

*The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.*

## **Kitsap County Developmental Disabilities Advisory Board**

**Date: September 6, 2022**

**Time: 5:00 p.m.**

**Location: [Zoom Link](#)**

**Call-in Option: 1-253-215-8782**

**Meeting ID # 815 6287 5168**

**Passcode # 308613**

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF June 7, 2022 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. County Supported Employment**
  - D. Accessible Communities Advisory Committee Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Virtual Annual Resource Fair Update**
  - D. DDA No Paid Services Report**
  - E. DDA/DVR Provider Updates**
  - F. Provider Updates**
  - G. Officer Report**
  - H. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY BOARD  
MEETING MINUTES**

5:00pm – 6:00pm  
Tuesday, June 7, 2022

1. **CALL TO ORDER** – Donna Gearns called the meeting to order at 5:04 p.m. via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF May 3, 2022 MINUTES\***

*MOTION: Kathy Lougheed moved to approve May 3, 2022 minutes as submitted. Rae Williams seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\*** - Donna Gearns requested that Justin Maxwell's advocacy update be given before Old Business.

*MOTION: Rae Williams moved to approve the adjustment to the agenda. Kathy Lougheed seconded. Motion carried.*

5. **OLD BUSINESS**

a. **Working Age Adult Policy Implementation**

- i. EFF Committee Update: The committee will begin planning on June 8<sup>th</sup> for the Kitsap Economic Development Alliance (KEDA) presentation on supported employment at their annual membership meeting in October.
- ii. Heidi provided Kelly an update on the Seattle Federal Executive Board project:
  - The federal managers training for those participating has been scheduled on 10/19 at the NOAA building in Seattle; it will be held as a hybrid event for those who can't attend in person
  - Work is ongoing to secure a venue for the mock interview day; WISE is assisting with venue ideas
  - Beginning to gather non-profit partners
  - Next Monday, June 13<sup>th</sup>, the project managers will be meeting with the 173 federal agencies represented to provide an update on the project and process; they are hoping to increase the number of a federal agencies participating in the event.
  - The name for the project is A.B.L.E.- Achieve, Build, Learn, Experience
  - Kelly shared the WISE-*Investment in Field* project began

with the three participating agencies: Vadis, Easter Seals and Trillium; Easter Seals and Trillium are participating in the Language Access project; and Vadis is participating in the Organization Development - Training Systems project.

- iii. Staff continue to track employment during COVID; employment rose slightly from last month to 65% per April data.

**b. Transition Student Update**

- i. 2022 School to Work data shows 2 students are employed; hoping for additional jobs soon for the remaining 2022 School to Work students.
- ii. Eleven students from the 2023 class completed Job Foundation activities; currently 8 Job Foundation reports have been approved and submitted; the final three reports should be submitted this week. The next step for students with completed reports is to schedule meetings with the students' team including their teachers to review the report and plan for their final year of School to Work activities. There are two additional 2023 students that did not meet the timeline to participate in Job Foundation but will be participating in School to Work.
- iii. This week's Community Summit webinar scheduled for Thursday, June 9th will be covering Job Foundation and include student success stories to illustrate how their Job Foundation activities supported their final school year of activities that focused on employment efforts. One of these students who completed Job Foundation in 2021 and attends South Kitsap will be part of Thursday's presentation sharing their story.

**c. County Supported Employment Update**

- i. The draft job announcement for a new supported employment position, Mail Room Clerk is in its final stages and it is anticipated it will be posted this month. The position will start part time, but full time is a possibility as there is enough work for 40 hours a week. When finalized, the job announcement will be sent to the 7 contracted agencies to seek interested applicants.

**6. COMMUNITY INPUT**

- a. Melia Hughes shared the Kitsap County Parent Coalition (KCPC) will be hosting a meeting on June 28 and provided a flyer with the details; the meeting will be Melia's first in her new role as Parent Coalition Coordinator; she noted the meeting will include her sharing the results of a survey she sent out to parents on topics of interests for future KCPC meetings and the meeting will also highlight programs available to families.
- b. Melia reported a DDA Town Hall will be held on June 23<sup>rd</sup> from 4 to 6 pm and provided a flyer with the details; KCPC is providing additional support to event host, Kimberly Adams, Arc of the Peninsulas. The

Town Hall will cover DDA available services and include private chat rooms to assist participants if interested, with completing the application to receive DDA services.

## **7. NEW BUSINESS**

### **a. Legislative and Budget Updates**

- i. An update on SB 5790 establishing a statewide school to work program was discussed:
  - A statewide workgroup has been formed and began meeting last month; the workgroup includes county representatives from each region as well as DDA and DVR representatives; different ideas regarding program structure and funding strategies are being discussed. Counties have also been meeting together to provide feedback to the county representatives on the statewide workgroup.
  - As discussed previously, the funding that was allotted covers developing the infrastructure for the program, but still in development is determining the funding necessary to support a statewide program and all that entails.
- ii. While cost study efforts are moving forward for provider IE and CI rates, counties remain concerned with agency capacity to deliver services and take on new clients due to statewide agency challenges with staff retention and new hires. These on-going concerns are being discussed by counties with DDA to support the allowance of the enhanced IE and CI rates to remain in place past September.

### **b. Advocacy Reports**

- i. Justin shared updates from the Kitsap, People First Chapter:
  - Justin shared their last meeting was successful, it was an open house/ in-person meeting, they gained 5 new members, and had 2 other guests attend the meeting. They reviewed the bylaws; they are planning a picnic in August, on either the 26th or 27th; and they voted to have it in Bremerton. They will not have a meeting in July so their next meeting is on August 5th at the Arc, and it may be hybrid since this method is working well.
  - He shared their chapter has a signage committee that is planning a presentation on Wednesday, June 29th at the Bremerton Chamber of Commerce. The presentation will cover their proposal to make changes to handicap signage in Bremerton. He shared before the BI People First Chapter merged with their Chapter, they successfully worked with BI leadership to support signage changes.
  - The annual People First Convention will be held on October 7th-9th at the Shilo Inn in Ocean Shores, WA.

The Chapter is planning to sell cookies at the dance to fund raise for members interested in attending the convention. Cost of the convention per person: \$350, in-person; \$100 virtual, and free for caregivers.

- Kelly offered support to help with funding for members to attend the conference and will follow up with Justin to get more details.

**c. Virtual Annual Resource Fair Update**

i. The Resource Fair began on April 1; Kelly shared information about the added pages containing success stories to highlight services; end of May data indicated:

- 472 views to the main resource/organizations page
- 100 views to the page focused on Transition Services
- 86 views to the Adult Employment page
- 45 views to Early Intervention Services page

The information will be available through June 30<sup>th</sup>; flyer with the link is available on the County DD program website.

**d. DDA QA Annual Report**

i. Report announcement sent; full QA report available on the DSHS website. In 2021, DDA began a new initiative, *Pillars of Quality*, Kelly shared a one-page flyer highlighting the QA program initiatives. Report focuses on strategies, and programs and how they are monitored for supported individuals where they live and how the guiding values drive all DDA services including county services.

**e. Infant Formula Information and Resources**

i. Department of Health (DOH) handout was discussed; it contained resource information and many links for families needing assistance during the formula shortage; one link was an FAQ that was available in many languages.

**f. Contracts 2022-2023\***

- i. Kelly shared the projected budget for 2022–2023, it is based on the projected participants and expenses for the upcoming year. Funding included newly projected transition students.
- ii. County staff still working with WISE to plan their upcoming year’s budget; once determined, an updated budget will be sent to the DD Board; the overall budget amount will remain the same as the funding for WISE will come from training and technical assistance dollars.

*MOTION: Kathy Lougheed moved to recommend approval for the 2022 - 2023 budget and disbursements by the Kitsap County Board of County Commissioners as submitted. Rae Williams seconded. Motion carried.*

**g. DDA/DVR Provider Updates**

- i. DDA Update: Handout was discussed, DDA clients living in an in-home setting may be eligible to obtain a portable air conditioning unit through the Low-Income Energy Assistance Program (LIHEAP). The units will be delivered to the home but does not include installation.
- ii. DVR Update: None

**h. Provider Updates**

- i. None

**i. Officer Reports**

- i. Donna stated the Board will not meet in July or August. September’s meeting may be held in-person but will know more in the upcoming months, based on the Commissioners’ decision. Updates will be communicated via an email from Kelly.

**j. Staff Updates**

- i. None

**8. ADJOURNMENT** - The meeting adjourned at 5:55 p.m. The next meeting will be Tuesday, September 6, 2022, TBD whether it will be in person or virtual.

\* = Indicates action item

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u> Donna Gearns Kathy Loughheed Rae Williams</p> <p><u>Absent</u> Jennifer Acuna Sandra LaCelle Frances Aquiningoc George Adams Veola Taylor Heidi Scheibner</p>	<p>Justin Maxwell, People First, Kitsap Chapter Melia Hughes, KC Parent Coalition Miranda Fort, Easter Seals Melissa Lund, Community Member</p>	<p>Kelly Oneal Sonya Miles Doug Washburn Kesha Anderson-Evans</p>