



**Capital District-North Country
Individual/Family Advisory Board Meeting Summary**
Saratoga Bridges, 16 Saratoga Bridges Boulevard Ballston Spa, NY 12020.
March 19, 2019 from 6pm - 8pm

Members Present

Sheri Gaylord
Shawn Fultz
Mary Lou Barry
Meryl Einbinder
Shelly Winters

Cheryl Marcella
Agnes Skiff
Pamela Sproule
Gemma Gilliher
Veronica Crawford
Liz Crawford

Jeff Lynch
Lisa Schapiro
Mr. and Mrs. Deneen Homer
Jasmine Olsen
Jeremy Goodreau

CDNY Staff Present

Jim Moran, CEO
Danielle Wiltsie, Director of Individual, Family & Self-Advocate Support
Suzanne Beattie, VP of Quality & Analytics

Members Absent

Mr. and Mrs. Deneen Homer
Kelley Schultz
Andy Housler
Janet Deixler
Stacey Fusco
Connor McEvoy

Welcome:

Care Design NY (CDNY) welcomed all self-advocates and family members for attending the meeting.

Introductions:

The Advisory Board Members introduced themselves along with CDNY Employees as some Board Members were present at the meeting and via phone.

Summary of Last Meeting:

Review of the Meeting Minutes from the previous meeting. The Board Members approved the previous meeting minutes.

Review of Handouts:

Review of the document of “What You Should Expect from Your Care Manager”. The Board reviewed the draft version of the document at the initial Advisory Board Meeting. The Capital District Advisory Board discussed the most important trait for the Care Manager is being knowledgeable of available supports and services at the previous meeting. This trait was added to the document. The Regional Advisory Board believe this document will be a “live” document where it could change at times. The Regional Advisory Board Members are pleased with the document. There has been a space on the document for the Care Manager and Care Manager Supervisor contact information to be added as well as the Care Design website, after hours phone number and main phone number for Care Design NY. This document will be mailed out to Individual and Families within the month.

Review of development of the Chairperson and Secretary Job Description as well as the elections for the Board Positions: The Job Descriptions for the two Chairpersons and the Secretary were reviewed. Attached are the copies of both job descriptions. The Regional Advisory Board Members were given a chance to review the job description. There were discussions at the Advisory Meeting on having two Chairpersons to share the role and work together and possibly having sub-committees that will work on different topics in between the meetings. The Advisory Board agreed on these three options. The Board Members who were interested in the positions shared information with Advisory Board prior to the meeting. At the meeting the Board Members who were interested in a Board Position spoke to the Board as to why they were interested in on serving on the Board. The Advisory Board completed a silent vote at the meeting.



After the Advisory Board Meeting the two Board Chairpersons and Secretary was announced. The two Board Chairperson for the Capital Region are Veronica Crawford and Sheri Gaylord. The Advisory Board Secretary is Marry Lou Barry. Congratulations to the Board Members who will be serving in these positions and those that also applied for the positions.

Discussion of Targeted Items:

Danielle Wiltsie reviewed with the Board Members targeted areas for each Regional Advisory Board. During each Advisory Board meeting there have been certain areas that a region has focused on. Danielle Wiltsie shared with the group the various areas that have been discussed, the key areas for Individual and Families are Succession Planning, Communication Strategies with Care Managers, Self Direction, Increase Need for Medical Care, Housing Services and Family Trainings. There has been some cross over between regions on topics that were important. Danielle Wiltsie shared with the Board the document; this document is attached to the minutes. During upcoming meetings, the Advisory Board will pick a topic/goal they would like to work on for the 2019 year.

The Advisory Board discussed Managed Care and the future of services. The providers Care Design expects to be working with when the transition to Managed Care occurs will have experience with intellectual and developmental disabilities. Other areas discussed included concerns with the transition of Self Directed Services and costs currently overseen by OPWDD as well as medical services changes. Care Design intends to work with the Advisory Board during the transition to Manager Care as well as keep all Individuals and Families updated as information is obtained. There was a discussion that the Advisory Board should begin to outline the changes and transition to Managed Care occurs. It was suggested the Advisory Board start with a conversation about protocols for Managed Care to assess the level of need.

Suzanne Beattie drafted a survey for the Regional Advisory Board to review with input, comments and feedback. Care Design is looking for feedback on Care Management Services received, the is very important to Care Design as a growing agency. There will be additional discussion at the next Advisory Meeting to discuss the survey and the process of the survey.

The Advisory Board discussed additional training topics on Benefits and Entitlements. In efforts be begin trainings for individuals and families Danielle Wiltsie emailed to the Board a variety of topics the Benefits Department could train individuals and families on. Danielle Wiltsie asked the Board to review the topics and respond by the following week. Once Danielle Wiltsie receives the feedback Danielle Wiltsie will work with Kristina Cunningham from the Benefits Department to arrange the training schedule.



The Advisory Board Members discussed the location and time of the next meeting. The Capital District Advisory Board would like to have the meetings every other month at the 6:00 PM time. There was discussion on where all the Board Members reside and as a group this Regional Advisory Board would like to have the meeting location changed for the next meeting to accommodate the Individual and Families that live west of the Albany area. The meeting location can be rotated between Albany, Saratoga and Amsterdam area. Sherri and Mary Lou will work on obtaining a location for the next meeting. The meeting location, date and time will be sent to the Advisory Board Members.

Summary of Meeting:

- The meeting minutes to be sent out to all Board Members attended in person, phone or were unable to attend this meeting.
- The Board Members completed a silent vote for the Board Positions. The Board Members will be notified who is fulfilling those positions once the Board Members not present at the meeting today complete their votes.
- The Advisory Board Members will review the topics for training on Benefits and Entitlements and submit the feedback by the following week.
- The agenda along with attachments will be sent out prior to the next meeting. The Board Chair Positions will assist with working with Danielle Wiltsie with development of the agenda.
- The next meeting will be scheduled for May. One of the Advisory Board Members is looking into space that we can use for the meeting.

