

DISABLED PERSONS PROTECTION COMMISSION

Commissioners' Meeting Minutes

June 11, 2019

Commissioners Present: Honorable James Brett and Mary Beth McMahon

DPPC Advisory Council Members: Mary Ann Brennen and Mary Barry

DPPC Staff Present: Nancy Alterio, Julie Westwater, Jennifer Edwards-Hawkins

Minutes Recorded By: Jennifer Edwards-Hawkins

Handouts – The following materials were distributed to the Commissioners:

- Commissioners' Agenda of June 11, 2019
- Commissioners' Meeting Minutes of March 12, 2019
- Budget Narrative May 2019
- Budget Report May 2019
- Honorable James T. Brett Thank You Letter to Senators re. FY2020 Appropriation and Amendment #331
- Honorable James T. Brett Letter to Joint Ways and Means Chairs and Budget Conference Committee re. DPPC Line Item
- Bill Summary H.117 and S.53 March 2019
- Legislation 2019-2020 Bills DPPC Tracking
- DPPC APS In-Service Training flyer – June 6, 2019
- DPPC Protect, Report, Preserve Training flyer – May 21, 2019 and June 12, 2019
- 1st Annual Convening to develop a national vision to address sexual abuses against persons with disabilities flyer – August 19, 2019

The Honorable Chairperson Brett called the meeting to order at 4:30 p.m.

1. Advisory Council Meet and Greet

Executive Director Alterio introduced DPPC Advisory Council members, MaryAnn Brennen, Chair and Mary Barry to the DPPC Commissioners and provided background information. MaryAnn Brennen retired as DDS Chief of Staff under former Commissioner Morrissey and after retirement became Program Director of the Building Partnerships for the Protection of Persons with Disabilities Initiative and was instrumental in the development of an online training for State Police. Mary Barry also worked tirelessly at DDS for over 30 years. The DPPC Advisory Council meets quarterly and works to support DPPC budget and legislation needs.

2. Approval of Minutes of Meeting of March 12, 2019

MOTION: To accept the minutes of March 12, 2019 as received motioned by Commissioner McMahon and seconded by the Honorable James T. Brett

VOTE: Unanimous to accept the minutes of March 12, 2019 as received

3. Organizational Updates

- **Staff Hires/Office Renovations:** Thanks to the much needed and appreciated budget increase, DPPC increased staffing by 13 FTEs. This included increasing the number of investigators from four (4) to thirteen (13), hiring an IT Director and a second Investigations manager. The new staff were grateful to meet the Commissioners during the previous meeting of March 12, 2019. Since that meeting, DPPC has backfilled the receptionist position. DPPC is currently interviewing to backfill an investigator position.

DPPC worked with DCAM to increase office space to accommodate the additional staff by adding two additional workspaces on the fourth floor. The build-out work in both areas was completed ahead of schedule with Legal and Intake staff relocating into the new office spaces. A tour of the new spaces was provided to the Commissioners. DCAM and DPPC Director of ANF worked successfully with building owners/management to receive a cost savings of \$66,000 during year one of five of the new lease. Also negotiated in the new lease is new carpet and paint throughout the spaces.

- **IT Infrastructure Analysis and Growth:** The new Director of IT conducted a thorough assessment of DPPC's IT infrastructure and made numerous recommendations to address risk and improve operations at a cost of over \$200,000.
- **Database Rebuild/R3 Technology:** The database rebuild and R3 projects are being addressed over a three year period through ACL grant funding. The rebuild will increase the efficiency of DPPC's operations agency-wide. The Rebuild Core Team meets weekly with the contracted vendor, the Support Group, to discuss, plan, design, create and test the necessary components of the newly drafted database. The year one priority is to build-out and test the new Intake. Migrating data will take place following the development of the Intake and Case Management system – likely in year two or even three. Two part-time staff were hired, through the grant, in an effort to clean up the database.

Due to the enormity of the database rebuild project, it is likely more funds will be needed to support the project. If DPPC receives additional funding in Fiscal Year 2020 it may need to use some of those funds to support the database rebuild. DPPC could also seek supplemental funding. In addition, if the abuse registry bill passes, DPPC will need to build a database to support the program. DPPC has requested funding to support this build should the registry bill pass. Commissioner McMahon discussed various private funding sources that might have available monies for the infrastructure rebuild. These included Amelia Peabody for capital projects, Lynch/Wench, Boston Foundation, and other private family foundations that might consider funding a state agency. The Boston-based Cummings Foundation has three giving cycles that offer up to \$100,000 over a three-year period. DPPC will look into these opportunities.

R3 Technology: DPPC's partnership with Worcester Polytechnic Institute (WPI), Massachusetts Advocates Standing Strong (MASS) and DDS continues in an effort identify and build technology to assist individuals with disabilities to recognize, report and/or respond to instances of abuse. Three self-advocates consultants were recently hired through MASS to participate on the core committee. WPI and DDS research review committees both approved the scope and work of the project. As a

result, focus groups, comprised of individuals with disabilities and caregivers, are now underway.

- Training

The Commissioners were notified of the following trainings:

- APS Statewide In-Service – June 6, 2019: The APS In-Service was held at UMass Medical School Amphitheater, Shrewsbury with 100 APS staff from DPPC, DDS, DMH and MRC in attendance. The training included presentations from DPH Bureau of Health Professions Licensure; Animal Rescue League of Boston and Animal Welfare and Veterinary Services; MA Commission for the Deaf and Hard of Hearing; as well as updates from DMH, MRC, DDS and DPPC.
- Protect, Report, Preserve (PRP) Trainings – May 21 and June 12, 2019: Approximately 120 provider staff attended the May 21st training held in Dorchester. The second PRP is being held in Sturbridge on June 12th with 110 registrants.
- UMass Medical School Disabilities Interstitial Training – June 17, 2019: Each year DPPC is invited to present to the third-year medical students at UMass Medical on recognizing and responding to abuses committed against adults with disabilities.
- MA Promising Practices Webinar for APS TARC: On July 18th DPPC will present on its ACL grant work and the Sexual Assault Response Unit via a national webinar.
- Convening – August 19, 2019: At the upcoming NAPSA conference, DPPC along with BPI, NAPSA, California Board Resource Center and self-advocates will host the 1st Annual Convening to develop a national vision to address sexual abuses against persons with disabilities.

4. Administration and Finance

- FY2019 May Budget Summary Report: The Monthly Budget Summary Report along with a narrative for May was submitted to the Commissioners for their review and comments. Out of the 11 months of the fiscal year, DPPC has spent 89% of its budget. With the increase in appropriation in FY2019 and the time it takes to hire new staff, DPPC has utilized some of the funding to support its IT needs.
- Ways and Means Budget Recommendations, Senate Amendment and Budget Conference Committee: The House and Senate Ways and Means budget recommendations were consistent with the Governor's recommendation. However Senator Barrett sought an additional \$500,000 in funding for DPPC in FY2020. Most appreciatively, half of that, \$250,000 was supported and is in the conference committee budget for consideration. A letter was sent under Chairman Brett's signature to the Senate members thanking them for their support of the amendment. A second letter was sent to the Joint Committee on Ways and Means Chairs and Budget Conference Committee asking for their support in advancing the Senate budget recommendation for DPPC.

5. Legislation

The Commissioners received a copy of DPPC's Bill Summary highlighting proposed changes to DPPC's statute (H.117 and S.53) and a list of 2019-2020 Bills DPPC is tracking. A hearing on DPPC's Bill and the Abuse Registry was held on April 30, 2019 and was well attended. Executive Director Alterio co-testified with Senator Keenan in support of passing DPPC's bill to amend its statute. DPPC Executive Director also testified in support of the Abuse Registry Bill. DPPC's legal team is in regular contact with the Joint Committee on Children, Families and Persons with Disabilities in an effort to move DPPC's bill out of committee. DPPC continues to work with DLC, Arc and the Joint Committee to amend the Abuse Registry Bill language in an effort to move the bill out of Committee. Also, DPPC is following several bills that could potentially impact the agency. A list of those bills, along with a brief description, was provided to and reviewed with the Commissions.

6. National

- NAPSA Conference – August 19 - 21, 2019: This year's National Adult Protective Service Association (NAPSA) Conference will be held August 19-21, 2019 in Denver, Colorado. DPPC was asked to help find workshops to create a disability track at the conference. Many of the proposals to present at the conference that were submitted by members of the Building Partnerships Initiative (BPI) and DPPC were accepted. The workshops accepted address Capacity/Consent, Awareness and Action, ACL Grant funded R3 and Database Rebuild Project, Investigating and Prosecuting Crimes against Persons with Disabilities and Responding to Sexual Assault Victims with I/DD.
- Sexual Assault National Convening – August 19, 2019: DPPC is partnering with NAPSA, California Board Resource Center, Self-Advocates and BPI to host a national convening to be held before the start of the NAPSA conference. The Convening will bring together self advocates and organizations from across the nation to discuss sexual assault of persons with intellectual/developmental disabilities and to develop a national vision to address sexual abuses against persons with disabilities. The Commissioners received a copy of the Convening flyer for their review. Subsequent to the Convening, a white paper will be developed to highlight the vision and plan to begin to address sexual abuses committed against persons with disabilities.

7. New Initiative Considerations

- Strategic Planning Meeting – June 13, 2019: DPPC's annual all-day Strategic Planning Meeting was held on June 13th to brainstorm and formulate goals for the upcoming year. Identified goals will be incorporated into managers ACES and respected staff EPRS forms.
- SARU Advisory Council Individual Member Meetings

SARU Co-Chair Elizabeth D. Scheibel and DPPC Executive Director Nancy Alterio are scheduling meetings with individual members of DPPC's SARU Advisory Council to determine how we can best work together to effectively address sexual abuse of persons with disabilities.

- DESE – Policy and Training Considerations: SARU Advisory Council Co-Chair Scheibel and Executive Director Alterio met with member Anne Gilligan, Safe and Healthy Schools Coordinator, DESE on May 21, 2019 to discuss school district policies and training of school faculty on reporting abuses of students with disabilities between the ages of 18 – 22 to DPPC.
- Standard Training for Medical Schools: SARU Advisory Council Co-Chair Scheibel and Executive Director Alterio met with Dr. Linda Long-Bellil, Assistant Professor, Department of Family Medicine and Community Health, UMass Medical School last week to discuss developing standardized training for medical schools.
- SARU Advisory Council Co-Chair Scheibel and Executive Director Alterio are scheduled to meet next week with member Jean Frazier, Executive Director, Eunice Kennedy Shriver Center and Professor of Psychiatry and Pediatrics, UMass Medical School to discuss the intersection between DPPC, abuses of persons with disabilities and the Shriver Center.

8. Employee Performance Evaluations

- ACES/EPRS

The FY2019 final review ratings of the Executive Director's direct reports were submitted to the Commissioners for review, discussion and approval. The Commissioners received a copy of the HRD memo explaining the ACES Final Review. As instructed by HRD, ACES final ratings are due by June 28, 2019. Executive Director Alterio provided the Commissioners with information about the ACES form, rating system and increase. The Commissioners reviewed and approved the ratings of the General Counsel, Director of ANF, Director of Quality Assurance, Director of Intake/Oversight, Director of IT, Director of Investigations and SARU Manager as presented by the Executive Director.

MOTION: The Honorable Chairman Brett motioned to approve the ACES ratings as presented by Executive Director Alterio, seconded by Commissioner McMahon

VOTE: Unanimous to approve ACES ratings as presented

In addition, the Commissioners reviewed and discussed the Executive Director Alterio's accomplishments and completed her final review. Executive Director Alterio will type up the Commissioners comments and ratings as presented adding them to the digital form.

MOTION: Commissioner McMahon motioned to approve ACES rating and final comments of Executive Director as completed, seconded by Chairman Brett

VOTE: Unanimous to accept Executive Director's ACES final rating and comments

EPRS – FY2019 Final Review Stage C and FY2020 Stage A

Executive Director Alterio reviewed the overall progress and end of year rating along with Stage A – goal development, of her director report with the Commissioners. The

completed EPRS form of the Project Coordinator was distributed to the Commissioners for review, discussion, approval and signature.

MOTION: To accept EPRS final rating of FY2019 and goals of FY2020 as presented by the Executive Director motioned by Commissioner McMahon, seconded by Chairperson Brett

VOTE: Unanimous to accept the EPRS rating as received

9. New Business

Commissioner McMahon will look into mapping program software for the DPPC.

10. Meeting Schedule

- Tuesday, September 10, 2019, 4:30 p.m.
- Tuesday, December 10, 2019, 4:30 p.m.

11. Adjournment

MOTION: Commissioner McMahon motioned to adjourn the meeting at 7:06 p.m., seconded by the Honorable Chairman Brett

VOTE: Unanimous to adjourn the meeting at 7:06 p.m.