

**ALA
PLANNING & NETWORK ADVISORY COMMITTEE
MINUTES
December 13, 2016**

MEMBERS PRESENT

Irma Canfield, Chair
Mary Hanlon-Hillis, Vice Chair
John Evans, Parliamentarian
Sandra Iracheta-Cruz, Community Member
Jennifer Tarr, Community Member
Cara Magrane, Community Member
William Robinson, Community Member
Virginia Burns, Community Member
Martha Moyer, Family Member
Ronald E. Moore, Family Member
Debby Valdez, Family Member
Krista Garcia, Community Member

MEMBERS ABSENT

Pam Stephens, Community Member

STAFF PRESENT

Susan Lodge, Senior Director of ALA and Agency Coordination
Virginia Charles, Non Waiver Services Manager
Jacob Ulczynski, Operations Manager & Privacy Officer
Teresa S. Kolenda, Administrative Assistant
Jennifer Caruso, ALA Training and Records Coordinator
Beatrice Cardenas, Administrative Assistant
Tiffany Harris, PR Coordinator

GUEST

Frances Anderson
Marla Diel

1. Ms. Canfield called the meeting to order at 12:58 pm.
2. Roll call by Ms. Kolenda. .
3. Public Comments
Ms. Canfield read the statement allowing time for anyone to comment to the Advisory Committee on issues and items of concern. There will be no deliberation or action on these comments. Time allowed is at the discretion of the Chairman, with three (3) minutes being customary.
 - Concern regarding language referencing guardianship in handout for Board of Director's Training Packet. The language will be updated to reflect correct information on guardianship cost. This will be addressed in item #7 on the agenda.
4. 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.
5. Consider and act upon approval of the September 13, 2016 minutes.
 - A motion was made by Ms. Valdez to accept the minutes with changes reflecting employment for Ms. Garcia, Northside Independent School District (NISD); change Mr. Robinson from Member Absent to Member Present for the meeting; seconded by Ms. Hanlon-Hillis, the motion carried unanimously.

6. Discussion and appropriate action on the applications for Planning and Network Advisory Committee membership for Anne Connell and Frances Anderson.
 - Mr. Ulczynski discussed the current applications submitted by Ms. Connell and Ms. Anderson. Ms. Connell is employed as Director of Special Education in Northside Independent School District (NISD) and has experience in working with the population we serve. Ms. Anderson currently works with US Air Force as Family Support Specialist. Her experience in working with military families can provide a foundation and assistance to facilitate a strong working relationship. Discussion followed with members carefully reviewing and considering all aspects in selecting the candidates for membership.
 - A motion was made by Mr. Robinson to accept both applications for PNAC membership; seconded by Ms. Hanlon-Hillis, the motion carried unanimously..
7. Annual Training for PNAC Members and Input on Board Training.
 - Mr. Ulczynski introduced Ms. Caruso who will be reviewing the current AACOG Board of Director's training:
 - Brief discussion on slides for each program
 - Relevant information includes DADS FY16-17 Performance Contract, Acronyms utilized in conjunction with ALA, review of 3 new programs, Community First Choice, Enhanced Community Coordination and Crisis Intervention.
 - Handouts of related materials provided.

Discussion followed with all members satisfied with the relevance of the materials with only minor changes in wording to remove "mental retardation authority" and referencing cost of guardianship.
8. Discussion and update on ALA Programs.
 - For members perusal, an overview of Intake & Eligibility Program available on AACOG website. One minor change in the wording to remove "MR" on page 4.
 - Ms. Charles gave an overview FY 2017 Service Authorizations
 - Current census in GR program – 444 active
 - Overview of FY 2017 GR Obligations \$995,819.11 and Utilization of \$647,859.70.
 - Census in PASRR – 414 active
 - Community First Choice (CFC) 416 Active, 32 - CFC SC, 384- Intake/CFC SC
 - Waiver Services – HCS 2236 and TxHmL 544
 - South TX provided training for 72 Hour Service Caregivers. Serenity House is in transition to provide this service.
 - Mr. Ulczynski discussed the scheduled audit of the Office of Inspector General (OIG) in June and outcome was satisfactory. An onsite audit conducted to account for inventory of equipment. A Plan of Action was in place due to the previous findings of error on IT department not reconciliation of inventory. In October, IT department was transitioned to Computer Solution. DADS will follow up in 2017. Purchase of software for equipment inventory to regulate expeditiously.
 - Ms. Lodge reports on LIDDA highlights that include:
 - Crisis Intervention funding utilized to develop curriculum of First Responders.
 - 2017 TAPPetry Conference to be held on February 18.

- An article on Center for Health Care Services (CHCS) indicates more officers training in recognizing and dealing with mental health individuals.
- Learn How to Interact with Police, presented by Emily Iland – A free community Safety Event on February 21, must RSVP with Ms. Charles.
- Alamo Aging and Alamo Service Connection are in development of a Mobile App coming soon.

9. Presentation on the AACOG Website

- Ms. Lodge introduced Ms. Harris to present members the improved AACOG website. Ms. Harris reviewed the website by showing members on items of interest:
 - How to access information on ALA/PNAC as well as Board of Directors
 - Review of services in different programs.
 - PNAC application

Some of the suggestions from members include a link for HHS for any newsflash and a list for contacts. Mr. Ulczynski asked for volunteers in revamping ALA website.

10. Next meeting scheduled for March 7, 2017 at 1:00 pm.

11. Adjournment

- A motion to adjourn at 2:42 pm was made by Ms. Hanlon-Hillis, seconded by Ms. Valdez, the motion carried unanimously.