**Governor’s Commission on Intellectual Disability**

**December 19, 2018 Meeting Minutes**

The Governor’s Commission on Intellectual Disability met on December 19, 2018 from 4 P.M. to 6 P.M. at the Executive Office of Health and Human Services.

Present were: James Brett (Chair), Amy Carnevale, Marjorie Cohen, James Cassetta, Aaron Stone, Jo Ann Simons, George Ford, Jane Ryder, Elizabeth Morse, Richard Santucci and Victor Hernandez. Guest: Joan Goddard

Chairman Brett called the meeting to order at 4:06pm. On a motion by Joanne Simons and seconded by Marjorie Cohen the June 20, 2018 meeting minutes were unanimously approved.

Commissioner Jane Ryder provided an overview of the Department by updating the GCID on:

* Commissioner’s Town Meetings on Transition
* DDS outreach to DDS youth and families regarding eligibility & services
* A gap is prevalent with advocates and stakeholders with working knowledge of DDS
* DDS is working with ANF on finalizing the FY20 budget for H1.

Richard Santucci reviewed his progress as the Director of Bureau of Program Integrity. DDS has a long history of excellence in service provision and in monitoring the quality of those services. DDS has now focused on the "business side of the house", and is monitoring the way in which resources are utilized by addressing waste, misuse, and theft of funds. When DDS makes a purchase, deploys staff to perform a service, enters into a contract with an agency to provide a service, pays an invoice, reimburses staff for travel expenses, etc., there are various types of risk:

* Waste, carelessness - purchasing more than is needed, purchasing the wrong kind of goods or services, overpaying
* Mistakes - there may be unintentional errors in billing, in payments, in documentation
* Misuse - using resources for a purpose other than what was intended
* Theft/Fraud - someone deliberately steals from the Department

The Bureau of Program Integrity is analyzing our operations and procedures to identify transactions which carry an element of risk. The internal controls plan assesses the business risks which could present impediments. It presents a high level summary of the risk analysis and control procedures. The plan also describes how DDS will analyze the impact of control procedures, such as… Are they being followed? Are they working?

The plan will be reviewed at least annually. There will undoubtedly be new programs, new services which will present new risks. There could be new regulations which require additional controls. The Internal Controls plan serves to insure that DDS is serious about program integrity; that we care about how we use our limited resources to do the most good for our service recipients.

Jo Ann Simons raised the issue of the need for a blanket photo release form as opposed to an event specific release form. An earlier advisement from DDS Legal Department directed that a new consent needs to be signed for every new event where a picture will be taken. On a motion by Jo Ann Simons seconded by James Cassetta, the Commissioner is to review the previous photo consent decision by the DDS General Counsel and will develop a revised photo consent policy that will approve the use of a blanket photo consent form. Motion passed unanimously.

The next meeting of the GCID is scheduled for March 27, 2019 and this meeting was adjourned at 5:51pm.