**Statewide Advisory Council (SAC) Meeting minutes**

Location: Virtual/Microsoft Teams
Date: 6/24/24

Time: 10 am – 11 am

Attendees: Chris Klaskin, Meghan Allen, Commissioner Jane Ryder, Victor Hernandez, Elizabeth Morse, Erin Brown, Jose Costa, Cyndy McKinley, Dianne Glennon, Maital Levy, Robin Foley, Ed Jalowiec, Maren Jacobs, Maria Damiano, Bob Putnam, Joyce LaBelle, Joanne Clapper, Nichelle Delgado, Betty Corcoran, and Lucie Chansky

1. Welcome
	1. Introduction of new SAC Members: Robin Foley and Maria Damiano
		1. Robin Foley
			1. Robin is a parent of a 38-year-old daughter who is served by the Department and retired Director of the Federation for Child with Special Needs. She also worked at the Seven Hills Foundation where she ran family support centers and is also a member of the Self-Direction Advisory Council. Currently, she serves as the Chair of the South Valley Area Office CAB.
		2. Maria Damiano
			1. Maria is a family member of two individuals served by the Department (her brother and daughter) and was the former Chair of the Metro North Area Office CAB. Maria has worked in healthcare for 45 years and has a particular interest in aging services among other areas of our work.
2. Current SAC Membership:
	1. Current CAB capacities:
		1. Jose Costa
		2. Dianne Glennon
		3. Mauren Jacobs
		4. Alex Nadworny
		5. Maria Damiano
	2. Current professional capacities (at least 5 members)
		1. Maital Levy (Occupational Therapist)
		2. Lusa Lo (Educational)
		3. Christine Shane (Educational)
		4. Robert Putnam (Provider/Labor)
		5. Jeanne Clapper (ret.) (Provider/Labor)
		6. Robin Foley (SDAB Member)
	3. (4) Remaining Vacancies:
		1. DDS consumer (Someone engaged in services)
			1. Medical, Psychologist, Nursing, Social Work or Bar Association
			2. State-level associations for ID.
3. (Re)Appointment Process
	1. A Resume and a brief Biography is required.
	2. Those will be submitted to EHS and the Governor’s office.
	3. Background Check (even for those being reappointed to the SAC)
	4. This could be a lengthy process due to the number of Boards and Committees
4. Comm’r Updates:
	1. FY25 Budget and remaining process:
		1. The FY25 Budget is under Conference Committee review, with the House and Senate leaving much of DDS’ Budget intact. The Governor’s goal is to have Budget signed by July 1st.
	2. Systems updates:
		1. DDS held a public hearing on Self-Direction regulations. DDS is looking to make sure that Self-Direction is in line with the Real Lives Law.
		2. The DDS database (Meditech) is going to be replaced by “The Hub” which is anticipated to go live Fall/Winter 2024
		3. SIS-A assessment process is underway, with pilot being developed with self-direction participants. A future presentation will be scheduled once team leads have information to present regarding outcomes and planned next steps.
		4. DDS has contracted with Mathmatica to facilitate our Health Equity Initiative. Services are being analyzed and reviewed to determine access and equity to all consumers of DDS across the state. A future presentation will be scheduled once team leads receive the final report and recommendations.
5. Open Meeting Law Presentation (Attorney Erin Brown, DDS Legal)
	1. Open Meeting law: <https://www.mass.gov/the-open-meeting-law>
		1. Review of definitions, rules and regulations the SAC must follow in conducting official business (including subcommittees if established).
	2. SAC meeting rules also should be established to ensure effective meeting facilitation; for example, establishing rules for public comment at end of formal agenda discussion.
	3. SAC members will have to vote on a new Chair who is expected to set the tone and rules for members to follow.
	4. Materials covered can be made to SAC members upon request. New members potentially appointed moving forward will receive this presentation. Looking forward, SAC may want to consider annual reviews of these obligations and established rules.
6. Agenda Development Moving Forward:
	1. Future meeting agendas should be driven by SAC members.
	2. Priority agenda items will focus on broader state-level issues and priority areas identified by the SAC and Comm’r.
		1. Bob Putnam – Positive Behavioral Interventions and Support (PBIS) presentation. (PPT will be shared with members)
		2. SAC members are encouraged to think of other priority areas they would like the membership to consider moving forward. These areas will be the focus of SAC research and recommendation development over the coming year.
			1. Bringing PBS to Massachusetts is the first time DDS examined how to support self-advocacy, community, and a way for those with communication limitations to engage with systems. This is a systems change, taking the assistance provided and make them effective (involving the individuals and care takers).
			2. Why PBS – It improves individual’s outcomes, reactive practices, and improves staff outcomes.
			3. Individuals with Disabilities Education Act (1997) which states schools must be inclusive of all students.
			4. On 2/21/2020 DDS promulgated PBS regulations for IDD and ASD individuals.
			5. Replace behavior modification with standards of PBS and avoidance the use of restrictive interventions.
7. Public Comment
	1. Dianne Glennon – She has an aging sister who receives DDS services and was happy to receive information from the Area Office regarding medical professionals in her area that can provide her sister with the specialized care she needs (her sister was often misunderstood by medical professionals who did not know how to interact with DDS individuals)
	2. Mait – She had questions for Erin Brown regarding accessibility. She asked that agendas be written in bullet point format to make them easier to be cognitively accessible. Also, regarding causal conversations and inclusive conversations, would the casual conversations need to be made public (where the inclusive conversations are already posted for public consumption)
		1. Erin Brown referred Mait to the Open Meeting Law training and submit questions to the Attorney Generals question section. If the casual conversation does not happen with a quorum of the group that would not be a deliberation. Erin is open to field questions that are submitted to the IGA department, but she encouraged the SAC members to take the Open Meeting Law training.