

# DISABLED PERSONS PROTECTION COMMISSION

## Commissioners' Meeting Minutes

### November 20, 2017

Commissioners Present: Honorable James Brett, Yndia Lorick-Wilmot, Ph.D., Kacy Cerasoli Maitland and Maurice Medoff

Staff Present: Nancy A. Alterio, Executive Director, Emil DeRiggi, Deputy Executive Director, Julie Westwater, General Counsel and Jennifer Edwards-Hawkins, Program Coordinator

Minutes Recorded By: Jennifer Edwards-Hawkins

---

Handouts – The following materials were distributed to the Commissioners:

- Commissioners' Agenda of November 20, 2017
- Commissioners' Meeting Minutes of September 7, 2017
- Governor's Letter of Appointment to Commissioner Maitland with Resume
- Certificate of Receipt of Open meeting Law Materials
- Open Meeting Law G.L. c. 30A, §§18-25
- Office of the Attorney General 2017 Open Meeting Law Guide
- Office of the Attorney General 940 CMR 29:00 Open Meetings
- Budget Summary and Narrative Report October 2017
- Letter to ANF – DPPC FY2018 Spending Plan
- Letter to ANF – DPPC FY2019 Maintenance Exercise
- ACES Final Review Forms for Executive Director and Direct Reports
- DPPC FY2017 Strategic Plan Annual Review
- DPPC FY2018 Strategic Plan
- DPPC SARU Materials:
  - SARU Open House Invitation
  - Guidelines for Massachusetts Rape Crisis Centers: Working with Survivors with Intellectual and Developmental Disabilities
  - SARU Outreach Flyer
  - SARU – Multidisciplinary Resources for Sexual Assault Survivors with Disabilities
- DPPC FY2017 Annual Report
- DPPC Quarterly Report – July, August, September 2017

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

1. Welcome New Commissioner and Farewell to Departing Commissioner

Commissioner Medoff was recognized for his five years of service and Kacy Maitland was welcomed and introduced as the incumbent Commissioner.

2. Introduction to the New Sexual Assault Response Unit and Implementation Updates

Director Susan Vickers introduced herself and the Sexual Assault Response Unit (SARU). SARU will provide three primary services to victims of sexual assault.

- **Navigation Services:** SARU Navigator Bonnie Crehan explained that navigators will reach out to victims and their family/support network informing them of trauma services that exist within the Commonwealth such as medical, financial, legal and counseling. If services are requested, the navigator will help facilitate access. Additionally, navigation services will be mobile to accommodate survivors.
- **Peer Support Services:** Peer support is a critical component of support services. Therefore, two Peer Support staff survivors with I/DD were hired and are available to meet with other victims of sexual assault.
- **Contract for clinical matching services:** A contract was secured with Interface at William James College to provide intake, screening, assessment, placement, follow-up and case consultation to match sexual assault victims with disabilities to appropriate therapists statewide.
- **SARU will also form an Advisory Council** comprised of approximately 10-14 volunteer members from various disciplines to help inform the new Unit. Discussion ensued regarding legislators serving on the Advisory Board as they might be a good source of information. General Counsel Westwater will check and see if there are any restrictions regarding elected officials serving on the Council.

SARU is housed in office space adjacent to DPPC and will be holding an Open House on December 14, 2017 from 4:00-6:00 p.m. An invitation was extended to the Commissioners.

SARU is looking for additional funding to enable the program to expand statewide. Federal grants through OVC and ACL, as well as VOCA funds are being explored.

3. Approval of Minutes of Meeting of September 7, 2017

**MOTION:** To accept minutes of September 7, 2017 as received motioned by Commissioner Lorick-Wilmot and seconded by Chairman Brett

**VOTE:** Commissioner Lorick-Wilmot and Chairman Brett accepted the minutes of September 7, 2017 as received; Commissioner Maitland abstained

4. Open Meeting Law Updates

The Commissioners received copies of the new Open Meeting Law regulations and signed the Certificate of Receipt for the three documents which they have two weeks to review. General Counsel Westwater discussed the changes and noted that remote participation requirement had changed. There were five categories for consideration but now the only requirement is that it is ‘unreasonably difficult to be physically present’.

5. Administration and Finance

- **Monthly Budget Summary and Narrative Report - October 2017:** The October Monthly Budget Summary Report along with a narrative was submitted to the Commissioners for their review. DPPC is on budget and has expended 32% of 33% of the budget through the first four months of the fiscal year.

- FY2018 Spending Plan: DPPC FY2018 Spending Plan was submitted as required and does not include the cost of any increases associated with ratifying the Bargaining Unit contract. If the Bargaining Unit contract is ratified, DPPC was notified that a supplemental budget would be provided to offset any increase.
- FY2019 Spending Cap: The required Cap Narrative for FY2019 was submitted in preparation for Governor's Recommendation that will be released in January 2018. This exercise requires agency to report on funding required to maintain in FY2019 and doesn't allow for any requested increases beyond maintenance. Although DPPC did suggest additional funding be considered to address excessive caseloads, overdue investigations and a small amount of matching funds to support the new SARU unit within the narrative.

#### 6. ACES – FFY2017 Final Review

The approved final ACES form of the Executive Director and her direct reports, reviewed and completed with Chairman Brett prior to the meeting, were submitted to HRD as required and copies were provided to the Commissioners.

#### 7. Strategic Planning

- FFY2017 Strategic Plan Annual Review: DPPC held its annual mandatory all-staff Strategic Planning meeting on Thursday, September 14, 2017. The meeting provided an opportunity for staff to reflect on the accomplishments of FFY2017 and establish goals and objectives for FFY2018. Deputy Executive DeRiggi summarized the accomplishments of FFY2017 including the developments of the ACL grant, revising reporting forms to be more user-friendly, participating in federal data collection, revising DPPC Regulations and conducting numerous BPI trainings.
- FFY2018 Strategic Plan: A copy of the DPPC's FFY 2018 Strategic Plan was submitted to the Commissioners. The main focus this year is on integrating the Sexual Assault Response Unit (SARU) into DPPC's daily operations. The additional goals beyond the integration of the SARU Unit were also highlighted.

#### 8. Legislative Updates

- 19C Amendment: DPPC's two bills, filed concurrently in the Senate and House, are pending and sitting in the Committee for Children, Families and Persons with Disabilities. As they are still holding hearings, not many bills have come out of the Committee. DPPC bill will change the agency name and reflect operational changes. Senator John Keenan and Representative Sean Garballey sponsored the bills and seventy five (75) legislators in House and thirty (30) legislators in the Senate co-sponsored the bills.
- Registry Bill: The abuse registry bill is out of the Committee for Children, Families and Persons with Disabilities and is now with Ways and Means. The bill has been redrafted with some of DPPC's recommendations incorporated into it. However, there are still issues that need addressing. DPPC continues its work on the NAPSA Abuse Registry research project.

9. Building Partnerships Initiative Updates

Statewide Conference November 1<sup>st</sup>: BPI held a statewide training on November 1<sup>st</sup> in Holyoke in partnership with Hampden District Attorney and the Massachusetts District Attorneys Association. James W. Hopper, Ph.D., Clinical Psychologist and Independent Consultant, Teaching Associate in Psychology, Harvard Medical School who presented on the effects of trauma on the brain, was an excellent presenter. The conference also included presentations on the statewide APS system, case law that impacts DPPC cases, interviewing, competency, consent, testifying and case scenarios. NAPSA is considering Dr. Hopper as a keynote speaker for their annual conference in 2018.

10. Annual, Quarterly and Monthly Reports

DPPC's FY2017 Annual Report and Quarterly Report for first quarter of FY2018 were provided to and reviewed with the Commissioners.

11. Future Agenda Topics

Meet and Greet Advisory Council: Advisory Council members were scheduled to meet with Commissioners at the previously scheduled meeting of November 16, 2017. As the meeting was rescheduled and they are unable to make the December meeting, they will meet with the Commissioners in the Spring.

12. New Business

No new business was discussed.

13. Adjournment

**MOTION:** Chairperson Brett motioned to adjourn the meeting at 6:17 p.m., Commissioner Lorick-Wilmot seconded.

**VOTE:** Unanimous to adjourn the meeting at 6:17 p.m.