

Participant-Directed Programs Policy Collaborative (PDPPC) Agenda

Date and Time: Wednesday, **September 23, 2015**, 1:00 pm – 4:00 pm

Location: **MS Society, 900 S. Broadway, 2nd Floor (Snowmass Room), Denver, CO 80203**

Teleconference: Toll 1-720-279-0026; Toll Free 1-877-820-7831, Participant Passcode: 308112 #

- Please remember to mute and unmute your phone (press *6)
- Please do not put the meeting on “Hold”

I.	1:00 – 1:05	Welcome & Roll Call, Draft Agenda Review	John Barry
II.	1:05 – 1:20	PDPPC Attendance Record/Voting Members and Voting Structure	Linda Skaflen Julie Reiskin
III.	1:20 – 1:30	July PDPPC Draft Minutes – comments, vote	Julie Reiskin
IV.	1:30 – 1:40	CDASS in SLS Update & Discussion	Roberta Aceves
V.	1:40 – 2:00	IHSS and Waiver Amendments	Grace Herbison Colin Laughlin
VI.	2:00 – 2:10	CDASS rate change 10.1.15 status update	Rhyann Lubitz
VII.	2:05 – 2:25	Timesheet Completion Work Flow	Rhyann Lubitz
VIII.	2:25 – 3:50	FLSA Discussion	Rhyann Lubitz
IX.	3:50 – 4:00	Open Forum	Rhyann Lubitz

Next Meeting: Wednesday, October 28, 2015, 1:00 pm – 4:00 pm, MS Society

Reasonable accommodations will be provided upon request for individuals with disabilities. Please notify John Barry at (303) 866-3173 or John.R.Barry@state.co.us or the 504/ADA Coordinator at hcpf504ada@state.co.us at least one week prior to the meeting.

PDPPC Agreements:

- We are trying to work together and will stay solution-focused
- Be honest, forthright, accountable and respectful
- Step up and step back – this means someone should say their piece but then listen to other comments and feedback and keep an open mind
- Don't repeat what others have said – just say ditto
- Ask people who have not spoken to speak
- Do not use acronyms
- Provide quick background on complex topics at beginning of long discussions
- Stay focused on the Agenda and use a time keeper
- Make this meeting a safe place to talk about issues
- Discuss what is working as well as what is not working
- Allow for flexibility
- Provide consistent follow through and closure to recommendations
- Agenda items requesting information will follow the Communication Protocol. Agenda item ideas for upcoming meetings will be sent to the PDPPC Co-Chairs by the second Wednesday of each month
- Share timely and accurate information with persons not in attendance
- Allow for agreement and disagreement
- Do not personalize anger or mistake passion for anger

PDPPC Voting Structure Approved: June 2012: Amended 3/27/13: 8/28/13: 4/23/14

Official Attendance List and up to date Voting Members are identified on the [PDPPC website](#).

Members of the PDPPC are identified in the following groups:

CDASS Clients	Family (employees or not)	Authorized Representatives
Single Entry Point Agencies	Community Advocates	Attendants
Public Partnerships (PPL)	HCPF	

The ability to vote on the PDPPC is based on consistent participant activity demonstrating investment in the process and commitment to the development and implementation of the outcomes associated with the committee's work.

Voting Structure

1. State employees representing HCPF or CDHS in any capacity should not have a vote. Representatives of those departments have the option to refuse implementation of any recommendations from the PDPPC.
2. Any currently defined voting member must have participated, in person or by phone, at a minimum of three (3) PDPPC meetings. This group is inclusive of:
 - CDASS participants, family members (employees or not), Authorized Representatives and employees
 - Single Entry Point (SEP) agencies, 1 vote per SEP
 - Other Community Advocates
 - IHSS Home Health Agencies: This representation cannot exceed 20% of the available and present voting members for any given decision. If it exceeds 20% the IHSS agencies will need to determine who is voting in this circumstance and it must meet the requirements below.
 - PPL has 1 vote. The person carrying the vote is determined by PPL but must meet the requirements below.

Any Voting member may have a conflict of interest for specific decisions requiring a vote. "A conflict of interest is a set of circumstances that creates a risk that a personal or professional judgment or action regarding the primary

interest of the PDPPC and the role of individual members in the process of PDPPC decisions will be unduly influenced by a secondary interest."

3. Voting must be done by attendance (in person or on phone) at a meeting
4. Votes cannot be by proxy
5. Any new voting members in any of the categories included in #2 above will have a vote after attending three (3) consecutive meetings
6. Three (3) consecutive unexcused absences will result in the loss of a vote
7. Excused absences are given with notification to one of the PDPPC co-chairs
8. After three (3) consecutive excused absences a voting member will have a vote for the fourth consecutive meeting. If not present for the fourth consecutive meeting #5 above must be met.

The goals for the voting structure are to:

- Maintain consistency and knowledge of the issues and recommendations
- Allow new members into the process.
- Prevent any option to "occupy"/"control" any one meeting to get an outcome.
- Maintain a 60% voting participation by CDASS participants, family members (employees or not) and Authorized Representatives.