

**Commission on Community-Based Alternatives for Persons with Disabilities  
Direct Workforce Subcommittee**

March 14, 2006  
10:00 AM - 12:00 noon  
Bear Library

*Meeting Minutes*

I. Welcome and Introductions

Attendance: Penny Chelucci (DSAMH), John Reiff (Ken Crest), Ginger Nobles (Easter Seals), Janet Kramer (League of Women Voters), Eve Austin (Elwyn Delaware), Tony Horstman (SCPD), Michael Gamel-McCormick (CDS), Renee Bean (CDS), Becca Dougherty (CDS)

II. General Assembly Workforce Education Information Update

The letter, PowerPoint, and list of Subcommittee member names and contact information were sent to legislators this past week. Members will receive another electronic version, the final PowerPoint, and list for their records via email. The PowerPoint is available on the CDS website as well.

III. Credentialing/Career Lattice Subgroup Update

A. Governor's Commission Allocation

\$35,000 dollars was allocated to the Subcommittee by the Full Commission. The money is allocated for initial development of credentialing work.

B. Workgroup Participation -

- Planning should be done in collaboration with state agencies, families and consumers, and providers.
- With Renee as the new Chair, members of the Career Lattice group have had several discussions, looked at models, and drafted an outline for credentialing in Delaware. Objectives to add to this list include "Institutionalizing the credentials" and "Evaluation".
- The initiative needs buy-in from key players.
- Questions still remain: What kind of group are we looking for? What is their role (e.g. suggestions run the gamut from curriculum development to oversight of the credentialing process)?

C. Work Plans

Several issues about the work of the group were discussed. A more detailed idea will be presented at the next meeting.

- Collaboration between state agencies. We need to understand the politics of collaborating and the process of standardizing and credentialing a workforce.

- Identifying key issues in the field. "Town Hall meetings" or symposiums, or focus groups might help to bring out concerns. DANA might be a way to reach smaller provider agencies.
- How much preparation needs to go into beginning this initiative? A larger initiative might highlight how large this problem is. This issue spans disability type, and so spans across different state agencies.
- Identifying models. People with clout and with experience should be recruited into this movement. Other state agencies have gone through reorganization and can be tapped for information and advice on how to get state agency buy-in. For example, the Childcare Consortium hired a consultant; the Respite Consortium has many devoted members who create their own support documents; there may be a volunteer retiree who would want to help with this.
- Securing buy-in. Use of studies on the effects of high turnover help. Direct support Professionals can be surveyed at the Conference in May. DelARF and affiliates should be contacted about advocacy.
- Hiring/getting a consultant. Others have done this before and we should use their knowledge.

Work to be done:

Workgroups should identifying clear objectives and stakeholder needs.

#### D. Timelines

- By next meeting the subgroup will identify a list of potential key players in this new advisory group for discussion and also discuss what kind of consultant for which we should be looking.
- At the next meeting the group will formalize the steps, timelines, and management process of this project.

#### IV. Subcommittee Goals Revisited

- The ambitious goals still resonate with the members, especially "equipping consumers with the necessary skills to choose, manage, and reform services delivered".
- The PowerPoint presentation that was sent to legislators looks good and communicates the Subcommittee's ideas effectively. These goals should be reiterated to legislators as often as possible. Michael will talk to the planning group for the Legislative Forum in April about presenting the goals in a similar format there. The goals should also be relayed to legislators annually at the Governor's Budget Hearings, Joint Finance Committee Hearings, and the Legislative Forum.
- A fact sheet should also be included in the Governor's Commission Report each year in October as well.
- Division Directors should be familiar with our info as well.
- It would also be good to include information about specific tradeoffs, costs, and investments associated with our Workforce Goals. DelARF might have information specifically related to the 10.50/hr. wage.