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| MINUTES PROVIDER ADVISORY COUNCIL MEETING |
| **Date: May 19, 2015** | **Meeting Time:** 1:03 p.m. |
| **Location:** Arrow Child and Family Ministries1605 Cromwell Bridge RoadBaltimore, MD 21234 | **Meeting Adjourned:** 3:00 p.m. |

**Participants:**

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| Member | **Present** | **Absent** | Member | **Present** | **Absent** |
| Paul Brylske, Kennedy Krieger Institute | X |  | Terry Manning, Children’s Guild |  | X |
| Sharon Kistler for Tom Curcio, Board of Child Care  |  | X | Jeanne Marks, Presley Ridge |  | X |
| Shanda Crowder, DHR |  | X | Walter McNeil, Challengers Independent Living, Inc. | X |  |
| Debbie Ramelmeier, DHR | X |  | Mark Mittelman, New Pathways |  | X |
| Zachery Dingle Jumoke, Inc. | X |  | Norman Richard, Martin Pollack Project | X |  |
| Ralph Hertges, Brook Lane Health Services, Inc. | X |  | Tennille Thomas, DHR |  | X |
| Kevin Keegan, Catholic Charities | X |  | Shelley Tinney, MARFY | X |  |
| Damon Thompson, PressleyRidge | X |  | Shannon McRae, DHR | X |  |
| Carrie Knebel, CONCERN | X |  | Suzette Riviere for Hattie N. Washington, Aunt Hattie’s Place |  | X |
| Darlene Ham, DHR | X |  | Darlene Dockins, MENTOR | X |  |
| Joe Leshko Arrow Project, Inc. | X |  | Lynn Wisner, DHR | X |  |
| **Guest/Other Organizations Participants** |
| Linda Carter, DHR | X |  | Laurie Vozzella-Bell, Catholic Charities |  | X |
| Amy Craig, The ARC |  | X | Donna McCarter, Neighbor to Family | X |  |
| Steve Howe, Children’s Guild | X |  | Wendi Martin, Mosaic Community Service |  | X |
| Eric Fenwick, Aunt Hattie’s Place | X |  | Monee Hale, Foundations for Home and Community |  | X |
| Jennifer McGlothlin, Arrow Child and Family Ministries | X |  | Dania O’Connor, Woodbourne |  | X |
| Benny Thomas, KidsPeace |  | X | Colette Walker-Thomas, Mentor Network |  | X |
| Debbie Marini, Building Families |  | X | Maisha Davis, Arrow Project, Inc. | X |  |
| Nellie Power, The ARC | X |  | Jacqueline Pattison, Mentor Maryland |  | X |
| Joel Lightfoot, ARC NCR |  | X | Kevin Drumhellor, ARC, NCR | X |  |
| Coni Grant, Pressley Ridge |  | X | Mary Beth DeMartino, Pressley Ridge |  | X |
| Joseph Labule’, Second Family |  | X | Michael Layne, Foundations for Home and Community |  | X |
| Debra Hayes, KidsPeace |  | X | Tony Wilson, Woodbourne |  | X |
| Angelia Baker, Foundation for Home and Community |  | X | Stephen Ervin, DHR |  | X |
| Karen Powell, DHR |  | X | Maureen Rodgers, Hearts and Homes for Youth |  | X |
| Bridget Roth, The ARC Baltimore | X |  | Krystal McKinney, NCCF |  | X |
| Laura Mueller, Win Family | X |  | Pat Bixler, Chesapeake Treatment Center |  | X |
| Brenda Boyd, Tuttie’s Place |  | X | Jessica McKinnie, Hearts and Homes for Youth |  | X |
| Courtney Wiggins, United States Fellowship, Inc. |  | X | Jack Altfather, DHR |  | X |
| Lauren Greenwald, Good Shepherd Services |  | X | Christina Church, GOC |  | X |
| Terri Schindler, Good Shepherd Services |  | X | Dianne Nelson, Magic Unity Home for Girls |  | X |
| Tina Bullock, DHR |  | X | Anita T. Wilkins, DHR |  | X |
| Wendell Wright, Magic Unity Home for Girls |  | X | Jacqueline Jordan, DHR |  |  |
| Lizette Ubides, Building Families for Children | X |  | Nang Strohminger, New Pathways | X |  |

**Welcome**

Debbie Ramelmeier called the meeting to order at 1:03 p.m. She then welcomed everyone to the meeting. Introductions were given by the PAC members and guests. The March 2015 meeting minutes were approved. The minutes will be made available to the Council members as accepted.

**Safe Interaction with Law Enforcement**

Zach Dingle gave a presentation regarding a safe interaction with law enforcement training module for youth that is being designed by Courtney Wiggins from Oak Hill House and School. The module consists of seven principles in working with youth on how to safely engage with law enforcement officers. Engaging law enforcement officers in this process will be a part of the training.

Zach and other members of the provider community will be reaching out to the rest of the providers so that their staff can be trained on this module as well. The module is still under construction.

Zach stressed the importance of this information and shared personal anecdotes and an instance of when law enforcement officials provided unfair treatment that even resulted in death.

**IV-E Waiver/Demonstration Project**

Linda Carter from the Social Services Administration gave a power point presentation regarding the IV-E Waiver/Demonstration Project. The principles of the work for this project are to promote strong, safe, and secure families, children, and communities. Ms. Carter is taking back feedback from the providers regarding the IV-E Waiver.

\*Please see the attached handout.

**Contracts and Monitoring Updates**

Jacqueline Jordan from the Social Service Administration’s Contracts and Monitoring Unit provided the following update:

* The Residential Child Care contracts are for a term of 3 years with 2-one year renewal options.  We will be entering into the third year of the base contract period.
* The current Child Placement Agency (CPA) was modified in February of this year.  The CPA Performance Requirements and the time period for Performance Reports were changed to align with the State Fiscal Year, July 1 - June 30.
* The Performance Requirements in Chart A of the CPA Specifications only affected the Treatment Foster Care Providers regarding the Child Safety indicator's 30 available points for Staff Security and Foster Parent Certification/Re-Certification staff is now split with 10 points for Staff Security and 20 points for Foster Parent Certification Re-Certification.  Changes were made in Charts D and D-1 regarding the quarterly review of stated events and the consequences of your total performance score for all CPA contracts.
* The processing of the 39 new CPA contracts for a term of 3 years with 2-one year renewal options was just completed and forwarded to Annapolis for review and placement on the June 17, 2015  Board of Public Works Agenda for approval. Please make sure you send in outstanding original documents that are still required to the SSA Contract Administrators.
* Continue to send your MBE reports in monthly and timely to our SSA Contracts Administrator, Nicole Bohanan, as she uses this information to track MBE Compliance and complete reports.  A Procurement Tracking spreadsheet to determine if Prime Contractors are on target in using their subcontractors for the percentages and MBE dollar amounts that were listed on the MBE Subcontractor Participation Certificates.   Also a SSA MBE Compliance spreadsheet is used to track receipt of monthly MBE forms/reports required from Prime Contractors and their subcontractors. If Nicole is missing any reports she will call or email you. In addition, she receives a quarterly MD CHESSIE spreadsheet from our IT Administration which shows the actual payments made to each Prime Contractor for the quarter. In order to determine each Prime Contractor's compliance percentage for the quarter, Nicole takes the total amount paid to all the Prime's subcontractors and divides it by the total amount that DHR has paid the Prime Contractor.  Based on the quarterly threshold set, if their percentage is below the threshold, the Prime Contractor is asked to complete a Correction Action Plan.

**Placement Re-tooling (Difficult to Place Children) Discussion**

There was discussion regarding how the profiles should be built to meet the needs of the difficult to place children. Debbie Ramelmeier stated that she will have her staff pull together the profiles of those children. DHR will have a meeting to decide what needs to transpire first regarding the re-tooling. The information will then be brought back to the PAC regarding the profiles and the process.

The possibility of changing the IRC regulations will be floated up the chain of command to go to the Children’s Cabinet.

**Rate Setting Discussion**

Debbie reported that we are moving forward with the new rate structure for FY 2017. We have contracted with the Institute of Innovations to assist with figuring out what rates should look like i.e. reimbursements, etc. Provider input and involvement will be very important. The next Rates Reform Meeting is on June 1, 2015 at DHR in the fifth floor conference rooms.

**Open Discussion**

Paul Brylske reported that there will be a Family Centered Practice workshop on May 27, 2015 from 9:00 a.m. - 4:00 p.m.

**Wrap Up / Next Meeting / Date and Location**

Damon Thompson from Pressley Ridge agreed to host the next PAC meeting.

**Date:**

Tuesday, May 21, 2015

**Location:**

Pressley Ridge

25 N. Caroline Street

Baltimore, MD 21231

410-342-7554

Darlene Dockins motioned to adjourn the meeting at 3:00 p.m.; the motion was seconded to adjourn the meeting by Kevin Keegan.