

PERSON SERVED ADVOCACY COMMITTEE

*Minutes for Meeting
March 30, 2011*

ATTENDEES:

Tom Quade, Tom Berry, Mark Van Winkle, Sarah Van Winkle, Dave Dohnal, Mary Beth Van Winkle, Hope Carr, Joelyn Karlson, Beth Loeffler, Jerilyn George

- **Community Informational Meeting** – We reviewed the completed items from the fall sessions. This included:
 1. Service Flow Chart and Narrative – These are now posted on the Summit DD web page;
 2. List of SSAs & contact information – does include the Administrative Assistant contact information and has been updated to note she can be contacted if unable to reach desired party;
 3. Hospital Contact Process;
 4. Glossary – we reviewed the draft and determined to keep it in the order it is currently in. This can be included in our agency calendar.

- **How to communicate information** - We also discussed how to best communicate the above information to the community. It is suggested that the items:
 - be added to the Summit DD web page;
 - be included in Outreach publications;
 - be inserted into our annual calendar;
 - be distributed to the Office of Vital Records;
 - be posted through posters and brochures.

- **Spring / Summer Community Informational Sessions** –
 - Will be located at the Red Cross in downtown Akron, the Summit DD Barberton site, and Twinsburg Community Center
 - Agenda is to include:
 - Review of Emergency Response and distribution of information
 - Demonstration of Summit DD web page and how to locate information; will ask for persons in audience to share examples of what they would want to find
 - Demonstration on use of Provider Search Tool
 - Agenda will be distributed through direct mail, web page, Facebook
 - Sessions will be at 6:00 PM and during the first full week in June - to be confirmed with the sites.
 - An additional meeting will be held at 11:00 AM in the conference room lower level at 89 East Howe Road Tallmadge Ohio 44278.

- We discussed requiring agencies to have their policies pertaining to behavior support, money management, MUI process, staff training and coverage posted on the provider search tool.
- **New ISP Template** – We briefly discussed the new ISP template, why it is being updated and what to expect from it. It is intended to be an improved user friendly tool for persons served and their families but still follow the current format and required elements.
- **2011 PAC Schedule** –
 - May 25
 - July 27
 - September 28
 - November 30All meetings are at 6:00 PM in the Board Room at 89 East Howe Road Tallmadge Ohio 44278

REMINDER – Feel welcome to email jgeorge@summitdd.org or myannayon@summitdd.org with any topics you would like included on the next meeting agenda.