

Present (please check) Please circle note-taker				<p style="text-align: center;">CMHAMM</p> <p style="text-align: center;">Work Group Meeting Minutes</p> <p style="text-align: center;">DATE: <u>01/12/05</u></p> <p style="text-align: center;">LOCATION: <u>CEI CMH</u></p> <p style="text-align: center;">WORK GROUP NAME: <u>Self Determination Workgroup</u></p>	<p>cc: Team members (list members' names)</p> <p>Julie Dowling, Elisabeth Avery, Ssandy Palera, Carolyn Hilley, Dan Alonzi, Bob Clingenpeel, George Ott, Ingemar Johannson, Mary Ellen Papes, Bea Stevens, Pamela Stants, Tom Knudtson, and Kim Zimmerman</p>								
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Topics Discussed				Discussion/Decisions	Action/Responsible Party								
Introductions				Discussion: Elisabeth Avery from Ionia CMH was introduced as their new representative from case management. Sandy Palera will also be joining the committee from Ionia as well. Lynn Jones and Judy Scott will no longer be representing Ionia. Gratiot also brought with them 3 representatives from their agency (Sara, Deb, and Robert) to attend this meeting to gather information/ask questions about budget development and independent facilitation.	Action: No action required								
Budget Presentation				Discussion: Elisabeth and Julie presented Ionia's budget form and guidelines for completing the form. They modified the template we were given from Allegan and updated the guidelines to make them current with Medicaid regulations. They discussed how Ionia will be completing the budgets, along with authorization and monitoring of the budgets. Then representative(s) from each agency gave an update of where they were at with completing individual budgets.	Action: No action required. Each agency will continue to work on completing individual consumer budgets.								
Independent Facilitation				Each agency gave an update on where things were at with getting independent facilitators. At this time Gratiot, Newaygo, and CEI have had people express an interest in being facilitators. We discussed sharing resources Affiliation wide since this may be something that is not highly utilized by consumers. Kim Zimmerman will be the central contact person. Each agency will keep her updated on who they have available to be independent facilitators. Each agency will continue to recruit individuals from their own communities, but if a consumer wishes to utilize an independent facilitator from an agency that currently does not have anyone available, then we will offer them a facilitator from an Affiliate agency. We will also look to share resources for training the independent facilitators, Kim will coordinate this with the Affiliate agencies.	Action Required: Each agency will continue to actively recruit facilitators from their local communities. Each agency will send out a request for facilitators every 6 months that will be posted in the local newspaper, or agency newsletter, etc. Each agency will keep Kim Zimmerman updated on available independent facilitators and training needs for facilitators. Kim Zimmerman will complete an Affiliation satisfaction survey to be utilized for independent facilitators.								

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<p>Ric Crowley consultation</p>				<p>We went over the training/consultation rotation schedule for Ric Crowley. The schedule is as follows:</p> <p>CEI: January & June Ionia: February & July Gratiot: March & August Newaygo: April & September Manistee/Benzie: May & October</p> <p>The other 2 months will be determined based on needs.</p> <p>Ric will be visiting each agency on Monday of the fourth week of the month.</p> <p>Each agency will determine what their needs are for Ric and let Kim Zimmerman know so that she may coordinate with Ric.</p>	<p>Action: Each agency will let Kim know what their needs are for Ric prior to his visit so that she can coordinate with Ric.</p>								
<p>DCH SD training</p>				<p>Kim shared an email she received from Pam Werner at DCH regarding them offering training sessions for the key people at each agency for Self Determination. These trainings will start in March and each agency needed to identify a contact person. Kim will email Pam Werner with the following contact people:</p> <p>Ionia: Julie Dowling CEI: Tom Knudtson Gratiot: Bob Clingenpeel Newaygo: Mary Ellen Papes Manistee/Benzie: George Ott</p>	<p>Action: Contact people will attend trainings as scheduled by DCH.</p>								
<p>Request for Proposals for Fiscal Intermediaries</p>				<p>We reviewed qualifications that we would like for the FI's to have and what the interview process would be. The group decided that it was necessary for the FI's to be Certified Public Accountants to be able to complete all the necessary tasks and to be able to take on the liability for providing the services. Kim asked that the group identify people within their own communities who may be interested in responding to the RFP and to send this information to her as soon as possible.</p>									

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Con't				Ingemar, Julie, and Carolyn volunteered to assist in the interview process and Kim will also find a consumer who is interested in sitting in on the interviews.	Action: Kim will complete the RFP and once approved will get it disseminated. Kim will then coordinate interviews for the qualified respondents. Recommendations from the interview team will go to Core Group.
Next meeting date:				February 9 2004 10:00am to 1:00pm Ionia CMH	