

Affiliation Self Determination Workgroup Meeting Minutes:

November 20, 2003

10:00am to 1:00pm

Location: Ionia CMH

Present at the meeting: Bob Clingenpeel (GCCMH), Lynne Jones (ICCMH), Julie Dowling (ICCMH), Judy Scott (ICCMH), Connie Cory (CEICMH), Michael Brashears (CEICMH), Pamela Stants (CEICMH), George Ott (MBCMH), Ingemar Johansson (MBCMH), and Kim Zimmerman (Affiliation)

Absent: Meeting Minutes: Mary Ellen Papes (NCMH), Bea Stevens (NCMH), Dan Alonzi (GCCMH), Carolyn Hilley (GCCMH), and Tom Kennedy (MBCMH)

The meeting minutes from October 2003 were approved without revisions.

Self Determination Brochure: The final draft of the SD brochure was disseminated and approved by the workgroup. It will be copied/printed soon and hopefully will be ready for distribution after the first of the year.

Action: Each agency was asked to give Kim an estimate of how many copies they would like to start with.

Review of SD Workgroup Goals/Outcomes: We looked through the workgroup charge form and the other goals/outcomes that we have completed for our group to date. It was determined that we are making good progress with our goals/outcomes and that we need to continue to remain flexible and allow our path to change as we move forward. We also need to continue to remain focused on developing best practices and guidelines/curriculum for training related to SD/PCP while continuing to allow each agency to be flexible in how they complete trainings and maintain compliance.

Development of Training/Resource Manual for SD/PCP: It was decided that we need to move forward with getting individuals doing trainings within each local agency and in developing a panel of independent facilitators. In order to move forward more quickly, it was decided that Kim Zimmerman will pull together the resources she has and make a resource manual that contains examples of training materials and the key components that must be covered within the training. This will give each local agency the flexibility to complete the trainings as they wish to, while still following training guidelines set forth by the SD Affiliation Workgroup.

Action: Kim will complete a list of key components/guidelines for training for SD/PCP and develop a resource/training manual with examples of training material.

Workgroup members will be responsible for making sure there are individuals within their organizations that complete the SD/PCP trainings following the approved criteria. The trainings will be completed as often as deemed necessary by each local agency. The consumer empowerment specialist and the SD Affiliation Workgroup will monitor compliance with trainings.

Each local agency will also be responsible for establishing an independent/external facilitator panel for Person Centered Planning following the guidelines completed by the Affiliation Workgroup.

Individual Budgets: We talked again about the status of completing individual budgets within the Affiliation. After much discussion it was determined that we need to move forward with the key elements of SD with or without completing budgets. It was also determined that the smaller agencies within the Affiliation will probably be ready to implement individual budgets sooner than CEI. Each agency will proceed forward with Self Determination and will report back to the SD workgroup on progress. The SD workgroup will monitor issues of compliance and best practice, but each local agency will be responsible for implementing the key elements of Self Determination.

SD/PCP Survey: A survey will be completed by each agency and returned to Kim Zimmerman. The survey will focus on the key elements of SD. The purpose of the survey will be to capture the strengths of each agency related to SD.

Action: Kim Zimmerman will complete the survey and distribute at the next workgroup meeting. Each agency will be responsible for completing the survey.

Next Meeting Agenda: Group members are to send agenda items to Kim.

Next Meeting: The next meeting will be at **CEI CMH on January 14, 2004 from 10:00am to 1:00pm in room 214-I.**

Meeting Minutes Submitted by: Kim Zimmerman
Affiliation Consumer Empowerment Specialist