

Vermont Developmental Disabilities Council Quarterly Meeting Minutes ~ March 24, 2016 Capitol Plaza, Montpelier

Approved June 23, 2016

Present:	Fred Breunig, Craig Davis, Diane Dexter, John Hall, Carol Hassler, MD, Terry Holden, Catherine Hybels, Wendy Kruger, Rachel MacMartin, Clare McFadden, Ed Paquin, Marcy Ryan, Susan Ryan, Kay Stambler, Miriam Stoll
Absent:	Gary De Carolis, Danielle Delong, Dale Hackett, Joe Nussbaum, Lisa Rudiakov, Cinn Smith, John Spinney, Jennifer Stratton
Support Staff:	Dawn Martin
Guests:	Patty Cotton, Dale Hackett, Rep. Patsy French (lunch), Abbey Hassler
VTDDC Staff:	Kirsten Murphy, Chelsea Hayward

1. Welcome and Minutes:

President John Hall opened the meeting and welcomed all participants. Roles were assigned to various members to help keep the group moving through the agenda.

2. Executive Director Updates:

VHCIP Grant: Kirsten reported that VTDDC's second grant from the Vermont Healthcare Innovation Project (VHCIP) has been increased by approximately \$11,000, bringing the total close to \$200,000. This additional money will allow VTDDC and its partners to provide additional training in disability competencies to care coordinators. The majority of the funds are distributed to partner organizations through sub-contracts, but the grant does support approximately \$21,000 of VTDDC's Executive Director's salary for 2016.

Executive Committee Funds (ECF): ECF helps individuals and families attend conferences; it also supports small projects under \$1000. The AHS Business Office has indicated that we are not following recommended practice or – in some cases – state and federal policy, in the management of these small, one-time awards. In particular, AHS is concerned that we are not following a process for a group to evaluate these applications. *These funds should not be awarded solely at the discretion of the Executive Director.* Kirsten has recommended and the Executive Committee has agreed that the program be temporarily discontinued until an appropriate process and guidelines are in place'

Financial Overview: Kirsten also briefly discussed the budget for the last five years and our current obligations through grants and contracts. She distributed a handout summarizing the Council's investments in four key organizations through six, multi-year grants. (See Attachment 1).

Annual Report: This report is nearly done and has a new, more accessible and attractive visual style.

3. Vote on Executive Director:

Motion: Fred made the motion to go into Executive Session. "Title 1, Section 313(a)(3) of the Vermont Statutes specify that 'The appointment or employment or evaluation of a public officer or employee' may be discussed in executive session. Since we need to discuss the final recommendations of the Executive Director Search Committee's work during the last four months, I move that the council go into executive session with only council members present."

Motion: to direct the search committee to offer the position of Executive Director to Kirsten Murphy to begin on April 1, 2016 at a salary to be negotiated within the posted range. Fred made the motion and Ed seconded.

Motion passed with Majority in Favor.

The Council exited Executive Session.

4. Vote on Members:

In response to outreach -- including advertisements in Vermont's most widely circulated newspapers -- six candidates applied for membership. The Search Committee [McFadden and Stoll, with Kirsten providing staff support] reviewed written applications and interviewed each candidate by phone using a standard set of questions. There are currently four openings that must be filled by self-advocates or family members.

The Search Committee recommends four of the six candidates for membership: Dion LaShay (Bennington, VT), Adrian Vaut (Fairfax, VT), Gina Carrera (Essex, VT) and Jeanne Bradley (Rutland, VT). These four candidates include two self-advocates and two family members. Three live in counties outside the primary populations centers of Vermont. Two are Latino. Two are graduates of the Vermont Leadership Series.

The Search Committee further recommended that the application of Stacey Emerson (Barnet, VT) be held for re-consideration when an opening becomes available. Emerson is from an underserved part of the state and a 2016 Leadership graduate. She would also make a very good member.

Motion: To accept the Search Committees recommendation that D. LaShay, G. Carrera, A. Vaut, and J. Bradley be made Council members, provisional until formally appointed by the Governor, and effective April 1, 2016 for three years. Fred made the motion and Kay seconded.

Motion passed: 13-0-1.

It was noted for the record that provisional members enjoy all privileges of Council membership except voting. They are encouraged to attend and participate in upcoming activities to develop the Council's Five Year Plan.

The Council will hold Emerson's application as recommended above.

5. Vote on President and Vice President:

The Council voted for new Officers. The nominees were uncontested and were Fred Breunig for President and Rachel MacMartin for Vice President.

Motion: to name Fred Breunig as President and Rachel MacMartin as Vice President for a term of one year. Ed made the motion and Miriam seconded.

Motion passed: 12-0-2.

6. Prepare for Lunch with Legislators:

Kirsten noted that there was only one RSVP to lunch, Rep. Patsy French (D, Randolph). Kirsten updated us on what's happening at the State House:

- The House has endorsed a 2% reimbursement rate increase for developmental service agency staff, but the increase still needs Senate approval.
- On Disability Awareness Day, Governor Peter Shumlin announced a task-force to find ways to bring people with disabilities into employment. The task-force is specific to state government.

Kirsten shared an "info-graphic" about the employment of people with disabilities that was widely distributed at Disability Awareness Day. Council members ask that staff develop more tools like this to raise public awareness about disability issues.

7. Vote on FFY2016 Council Budget:

Kirsten reconstructed the FFY2016 budget from the meeting minutes of March, 2015, since the adopted budget was not attached or made clear in office records.

Since assumptions embedded in both the income and expense projections for FFY '16 have changed, she presented a significantly revised budget for FFY '16. (See Attachment 2, pages 2-3 for a detailed breakdown of projected costs.)

Motion: To adopt the revised FFY 2016 budget as presented by the Executive Director (Attachment 2, page 1). Fred made the motion and Cathy seconded.

Motion passed: 14-0-0.

8. Five Year Plan Activity with Patty Cotton:

Kirsten reviewed some key guidelines in developing the Five Year Plan.

1. **Values in the DD Act:** Our new State Plan must reflect a Council's intended investment in self-determination, productivity, independence, and community inclusion.
2. **Systems Change:** The State Plan must show how a Council will make change happen in critical systems that impact the lives of people with developmental disabilities and their family members.
3. **Statewide Self-Advocacy:** The State Plan must show how a Council will help to sustain and grow statewide self-advocacy.

Federal reviewers will also be looking for a new area of emphasis and for two qualities in the final plan

4. **Underserved Populations:** The State Plan must describe what groups of people with disabilities are underserved in the state and how the Council will assist them.
5. **Focus:** Fewer goals and more targeted, strategic investments.
6. **Measurable Outcomes:** This will remain a key issue for federal reviewers.

VTDDC will look at these federal and state expectations and consider current data. We will build our goals and put our needs out to bid. All grants and contracts issued in FFY '17 will go through a bidding process in compliance with state guidelines, Kirsten noted. Previous receipt of Council funding is not a factor in developing new requests for proposals or in the review of submitted proposals.

Attachment 3 illustrates the process that VTDDC will follow to develop its Five Year Plan. Attachment 4 summarized the Council's response to an exercise led by Patty Cotton.

9. Public Comments:

"I am really looking forward to working with the energy in this group. I feel it's going to be like putting your mouth over a firehose – it's a great thing! I love passion," said Patty Cotton.

10. Meeting Evaluation and Adjourn: The meeting adjourned at 3:00 pm.

VERMONT DEVELOPMENTAL DISABILITIES COUNCIL

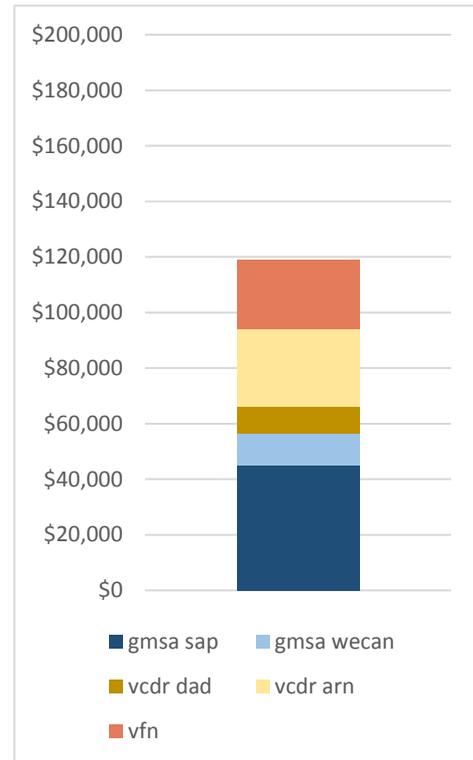
Major Grants, FFY 2012 to FFY 2016

GRANT GOALS & KEY

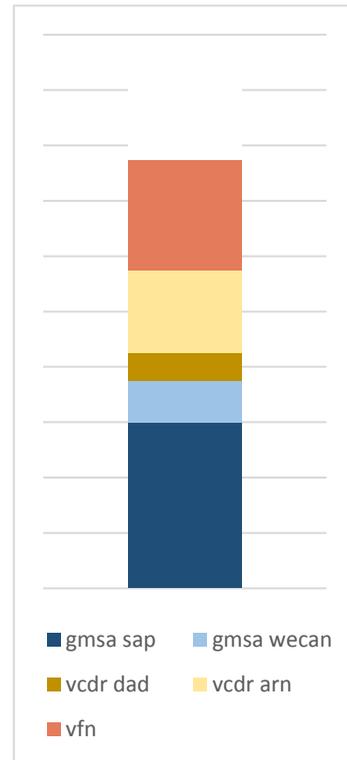
FFY 2012		FFY 2013		FFY 2014		FFY 2015		FFY 2016	
gmsa sap	\$45,000	gmsa sap	\$60,000						
gmsa wecan	\$11,250	gmsa wecan	\$15,000	gmsa wecan	\$27,000	gmsa wecan	\$27,000	gmsa wecan	\$27,000
vcdm dad	\$10,000								
vcdm arn	\$27,750	vcdm arn	\$30,000						
vfn	\$24,900	vfn	\$40,000	vfn	\$40,000	vfn	\$40,000	vfn	\$40,000
				dlp	\$16,500	dlp	\$16,500	dlp	\$16,500

GMSA SAP: Grant to Green Mountain Self-Advocates to support self-advocacy by providing peer support, education and leadership training; increasing disability awareness & participation in cross-disability groups; and strengthening local groups & state-wide organization.

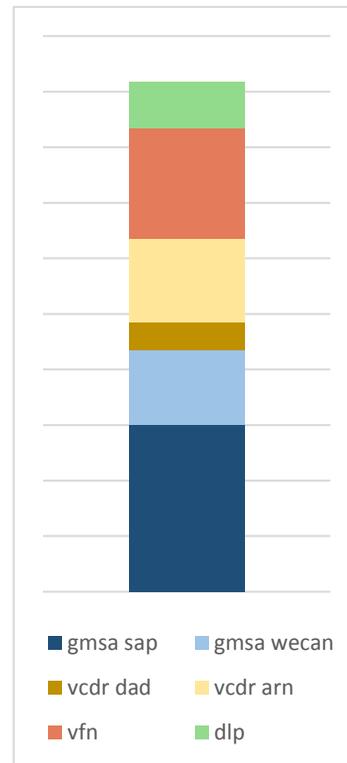
GMSA WeCan: Grant to Green Mountain Self-Advocates to support youth and adults with developmental disabilities in their efforts to educate Vermont policy makers about the natural and paid supports that enable people with disabilities to make positive contributions to their communities.



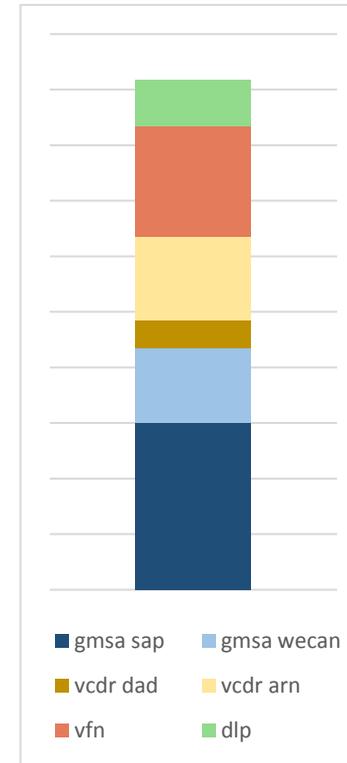
FFY2012 Total: 118,900



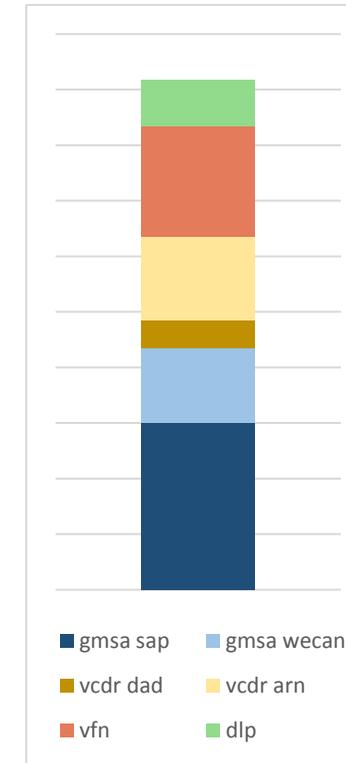
FFY2013 Total: 155,000



FFY2014 Total: 183,500



FFY2015 Total: 183,500



FFY2016 Total: 183,500

Continued...

GRANT GOALS, *cont.*

VCDR ARN: Grant to Vermont Coalition for Disability Rights, Advocacy Response Network to provide accessible information, a rapid response system, and legislative and policy analysis that support an expanding network of people with developmental and other disabilities and their family members to be able to advocate effectively on laws, policies, and practices that impact their lives.

VCDR DAD: Grant to Vermont Coalition for Disability Rights to support Disability Awareness Day, which brings together people with disabilities, their family members, and allies with policy makers at the State House and raises awareness about what is needed to fulfill the promise of a quality life outside of institutions.

VFN: Grant to Vermont Family Network to support the goal of ensuring Vermonters with intellectual and developmental disabilities (I/DD) and their family caregivers have the tools and training to navigate complex service systems, to make well-informed choices about supports and services, and to advocate at both the personal and systems level for high-quality services that are aligned with the principles outlined in Vermont's Developmental Disabilities Act (18 V.S.A. §8724).

DLP: Grant to the Disability Law Project to provide legal analysis and support as part of systems advocacy partnership efforts aimed at ensuring that Vermont's developmental services are sustainable, of high quality, community-based, and following the principles of individualized supports and self-determination.

Federal Fiscal Year '16 Budget, Revised

Adopted 3/24/16

	FFY16 Budget	Total
INCOME		
Federal Award	\$ 487,511.00	
External Grant Income	\$ 21,362.00	
Carry-forward	\$ 91,981.00	
		\$ 600,854.00
EXPENSE		
SALARY & BENEFITS	\$ 228,431.00	
GENERAL OPERATING	\$ 30,346.00	
MEMBER PARTICIPATION	\$ 51,161.00	
MAJOR GRANTS	\$ 184,500.00	
OTHER	\$ 47,100.00	
TOTAL		\$ 541,538.00

Net (Income minus expenses) is \$63,716, which will be carried over to the next federal fiscal year. This is also called a “cash balance.”

Details FFY 16 Budget, revised, VTDDC

These tables give members more detail regarding the expenses in our Federal Fiscal Year 16 budget.

SALARY & BENEFITS		
Salaries Combined for 3 positions with some periods of absence anticipated.	\$	159,742.00
Benefits at 43%	\$	<u>68,689.00</u>
TOTAL	\$	228,431

GENERAL OPERATING			
OCCUPANCY	\$	5,772.00	Rent at \$336/month and electric, copier & copier maintenance
PRINTING	\$	2,000.00	<i>Estimate</i>
POSTAGE	\$	1,000.00	per 4 month history
PHONE	\$	912.00	Conference call line @ \$300 and 1 cell phone @ \$51/mo
DUES	\$	4,050.00	Per 2016
OFFICE SUPPLIES	\$	1,400.00	Per 2015
SUBSCRIPTIONS	\$	2,812.00	DD Suite @ \$2500 and Survey Monkey
CONTRACTED SERVICE	\$	4,000.00	Annual independent evaluation by Flint Springs
	\$	1,000.00	Action Circles, partial contract
TRAVEL, in-state	\$	2,400.00	
TRAVEL, out of state	\$	3,000.00	
REG for Conferences	\$	<u>2,000.00</u>	
TOTAL	\$		30,346.00

COUNCIL MEMBER PARTICIPATION			
COUNCIL MEETINGS, Rent	\$	2,000.00	Per Exec Cmt request
COUNCIL MEETINGS, Meals	\$	6,000.00	Per Exec Cmt request
COUNCIL MEETINGS, per diem	\$	5,040.00	\$1680/40 mo
COUNCIL TRAVEL, in state	\$	6,621.00	\$2207/4 mo
COUNCIL TRAVEL, out of state	\$	3,000.00	
COUNCIL 5 Year Plan	\$	20,000.00	HSRG Contract
COUNCIL 5 Year Plan	\$	8,500.00	P. Cotton, facilitator,
TOTAL			\$ 51,161.00

MAJOR GRANTS			
GMSA SAP	\$	60,000.00	
GMSA We Can	\$	27,000.00	
VCDR, ARN	\$	30,000.00	
VCDR, DAD	\$	10,000.00	
VFN, IRA	\$	40,000.00	
Vermont Legal Aid	\$	16,500.00	
Start Spread'n the news	\$	<u>1,000.00</u>	
TOTAL			\$ 184,500.00

OTHER – Goal activities by Council Staff			
Leadership Series	\$	20,000.00	
Pre-session training	\$	3,000.00	
Sponsorships	\$	10,000.00	
2014 Dues	\$	4,100.00	
Technical Assistance	\$	<u>10,000.00</u>	
TOTAL			\$ 47,100.00

Attachment 3: Vermont
Health Care Innovation
Project, 2015 Year in Review

Vermont Health Care Innovation Project 2015: Year in Review

January 2016

Successes: Payment Model Design and Implementation

- Medicaid and Commercial **Shared Savings Programs (SSPs)**: Year 2 program implementation; Year 1 savings analyses and distribution; State Plan Amendments approved for Years 1 and 2 of Medicaid SSP; continued provider capacity development.
- Analyses to select and develop **Medicaid Episodes of Care**.
- Continued implementation of Blueprint for Health and Hub & Spoke programs.
- Research to explore and define **Accountable Communities for Health**.
- Collaboration to support development of new payment models for DLTSS providers, including a **Prospective Payment System for Home Health Agencies** and **Medicaid Value-Based Purchasing for Mental Health and Substance Abuse providers**.

Spotlight on: PMDI: Counting our Beneficiaries

- Summer 2015 – Stakeholders and CMMI requested we develop unduplicated counts of Vermonters in alternatives to fee-for-service (FFS)
- VHCIP staff worked with payers and other State staff to identify this new number, and to develop a denominator of Vermonters eligible to participate in payment reforms*
- Total number of Vermonters in an alternative to FFS: 317,922 or 55% of all eligible Vermonters (no duplicates across programs)

* Non-eligible: Medicare Advantage enrollees, Military personnel, uninsured individuals, incarcerated individuals

Successes: Practice Transformation

- **Integrated Communities Care Management Learning Collaborative** continued first cohort and launched second cohort.
- **Disability Awareness Briefs** developed.
- Continued implementation of **Regional Collaboratives**.
- Continued implementation of **Sub-Grant Program**, including two well-attended symposiums.
- **Care Management Inventory** finalized.
- Contractor selected to perform **Workforce Demand Modeling** work.
- **Workforce Supply Data Collection and Analysis** is ongoing.

Spotlight on Practice Transformation: Integrated Communities Care Management Learning Collaborative

- Learning Collaborative is now statewide – expanded to 8 additional communities (11 total).
- Communities are developing processes and tools to better serve at-risk individuals, and engaging in continuous quality improvement.
- Key lessons learned identified:
 - Some of most complex individuals do not have a case manager.
 - Lead case manager may change as individual's needs change.
 - Some individuals have many community partners working with them without realizing this.
- Communities are reporting positive anecdotal results and starting to explore more formal evaluation.

Successes: Health Data Infrastructure

- **Gap Analyses** for ACO and DLTSS providers completed.
- **Gap Remediation** begun for ACO member organizations and Designated Mental Health and Specialized Service Agencies.
- **ACO Gateways** for OneCare and CHAC completed.
- **Data Quality** improvement efforts launched for ACO providers and Designated Agencies.
- **Telehealth Strategic Plan** finalized; RFP for **Telehealth Pilots** released and bidders selected.
- **EMRs acquired** for five Specialized Services Agencies (SSAs) and for the Dept. of Mental Health/State Psychiatric Hospital.
- Contract executed for **Vermont Care Network Data Repository**.
- Business and technical requirements developed for **Universal Transfer Protocol** and **Shared Care Plan** solutions.
- **Event Notification System** contractor selected.
- **Health Data Inventory** completed.

Spotlight on HDI: Shared Care Plans

- Business requirements gathering through the Shared Care Plan/Universal Transfer Protocol project uncovered significant community enthusiasm for a solution:
 - Says one team member: “It not only turned up the pressure on the team to provide a useful tool but really energized us to deliver a high performing solution that would change the way health care was being delivered in those communities.”
- The project completed initial requirement-gathering (both business requirements and technical requirements) and is currently developing a proposal for a solution, to be piloted in 2016.

Successes: Evaluation and Project Management

Evaluation

- **Self-Evaluation Plan** draft submitted to CMMI.
- New **Self-Evaluation Contractor** selected based on revised self-evaluation scope.

Project Management and Reporting

- Launched **Outreach and Communication** activities, including work toward website redesign.
- Successfully overhauled **Project Governance** structure to support robust stakeholder engagement and expedited decision-making.

Challenges

- Delayed Year 2 budget approval.
- Shift to new governance structure.

Looking Ahead: 2016!

■ **Payment Model Design and Implementation:**

- Final year of Shared Savings Programs.
- Discussion with CMMI regarding launch of 3 Medicaid Episodes of Care.
- Peer learning opportunity to develop Accountable Communities for Health.
- Continued work to launch new payment models for Home Health Agencies and mental health/substance abuse providers.

■ **Practice Transformation:**

- Core Competency Trainings focused on general care management skills and DLTSS-specific competencies.
- Wrap up Integrated Communities Care Management Learning Collaboratives.
- Wrap up Sub-Grant program.
- Workforce Demand Modeling, Supply Data Collection and Analysis.

Looking Ahead: 2016! (Continued)

■ Health Data Infrastructure:

- Continue Data Quality efforts for ACO providers and DAs.
- Launch Telehealth pilots.
- Continue work on DA/SSA Data Warehousing solution, and begin to implement cohesive strategy for developing data systems to support analytics.
- Launch Shared Care Plan solution pilot, launch Universal Transfer Protocol solution.

■ Evaluation:

- Launch of new self-evaluation contract.
- Implementation of Self-Evaluation Plan.

Looking Ahead: 2016! (Continued)

- Also: **Population Health Plan** development;
- **Sustainability Planning**;
- Launch of final **suite of HDI projects** that could include additional gap remediation (all pending Core Team approval).
- Gathering **lessons learned** from across the project.