

## **Olmstead Subcabinet Meeting Minutes**

September 28, 2016 – 9:30 a.m. to 11:00 a.m.

Minnesota Housing, 400 Sibley Street, State Street Conference Room, Saint Paul, MN 55101

### **1. Call to Order**

The meeting was called to order at 9:32 a.m. by Commissioner Mary Tingerthal (Minnesota Housing).

### **2. Roll Call**

**Subcabinet members present:** Mary Tingerthal, Chair, Olmstead Subcabinet (Minnesota Housing); Shawntera Hardy (Department of Employment and Economic Development (DEED)); Colleen Wieck (Governor's Council on Developmental Disabilities (GCDD)); Roberta Opheim (Ombudsman for Mental Health and Developmental Disabilities (OMHDD)); Emily Johnson Piper (Department of Human Services (DHS)) arrived at 9:38 a.m.

**Designees present:** Daron Korte (Department of Education (MDE)); Sue Mulvihill (Department of Transportation (DOT)); Rowzat Shipchandler (Department of Human Rights (MDHR)).

**Guests present:** Susan Hall, Alex Bartolic, Rick Figueroa, Bekah Satre, Carol LaBine, Erin Sullivan Sutton, Claire Wilson, and Adrienne Hannert (DHS); Mike Tessneer, Rosalie Vollmar, Tristy Auger, and Darlene Zangara (Olmstead Implementation Office (OIO)); Anne Smetak and Ryan Baumtrog (Minnesota Housing); Marikay Litzau, Robyn Widley, and Jayne Spain (MDE); Kristie Billiar (DOT); David Sherwood-Gabrielson (DEED); Scott Burtneess and Ellena Schoop (MN.IT); Mary Manning, Stephanie Lenartz, Bonnie LaPlante, Sue Ewy, and Nicole Stockert (Department of Health (MDH)); Anna McLafferty (Department of Corrections (DOC)); Christina Schaffer and Nick Kor (MDHR); Heather Corcoran (League of Minnesota Cities); Mary Kay Kennedy (Advocating Change Together); Pam Taylor (Minnesota Statewide Independent Living Council); Melody Johnson (GCDD); Kara Carlson (member of the public).

### **3. Agenda Review**

Commissioner Tingerthal recommended a change to the order of the action items on the agenda. The items will be reviewed in the following order:

- September Workplan Compliance Report
- Comprehensive Abuse and Neglect Prevention Plan
- Annual Workplan Review and Revision

### **4. Approval of Minutes**

#### **a) Subcabinet meeting on August 22, 2016**

The August 22, 2016 Subcabinet meeting minutes were approved as written.

**Motion:** Approve the August 22, 2016 Subcabinet meeting minutes.

**Action:** Motion – Wieck. Second – Korte. In Favor - All

## **5. Reports**

### **a) Chair**

Commissioner Tingerthal reported the following:

- The Olmstead Executive Committee met on September 21, 2016 to discuss the draft Comprehensive Abuse and Neglect Prevention Plan. As a result of that meeting, some clarifications were made to the plan. The plan contains a number of recommendations. Going forward, the Subcabinet will need to determine which of those recommendations will be implemented and what resources are available for implementation.
- Commissioner Shawntera Hardy (DEED) will chair the October 24, 2016 Subcabinet meeting in Commissioner Tingerthal's absence.

### **b) Executive Director**

Executive Director Darlene Zangara (OIO) reported the following:

- Three bids were received in response to the Quality of Life Request for Proposal. An evaluation team completed a structured evaluation process. Negotiations are underway with the selected vendor and the identity of the vendor will be announced when the contract is signed.
- The OIO is in the process of evaluating applicants for a community engagement and communications position. The OIO is also finalizing the position description for a project management position.
- She volunteered at the Minnesota State Council on Disabilities (MSCOD) booth at the State Fair and thanked MSCOD and the other Commissioners who participated.
- She attended the Rural Wellness Conference in Brainerd, Minnesota, which was a wonderful opportunity to work with a group of individuals with mental illness and providers who work with them.
- She participated in a cable television program, A Public Health Journal, hosted by Commissioner Ehlinger (MDH). The segment included a brief interview about Olmstead. Commissioner Tingerthal and Commissioner Hardy (DEED) have previously participated in Commissioner Ehlinger's program on housing and employment issues.
- The OIO is trying to be more strategic with community outreach. In collaboration with MSCOD, a meeting was held with a group of Somalian leaders and individuals with disabilities in that community. The dialogue included ideas on how to work together to provide education on Olmstead.
- She attended The ARC Minnesota Awards Banquet on September 23, 2016. Judge Donovan Frank, Magistrate Judge Becky Thorson, and Commissioner Tingerthal were honored with the Luther Granquist Systems Change Award. The award acknowledged the work each has done on the development and approval of Minnesota's Olmstead Plan. Commissioner Tingerthal expressed that the award is very much shared with Colleen Wieck (GCDD) who submitted the award nomination.

**c) Legal Office**

There were no updates to report.

**d) Compliance Office**

Mike Tessneer (OIO Compliance) reported the following:

- The Assistive Technology and Preventing Abuse and Neglect Workplans were submitted to the Court on August 1, 2016 and approved on August 29, 2016.
- OIO Compliance will be scheduling verification visits in October, November and December. Results of the verification visits will be reported to the Subcabinet the month following the visit. The verification process may be discussed at the December status conference with the Court.
- The schedule for the 2017 Olmstead Subcabinet meetings will be set in October.
- The third Quarterly Report on Olmstead Measurable Goals was filed with the Court on August 31, 2016. The data for Community Engagement goals 1.A and 1.B was reviewed by OIO Compliance as a result of questions raised at the last Subcabinet meeting. It was determined that there were some individuals that were double counted. The data was corrected before it was submitted to the Court. The double counting did not change the result of the goal being met.

**6. Action Items**

**a) September Workplan Compliance Report**

Mike Tessneer (OIO Compliance), reported on the Workplan Compliance Report for September. There were 15 items reviewed in September. One of those items was found to be an exception. Of the 15 total workplan activities:

- 8 items (53%) were completed
  - 6 items (40%) were on track
  - 1 item (7%) was reported as an exception
- 
- **Community Engagement 4C.1**  
Darlene Zangara (OIO) reported that the statewide survey of 500 people with disabilities was delayed because to date there have only been 146 surveys completed. Additional surveys are needed to meet the 500 total number. The OIO will collaborate with MSCOD to conduct an online survey. A new deadline of December 1, 2016 was requested.

In response to a question by Roberta Opheim (OMHDD), Darlene Zangara (OIO) reported the surveys conducted at the Minnesota State Fair were valuable in terms of gathering information from a wide range of individuals about their interest and experience with involvement in publicly funded processes and/or planning for new public facilities. The survey is also distinct from the Quality of Life survey.

Commissioner Tingerthal stated that teaming up with MSCOD on the survey will help target people with disabilities, and those surveys can be compared to the surveys conducted at the Minnesota State Fair for further analysis.

In response to a question by Roberta Opheim (OMHDD), Darlene Zangara (OIO) reported that an extensive analysis of the Minnesota State Fair survey has not yet been conducted and that survey did not require participants to provide their name and contact information for outreach purposes. Commissioner Tingerthal stated it may be possible to voluntarily collect contact information through the online survey.

Darlene Zangara (OIO) stated the survey included questions about local or state groups, councils or committees, but was not specifically focused on publicly funded construction projects. Colleen Wieck (GCDD) reiterated that the Subcabinet agreed a stronger and clearer definition of publicly funded projects is needed to accomplish the original intent of the Plan.

Commissioner Hardy (DEED) stated that staff need to be clear about what is needed from the survey and how it is intended to be used. She also encouraged the OIO to participate at the State Agency Job Fair being held on Saturday, October 29, 2016. This would be an opportunity to further engage and get names of people with disabilities who are interested in participating on Olmstead related issues and governor council appointments.

In response to a follow-up question by Commissioner Tingerthal, Commissioner Hardy (DEED) stated that the purpose of the job fair is employment, learning about State agencies, and any opportunities available with the agencies. Commissioner Tingerthal commented that the job fair would be an opportunity to give a special focus to the open appointments process and to let people know that the Governor appoints thousands of people every year to appointed positions. These appointments could provide experience in preparation for jobs later. It would be helpful to have information regarding the Secretary of State's open appointments website available at the job fair.

Deputy Commissioner Shipchandler (MDHR) noted that there are ongoing employment disparities and it is important to expand outreach and strategy to individuals with disabilities. Commissioner Johnson Piper (DHS) commented that the job fair would also be an opportunity to consider participation on DHS advisory boards.

Roberta Opheim (OMHDD) commented that the job fair is a great networking opportunity for people looking for employment, advice or consultation on areas they are interested in.

**Motion: Approve the Workplan Compliance Report.**

**Action: Motion – Johnson Piper. Second – Hardy. In Favor – All**

**b) Comprehensive Abuse and Neglect Prevention Plan Review and Approval**

Mike Tessneer (OIO Compliance) provided a brief overview of the Comprehensive Abuse and Neglect Prevention Plan.

Preventing Abuse and Neglect Goal One in the June 1, 2016 Olmstead Plan provides that the Olmstead Subcabinet will approve a Comprehensive Abuse and Neglect Prevention Plan by September 30, 2016. After the goal was established, a small work group, including DHS, MDE, MDH, OIO, the Ombudsman's office and the Governor's Council for Developmental Disabilities came together and examined current abuse prevention actions in Minnesota and how to expand those actions to include people with disabilities, analyzed national and state actions around abuse and neglect, and identified best practices. Public comments were solicited on what should be included in the comprehensive plan from July 19-August 14, 2016. As a result of that work, the group developed a proposed Comprehensive Abuse and Neglect Prevention Plan. The proposed plan was posted to the website and additional public comments were solicited from September 2-September 11, 2016.

A number of public comments were received to the Plan, including:

- There is concern about the disincentives and barriers of people with disabilities and their families to report incidents of abuse and neglect.
- There is a need for training for people with disabilities and their families on: the right to be free of abuse and neglect; what is abuse and neglect; how to report abuse and neglect; and risk factors.
- A lack of integrated health care with social services results in poor quality of care for people with disabilities.
- There is concern about reporting of suspected abuse or neglect by a caregiver who the individual is dependent on for daily care and support.

A brief overview was provided of the recommendations in the Comprehensive Abuse and Neglect Prevention Plan, which are:

**1. Appoint Leadership Team**

The Subcabinet will appoint a Specialty Committee to oversee the Abuse and Neglect Prevention Plan. The composition is expected to include Subcabinet agencies and other state agencies. Other members may include individuals with disabilities and their families, university researchers, and representatives from non-profit agencies and law enforcement. The Chair of the Subcabinet will appoint all members and the appointees will have experience, responsibility or authority in this topic area or experience in leading or participating in prevention campaigns. The Subcabinet will approve the establishment of the Specialty Committee and a charter outlining the tasks to be completed.

As part of the Olmstead Plan amendment process, beginning in December 2016, the Specialty Committee will propose the timeline for establishing baselines and measurable goals and key strategies.

**2. Review Minnesota and Other States for Best Practices**

Review existing prevention campaigns currently underway. Consider specifically including messaging on disabilities in those campaigns. Minnesota should examine the Office of Inspector General (OIG) reports from three states to identify lessons learned and determine if risk factors exist in Minnesota's system of reporting, investigating and taking corrective action. Review other states' prevention campaigns and prevention models currently underway to determine which ones are effective and could be adopted by Minnesota.

**3. Involve People with Disabilities**

Create ongoing channels for gathering input and feedback from people with disabilities and their families, on the topic of abuse and to identify disincentives and barriers to reporting abuse/neglect and plans to remediate. Conduct surveys of other states to find best practices in involving people with disabilities. Establish a comprehensive public awareness campaign on the prevention of abuse and neglect to educate people with disabilities and their families. The topics could include education about their rights, how to identify if they are being abused, how to report abuse and how to get help if they are abused. Education could also include risk factors and preventative strategies. This campaign could be done in cooperation with public and private entities.

Additional efforts should include expanding the person centered planning initiatives to include education on rights, how to identify if they are being abused, how to report abuse and how to get help if they are abused. Education could also include risk factors and preventative strategies.

**4. Build on Current Initiatives and Commit to Improvement**

A. Develop a public awareness campaign that includes:

- Target audience of people with disabilities and their families; state agencies and employees; advocacy organizations; providers; general public
- Identification of risk factors and associated protective strategies
- Information on prevalence of violence against people with disabilities as compared to the general population
- Multiple communication channels such as:
  - Direct mail or other ways to reach people with disabilities and their families)
  - Agency Bulletins or other formal communication tools
  - Newsletters/events
  - Social media
  - Media (newspaper, television, radio, etc.)

- Key messages that can be customized for the target audience and communication channel
  - Metrics to judge effectiveness of the campaign to determine if we are reaching the targeted audience and whether it changed people's behavior.
  - A cost projection for implementation of the campaign
  - Elements that ensure the campaign will be sustainable over time
- B. Examine existing prevention strategies to see which ones could be enhanced by specifically targeting people with disabilities.
- C. Begin discussion with state agencies (Minnesota Departments of Health, Human Services, Education, Corrections, and Public Safety), Minnesota Chiefs of Police Association, Minnesota Sheriffs Association, County Attorney Association and the state court system regarding establishing a multidisciplinary approach to address violence committed against persons with disabilities. The goal is to provide protection, treatment and continuity of care for persons with disabilities who are victims of a crime, to increase awareness of crimes being committed against persons with disabilities, to increase communication and cooperation between law enforcement, professionals, and agencies providing services to people with disabilities and to ensure that crimes committed against people with disabilities are reported promptly, investigated by trained law enforcement personnel and prosecuted.
- D. The Olmstead Subcabinet will monitor a workgroup convened by DHS to address the recommendations of the Governor's Task Force on the Protection of Children regarding consideration of centralizing a statewide child abuse and neglect reporting system in Minnesota. Consideration will include feasibility (recognizing federal requirements for timeliness of reporting) and cost.

## **5. Information Management and Data Systems**

Complete an annual analysis of existing reports of maltreatment from Minnesota Department of Education, Department of Human Services, and the Minnesota Department of Health and the Ombudsman for Mental Health and Developmental Disabilities. The analysis should identify trends of maltreatment that can be targeted for prevention activities such as advisory bulletins.

### **Next Steps**

As part of the Olmstead Plan amendment process, beginning in December 2016, the Specialty Committee will propose the timeline for establishing baselines and measurable goals and key strategies. For the components of the comprehensive abuse and neglect prevention plan that may require additional resources, the Specialty Committee will provide feasibility and cost projections to the Subcabinet. The plan also talks about how funding issues will be addressed.

Commissioner Tingerthal stated that the first step in implementing these recommendations is the establishment of the Specialty Committee as provided by the Subcabinet Procedures. The charter will clarify the purpose of the committee and the kind of membership desired for the committee. The charter is expected to be presented at the October 24, 2016 Subcabinet meeting for approval. The hope is that at least one member of the Subcabinet would lead the committee and the OIO will provide staff support to the committee.

Roberta Opheim (OMHDD) suggested that it may be useful to have someone on the committee from the divisions of MDH that focus on prevention initiatives.

Commissioner Tingerthal thanked the workgroup for all their work and acknowledged that they did a good job of identifying current activities that can be improved.

**Motion: Approve the Abuse and Neglect Prevention Plan as presented.**

**Action: Motion – Wieck. Second – Mulvihill. In Favor – All**

**c) Proposed Adjustments to Workplan Activities**

Mike Tessneer (OIO Compliance) presented on the annual adjustment to the workplan activities. He indicated that agency sponsors/leads would present on the proposed adjustments to the workplans provided with the meeting materials. The workplan document before the Subcabinet included some carry over items from previous workplans because their deadlines have not yet been reached. Those activities would not be reviewed unless there were questions because they had previously been approved by the Subcabinet. The focus would be on review and approval of new activities in each workplan.

Commissioner Tingerthal commended the agencies for their hard work in amending the workplans and noted that it has been a year since the agencies created the first workplans in support of the Olmstead Plan.

Erin Sullivan Sutton (DHS) reported on the workplans that involve DHS as follows:

- **Person Centered Planning (DHS)**

The Person Centered Planning Workplan included 19 new activities, including:

- begin lead agency self-monitoring;
- establish and provide learning community webinars for support planners and others working with individuals with disabilities;
- continue the health and best practices forums that are multidisciplinary;
- provide training on person-center planning to assessors, families and people with disabilities including the development of self-advocates;
- train mental health and behavioral health providers on person and family centered approaches, mental health services and increasing the amount of additional tools and information that are available regarding individuals' rights and how they can make sure that their rights are upheld.



- MDE pilot in two communities to incorporate person-centered planning and individual education plans;
- target recruitment for person-centered trainers from racially and ethnic diverse communities;
- increase the content available on websites for information for people and families to understand their options and choices;
- increase people's access to person-centered training for families and individuals;
- continue with the National Core Indicator survey for the 2017 cycle;
- report to the subcabinet through MnCHOICES assessments whether people have access to assistive technologies as part of the person-centered planning;
- incorporate assistive technology assessment into person-centered planning processes.

In response to a question by Roberta Opheim (OMHDD), Alex Bartolic (DHS) stated the National Core Indicators (NCI) has expanded and includes data on people with physical disabilities which includes many people with mental illness, people with a brain injury and people who are older. Commissioner Tingerthal noted that the Subcabinet agreed to continue to use the NCI as an interim measure until the Quality of Life Survey was firmly established. While the primary vehicle for measuring is expected to ultimately be the Quality of Life Survey, it would be useful to continue to participate in the NCI survey.

Deputy Commissioner Shipchandler (MDHR) asked that activity E.1 under Strategy 1 target disenfranchised communities.

Commissioner Tingerthal emphasized that training obligations under the workplans should include multiple trainings, there should be provisions for repeat trainings after the first year, and there should be some provision for training new employees. She further noted that when the workplans provide for community meetings, the standard should be that the agencies report on the number of sessions and the number of attendees. She also stated that workplan items with extended due dates should provide for a progress report to the Subcabinet in July of 2017. That will allow the Subcabinet to ensure that agencies are on track to meet those extended deadlines. OIO will work with the agencies to insert appropriate language into the workplans to capture these standards.

- **Transition Services (DHS)**

The Transition Services Workplan included nine new activities:

- gather information about housing choices which involves improvements to the MnCHOICES assessment process to ask about informed choice in housing;
- add individualized home supports to the waiver services;
- review Transition Protocol on annual basis;
- increase service options for individuals making transitions;
- develop a gap analysis process with counties to learn more about actual data and distinction between counties, state goals, and the development of services;

- provide grant funding to local entities to support efforts to develop alternatives to foster care, and new approaches to supporting community integration;
- provide outreach and technical assistance, on training and technical assistance for providing medical assistance services;
- provide assistive technology track at the next Odyssey Conference.

Ms. Sullivan Sutton (DHS) noted that the deadline for activity A.5 under Strategy 3 on providing grant funding to local entities should be changed to June 30, 2017. The RFP is expected to issue in January of 2017, but contracts will not be executed until June.

Colleen Wieck (GCDD) expressed concern that activity A.7 under Strategy 2 is confusing because the person centered informed choice and transition protocols are in effect now. The action item seems to link those to the Community-Based Services rule, with a March 2019 deadline. She would like the workplan to be clarified in this area. Commissioner Tingerthal noted that the language would be adjusted.

In response to comments by Commissioner Hardy (DEED), Commissioner Piper (DHS), and Commissioner Tingerthal, Strategy 4 will be clarified to provide that DEED will provide information to DOC and DHS on transition to workforce centers and the Vocational Rehabilitation Program.

Roberta Opheim (OMHDD) suggested DOC consider whether the combined application form (CAF) process should start more than 30 days before release. Anna McLafferty (DOC) stated that DOC has considered it as a possibility, but logistical concerns make it unlikely.

- **Housing and Services (DHS)**

The Housing Services Workplan included six new activities, including:

- update Housing Benefits 101 website where people can find information regarding how they might access housing;
- update website with housing planning tool, interactive maps to connect people with correct entry points, scenarios and success stories.

Ms. Sullivan Sutton (DHS) noted that the deadline for leasing all of the Round 1 Section 811 units was amended from October 2016 to July of 2017 under activity C.1, Strategy 1, due to difficulty in finding landlords for some of the hardest to serve individuals. She also reported that to-date Minnesota has used the largest number of Section 811 vouchers in the country under the new program guidelines established in 2012.

Commissioner Tingerthal and Commissioner Johnson Piper (DHS) discussed whether including mention of potential legislative proposals in the workplans would be useful. That language will not be included in light of the uncertainty of legislative proposals and the risk of misleading expectations.

- **Employment (DEED)**

David Sherwood Gabrielson (DEED) reported on the Employment Workplan that included ten new activities:

- continue to implement the informed choice process;
- further develop the informed choice toolkit with technology based tools;
- convene focus groups with people with disabilities including people with mental illness and their families to inform tool and communications development;
- expand Employment First communications, training and technical assistance to lead agencies and providers to build system capacity;
- establish an interagency data governance structure for employment;
- establish measurements for competitive integrated employment.
- identify information/data elements needed to measure competitive integrated employment;
- make policy recommendations to support implementation of proposed employment services;
- submit waiver amendments for needed changes to federal waiver plans.

Colleen Wieck (GCDD) raised a concern that provisions on subminimum wage interviews were deemed completed and asked if the informed choice protocol was now being interpreted to encompass the subminimum wage interviews. David Sherwood Gabrielson (DEED) confirmed that was his understanding.

- **Lifelong Learning and Education (MDE)**

Robyn Widley (MDE) reported on the Lifelong Learning and Education Workplan. The existing activities were included in previous workplans and are ongoing. MDE will be collecting and reporting data on an annual basis. MDE modified the activity under Strategy 2 to report on data both for students with Developmental Cognitive Disorders and Autism Spectrum Disorders.

In response to a comment by Commissioner Tingerthal, Ms. Widley stated the report for activity A under Strategy 1 will include the number of students impacted by positive behavioral interventions and supports (PBIS).

- **Waiting List (DHS)**

Erin Sullivan Sutton (DHS) reported on the Waiting List Workplan. There are no new activities. There are four ongoing activities, which include the reporting requirements for the quarterly reports.

In response to a question by Colleen Wieck (GCDD), Commissioner Tingerthal clarified that completed activities are reflected in the separate report in the packet of materials for the meeting and that report will be posted on the Olmstead website.

- **Transportation (DOT)**

Deputy Commissioner Sue Mulvihill (DOT) reported on the Transportation Workplan that included eight new activities:

- update local coordination plans;
- seek input from the public, including people with disabilities in the planning process through focus groups;
- determine which Minnesota Council on Transportation Access (MCOTA) report recommendations to adopt;
- develop and submit a charter to the Subcabinet for the transportation workgroup;
- begin RFP application period for local entities to request funding to assist in organizing Regional Transportation Coordinating Councils (RTCCs);
- make RTCC Implementation grants available;
- create a statewide framework of RTCCs;
- conduct on-board surveys in Duluth, Mankato and East Grand Forks.

Ms. Mulvihill also noted that activity A.1 under Strategy 1 is not new, but was modified to include sidewalks for projects that meet the alterations threshold.

Roberta Opheim (OMHDD) asked if there are any discussions with Metropolitan Council and Metro Mobility to allow for more schedule flexibility. Ms. Mulvihill stated that issue is part of the RTCC discussions.

- **Healthcare and Healthy Living (MDH)**

Stephanie Lenartz (MDH) reported on the Healthcare and Healthy Living Workplan that included eight new activities:

- provide status update to the Subcabinet on key activities to improve dental care for people with disabilities;
- review the Minnesota Oral Health Plan objectives and strategies for inclusivity of people with disabilities and mental illness with specific organizations;
- include care of children with disabilities and mental illness in oral health educational materials;
- promote best practices for providers and care givers of people with disabilities and mental illness;
- assess the “Special Needs Screening Questions” for health literacy and accessibility best practices;
- continue to expand and maintain behavioral health home services;
- evaluate potential measures for evaluating health outcomes;
- report to Subcabinet on findings and recommendations for measuring health care outcomes.

In response to a comment by Commissioner Hardy (DEED), the Minnesota Council of Health Plans and the Minnesota Hospital Association will be added to the list of specific organizations in activity B.4, Strategy 1.

In response to a question by Colleen Wieck (GCDD), Stephanie Lenartz (MDH) confirmed that the cervical cancer screening campaign is still underway.

- **Positive Supports (DHS)**

Erin Sullivan Sutton (DHS) reported on the Positive Supports Workplan that included two new activities:

- solicit input from people with disabilities and their families to develop Positive Supports Website content specific to their needs;
- MDE will provide at least three trainings and technical assistance to districts on the topic of restrictive procedures and positive supports.

Marikay Litzau (MDE) noted that the workplan under Strategy 3 was modified to reflect that legislative changes now permit MDE to collect individual data related to students who experience use of seclusion in an emergency in school settings.

Mike Tessneer (OIO Compliance) noted that the deadline for activity B.1 under Strategy 2 will be moved to October 31, 2016.

- **Crisis Services (DHS)**

Erin Sullivan Sutton (DHS) reported on the Crisis Services Workplan that included six new activities:

- provide ongoing training to mental health crisis and crisis respite providers;
- assess future training needs of mental health crisis and crisis service providers and report to the subcabinet;
- conduct fidelity reviews of 60% of Housing with Supports grantees;
- survey teams to determine how they are currently recruiting for racially and ethnically diverse service providers;
- use survey results to provide resources to providers to recruit more diverse staff.
- provide training on positive supports and person-centered practices;

Ms. Sullivan Sutton noted that the deadline for activity K, Strategy 2 should be changed from September 30, 2018 to September 30, 2017.

- **Community Engagement (OIO)**

Darlene Zangara (OIO) reported on the Community Engagement Workplan that included two modifications:

- develop a charter for the Community Engagement Work Group, including recommendations of work group candidates;
- action items A.2 and A.2 under Strategy 1 will be amended to provide for the following timeframe:

- By December 30, 2016, four Council reports;
- By June 30, 2017, four Council reports;
- By January 30, 2018, eight Council reports;
- By June 30, 2018, five Council reports.

Commissioner Tingerthal clarified that the deadline in activity C.1, Strategy 1 should be changed from 2016 to 2017.

- **Preventing Abuse and Neglect Goals 1 - 4 (OIO)**

Commissioner Tingerthal confirmed there are no changes to the Workplans since they were approved two months ago.

- **Quality of Life Survey (OIO)**

The Quality of Life Workplan included one new activity:

- develop workplan for the next phase of Quality of Life Surveys.

- **Cross Agency Data Strategy (OIO)**

Commissioner Tingerthal confirmed there are no changes to the Workplan.

**Motion: Approve the Proposed adjustments to Workplan activities with minor language changes to be finalized by OIO staff.**

**Action: Motion – Korte.**

**Second – Hardy.**

**In Favor – 5**

**Abstained – Opheim.**

Roberta Opheim (OMHDD) stated she is not opposed to approval of the proposed adjustments to workplan activities. However, she will abstain from voting in order to review the documents thoroughly.

Commissioner Tingerthal noted that the Subcabinet is the final arbiter on the workplans so if changes need to be made to the workplans in the future those issues can be brought back to the Subcabinet for consideration.

## 5. Public Comments

There were no public comments.

## 6. Adjournment

The meeting was adjourned at 11:15 a.m.

**Motion: Adjournment.**

**Action: Motion – Hardy.**

**Second: Wieck.**

**In Favor – All**