

**ALA
PLANNING & NETWORK ADVISORY COMMITTEE
MINUTES
June 9, 2015**

MEMBERS PRESENT

Irma Canfield, Chair
Mary Hanlon-Hillis, Vice Chair
Pam Stephens, Community Member
Debby Valdez, Family Member
Sandra Iracheta-Cruz, Community Member
Jennifer Tarr, Community Member
Virginia Burns, Community Member
Martha Moyer, Family Member
Ronald E. Moore, Family Member
William Robinson, Community Member

MEMBERS ABSENT

John Evans, Parliamentarian
Cara Magrane, Community Member
James Meadours, Family Member

STAFF PRESENT

Susan Lodge, Interim Director, ALA
Virginia Charles, Services Manager – GR
Sara Sobieski, Services Manager – HCS
Lona Carter, Services Manager - HCS
Lupe G. Abundis, Enrollment and Eligibility Manager
Jacob Ulczynski, IDD QA Program Manager
James Almaguer, Client Rights Officer
Teresa S. Kolenda, Administrative Assistant

1. Ms. Canfield called the meeting to order at 1:05 pm.
2. Roll call by Ms. Kolenda. It is noted that the following members arrived late, Ms. Hanlon-Hillis at 1:08 pm, Mr. Moore, 1:10 pm.
3. Welcome and Hospitality
Ms. Canfield welcomed everyone and allowed everyone to introduce themselves to our new PNAC member, Mr. Robinson. Ms. Lodge introduced herself to members and gave a brief description of her service with ACOG and now with her appointment as the interim director for ALA looks forward to working with staff and PNAC members.
4. Citizens to be Heard
 - Ms. Canfield read statement for citizens to be heard.
 - There were no citizens to be heard.
 - Discussion followed as Ms. Stephens inquired on the timeframe for the waiting list for Intake applications. Consider for an agenda item on next PNAC meeting.
 - Ms. Lodge addressed the situation and reports on the backlog due to the new program, Community First Choice (CFC) program coming.
 - Ms. Stephens inquired on the contact person for Intake to follow up on applications.
 - All inquiries should be directed to Lupe Abundis and she will assist on verifying receipt of the application.

It is noted that Ms. Valdez arrived at 1:20.

5. Declaration of Conflict of Interest
 - Ms. Canfield read the following statement – If anyone has Conflict of Interest on any of the action items, they should abstain from voting.
6. Consider and act upon approval of the March 17, 2015 minutes.
 - A motion was made by Ms. Stephens to accept the minutes, seconded by Mr. Moore, the motion carried unanimously.
7. Consider and act upon approval of the Sub-Committee Meeting, April 21, 2015 minutes and the recommendation from the Sub-Committee to revise the Planning and Network Advisory Committee Bylaws.
 - Mr. Ulczynski briefly discussed the request to update the bylaws in the meeting of March 17, 2015. Discussion followed on the need to update to allow non-members to attend as needed.
 - The draft copy of the bylaws and recommendations was reviewed. Mr. Moore acknowledged staff in the exceptional work in providing accommodations and guidance in making changes relevant to the committee.
 - A motion was made by Ms. Stephens to accept, with the amended entry to strike 4.01 Letter B from the bylaws, seconded by Ms. Valdez, the motion carried unanimously.
8. Discussion and update on update on ALA Programs.
 - Ms. Abundis reports an overview of Intake & Eligibility Program
 - >Intake & DID totals – 1310 unduplicated individuals served
 - >Eligibility Determinations - 493
 - >Consumer Benefits – 408
 - >Intake – 411
 - >Intermediate Care Facilities (ICF/IID) - 113
 - >Community Outreach – 3
 - >HCS Interest List – 4531
 - >GR Interest List - 592
 - Ms. Charles gave an overview FY 2015 Service Authorizations- \$878,033.91; Current census in GR program – 548 active and 249 closed.
 - >Overview of FY 2015 GR Obligations \$1,436,850.55 and Utilization of \$558,893.16
 - >Census in PASRR (Grand Total 551) – 245 active; 306 closed
 - >Community First Choice (CFC) update includes a start date of June 1, 2015, DADS Information Letters have been sent out to HCS and TxHmL individuals, pending notification from DADS with instructions to proceed with CFC enrollments and staff trained on CFC Assessment H6516 Form.

It is noted that Ms. Moyer arrived at 1:38 pm

- Ms. Sobieski presented an overview of TxHmL program
 - Census in TxHmL – 507 Individuals, enrolled into HCS 80 and pending enrollments into HCS 42
 - >CFC started 6/1/15 – 328 individuals TxHmL
 - >HCS offers received March - May – 104
 - >TxHmL offers received March - May – 128

- Ms. Carter presented an overview of HCS program
 - >HCS Residential Types – breakdown of percentages
 - >Provider Residential Breakdowns
 - >HCS Type –Support Living and Residential Supported Services
 - >HCS Quadrant Breakout of each Team Leader
 - >HCS/CDS Payment Rates
 - >Mr. Almaguer reports on the process of complaints received by individuals, DADS Rights Booklet provided to individuals on annual basis and Questionnaire to utilize when selecting providers.
 - Mr. Ulczynski presented an overview of Quality Management with the following items of interest:
 - >Discussion on findings discovered in process of preparing and organizing office of former employee.
 - >An investigation followed and determined billing errors.
 - >AACOG Board of Directors notified with final report by end of July to the Office of Inspector General (OIG).
 - >ALA took steps to prevent further incidents in ensuring proper billing and exiting employees. An official document Employee Separation Form is completed upon notification of End of Employment for ALA staff members.
9. Discussion and update on Community First Choice Program and other initiatives
- Ms. Lodge briefly discussed the CFC and touched on the following:
 - >Currently working on Enrollment backlog
 - >Anticipate DADS list, 17 staff, 750 Enrollments
 - >Accommodations to include space on 6th floor; Enrollment/Intake Staff on 3rd floor
 - >8th floor construction to accommodate SC staff
 - >In progress in hiring/training staff
 - >Request for Proposal (RFP) to replace the Q system for a new system projected to start January 1st 2016. More details forthcoming.
10. Discussion and update on 84th Legislative Sessions;
- Mr. Ulczynski briefly discussed that legislative action will result in the consolidation of the Department of Aging and Disability Services into the Health and Human Services Commission. Funding for Intellectual and Developmental Disability services authorized by the 84th legislature is consistent with funding during the previous biennium, with an increase in funding for HCS waiver enrollments.
11. Discussion on spreading public awareness of Planning and Network Advisory Committee meetings.
- Mr. Ulczynski discussed the need for the public awareness of PNAC meetings in an effort to encourage participation. The following items were considered:
 - >Finding new members to designate as an alternate
 - >Revisit applicant, Eula Watson
 - >Provide a flyer during enrollment process with PNAC scheduled meetings
 - >Set topics of interest that will incite attendance
- It is noted that Ms. Moyer left at 3:05 pm, no action items.
12. Next meeting scheduled for September 15, 2015 at 1:00 pm.

13. Adjournment

- A motion to adjourn at 3:10 pm was made by Ms. Stephens, seconded by Ms. Hanlon-Hillis, the motion carried unanimously.