

**APPROVED MINUTES COUNCIL MEETING**  
DEVELOPMENTAL DISABILITIES PLANNING COUNCIL  
**Friday November 30, 2018**  
625 SILVER AVENUE SW (DDPC CONFERENCE ROOM)  
ALBUQUERQUE, NEW MEXICO 87102  
9:00am-4:00pm

**Members Present**

**Advocates**

Amira Rasheed  
Sergio Resendiz  
Hoskie Benally  
JudyAnn Sena (by phone) at 9:25am  
Elisheva Levin

**Family Members**

Sandy Skaar  
Charlene Espinoza

**Attendants**

2 Sign Language Interpreters  
Hoskie Benally's attendant

**Agencies Present**

Gary Housepian (DRNM) (by phone) 9:25am  
Pat Osbourn, (UNM-CDD)  
Kathleen Hardy (CYFD)  
Melanie Buenviaje (HSD)  
Jim Copeland (DOH/DDSD)  
Ellen Carpenter (DVR)

**Staff Present**

Barbara Ibanez (DDPC), Interim Executive  
Director/Deputy Director  
Marylou Poli, Assistant to the Attorney General

**Staff Present for Meeting Minute Purposes**

Rachel Romero-Lovato (DDPC), Council  
Support/Office Manager

**Advocates Absent**

None

**Family Members Absent**

None

**Agencies Absent**

Kyky Knowles (ALSTD)  
Suzette Shije (IFD)  
Deborah Dominguez-Clark (PED/SEB)

**Public Guests**

Corey Atunda  
Gabriella  
Patricia Beecher (NMSBVI)

### **Call to Order/Introductions/Housekeeping**

Amira Rasheed called the meeting to order, completed the Roll Call, and Housekeeping was conducted. The meeting convened at 9:15am. Sandy Skaar reviewed the Council vision and Ellen Carpenter reviewed the Council mission.

### **Approval of Agenda – Action Item**

Sergio Resendiz moved to approve the Agenda as written, seconded by Kathleen Hardy, motion passed unanimously.

### **Executive Session:**

Entry into Executive Session moved by Sandy Skaar, seconded by Kathleen Hardy, roll-call as follows at 9:45am:

Amira Rasheed	Yes
Sergio Resendiz	Yes
Sandy Skaar	Yes
Gary Housepian (by phone)	Yes
Pat Osbourn	Yes
Kathleen Hardy	Yes
Hoskie Benally	Yes
Melanie Buenviaje	Yes
Jim Copeland	Yes
Charlene Espinosa	Yes
Ellen Carpenter	Yes
JudyAnn Sena (by Phone)	Yes
Elisheva Levin	Yes

Amira Rasheed shared that matters discussed in Executive session limited to those specified in motion for closure. Let the records show that the New Mexico Developmental Disabilities Planning Council is back in open session and the recorder is back on.

The time is 11:14am. Executive Session Pursuant to *NMSA Sec. 10-15-1(H) (2) Discussion of Limited Individual Personnel.* a. Discussion of personnel matters.

### **Council Committee Updates**

#### **a. Rule Making Committee, Ellen Carpenter, Committee Chair**

- 1) *State Statute (DDPC Law) Revision Plan* – Ellen Carpenter reviewed the activities of the Ad hoc (Rule-making) Committee since the last Council meeting. Ms. Carpenter shared that Sections 15-19 were left out of the legislation bill draft provided to Amira Rasheed, Council Chair, from Robert Kegel. Melanie Buenviaje expressed concern that the bill editing was initiated by Mr. Kegel without reviewing the bill with DDPC Council prior. Elisheva Levin and Melanie Buenviaje expressed their desire to join the Ad hoc (Rule-making) Committee. Sandy Skaar recommended Disability Rights New Mexico be added to Ad hoc (Rule-making) Committee. Gary Housepian agreed to be part of the Ad hoc (Rule-making) Committee. Ellen Carpenter scheduled another Ad hoc (Rule-making) Committee meeting on December 12, 2018 at DDPC.

- 2) *Data Reports Received from State Agencies* – Barbara Ibanez, DDPC Interim Executive Director, reviewed which state agencies provided Data Reports as a result of a letter sent from the State Legislature to state agencies listed in the current DDPC Law, who are supposed to participate in DDPC Council meeting and provide data reports. Pat Osbourn stated Carrie Tingly is not a state agency and will not submit data to DDPC.
  - 3) *Documentation of State Plan Submission to LHHS Discussion* - Barbara Ibanez, DDPC Interim Executive Director, shared the need to ensure that there documentation for the auditors that the Council’s annual state plan is submitted to Legislative Health and Human Services (LHHS) by December 1<sup>st</sup> each year per the current DDPC Law. The Council discussed the importance of this documentation requirement and ways to ensure its compliance.
- b. Policy and By-Law Committee, Gary Housepian, Committee Chair** – no report
  - c. Membership Committee, Sandy Skaar, Committee Chair** – no report
  - d. Program Committee, Kathleen Hardy, Committee Chair**
    - 1) *DDPC Staff Time-Reporting Policy Statement Discussion* - Barbara Ibanez, DDPC Interim Executive Director, shared the need to ensure that DDPC staff develop and pilot an electronic leave request and request for overtime form and procedures to avoid any future audit findings. The Council discussed and recommended that this be referred to the Policy and Bylaws Committee.

**Lunch** Gary Housepian left the meeting at 12:22 pm and Berna Chavez (arrived shortly after).

### **Executive Committee / Chair Report – Amira Rasheed, Chair**

Amira Rasheed, Chair shared that she has been in frequent communication with DDPC Interim Executive Director regarding various activities and updates.

### **Executive Director’s Report – Barbara Ibáñez, Interim Executive Director**

- a. Financial Report/Fiscal 2018 Audit, Kathy Coates, CFO** - shared the “DDPC Council Meeting Budget Highlights” which included updates regarding the DDPC (Federal/CSA) budget including information about the Federal Drawdown; DDPC (Office of Guardianship); major agency purchases (ramp van) and other budget-related issues such as that DDPC did not exceed 50% of the budget per DFA rule for FY19, recommendation for BAR Authority language for OOG submitted for FY19 and FY20 and non-revert language, and audit completed for FY18. Kathy Coates reviewed DDPC FY18 Audit Findings with the Council. Sandy Skaar asked who provided the documentation to the auditors. Ms. Coates stated herself. Hoskie Benally asked Ms. Coates if all staff were audited for time-reporting. She stated no, only three that were listed in an Office of State Auditors referral letter to the auditors. Kathleen Hardy requested to view the audit findings she receives them. Kathy Coates reviewed budget of Executive Director Position. Hoskie Benally left at 1:40pm.
- b. Executive Director Updates, Barbara Ibanez, Interim Executive Director** – shared the need for factual and accurate information about DDPC/Office of Guardianship (OOG) to be distributed widely with all constituents. This need is based on several incidents where significant inaccurate information shared at statewide events and meetings. Ms. Ibanez recommended that a public relations and media campaign be implemented to inform the constituents of the accurate statistical information regarding the OOG wait list, monitoring visits regarding corporate guardian contractors, complaints, and strategic plans. Ms. Ibanez introduced the DDPC staff presenters of the Program Updates.

**c. Program Updates**

- 1) *Office of Guardianship- Maria Bourassa, Program Manager* – Ms. Bourassa reviewed a presentation regarding statistics of Quarter 1 (July, August, September 2018) which included 88 cases assigned legal and guardianship services; 8 family guardians and 19 corporate guardians were appointed; 93 complete applications received with 10 incomplete; Of the 93 complete applications, 27 requesting family guardians and 66 requesting corporate guardians; Of the 10 incomplete applications, 6 are family and 4 corporate; locations of applications shared; Number of corporate guardians per month – July 915, August 914, September 920; Compliance included – 16 Comprehensive Service Reviews (CSRs) scheduled; 5 CSR-Improvement plans; 24 Protected Persons Welfare Visits conducted and 44 Internal Reviews of Contractor's Files for any uncertified Guardian Coordinators and missing documentations; Complaints – 1 complaint processed with a Corrective Action Plan and 16 New Mexicans were educated on the Complaint Process; Education/Outreach included 4 events statewide; OOG staff education included 3 trainings; DDPC/OOG Contractors – 22 attorneys, 11 court visitors, 23 corporate guardians, and 1 monitoring with potential contractors being vetted. Ms. Bourassa concluded with the review of OOG's FY19 Goals to reduce guardianship wait list; increase contract compliance; improved education and outreach. Lastly, Ms. Bourassa shared a copy of OOG's Strategic Plan for FY20 and FY21.
- 2) *Federal Program – Ana CallahanSegura, Management Analyst* – Ms. CallahanSegura shared that DDPC is currently in the third year in the 5-Year plan. She shared that we are in the process of annual reporting to the Administration on Intellectual and Developmental Disabilities (AIDD) including the State Plan, Updates and the Program Performance Report (PPR) with status of all project activities. She reviewed the five goal topics and a list of all Federal contractors for FY19 and how these contracts are tied to the 5-Year Plan goals, objectives and activities.
- 3) *Center for Self Advocacy – Daniel Ekman, Program Manager* – Mr. Ekman shared a presentation on the Center for Self Advocacy (CSA) which included a flyer on the Advocate Leadership Academy Spring 2019 Class deadline for applications (December 15, 2018); current statistical information regarding the Fall Academy Class which included graduation with 9 team leaders and 12 fellows on November 14, 2018 with over 30 visitors with food sponsored from 9 local restaurants; For the Spring 2019 class, there are 7 fellow applications received and 6 potential team leaders invited; For FY18, 13% of Academy participants are from rural areas with 9% Native American, 38% Latino, 5% Asian and 61% female; CSA coordinates outreach campaigns statewide in collaboration with Corry Consulting focused on Advocate Rights and Responsibilities which include Academy participants on a panel; Use of "Go To Training" for rural areas; Focus on Native American initiatives; Started a Volunteer Program due to the increased interest from Academy participants. Lastly, Mr. Ekman shared the list of multiple collaborations that CSA participated with this quarter.

**Break**

**Disability Rights New Mexico (DRNM) Report – Berna Chavez**

Ms. Chavez (Proxy for Gary Housepian) provided a report regarding DRNM (DD Network Partner) current events and happenings.

**Center for Development and Disabilities (UCED) Report – Pat Osbourn, LISW**

Ms. Osbourn provided a report regarding UNM-CDD (DD Network Partner) current events and happenings.

**Division of Vocational Rehabilitation (DVR) Report – Ellen Carpenter**

Ms. Carpenter provided a report regarding DVR current events and happenings.

**Department of Health/Developmental Disabilities Supports Division – Jim Copeland**

Mr. Copeland provided a report regarding DOH/DDSD current events and happenings. Mr. Copeland invited Melanie Buenviaje (HSD) to share updates as DOH/DDSD and HSD are collaborating on several projects related to DD Waiver and other topics.

**Member Announcements**

Council members invited Patricia Beecher, New Mexico School for the Blind and Visually Impaired (NMSBVI) to present to the Council with information pertaining to her agency.

**Meeting Evaluations**

Council members completed the Council Meeting Evaluations.

**Next Meeting/Adjourn**

Meeting adjourned at 4:05 pm.