

Olmstead Subcabinet - March 10, 2015

Meeting Minutes

Meeting Details

Date: March 10, 2015

Start/End Time: 2:00 p.m. – 4:00 p.m.

Location: Orville Freeman Building, 625 N. Robert Street, St Paul, Rm B145

Chair: Commissioner Mary Tingerthal

Subcabinet members (or designees) in attendance:

Mary Tingerthal, Chair, Commissioner, Minnesota Housing Finance Agency (Minnesota Housing); Timothy Henkel, Assistant Commissioner, Department of Transportation (DOT); Jennifer DeCubellis, Assistant Commissioner, Department of Human Services (DHS); Brenda Cassellius, Commissioner, Department of Education (MDE); Ed Ehlinger, Commissioner, Department of Health (MDH); Colleen Wieck, Executive Director, Governor's Council on Developmental Disabilities; Tom Roy, Commissioner, Department of Corrections (DOC);

Joining in progress: Kevin Lindsey, Commissioner, Department of Human Rights (MDHR); Jeremy Hanson Willis, Deputy Commissioner, Department of Employment and Economic Development (DEED); Lucinda Jesson, Commissioner, Department of Human Services (DHS) (replacing DeCubellis upon arrival); Roberta Opheim, Ombudsman for Mental Health and Developmental Disabilities (OMHDD)

Welcome, introductions and approval of agenda

The meeting was called to order at 2:05 p.m. by Commissioner Tingerthal (Minnesota Housing). Subcabinet members or their designees were asked to introduce themselves. As the agenda was reviewed the Chair recommended that the order of the agenda be slightly modified to move the approval of the response to the January 9, 2015 court order to the end of the agenda. Assistant Commissioner Henkel (DOT) made a motion to approve the agenda with that amendment. Commissioner Ehlinger (MDH) seconded the motion. The motion to approve the agenda passed.

Review and approval of subcabinet meeting minutes

Assistant Commissioner DeCubellis (DHS) moved to approve the minutes of the February 9, 2015 subcabinet meeting. Colleen Wieck seconded the motion. There were no comments or corrections and the motion to approve the minutes passed.

Chair's report

Agency staff is working on responses to the January 9, 2015 court order and the February 27, 2015 court monitor's report. The response to the January 9, 2015 order is a later agenda item. The response to the February 27, 2015 court monitor's report will be addressed at the April Subcabinet meeting.

Since the last meeting, Commissioner Tingerthal met with all of the subcabinet agency commissioners to talk about process and procedures going forward.

Director's report

Olmstead Implementation Office Director Darlene Zangara provided updates on four areas.

- (1) Dispute resolution process - To date there have been 5 complaints brought to the OIO that have been referred to other agencies and have reached at least partial resolution. One was just received so it is unresolved. The complaints vary in nature from issues regarding document accessibility to

complaints that individuals have been denied services. Feedback from these 5 individuals is included in the dispute resolution process workplan to be reviewed later.

- (2) Quality of Life workgroup – The group has been established and will convene on March 19th. The charge of the group is to: analyze and examine the quality of life pilot study report; review and determine action steps for report recommendations; determine cost and projected baseline for fiscal year 2016 and 2017; and prepare a work plan for implementation of the quality of life tool. The work group will provide a summary report at the April subcabinet meeting.
- (3) Speaking engagements – OIO continues to get numerous invitations to speak about Olmstead and its impact on individuals with disabilities, their families, and providers. A conference to bring to the subcabinet agency's awareness is the 2015 Minnesota self-advocacy conference on March 27-28th in St Paul. OIO will have a booth and agency staff is encouraged to sign up to help out in the booth.
- (4) Summit for employment and training - This professionally facilitated event will take place on April 14, 15 and May 28th in Hastings, MN. Leaders from government, businesses, non-profits, and the community will work to create a shared vision for the pathways that will increase employment of people with disabilities.

Bimonthly report

The next item on the agenda included the presentation of the addendum to the February bimonthly report to the subcabinet. At the last meeting (February 9th), the Subcabinet approved the bimonthly report which included items due in November and December and any past due items. Because of the large number of items to be reviewed, some of the items were postponed for review at this March special subcabinet meeting. The items being reviewed will be considered an addendum to the February report and will be filed with the Court in that way.

Action items to be approved by the subcabinet

The next part of the meeting included approval of a series of action items. The items were presented and reviewed in the order in which they appear in the plan. There was a brief presentation by the agency person responsible, a motion to approve, and then a vote for approval. The actions are summarized below:

- **OV 1A** - By December 31, 2014, Define an individual planning service that is available to people with disabilities to assist them in expressing their needs and preferences about quality of life. (This service may be an expansion of an existing practices or development of new practices.); Make funds available for this purpose.

Alex Bartolic (DHS) reported that the deadline was not met. The State has adopted the broad principles of person-centered planning as defined in the Olmstead Plan. This will allow flexibility for individuals to choose the tool that best meets their needs and conforms to the core principles of person-centered planning. The person-centered planning services are funded for a certain portion of the population, but more work needs to be done to acquire funding to allow for further expansion. It is being recommended that the subcabinet reassign the responsibility for this action item to DHS, DEED, and MDE.

Assistant Commissioner DeCubellis (DHS) moved to approve the report. The motion was seconded by Commissioner Ehlinger (MDH). Colleen Wieck requested the CMS requirements for person centered planning be added into the report. With that amendment to the report the motion passed. A second motion was made to reassign the responsibility of this item from the OIO to DHS, DEED, and MDE. That motion also passed.

- **QA 2A** – By June 30, 2014 the state will establish a dispute resolution process.

Kristin Jorenby (OIO) reported that the deadline was not met. The OIO has established an ongoing process for referring individuals with disputes to one of the several existing dispute resolution bodies within state agencies. Through this process it was determined that there is a need for additional information gathering based on gaps that were found. The OIO has begun working with the Department of Human Rights to further identify gaps in the system.

The Dispute Resolution Process Work Plan describes the current process and preliminary findings and makes recommendations to establish a workgroup to complete an assessment of agency dispute resolution processes, address problem areas identified in the early implementation of the plan, define effective ways to educate the public about the various dispute resolution processes, and develop a plan to disseminate the report to the public. The workgroup will report findings and recommendations to the Subcabinet by December 31, 2015.

Two motions were made by Commissioner Lindsey (MDHR) and seconded by Commissioner Roy (DOC). The first motion to adopt the workplan passed. The second motion was to establish the workgroup to bring forth a set of recommendations. That motion also passed.

- **QA 4A** - By September 30, 2014 the subcabinet will adopt an Olmstead Quality Improvement plan to be administered by the Olmstead implementation office.

Darlene Zangara (OIO) reported that the deadline was not met. The proposed Quality Improvement Plan creates the expectation of improving timely completion of action items as reported in the Bimonthly status reports from the baseline of 48% to 73% by December 2015. Additionally, the OIO will create a standard report to be submitted to the subcabinet bimonthly. The report will cover the seven components identified in the Plan action item and will be used to monitor overall performance and identify areas that need additional attention or corrective action. The goal is to develop a dashboard to show progress on each of the areas.

Several concerns were raised by the Subcabinet regarding the proposed Quality Improvement Plan. One concern was the need to clarify the actual measurement established for those 7 items. Another concern questioned if 73% timely completion was adequate. A suggestion was made to rewrite the goal to show when we would achieve 100%.

Commissioner Tingerthal asked Compliance Manager Mike Tessneer to comment on the procedures now in place with senior staff. Mr. Tessneer stated that the subcabinet procedures set a specific standard to ensure each action item is completed on time and is sufficient to meet the requirements of the Olmstead Plan, the court order and the direction of the court monitor. That process has not been finalized but it will further refine what the compliance office is doing while providing clear direction to agency leads on what the expectations are.

Subcabinet members suggested that this document should be revised and brought back for approval at the April meeting. The revisions should clarify the intention of the plan and rework the goal. A decision was made to move review and approval of this item to the April Subcabinet meeting.

- **EM 3A** - By August 31, 2014 enhanced Person Centered Planning training components will be offered to assure employment-planning strategies and Employment First principles are understood and incorporated into the tools and planning process.

Alex Bartolic (DHS) reported that the deadline was not met. In part the delay was due to the fact that the curriculum being used in Minnesota is proprietary and it took longer than planned to figure out the best way to complete this, but it is now resolved. "Make Work Part of the Plan" modules are provided during the Person Centered Planning (PCP) training. Training is offered statewide in several locations across the state. The training is also available on the "Set the Stage for Change" page of the [DB101 website](#). Individuals who previously completed PCP training are being notified that the training is now available. Additionally the contracted entity that provides the PCP training is incorporating the Make Work Part of the Plan modules into their community of practice training. The training is also targeting an expanded audience by including it in the College of Direct Supports. Training completion will be tracked through the Train Link system.

Commissioner Jesson (DHS) moved to approve the plan for the training. Deputy Commissioner Hanson Willis (DEED) seconded. The motion to approve the plan passed.

- **EM 3D** - By September 30, 2014 establish plan to provide cross-agency training on motivational interviewing.

David Sherwood-Gabrielson (DEED) reported that the deadline was not met. It was missed due to confusion about the status of this action item. The original interpretation was that this item was to be incorporated into item EM 1K which is related to the expansion of IPS employment services. Motivational interviewing is part of a larger context of training and planning regarding individual placements and support (IPS) employment. IPS employment in the plan is an evidence based practice for providing support for persons with serious mental illness. It's a collaboration of DEED and DHS. This is one item in a larger context of planning for statewide expansion of individual placement and supports employment.

Motivational Interview training will be done at a statewide conference hosted by CommUnity, a Mental Health Initiative from Central Minnesota, to occur in 2015. DHS has provided funding to this Mental Health Initiative to develop the statewide training for: Mental Health practitioners, Mental Health Clinical Directors and Program Managers, VRS Rehabilitation Area Managers, VRS Counselors serving IPS Projects and Community Rehabilitation Program (CRP) Placement Professionals and Program Managers supporting IPS projects. Following the statewide IPS conference training on Motivational Interviewing/Engagement Training, IPS Projects will be provided with a list of Motivational Interviewing Network of Trainers (MINT) to further develop Motivational Interviewing of new and veteran IPS Team members.

Deputy Commissioner Hanson Willis (DEED) made a motion to approve the plan with an amendment that the primary agencies involved in this item will be DEED and DHS. Commissioner Jesson (DHS) second the motion. The motion to approve the plan passed.

- **HS 2A** - By December 31, 2014 a baseline will be established and targets for future years determined addressing: The number of new affordable housing opportunities created compared to the previous 5 years' average; the number of people with disabilities accessing affordable housing opportunities in the community; the number of people with disabilities with their own lease; and for people who move to more integrated settings, track measures related to housing stability such as duration of residence and transitional moves within the system.

Joel Salzer (Minnesota Housing) provided an update on this item which is a combined effort between DHS and Minnesota Housing. The baseline was established and has already been provided

to the Court Monitor. The proposed targets are based upon recommendations in the Governor's Budget and an update on the impact of the budget will be submitted to the Court Monitor this week. Once the budget is approved, the measurable goals will be updated and brought to the Subcabinet for review and approval. No action is needed on this item at this time.

Subcabinet members had questions on how the goals relate to the budget and how the targets will be set. The baseline for new affordable housing opportunities has been established, subject to the availability of funding. Another question was whether there is a baseline of need for persons with disabilities who need housing. Alison Niemi (DHS) was asked to answer the question on baseline of need. The report on "Other Segregated Settings" approved at the February meeting provided numbers of people in segregated settings that were used in establishing the proposed targets. That report gave a sense of how many people are living in particular segregated settings with certain income ranges that would need affordable housing. This is not an estimate of need however, as their preference in what type of housing is not known at this time.

One other thing that will impact the number of individuals needing housing is the upcoming reform to the Group Residential Housing program.

- **TR 1B** - By September 30, 2014 review administrative practices and implement necessary changes to encourage broad cross state agency coordination, including non-emergency protected transportation.

Kristie Billiar (DOT) reported that the deadline was not met. The report has been delayed due to issues with gathering the necessary data to complete the report but that has now been resolved. A draft copy went out for public comment on March 9, 2015. It will be finalized on March 24, 2015 and ready for subcabinet review and approval at the April 13, 2015 meeting.

Assistant Commissioner Henkel (DOT) made a motion to move review of the report for action at the April Subcabinet meeting. Commissioner Roy (DOC) seconded and the motion was passed.

- **SS 3I** - By August 1, 2014 a coordinated triage and "hand-off" process for crisis intervention will be developed and implemented across mental health services and home and community-based long-term supports and services with the goal of increasing timely access to the right service to stabilize the situation. Report will be delivered to the Olmstead Subcabinet.

Alex Bartolic (DHS) reported that the deadline was not met. One reason for the delay came out of developing some of the legislative proposals. The "*Crisis Triage and Hand-Off Process*" report is now complete and summarizes the crisis services currently available through community-based mental health services, home and community-based services, and state operated facilities. The report identifies current barriers that exist in access, available services, and follow-up for people in crisis. The barriers are addressed in a three pronged approach to improve crisis responses which includes improving crisis triage and handoff; use of positive supports and person-centered planning; and mental health system reform.

One strategy that is being piloted includes a single call-in number to handle referrals that come into DHS when people are at risk and in need of crisis services. That pilot will hopefully be applied more broadly in the future. The report includes measurable goals that would result from efforts to improve the crisis system. These goals are dependent on funding requests currently under

consideration in the 2015 legislative session. The measurable goal information has been provided to the Court Monitor.

Commissioner Jesson (DHS) made a motion to approve the report which was seconded by Deputy Commissioner Hanson Willis (DEED). Colleen Wieck requested a minor edit to page 5 of the report – instead of saying zero more people, it would be better to insert the baseline of 7,045. With that amendment, the motion passed.

- **SS 3J** – By December 1, 2014 an assigned team of representatives from state agencies, community organizations, community corrections and people with disabilities who have used the crisis system will: identify best practices, including use of technology; set service standards; and develop and deliver training and technical assistance in order to respond to a request for assistance with the least intrusive service/actions (e.g. person-centered planning, positive practices, available resources). Progress toward goal will be reported to the Olmstead Subcabinet or their designee.

Alex Bartolic (DHS) reported that the deadline was met. This action item is imbedded in *“Minnesota’s Statewide Plan for Building Effective Systems for Implementing Positive Practices and Supports”* which was approved by the Subcabinet in February 2015. Exhibit 6-22 includes an overview of the requirements in this action item. At this time it is primarily MDE and DHS that are focusing on this in order to start building some prototypes and being able to move forward. DOC will be included as the plan moves forward. There is a plan to include more community members and people with disabilities on the specific work groups as the plan moves forward.

Commissioner Jesson (DHS) moved to approve the report. Assistant Commissioner Henkel (DOT) seconded the motion. The motion to approve the report passed.

- **SS 4B** – By September 30, 2014 DHS will report to the Olmstead Subcabinet, or its designee, recommendations on how to improve processes related to the home and community-based supports and services waiting list. The process will include prioritization based on urgency and needs and describe how adopting these practices will result in the wait list moving at a reasonable pace.

Alex Bartolic (DHS) reported that the deadline was met. An initial draft of the Waiting List report was submitted to the subcabinet on September 29, 2014. The report has been revised since then. *“Home and Community-Based Supports and Services Waiver Waiting List Report”* specifies a structure based upon urgency of need by the individual that will allow individuals to move from the wait list at a reasonable pace. The report outlines an enhanced assessment to better gather information about the urgency people have for services. Additionally the report specifies actions to enhance data collection and analysis to improve monitoring and transparency of the process. Ms. Bartolic stated that work has already started on the data system enhancements and the hope is to start collecting data by December 2015. The report also calls for comprehensive technical assistance, training and monitoring for compliance.

Commissioner Jesson (DHS) moved to approve the report. Deputy Commissioner Hanson Willis (DEED) seconded the motion. Colleen Wieck pointed out that a recent legislative report indicated that 21 of the 87 counties don’t have a waiting list for developmental disabilities. It was requested to include that information in the report. The motion to approve the report with the additional language passed.

- **SS 4C** - By December 31, 2014, develop a plan to expand the use of assistive and other technology in Minnesota to increase access to integrated settings. The plan will specifically include an evaluation of Medicaid funding possibilities, a plan for agency collaboration regarding assistive technology, and a plan for coordinated refurbishment/reuse of assistive technology. The plan will include forecasts, goals, and timelines for expanding the use of technology that increases access to integrated settings.

Kristin Jorenby (OIO) reported that the deadline was not met. Work done so far includes research and gathering of the appropriate people from stakeholder groups and state agencies. This proved to be more challenging than expected. The key agencies with responsibility for funding and the provision of assistive technologies have begun meeting. Ms. Jorenby recommended that the workgroup be co-led by the Department of Administration and the Metropolitan Council for Independent Living. The workgroup will present a work plan for accomplishing this action item at the April subcabinet meeting.

Commissioner Jesson (DHS) made a motion to designate the Department of Administration to lead the workgroup in the development of a plan to be presented at the April Subcabinet meeting. Commissioner Ehlinger seconded the motion. The motion passed

- **ED 1D** - By November 30, 2014 the restrictive procedure stakeholder workgroup will meet to discuss and recommend revisions to Minnesota Statutes §125A.0942 subd. 3 (8) to clarify that prone restraint will be prohibited by August 1, 2015 in Minnesota school districts and will apply to children of all ages.

Marikay Litzau and Daron Korte from MDE reported that the deadline was met. The 2014 Restrictive Procedure (RP) stakeholder group began meeting in 2014 to review the 2013 statewide plan. A summary of the activities completed by the group is included in Appendix A of the [“Report on Districts’ Progress in Reducing the Use of Restrictive Procedures in Minnesota Schools”](#) 2015 Report to the Legislature. The Governor’s Budget for FY 16-17 recommends additional support at 2.3 million dollars per year to accelerate the implementation of school wide Positive Behavioral Intervention and Supports (PBIS) in schools and districts throughout Minnesota. This funding would build on legislative priorities around the reduction in the use of restrictive procedures and actions in the Olmstead plan.

Commissioner Cassellius (MDE) made a motion to approve the report. Commissioner Jesson (DHS) seconded and the motion passed.

- **HC 1C** - By December 31, 2014 engage consumers of services to inform the design of the first framework to serve adults and children; design the model; obtain approval to implement the framework and develop contingency plan for moving work forward if approval is not obtained; and, determine the fiscal effects of statewide implementation in near-term.

Alex Bartolic (DHS) reported that the deadline was met. DHS is working to implement behavioral health homes (BHH) as a first step in the development of a framework to provide services in a person-centered system of care that facilitates access to and coordination of the full array of primary, acute, and behavioral health care. The population of Medical Assistance recipients to be served under this model is adults and children with serious mental illness (SMI).

The BHH work group contracted with an external entity to conduct consumer focus groups; determine service eligibility; design the service definitions and structure; determine the team make-up, qualifications and responsibilities; develop provider standards and preliminary certification process; develop a legislative proposal for submission in the Governor's budget; and develop a State Plan Amendment to be submitted to CMS for review and approval.

A full implementation report was provided for items due by December 31, 2014. The original timeline in the Plan had Minnesota implementing BHH services on July 1, 2015. Implementation requires additional funding. The Governor's 2015 budget proposal includes funding for this project. If adopted, the start time of BHH services would need to move from July 1, 2015 to January 1, 2016. This would require a request for modification to the Court Monitor.

Commissioner Jesson (DHS) made a motion to approve the report. Commissioner Cassellius (MDE) seconded and the motion passed.

- **HC 2G** - By December 31, 2014 establish baseline data for current care (medical, dental, chiropractic and mental health) of people with disability; develop an implementation plan to further assess, develop, and respond.

Alex Bartolic (DHS) reported that the deadline was met. In accordance with the action item, baseline data was established for current care of people with disabilities. Additionally a plan was defined to monitor the system performance against the baseline. This information will be used for the analysis and identification of policy, practice, and program changes necessary to improve access as required in action item HC 2H which is due August 1, 2015.

Commissioner Jesson (DHS) made a motion to approve the report. Commissioner Roy (DOC) seconded. A request was made by Colleen Wieck to edit the report to clarify that the baseline is based on Medicaid billing data. With that amendment to the report, the motion passed.

- **HC 2I** - By September 30, 2014 complete a system analysis describing barriers that need resolution; develop a plan for addressing these barriers.

Stephanie Lenartz, Barb Lundeen, and Sue Ewy from MDH reported that the deadline was not met. In order to complete the system analysis, it required information from a series of community meetings. Two of those communities meetings were held during the first week of October. Following those meetings, the team completed the report and submitted it on October 8th.

A report summarizing the system analysis describing barriers that need resolution for transitioning youth with special health care needs to adult health care is included in **Exhibit 6-27**. The report also includes a plan for addressing those barriers.

Commissioner Ehlinger (MDH) moved to approve the report. Commissioner Lindsey (MDHR) seconded and the motion to approve the report passed.

- **HC 2J.1** - By December 31, 2014 50% of Minnesota's transition age youth with disabilities will receive the services necessary to make transitions to adult health care. Biannually thereafter, there will be a 5% increase in the proportion of transition age youth with disabilities who receive the services necessary to make transitions to adult health care.

Stephanie Lenartz, Barb Lundeen, and Sue Ewy from MDH reported that the deadline was met. The baseline was established. There are 76,735 children aged 12-17 in Minnesota with special health needs. Of those youth, 36,065 or 47.1% receive the services necessary to make transitions to adult health care. Measurable goals were established and submitted to the Court Monitor on December 31, 2014 and included in **Exhibit 6-28**.

Commissioner Ehlinger (MDH) moved to approve the report. Commissioner Jesson (DHS) seconded and the motion to approve the report passed.

The next four action items are included within the Community Engagement Plan so were reviewed and considered together.

- **OV 3A** - By December 31, 2014 leadership opportunities will be identified and implemented.

Kristin Jorenby (OIO) reported that the deadline was not met. The action item is on page 27 of the Community Engagement Plan and included as **Exhibit 6-29**. The plan sets forth three ways to increase leadership opportunities: active engagement with Governor-appointed councils, groups and boards; increased participation of self-advocates in Tuesdays at the Capitol; and increased state agency employment (as set forth in Executive Order 14-14). Goals and timelines were established for each of the three areas and are included on page 30 of the plan.

- **CE 1A**- By December 31, 2014 the state will develop a plan to increase opportunities for people with disabilities to meaningfully participate in policy development and provide the plan to the Olmstead Subcabinet.

Kristin Jorenby (OIO) reported that the deadline was not met. This item is on page 20 of the Community Engagement Plan. Each of the subcabinet agencies will be provided with the community engagement plan and toolbox to supplement the engagement processes they already use. The measurement processes within the Plan will be used to assess engagement of people with disabilities and the level of meaningfulness of that engagement process. The OIO will provide technical assistance and training related to the engagement plan to ensure understanding. Measurable goals for this item are identified on page 22 of the plan.

- **CE 1B** - By December 31, 2014 in consultation with people with disabilities, family members, and diverse community groups, the state will assess the size and scope of peer support and self-advocacy programs; based on this information the state will set annual goals for progress. Recommendations, including funding and any necessary legislative changes, will be made to the subcabinet.

Kristin Jorenby (OIO) reported that the deadline was not met. The item is on page 23 of the Community Engagement Plan. The OIO reviewed literature regarding self-advocacy and peer supports and consulted with people with disabilities, family members, community groups and state agencies in order to assess the size and scope of programs in Minnesota. Goals and timelines are included on page 26.

- **CE 2A** - By December 31, 2014 the state will evaluate, revise as necessary, and disseminate guidelines and criteria when public dollars are used for ensuring that people with disabilities are incorporated in public planning processes, and that plans for public facilities and events are informed by attention to inclusion of people with disabilities. The guidelines and plans for incorporating them in public processes will be reported to the Olmstead Subcabinet or their designee.

Kristin Jorenby (OIO) reported that the deadline was not met. This item is on page 18 of the Community Engagement Plan. The OIO is working with the State Treasury and Bonding Office and Minnesota Management and Budget to determine appropriate data sources for the creation of a baseline measurement of publicly funded action items at the state level. This information will be the first step toward ensuring that people with disabilities are included and engaged in action items that are publicly funded and that their input is used in meaningful ways.

This baseline measure will be established by June 30, 2015. In addition to the baseline measurement and goals to be set related to publicly funded projects cities, counties and other local governments will be provided with this community engagement plan and toolbox to aid them in engaging people with disabilities in their projects. The Olmstead Implementation Office will offer education sessions to train county and other local government staff at least two times per year on the Olmstead Community Engagement Plan. The purpose of these sessions will be to familiarize staff with the plan and its requirements as well as teach them to train others on the same material.

Commissioner Lindsey (MDHR) moved to approve the Community Engagement Plan which incorporates the four action items of OV 3A, CE 1A, CE 1B, and CE 2A. Commissioner Casselius (MDE) seconded the motion.

Discussion included expansion to include all councils not just disability councils in the measurable goal on page 30. The OIO agreed to start with the disability councils and eventually broaden that to all councils. With no more discussion, the motion to approve the Community Engagement Plan passed.

Commissioner Jesson (DHS) made a motion to approve the measurable goals as set out in the Community Engagement Plan. Commissioner Lindsey (MDHR) seconded the motion and the motion passed.

Approve bimonthly report 6 addendum

With that being the last of the individual action items in the report Commissioner Jesson (DHS) moved to approve the full report 6 addendum. Commissioner Ehlinger (MDH) seconded. Motion passed.

Reassignment of action items OV 1B, SS 1B, and SS 1C

Mike Tessneer (Compliance) was asked to report to the Subcabinet on the next agenda item. Mr. Tessneer reported that the action item OV 1A was reassigned to DHS, DEED, and MDE earlier in the meeting. The 3 action items listed are all related to that item (OV 1A) and all relate to person centered planning. Therefore they should be reassigned to the same three agencies of DHS, DEED, and MDE. Commissioner Ehlinger (MDH) moved to designate DHS, DEED and MDE as the lead agency for these 3 items. Commissioner Roy (DOC) seconded. Motion passed.

Subcabinet procedures

Commissioner Tingerthal moved on to the next item on the agenda. The subcabinet procedures that were discussed at the February subcabinet meeting have been revised, incorporating most of the suggested changes. There is a new item regarding specialty committees which allows the subcabinet to establish specialty committees that may include members outside of the sub-cabinet. The chair will approve any members of the specialty committee and any specialty committee has to develop a charter that states what their scope of work will be and will report regularly to the subcabinet.

With that being the only new section, Assistant Commissioner Henkel (DOT) moved to adopt the subcabinet procedures. Commissioner Jesson (DHS) seconded. In response to a question from Colleen Wieck, Beth Sullivan suggested the addition of language stating a majority vote by the Subcabinet be required for any amendments of the procedures. The amended motion passed.

Ms. Wieck inquired about who would be the third executive committee member. Commissioner Ehlinger (MDH) moved to appoint DEED as the third member of the Executive Committee. Commissioner Jesson (DHS) seconded the motion and the motion passed.

Response to January 9, 2015 Court Order

The Subcabinet reviewed the first draft response to the January 9, 2015 court order. The general consensus was that more work was needed on the response. Commissioner Roy moved that the executive committee be authorized to approve the final response to the court. Deputy Commissioner Hanson Willis seconded and the motion passed.

Other business

The next regular subcabinet meetings are scheduled on April 13, 2015 and June 8, 2015 from 3 p.m. to 5 p.m. at DHS – Anderson Building.

Adjourn

The meeting was adjourned at 4:25 p.m.