alliance (KEDA) and developing a Business Advisory Committee. After the first meeting between the Employment First Committee and KEDA, some interest had been developed, but the Employment First Committee felt that a more structured proposal was needed to better demonstrate its goals and what it is looking to accomplish. The Employment First Committee is working on draft proposal that will be submitted to KEDA. Part of that proposal will include: asking for feedback on new ideas to best work with businesses, networking and review of agency marketing materials.
    - No new updates were available for the Partner for Work program that is being developed with the local rotaries. DD staff will provide an update on the programs progress at the December meeting.
  - B. Transition Student Update:
    - The data for the 2017-2019 transition students was reviewed and discussed; one additional 2017 student became employed; a couple of 2018 School to Work students are close to employment and the 2019 students have all had their first meeting and are starting to receive services.
    - The School to Work contract with DVR was extended through December 31, 2020.
    - Kitsap County DD staff is continuing its efforts to offer training and technical assistance in several school districts that had staff turnover this past year with their respective transition student programs.
  - C. County Supported Employment Program Update
    - Kitsap County hired for the first supported employment program's position. The individual started on October 22 and the feedback is all very positive.

- Kitsap County DD staff met with Kitsap County Human Resources to evaluate the program and to discuss the development of a second supported employment position.

## 6. COMMUNITY INPUT

- Melissa Lund, Kitsap County Parent Coalition Coordinator, provided an update on her current activities. The next Parent Coalition (PC) meeting is scheduled for November 8. The topic for this meeting is First Responder Crisis Kit Workshop and will be presented by the Behavior Health Outreach Program. The October PC meeting featured the Behavioral Health Navigator program; Melissa shared feeling the program provided an additional resource for parents and families.
- Melissa continues to work with parents at Holly Ridge to provide an overview of the Kitsap County Parent Coalition and “planting the seed” about future possibilities and expectations families should consider when thinking about their child’s future.
- Monica Meyer facilitated the first Autism workshop which focused on going beyond the person-centered plan. The second workshop will be held on December 8 and will focus on Autism basics.
- Vanessa Lewis from PAVE is conducting the first IEP workshop of the year on November 15. The workshop will focus on the transition services in the IEP.
- Melissa is working with the Exceptional Family Member Program liaison to jointly offer the DDA Comprehensive Workshop in March.
- Melissa attended the Special ED Directors Meeting in Sequim and presented on the KC PC services as well as discussing some of the feedback she hears from families pertaining to the IEP.
- Melissa attended the Employment First Forum and discussed the projects that Kitsap County is focusing on.

## 7. NEW BUSINESS

### A. Legislative and Budget Update:

- Discussed DDA’s proposed budget for the next Legislative session. The Governor’s budget should be out by mid-December.
- The current year’s DDA budget provided funding to move individuals out of RHCs and into SOLA homes. It is reported that two new SOLA homes will be opening in Kitsap County with three individuals due to move into each home. KC DD staff are working to ensure the individuals moving into the homes are connected to DD services.
- A handout for the 2019 Advocacy Days was provided. Advocacy Days occur every Wednesday during the legislative session, feature a different highlighted topic each week, and is sponsored by the Arc of Washington State.
- The joint legislative (JLARC) report that reviewed employment and community inclusion programs was provided to DDA for technical review. The report is not yet available for public review. DD staff will hopefully be able to share more on the report at the December meeting.

### B. Advocacy Reports:

- George Adams continues to work with Self Advocates in Leadership (SAIL). George mentioned that SAIL is looking for a new Administrative Director.



C. 1/10<sup>th</sup> of 1% Projects – Gay Neal:

- Gay Neal from the Kitsap County Mental Health, Chemical Dependency and Therapeutic Drug Court (1/10<sup>th</sup> of 1%) program provided an overview on its current projects and plans.
- The 1/10<sup>th</sup> of 1% RFP process was conducted in June, July and August to allocate 4.25 million dollars of funds. It was reported that 25 proposals were received, and 19 of those proposals were recommended for funding. Approximately, 2000 individuals are served each year through the funding.
- The Crisis Triage Center recently opened in Kitsap County and served 61 individuals in the first six weeks.
- The City of Poulsbo's Behavioral Health Navigator program is funded through the 1/10<sup>th</sup> of 1% program. The program currently has three full-time employees to serve adults with a mental illness or co-occurring mental health and substance abuse disorders who are charged with minor, non-violent crimes, or those who are identified as at risk of arrest or crisis. Melissa shared hearing positive feedback from families who were assisted by this program.

D. DD Board Priorities 2019

- The 2018 Board Priorities were presented and reviewed by the board. It was recommended that the board provide board Chair, Sandy LaCelle, with any feedback or recommended changes for the 2019 Board Priorities prior to the December meeting. The board will review and vote on the priorities at the December meeting.

E. Employment First Forum

- DD staff tabled the issue until the next meeting when plan information is available.

F. DDA/DVR Provider Updates

- DDA – Kelly Townsend, DDA Supervisor, provided an update to the board. DDA is continuing to work on service utilization and transition students on the no paid services caseload. DDA is also working with its partner, Home and Community Services that was awarded a five-year grant that includes providing up to 20 hours a month of employment support to individuals that don't qualify for DDA services.
- DVR – Kitsap County DD staff provided an update on the issue of the DVR order of selection. The order of selection process prioritizes those with the most severe disabilities to get services first and others with less severe disabilities will be added to a waitlist to receive services. In the year that the order of selection process has been in place, no individuals have been moved off the waitlist. In October, DVR provided information about concerns with their current budget and the possibility that additional budget saving measures may be coming. This could include moving the most significantly disabled (MSD) into order of selection. County DD staff will be monitoring the situation and provide updates as available.

G. Provider Updates

- Alicia Skelly provided an update on services and events at Holly Ridge. Holly Ridge is currently serving 386 individuals in early intervention services.
- ESIT is working on a systematic improvement plan that includes development of a team that includes local community partners. Holly Ridge was selected as one of the local community partners. Part of their participation includes training and support funded and/or provided by ESIT.

- Alicia is participating in weekly calls with the Division of Children, Youth and Families (DCYF) to receive more regular updates.
- Alicia provided an update on proposed changes to the structure of early intervention services through the Division of Children, Youth, and Families (DCYF), ESIT program. Holly Ridge’s contract with DCYF will be changing to a performance based which will require new and additional data. However, the specific requirements are still unknown.
- Changes to how services will be funded and the funding formula are still unclear.
- In January, part of the ITP program staff will be moving to Holly Ridge’s new location.

H. Officer Report

- Kathy Lougheed and George Adams both have terms expiring in January 2019. Both board members have elected to serve an additional term on the DD Board.
  - The Night to Shine Prom will be held on February 8<sup>th</sup>. Sandra’s daughter, Hannah, attended the East Bremerton Rotary meeting to present on the Night to Shine Prom in hopes of gaining volunteers for the event.

I. Staff Report

- The potential dates for the Transition Fair that is held annually in February was discussed.

**8. ADJOURNMENT** – The meeting adjourned at 6:09 pm.

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> George Adams Fran Aquiningoc Norma Brown Robin Christman Donna Geans Sandra LaCelle Kathy Lougheed  <u>Absent</u> Christine Johnson Linda Roche Veola Taylor Marian Wiggins	Melissa Lund, Kitsap County Parent Coalition Alicia Skelly, Holly Ridge Kelly Townsend, DDA Hannah LaCelle, Kitsap County Kimberly Adams, Parent to Parent Gay Neal, Kitsap County 1/10 <sup>th</sup> of 1% program	Kelly Oneal Alexandra Hardy