



Hudson Valley Individual/Family Advisory Board Meeting Summary
Venture Center ~ 230 Route 340 Sparkill, NY 10976

February 25, 2019 from 6pm -8pm

Members Present

Karla Peterson- via phone
Bonnie Kaplan
Andrew Kaplan

Bernadette Grey
Larry Bate

Lalitha Ravichandran
Kathy Becarelli
Stephen Jagde-via phone

CDNY Staff Present

Jim Moran, CEO
Anne Ogden, COO

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

Members Absent

Claire Perez
Heather Berg
Jason Ross
Robert Terry

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 on the 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. Each Advisory 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 families would like the Care Manager to ask when they are meeting if there is something I can do better to assist you. As well as reach out to a team member or supervisor when they don’t know information that is needed to support the individual or family. Lastly, to ensure that everyone that is important to the individual is included in the planning of services.

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 Board also feels that stability and continuity of Care Manager is important.

Care Design will add a date to the document to reflect when it was updated last. 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 was a discussion 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 via a survey. Once the Advisory Board Members complete the survey Danielle Wiltsie will share the submitted information with all Board Members. There was discussion that the Advisory Board Members who volunteer for these positions will received support from Danielle Wiltsie. The election for the positions will occur at the next meeting.

Discussion of Targeted Items:

The Board discussed concerns the concerns they have with lack of availability of services in the community regarding medical services. Care Design has a Provider Network Team that is continually working on growing the providers in the community as well as educating the providers on the services provided by Care Design. The discussion of the future of a platform for a software that will be available to the Care Design self advocates and families.

There was feedback and discussion regarding lack of availability for Day Hab programs with walls. The Advisory Board is aware of many Without Walls Programs currently their child or loved one who is receiving services is not looking at that option. As an Advisory Board this as discussed this could be a topic the Board works on, looking at other possible options and solutions to present to OPWDD.

There was discussion about recruiting options for Care Managers. Danielle Wiltsie discussed the requirement to be a Care Manager which is minimum of 2-year experience in the field, a four-year degree and a passion working with people. Human Resources has been working on attending job fairs as connecting with local colleges. The Advisory Board mentioned a variety of local colleges that can be tapped into for assistance for support with hiring Care Managers.

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. Danielle Wiltsie discussed with the Board the feedback that is being received from each Advisory Board has been reviewed by Suzanne and she has adjusted the survey due to the feedback. This is the first survey that will be sent out to self advocates and families, this will be used to determine a baseline of quality of services.

This Advisory Board discussed the frequency of the meetings, location and time. The Hudson Valley 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 Advisory Board would like for me to send out a survey to see where the best location for the next meeting will be. Danielle Wiltsie discussed at some point as the Hudson Valley Region Advisory Board grows there will be an Advisory Board in the Northern Hudson Valley and another Advisory Board in the Southern Hudson Valley.

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.
- 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 email the Board Members the Members information that are interested in Board Positions. The election of the positions will be at 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 discussed the Survey and talked about feedback at the Advisory Meeting.
- The next meeting will be scheduled for April. Danielle Wiltsie will be sending out a survey to the Advisory Board Members to figure out the location of the next Board Meeting to ensure that it accommodates all Board Members.

