

## Leadership Forum: Meeting Minutes

Date: October 17, 2022, from 1:00 to 2:30 p.m.

Location: Zoom online meeting platform

### Call to Order

Co-chairs Lisa Harrison-Hadler (OMHDD) and Curtis Shanklin (DOC) began the meeting, welcomed everyone, and thanked them for attending.

### Agenda Review

Curtis Shanklin (DOC) began the agenda review. The agenda consisted of Approval of the September 19, 2022, Meeting Minutes, Review of the Big Idea Proposals by MDE and Housing for consideration by the Subcabinet, Progress Report on the Workgroups, and the Upcoming Meeting Schedule.

### Attendance

#### Leadership Forum Members

- Curtis Shanklin, Department of Corrections (DOC)
- Lisa Harrison-Hadler, Office of Ombudsman for Mental Health and Developmental Disabilities (OMHDD)
- Ryan Baumtrog, Minnesota Housing (MHFA)
- Dee Torgerson, Department of Employment and Economic Development (DEED)
- Dan Baker, Department of Human Services (DHS)
- Daron Korte, Department of Education (MDE)
- John Dorin, Department of Veteran's Affairs (MDVA)
- Timothy Lynaugh, Department of Public Safety (DPS)
- Gerri Sutton, Metropolitan Council (MetC)
- Colleen Wieck, Governor's Council on Developmental Disabilities (GCDD)

#### Designees/Other State Agency Staff

- Tom Delaney, Department of Education (MDE)

- Dan Kitzberger, Minnesota Housing (MHFA)
- Bud Rosenfield, Office of the Ombudsman for Mental Health and Developmental Disabilities (OMHDD)

## Guests

- Shelley Madore (OIO)
- Diane Doolittle (OIO)
- Caitlin Arreola (OIO)
- Chloe Ahlf (OIO)
- Rilyn Eischens (OIO)
- Madilyne Wegener (OIO)
- Mike Tessneer (OIO)
- Rosalie Vollmar (DHS)
- Kitra Nelson (DHS)
- Rachel Wannarka (MDE)
- Holly Andersen (MDE)
- Tracy Erickson (Workgroup Member)
- Val Barnes (Workgroup Member)
- Sue Hankner (Workgroup Member)
- Nancy Book (Workgroup Member)
- Cindy Owen (Workgroup Member)
- David Christianson (Workgroup Member)
- Eugene Rossum (Workgroup Member)
- Jenny Arndt (Workgroup Member)
- JoAnn Leppink (Workgroup Member)
- Katrinna Dexter (Workgroup Member)
- Lindsay Alexander (Workgroup Member)
- Kellie Schmidt (Workgroup Member)
- Brian Aberly (Workgroup Member)

## Approval of Meeting Minutes

Action: Approve September 19, 2022, Leadership Forum Meeting Minutes

Motion - Baumtrog. Second – Sutton.

In favor: Roll call vote was taken with 10 Ayes and 0 Nays. Motion carried.

- MHFA - Aye
- DHS – Aye
- DEED – Aye
- DOC – Aye
- MDE– Aye
- MDVA – Aye

- DPS - Aye
- MetC - Aye
- OMHDD – Aye
- GCDD – Aye

## Review of Big Idea Proposals for Potential Subcabinet Recommendations

### Overview

- The Department of Education (MDE) and Minnesota Housing gave 15-minute presentations of their proposals.
- The Leadership Forum provided feedback on the proposals, and the Leadership Forum will vote to move the proposals forward as recommendations to the Subcabinet.
- Each presentation addresses the following items:
  - How it impacts the lives of people with disabilities.
  - The connection to the Olmstead Plan.
  - The cross-agency collaboration necessary to achieve the goal.
  - How the proposal can be measured and monitored.

### Department of Education Proposal Presentation – Tom Delaney, MDE

- Overview of Proposal:
  - MDE wants to provide specific targeted support for implementing effective practices in secondary transition programs for students with disabilities ages 18 through 21.
  - MDE will make two-year grants available to 20+ school districts, charter schools, or tribal schools to practice life skills and vocational skills instruction.
  - Effective life and vocational skills instruction practices are listed along with implementation resources at the National Technical Assistance Center on Transition (NTACT) at [transitionta.org](http://transitionta.org) and in the Youth in Transition Toolkit in Minnesota’s Disability Hub at [disabilityhubmn.org/for-professionals/youth-in-transition](http://disabilityhubmn.org/for-professionals/youth-in-transition).
  - The grantee school districts will receive combined training, coaching, and implementation supports from MDE, DEED, and DHS through E1MN services.
    - The grantee school districts’ training includes Employee Capacity Building Cohort (training, coaching, and self-determination) and the Disability Hub (Youth in Transition Toolkit and additional services).
  - The grants provided will do two things that result in better outcomes from life and vocational skills instruction for 18- to 21-year-old students with disabilities.
    - Support the use of effective and evidence-based life and vocational skills instruction.
    - Support consistent and reliable life and vocational skills in different parts of the state and eventually statewide.
- The connection to the Olmstead Plan:
  - 18 to 21 is an essential time of life, growth, and change for students with disabilities to use self-determination to find a place to learn, live, and work in their communities.
  - Working to ensure students consistently and reliably receive life and vocational skills instruction that is evidence-based and effective helps students:

- Learn and live in more inclusive settings in their communities.
    - Supports students in using self-determination to get the quality of life they want.
  - The proposal connects to the Olmstead Plan priorities and goals for education in the most integrated setting, competitive integrated employment, person-centered planning, and outcomes after high school for students with disabilities.
- How the proposal will be measured and monitored to ensure equity:
  - Effort – What is being implemented? By how many? For how many? For all subgroups?
    - Which students are receiving the efforts, and which ones are not?
  - Fidelity – How well is it being implemented? All components? By all providers? For all subgroups?
    - Are some components being implemented by staff and others are not?
  - Outcomes – Do all students improve measures of:
    - Independent living skills.
    - Vocational skills.
    - Self-determination.
    - Wages and competitive integrated employment.
- This will happen through:
  - Annual school goal setting and implementation planning.
  - School training and coaching.
  - Annual local and state evaluation and improvement planning.
- How are individual choice and person-centered practices addressed?
  - Individual choice and person-centered practices are components of the Youth in Transition framework in the Disability Hub and the Employment Capacity Building Cohort (ECBC) for grantees.
  - The Youth in Transition Framework at Disability Hub includes the Youth Planning Process in which the youth and their support team decide which team member will take the lead in assisting the youth in addressing each prioritized need from a self-assessment of strengths and needs.
  - MDE can support community teams to implement person-centered planning through the ECBC.
  - MDE is also exploring the school and team use of self-determination measures in the ECBC.

## Discussion and Questions

- Bud Rosenfield (OMHDD) asked what detailed measurements will be required to measure whether students are getting their preferred type of job, where the job is, and how many hours.
  - Tom Delaney (MDE) replied that self-determination measures are available from the Beach Center at the University of Kansas and the Employment Capacity Building Cohort (ECBC) to measure the program at a competitive, integrated employment rate.
- Brian Aberly (University of Minnesota) discussed the measures of self-determination through the University of Kansas and the concerns over the extent to which they respond to cultural differences in how self-determination is conceptualized and exercised.
  - Tom Delaney (MDE) took note of the comment.

- Colleen Wieck (GCDD) asked three questions. 1) What is the total request? 2) On page 15 of the document proposal, there is a results-based accountability section. Will that be filled in before the Subcabinet meeting? 3) Looking at the Minnesota Statewide Longitudinal Education Data System (SLEDS) data, it seems we have higher employment rates, but is it possible for data to be broken down by disability and intersectionality?
  - Tom Delaney (MDE) responded that he would be able to share more financial information in the future. Regarding disaggregation in SLEDS, he does not know if it can be disaggregated by disability category. He also replied that the results-based accountability section usually relates to evidence-based practices and MMB.
- Curtis Shanklin (DOC) asked if there was anything that Tom wanted to note to the group about getting around the geographical hurdle.
  - Tom Delaney (MDE) said it is a complicated area because state investment varies. For example, in greater Minnesota, there are fewer resources. He said everyone could begin by using the same basic components, such as the Youth in Transition Toolkit on Disability Hub. Strategic investments require a demonstration of effective practices and achievement.

### **Minnesota Housing Proposal Presentation – Dan Kitzberger, MHFA**

- Overview of the Proposal:
  - The housing proposal has two components. The first is to increase access to permanent, affordable housing for people with disabilities who live in segregated settings and are supported by the Department of Human Services or the Department of Corrections. Those are the two populations looked at in this proposal.
  - The other component is to ensure coordinated support services are in place to help people successfully transition from their current setting into the housing of their choice, in a location of their choice, to the greatest extent possible.
- How the proposal will impact the lives of people with disabilities:
  - People will be able to move into permanent housing of their choice in the private market and will be able to do so with a rental assistance subsidy.
  - People will benefit from either having rental assistance or living in a housing unit that has rental assistance attached to it, and they'll pay no more than 30% of their income toward rent. They will be living in housing in the community.
  - People will be supported at the level they want during the housing search, the transition, and the post-move-in phases.
- Connection to the Olmstead Plan:
  - The proposal connects in two ways. The first is under transition services to increase the number of people who have moved from segregated settings into more integrated settings in the community.
  - Under housing and services, increase the number of people living in the most integrated housing of their choice where the rents are affordable to them.
- Cross-agency collaboration is necessary to achieve the goal:
  - Minnesota Housing
    - Contract with community-based organizations to administer the rental assistance program.

- Contract with community-based organizations to administer the incentive program to recruit landlords from the private market.
  - Department of Human Services and Department of Corrections
    - Using an equity-based lens, identify people currently living in settings that want to move into permanent, affordable housing in the private market.
    - Either provide or contract with community-based organizations to provide support services to assist people in finding housing, moving into housing, and maintaining the housing.
- How the proposal can be measured and monitored to ensure equity:
  - Initial measurements may include, but are not limited to:
    - The number of people in settings that are identified and referred to this program.
    - The number of people with disabilities who move into an affordable housing unit in the community.
  - Initial monitoring may include, but is not limited to:
    - Self-assessments.
    - Housing stability.
    - Financial stability.
  - Initial equity assurance:
    - Prioritization of Indigenous, Black, and other People of Color.
- How are individual choice and person-centered practices addressed?
  - People can move into permanent housing, of their choice, in the private market.
    - This differs from some rental assistance (project-based) tied to a specific building.
  - People will access person-centered support to help them search for, move, and maintain their homes.
- DOC: Provide a funding mechanism to create more opportunities for choice for corrections system-involved individuals.
  - This type of rental assistance doesn't currently exist for this population.
  - Expand inclusive housing opportunities and services to create person-centered community systems.

## Discussion and Questions

- Colleen Wieck (GCDD) asked if the total request is around \$3 million.
  - Dan Kitzberger (MHFA) responded yes; it is in that range. *(Note: The total amount of the proposal, if 500 to 1,000 households are served, will be \$7 to \$15 million.)*
- Colleen Wieck (GCDD) followed up and asked if supportive services mean the ability to find housing and fund moving costs.
  - Dan Kitzberger (MHFA) replied that it depends on the individual and Medical Assistance billing options.
- Bud Rosenfield (OMHDD) asked how this proposal overlays with Moving Home Minnesota, Housing Stabilization Services, or relocation services. What is different for those populations on the DHS side?

- Dan Baker (DHS) said DHS is looking at using the existing support mechanisms within the Department of Human Services, both through a Housing and Support Services unit and the Disability Service Division unit. They are looking at a fiscal analysis to determine if additional funding would be needed.
- Dan Kitzberger (MHFA) replied that the expanded availability of rental assistance could follow a person into the private housing marketplace.
- Joel Salzer (MHFA) said one of the things considered was how to leverage the infrastructure and efforts that already exist.
- Rosalie Vollmar (DHS) said when the proposal mentioned the housing services goals, it referred to affordable rent. She noted that a big part of the Housing Services Goal One is that they have a signed lease.
- Joel Salzer (MHFA) replied that the rental assistance issued under this proposal would require the tenant or the person to have a lease with the property owner.
- Bud Rosenfield (OMHDD) asked if the subsidies are available to be used in licensed settings or if they can only be used in non-licensed settings.
  - Joel Salzer (MHFA) replied that they could not be used in licensed settings.

Lisa Harrison-Hadler (OMHDD) thanked members and their agencies for their work on the proposals and for coming together to develop the recommendations.

## **Motion**

Approve the Proposals as Recommendations to the Subcabinet at the October 24, 2022, meeting.

Action: Motion – Baker. Second – Rosenfield.

In favor: Roll call vote was taken with 9 Ayes and 0 Nays. Motion carried.

- MHFA - Aye
- DHS – Aye
- DEED – Aye
- DOC – Aye
- MDE– Aye
- MDVA – Aye
- MetC - Aye
- OMHDD – Aye
- GCDD – Aye

## **Progress Report on the Workgroups**

This item was presented by Diane Doolittle, workgroup manager for the Olmstead Implementation Office. Diane presented on the progress of the Workgroups’ second cohort.

Member Demographics:

- There are 70 Workgroup members.

- The members represent 18 Minnesota counties.
- Twenty-one members self-identify as persons with disabilities vs. seven during the first cohort.
  - The target for the cohort was to have 50% who self-identify as people with disabilities.
  - The members are not required to self-identify.
- Members include:
  - Persons with Disabilities.
  - Parents/Advocates.
  - Community Partners.
  - State Staff.

#### New Outreach Strategies:

- External Community Outreach Plan Launch
  - Connecting with external stakeholders and networking to develop public awareness through social media and cross-organization engagement. This will increase public participation in Workgroups, public engagement activities, and committees to help OIO reach more people with disabilities.
  - Collaborate with Subcabinet agencies to host events on disability-related issues involving the Minnesota Olmstead Plan.
- The Workgroups News and Views Newsletter launched in September.
- Upcoming Events:
  - Community Input Events
    - Workforce Shortage and People with Disabilities
      - October 11, 1:30 to 2:30 p.m.
    - Affordable, Safe, and Accessible Housing
      - October 12, 10:30 to 11:30 a.m.
    - On October 26, 12:00 to 1:00 p.m., OIO will sponsor a Lunch and Learn event about the E1MN State partnership to advance employment-first outcomes.

#### Discussion and Questions

- Bud Rosenfield (OMHDD) asked if there are set expectations about work products that OIO and the Leadership Forum want from each Workgroup. Do we want them to follow a certain process with a particular product they will give us in a specific time frame? Secondly, are we expecting all our recommendations to the Plan to develop from the Workgroups, or do we think that is a value-added part of the process? We are open to and want to receive information, input, and ideas from them.
  - Diane Doolittle (OIO) replied that each Workgroup has goals, expectations, and timelines. Those are communicated to individuals before they submit applications during the open house. They are also communicated during the orientation session and monthly meetings to ensure they're still focused on the goals.
  - Shelley Madore (OIO) responded that OIO outlines the responsibilities of each Workgroup, and the information is available on our Workgroup webpages. This cohort has recommendations from the first group, and they are expected to build momentum behind those recommendations. In May, OIO will bring recommendations with data collected to the Leadership Forum for approval; the recommendations will go to public

comment; and OIO will work with state agencies to develop a Plan amendment goal for the Olmstead Plan.

- Bud Rosenfield (OMHDD) replied that from the OMHDD perspective, if they have a specific idea or want to follow up on some ideas, how should they do that? How do they carve out space to have that discussion?
  - Shelley Madore (OIO) responded that the opportunity would be during the Plan amendment process by partnering with state agencies on the policy or goal they wish to address. State agencies bring forward new goals for the Plan.
  - Rosalie Vollmar (DHS) added that she and Mike Tessner met with each agency and office last year to discuss things they want to see in the Plan amendment process. Mike will be scheduling meetings to start having conversations with the agencies. He will also be going through the recommendations that have already been submitted about structure.

## Upcoming Leadership Forum Meeting Discussion

- December 5, 2022, 3 to 4:30 p.m. Overview

Curtis Shanklin (DOC) reviewed the new Charter requirements to evaluate goals for the Plan. At the December 5 meeting, the Leadership Forum will outline the strategies to complete these reviews. Curtis Shanklin (DOC) spoke to these new conditions, the requirements are:

- Each measurable goal will provide the overall number of people who are in the pool of individuals who may be impacted. These numbers will be reviewed and updated annually.
- Each measurable goal will be reported with reference to national benchmarks. In instances where there may not be clear national benchmarks, the agency will develop proxy measures that provide a reasonable comparison of performance at a national level.
- Establish and implement a process that identifies measurable goals that are consistently underperforming or that need to set a higher level of performance.
- For measurable goals that are identified as needing improvement, a performance improvement plan will be created. This plan will be reviewed for approval by the Leadership Forum and monitored by the Olmstead Compliance Office.
- A process will be established and implemented that identifies a criterion for ending its oversight of measurable goals that continuously meet targets and may no longer need the oversight provided by the Olmstead Subcabinet.
- The Leadership Forum will make recommendations to the Subcabinet for any measurable goal they believe meets these criteria, justification for such a recommendation, and how performance will be maintained once the monitoring reverts to the agency.

## Adjournment

The meeting was adjourned at 2:25 p.m.

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