



Capital District-North Country Individual/Family Advisory Board
Meeting Summary
8 Southwoods Boulevard, Suite 100, Albany, NY 12211
January 15th, 2019 from 6pm - 8pm

Members Present

Sheri Gaylord
Shawn Fultz
Mary Lou Barry
Meryl Elinbinder
Shelly Winters

Cheryl Marcella
Connor McEvoy
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
Danielle Mazza, Assistant VP of Care Management

Members Absent

Mr. and Mrs. Deneen Homer
Kelley Schultz
Andy Housler
Janet Deixler
Stacey Fusco
Cindy Machold

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, on the phone and via WebEx.

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 Board discussed the most important trait for the Care Manger 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. The last suggestion made for this document was the document list the Care Managers name and contact information as well as their Supervisors name and contact information. Overall, the feedback of the document was positive.

Review of development of the Chairperson and Secretary Job Description: 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 on having two Chairpersons to share the role and work and possibly having sub-committees that will work on different topics in between the meetings. The Advisory Board agreed on these three potions.

Danielle Wiltsie asked if anyone is interested, they can follow up after the meeting. Danielle Wiltsie discussed sending out an email asking who is interested in these positions, what relevant experience they have on other Boards they may serve on as well as why they are interested in the position. Once the Advisory Board Members complete the survey Danielle Wiltsie will follow up with each member regarding there interest. There was discussion that the Advisory Board Members who volunteer for these positions will received support from Danielle Wiltsie. The process of election for the positions will be discussed prior to the next meeting.



Employment of Individuals/Family Advocates:

Follow up discussion occurred with CDNY plans to hire self-advocates/family members as Ombudsman. Looking to fill 6 full time positions, filled with part-time people to maximize participation, across CDNY's catchment area.

CDNY would like the Advisory Board to work with CDNY to develop job descriptions. These positions will be valuable to the organization and continue to keep everyone engaged in the CCO both inside and outside. Once the Board Positions are complete the two Chairpersons positions will work with Danielle Wiltsie on this area.

Discussion of Targeted Items:

The Board Members would like to utilize a communication tool to use to communicate with each other outside of email. Danielle Wiltsie worked with CDNY's Communication Director who researched into a tool that the Advisory Board can use for ongoing communication. Danielle Wiltsie reviewed with Advisory Board Members how to obtain a free Zoom Account as well as provided directions on how to set up and connect the Zoom Account. Please see attached documents.

There was review of the upcoming Capital District Family Forum Registration and meeting format. The Capital Region Family Forum will be February 13th at 3:00 pm and 6:00 pm at the Southwoods Office. The Family Forum will cover topics such as: What to Expect from your Care Manager, Formation of the Advisory Boards, Timeline for Managed Care and Feedback about how the transition from Service Coordination to Care Management has progressed thus far and goals for the future.

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. The document is attached.

Feedback on Life Plan's and I AM assessment as well as Sub Committees were topics on the agenda, the Advisory Board was not able to discuss this topic at the time due to time restraints. The Advisory Board can discuss this at the next meeting should the members like to add this as an agenda item.

As Regional Board we discussed the frequency of the meetings, location and time. 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 held closer to Ballston Spa/Saratoga area.



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 would like to utilize a communication tool to use to communicate with each other outside of email. Danielle Wiltsie shared the Zoom Information at the meeting. The Advisory Board Members can reach out to Danielle Wiltsie if they are having difficulty downloading the free app.
- Danielle Wiltsie distributed the job descriptions for the positions of the Advisory Board; the two Chairpersons and Secretary. Danielle Wiltsie will send out a survey of who may be interested in a Board Position. Danielle Wiltsie will follow up with all interested members prior to the next meeting. There will be follow up with all the Board Members regarding the process of election of the positions prior to the next Advisory Meeting.
- The Board Members received a draft of a survey regarding services provided by the Care Manger to review prior to the next meeting. The Board will discuss the Survey and feedback at the next Advisory Meeting.
- The next meeting will be scheduled for March. I am reaching out to Saratoga Bridges to see if the Advisory Board could use their meeting room for the March Meeting.

