

## PDPPC April 27, 2016 Meeting Minutes --- DRAFT

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### Participants:

Room: Linda Medina, Alisha Singleton, Jennifer Martinez (HCPF), Rhyann Lubitz (HCPF),  
Bonnie Rouse (HCPF), Roberta Aceves (HCPF), Sarah Hoerle (HCPF), Kevin Smith, Brent Salner, Cheryl Vennerstrom (Morning Star), Rebecca Sturdevant (Morning Star), Sharita Richmond (PPL), Jennifer Martinez (PPL), Jason Smith (ACES\$),  
Sara Horning, Ryan Zeiger, David Bolin, Gerrie Frohne, Kady Hetherington (Consumer Direct), Kate McGuire (Consumer Direct), Kathy Sargent, Kirk Miller, Debbie Miller

Phone: Mark Simon, Valerie Baker-Easley, Bangalore Raj, Caitlyn Brady, Cathey Forbes, Conner Macleod (Consumer Direct), Craig Morrison (ACES\$), Tim Moran (ACES\$), Leslie Taylor, Heather Jones, Heather Kamper, Julie Miller, Kari Vinopal (Consumer Direct), Kelly Morrison, Kelly Tobin, Liz Wuest, Lucas O'Connell, Margaret Proctor, Mark Fenton, Renee Farmer, Stephanie Holsinger, Kathy Estes, Kelly Brown (ACES\$), Corrine Lindsey, Sibini (?)

Excused: Julie Reiskin, Curt Wolff, Maria Rodriguez, Linda Skaflen,

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Leslie Taylor noted concern with FMS agencies having multiple votes, per number of employees in attendance at meetings, etc. Rhyann Lubitz clarified that when the attendance is reviewed at the beginning of each meeting, it is noted who from each FMS carries the vote for each agency. Leslie Taylor is concerned that it is not noted who actually voted for each agency each month. Rhyann Lubitz will speak with Linda Skaflen regarding a means by which to indicate on the record who

actually carried the vote. Leslie Taylor requested that it be reflected backwards to see who voted.

Corrine Lindsey noted that she had not been counted as participating by telephone. Rhyann Lubitz asked, and Corrine Lindsey agreed to email details. Sara Horning agreed that would also work for her. Leslie Taylor went on to express concern about individuals having dual roles as participants in the group. Again, that issue will be addressed with Linda Skaflen, John Barry, Kevin Smith and Curt Wolff to see if there is some clarification that can be provided, while also respecting participants' privacy.

Minutes reviewed, corrections noted. Thoughts/concerns regarding getting issues put on the agenda expressed. Motion made and seconded to wait until next month to approve the February minutes. Motion passed.

PDPPC Format/Protocol Discussion: Kevin Smith read written comments regarding concerns about personalized remarks by attendees, reiterating issues once the agenda has moved on. Concerns regarding difficulty hearing on the phone, being missed in the queue, or not being added in the first place. Moving forward, the written meeting protocol will be followed, and Kevin Smith read to meeting participants. Leslie Taylor expressed concern that this is discriminatory to anyone who calls in, as it addresses side conversations in the room. It abridges freedom of speech and the purpose of this entire forum, which is to be open discussion. Jennifer Martinez, HCPF, reiterated that whenever people are disruptive or belligerent, they can always be asked to leave the meeting. Kevin Smith stated that these are rules that were developed and approved by the group, and we are trying to enforce to allow us to stay on topic and have time to address all issues on the agenda. Leslie Taylor asked and was given opening to rebut.

Identifying Changes for Open Forum: Originally set up as 10 minutes at end of meeting. Was asked to review, potentially moving to a different

time, or changing the length of time allotted. Sara Horning suggested that comments in addition to agenda items be left to forum, leaving forum at end of meeting. Leslie Taylor would like to see towards beginning of meeting as there are subjects that have gone to forum and have been passed over, never acted upon. She would like to address issues earlier. Cathey Forbes would like forum to remain at end of meeting because there are different items or subjects brought up during the meeting that are new. People should be able to give an opinion or discuss at the end of the meeting. Having at the beginning is disruptive, setting a tone that is not appropriate for the meeting. Caitlyn Brady indicated that 5 - 10 minutes at beginning to bring up topics before they are fatigued, and 5 minutes at end for discussion of things that come up during the meeting. Corinne Lindsey stated that current structure is ok. When changes are made, that is when we get to problems with the tone of the meeting. Otherwise, we get too much into personal matters, when everyone has their individual personal issues. Sara Horning noted agreement with suggestion to state topics at beginning at meeting, with everyone being as short and concise as possible with their comments. Caitlyn Brady made a motion to add a time at the beginning of the meeting to add topics, and to have discussion at the end of the meeting. Motion passed. Sara Horning asked that those facilitating the meeting curb anyone who is taking excessive time to allow us to move forward and not delay the meeting.

**CDASS – Authorized Representative (AR) Forms:** Two handouts regarding AR: AR Screening Questionnaire and the AR Designation and Affidavit. Changes made by Rhyann Lubitz to the AR Designation and Affidavit: added Mobile Phone, and check box allowing contact by text message with updates regarding CDASS. Renee Farmer asked about adding email address for updates. Rhyann Lubitz affirmed that she can add a means to designate preference for email. Sara Horning indicated she liked additions. Cathy Forbes noted would like Office Phone added. Would also like to call in other suggestions to Rhyann Lubitz. Rhyann

Lubitz indicated had left off office for space purposes, but would take a look. Leslie Taylor indicated that people could put in work phone instead of mobile. Roberta Aceves suggested one space where people could indicate the type of phone and number on which they would prefer to be contacted. Leslie Taylor noted the form is missing a HIPAA authorization. \*Meeting disrupted by music on hold.\* Rhyann Lubitz noted that as this is from the person to their selected AR, it would not apply. Leslie Taylor disagrees. Rhyann Lubitz will review it with HCPF's privacy officer. Liz Wuest wondered about a check box to indicate if AR is performing all of the tasks. Rhyann asked if any SEPs have noticed issues with check boxes not being completed in full. Brent Salner from CO Access noted no concerns. Rhyann Lubitz asked for members to email her any concerns/changes in the next 10 days. AR Screening Questionnaire was reviewed: noting due to similar names, it would be best to add the Medicaid ID. Also, item 6 added to assure individuals who act as an AR are aware of overtime and travel time requirements. It is to help ensure people are as well-aware as possible of their responsibilities. Cathey Forbes wondered if you answer yes to either question, does that mean you **will** have additional responsibilities, or that you **may** have. Rhyann Lubitz clarified that it affects ARs who are ARs for more than one person, and where attendants are shared. Liz Wuest noted that she had other concerns about letters, but wondered if best to bring up under Forum. Kevin Smith reviewed members waiting to address topic, no other members waiting to speak. Kevin Smith suggested she go ahead. Liz Wuest asked questions about changing ARs, wondering if there is a resignation form, or how to switch ARs. Rhyann Lubitz stated there is no formal written form or process, but that she would hope the former would stay on until the new AR is in place and trained, then would designate new AR and remove old. Sara Horning suggested that since there is a form for separation of employment, that it would be helpful to have a form for separation of ARs as well. Responsibilities of ARs are too complex and

important. Rhyann Lubitz asked when that form would be completed, especially if the AR chose to quit without notice. Jason Smith wonders who would control that form? Would it be CM? Rhyann Lubitz asked Sarah Horning to call her to discuss this idea further.

**Fiscal Employer Agent (F/EA) Discussion:** A Department of Labor Home Care guide was sent out April 11 to PDPPC members regarding fair labor laws. Please look for it/reference. Call Bonnie Rouse at HCPF or one of the three Financial Management Service (FMS) vendors for help changing FMS agency if needed. 4 Medicaid Waivers are being revised to remove the Agency with Choice FMS model. These are out for public comment until 4.30.16. Rhyann Lubitz asked if there are any additional assistance, information, or training needed regarding the F/EA model? Liz Wuest heard that F/EA does not go into effect until June 1, is that correct? Rhyann Lubitz clarified that F/EA has been in effect since 1/1/15. Liz Wuest asked about tax issues for people changing to new model. Morningstar FMS clarified when the switch is made to the new model, that is when the changes are made to the taxes.

**Rule Efficiency Review:** Bonnie Rouse with HCPF wanted to make the group aware of rules to be reviewed. Legislation requires review every 5 years. This year is 8.518, Consumer Directed Care for the Elderly. It is found to be no longer relevant, and Bonnie will be repealing this rule to the Medical Services Board. They will be posted on HCPF website for public comment. Will have John send out once they are posted. CDASS and IHSS will also be reviewed, in conjunction with waiver rules being reviewed. Will let everyone know when posted.

**IHSS Discussion:** Participant Directed Liaison position was re-posted through today, closes at midnight. Have received a number of applicants, so will begin interviews. IHSS forms that we worked on as a group were vetted through PDPPC in February, then sent out to providers. Will be working with subcommittee on IHSS AR forms. Let Rhyann Lubitz know if

interested in participating. Kevin Smith noted that we need to get more IHSS participants/providers involved in PDPPC. IHSS provider training webinar was held last week and there was a great turn out. The training will be posted on the Department's website for others to review.

**Forum:**

Leslie Taylor - F/EA: Expressed concerns about status as employer, and the IRS is going to question lack of profit as employer.

Kirk Miller - Enjoys coming here. It takes away from things I could be doing, but willing to do so as long as people listen and respect everyone.

Debbie Miller - ARs need to be aware of client accounts. This is especially important when allocations are changed. Need to be informed by the case manager of changes to the allocation.. Have had it with being an AR, with the amount of work and paperwork involved, and not being paid. About to quit being an AR for anyone but a family member. Rhyann thanked for sharing, clarified the issues Debbie is concerned about. Debbie noted that payroll is a big headache. This is problematic to be an AR for someone who has a responsible family member who could be doing it. The stress it is causing her is affecting health. It is not working as well as it did with all of the new rules. Changing allocations get changed back to previous months that have already been billed/paid, forcing costs to have to be made up. AR is not always notified of changing allocations, apparently. Rhyann will look into communication issues.

Cathey Forbes - Comment about one of Leslie Taylor's concerns, regarding "What is the reward?" If it was not for CDASS, I am not sure I would be alive. The reward is your independence, which is so important for people with disabilities. ARs should be given trophies, as they are helping people to be independent, and to live and do the things they are capable of doing. Yes, the AR is a lot of work, but it gives me a broader identity - not just "You're a disabled elderly woman." It gives me a job that I am capable of

doing. Not being disrespected by my caregivers, which unfortunately is too often the situation with agencies. Also, Kevin Smith, the format protocol discussion: the attendees are still not getting it. There is no introduction before speaking. People are not speaking up. If you could lead the meeting by continually prompting people when needed to introduce themselves. Kevin agreed to enforce this.

Kady Hetherington, Consumer Direct - If anyone has any questions or needs assistance with FMS vendors, please give us a call.

Cathey Forbes – Are there any classes for FEA clients? Kady Hetherington - have done a few classes. Willing to do more or meet 1:1 as needed. Kady Hetherington will call Cathey Forbes.