

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

May 9, 2006
10:00 AM - 12:00 noon
Elywn, Wilmington, DE

Meeting Minutes

- I. Members present - Tracy Mann, Renee Bean, Penny Chelucci, Janet Kramer, Eve Austin, John Reiff, Tony Horstman, Jamie Wolfe, Becca Dougherty, Micki Edelson

Michael Gamel-McCormick was not present. Tracy Mann led the meeting.

II. Credentialing/Career Lattice Subgroup Update

A. Contract Management Details

- The Center for Disabilities Studies was awarded four of the Governor's Commission contracts.
- The Commission contracts will be managed by DSAMH. Renee will be meeting with Renata Henry this week.
- The start-date is set for June 1, 2006 or July 1, 2006. There was confusion because Tracy and Renee had differing information.
- It is a 14-month contract.
- Because the consultant will be hired through CDS, there is no RFP required.
- Because the management will be through CDS, CDS will decide whether to do the work with the current staff or hire a new person or group.
- It is expected that the position will be two days per week.
- Because it is a 2-day/week position, several members thought it might be most appropriate is one person had the job (instead of a consulting group).

B. Final Job Description Draft

- Several members of the group had concerns about how we are publicizing this opportunity in order to get the most qualified person in the job by June 1, 2006 (if that is when they have to start). Questions about the application and review process were also posed. These were relayed back to Michael Gamel-McCormick, Director of CDS.
- It should also be clear that the staff person is responsible for finding addition funding to continue the support position or the structure that is designed.
- The amount of money available also limits the quality of consulting that can be done through this contract.
- Since CDS will not solicit RFPs, the Subcommittee should develop a proposal for the position.

Next step: The Subcommittee should also develop deliverables and a timeline.

C. Timeline

- All present agreed the Subcommittee should develop a proposed timeline for the position.
- The timeline should focus on the deliverables.
- Instead of having the consultant report directly to the Subcommittee, Michael Gamel-McCormick might give regular updates on the progress.
- All the contract details are unknown at this meeting. It would be useful to know if the start- and end-dates could be altered.

Next Step: Specific allocation of time for specific tasks should offer some initial guidance and might be required by the contract.

D. Guiding Principles and End Products

Next Step: Becca Dougherty, Tracy Mann, and Michael Gamel-McCormick will get information about a specific timeline for the Subcommittee to discuss before or at the next meeting.

III. Direct Support Professional Conference

- Conference was held May 4, 2006 on Dover, DE.
- Renee Bean reported that 320 people came to the conference; 280 were Direct Support Professionals.
- Initial feedback from attendees has been positive.
- 200 attendees gave their follow-up contact information and have interest in further involvement, networking opportunities, and promoting the profession.
- A final report will go to the Governor's Commission.
- If a sustainable funding structure is developed, the conference planning group hopes a similar conference happens annually

- Tony Horstman thought it was beneficial that a speaker discussed H.B. 1264 at the conference.
- Tony suggested the Subcommittee advocate for this legislation and contact (or personally visit) Senator Castle as group because he is currently not a co-sponsor.
- Tony also thought the Subcommittee should provide an educational blurb about the legislation concerning who it affects and how people can advocate for this legislation.

Next Step: Jamie will develop a letter and PowerPoint to present to Representative Castle, and Senators Biden and Carper regarding state and national issues associated with this legislation.

IV. Legislative Brunch Feedback

- Brunch was held on April 13, 2006 in Dover, DE.
- Legislator attendance was better than last year, but only 25 legislators did RSVP.
- Advocates and professionals from agencies were turned away because of the high registration numbers.
- Extra information packets were handed out to Subcommittee members who did not receive them.

V. New Full Commission Procedure Information

A. Meeting Schedule

- The May 17th or 18th meeting of the Full Commission is cancelled. The meeting will be rescheduled in early June in Dover. Tracy Mann will send notice as soon as possible.
- In the future, meeting dates and locations will be scheduled and posted in advance.

B. Operations

- The Center for Disabilities Studies will be responsible for staffing the Full Commission meetings.
- A new staff position has been created and the job search has started.

C. Comprehensive Plans

- The new staff member will meet with Subcommittee chairs, identify cross-Subcommittee plans, and define common end goals.
- It is expected that this will encourage more participation from Commission and Subcommittee members.

VI. Other Items

- Micki Edelson suggested that there be a central location (or calendar) for the disabilities community to communicate and publicize events. This would help event planners know when events are taking place and better schedule and plan for their organization's events. It would also probably increase participation and attendance at each event if schedules do not overlap.
- Tracy Mann responded that CDS has also recognized the need for this, is redesigning the main website, and will look into finding a way to allow people to report their own announcements and events.

VII. Next Meeting

Tuesday, June 13, 10:00 AM - 12 noon, in Community Room 2