**Revised Minutes Lifesharing Central Region Meeting Agenda—July 10, 2013**

**Mission:** The Central Region Lifesharing network supports the development of best practices and resolution of common issues through the shared learning, information, and resources of knowledgeable Lifesharing agencies and partners.

**Facilitator and Hospitality: Facilitator: Keystone, Hospitality: Bedford/Somerset**

**Agenda Builder: Keystone**

**Note Taker: RDS**

**Timekeeper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Question or Topic** | **Owner** | **Decision/ Information** | **Outcome** | **Come Prepared to** | **Allotted Time** |
| Opening round | KHS |  | Reviewed the new 2014 Rates |  | 10min |
| Review of Positive and Productive Meeting format | KHS | Information | Roles are reviewed at the end of the agenda page | Brief review of who is doing what at meetings, small group in attendance | 10 min |
| Topics for future ODP 101 sessions | Group | Decision | There will be a training on Adult Protective Services for the September meeting | ISP checklist, SH and AIS – need future topic ideas | 10min |
| Lifesharing DVD  | KHS | Information | We think that the DVD is in the final phases. Hoping to have it in time for the conference and reunion.  | Update | 2min |
| Reunion | Mary | Information | Skills and NHS attending. Everything is booked. | Update | 2min |
| Lifesharing Conferences | Group | Work Group | We need to pick a theme so the draft can be completed. It is also going to be difficult for the SC’s to want to attend the conference since they have to pay for it, they can’t bill units, and in most cases they already have the needed training hours. This will be discussed further at the next meeting.  | Need a theme, save the date draft, who the save the date goes to, tote bags, registration, budget |  |
| Review of Self Assessments | Group | Discussion | Updated under the Licensing Prep section | Review and share self -assessment tools | 30 min |
| LII revision by BHSL | Group | Discussion | Reviewed all physical site regs and there were a few we would like to see changes made to 62(c) , 64 (a), 71, and 80 (c) with regard to the hand towels.  | **Please review the Chapter 6500 regulations: PHYSICAL SITE—**NEED MASTER DOCUMENTReview the General Requirements Regs for the September meeting | 30 min |
| Rates | Sarah | Discussion | **Rates are reflective of your agency’s cost reports. If the agency made cuts to their expenses, when the rates were low several years ago then you rates this year will be lower. Keystone reported that their new rates are going to make it very difficult to open any two person homes.**  | Discuss new rates |  |
| Unlicensed Homes | Sarah | Discussion | In some cases, we have homes that are licensed and don’t need to be. **Rates are based on the cost reports.. Most agencies do not notify licensing when they open a new home where the individual meets the criteria for an unlicensed home. Sarah was told by an Inspector that the home was to be licensed first, an assessment completed and sent to BHSL for approval. No one else has ever heard of this process.**  |  |  |
| Licensing Prep | RDS |  | Becky showed us a 12 month guideline that they are using to track all areas. We are also using the LII  |  |  |
| SNAP | Skills | Discussion | Skills handed out the monthly tracking form that the providers are using. **There are 2 counties which have denied individuals in Lifesharing benefits from SNAP. Jeannie Parisi is contacting the SNAP program.** | Discuss how things are working in your county |  |
| Burning Issues | Group |  | Bobbi was able to locate Neil Cody |  | 15min |
| Roles for next meeting | Group | Decision | Facilitator and Hospitality: RDSAgenda Builder: RDSNote Taker: Bedford/SomersetTimekeeper:  | Review roles for Sept. Meeting | 5 min |
| Closing Round:  | KHS |  |  |  | 15min |

\*REMINDER FOR AUGUST MEETING!!!!

If we have any giveaway items for the lifesharing conference (200 items) please bring them to the August meeting. Also, if we have an item to put in the raffle basket that represents our area we should bring those to the next meeting as well.

* **Next Central Region Meeting: September 11,2013 10am, at Skills of Central PA, 341 Science Park Road State College**.
* Phone # for conference calls: 814-238-3245 x 0. If you plan to conference in please let us know in advance.
* Video conferencing can be scheduled through Go to Meeting. Please email Sarah Shaw at sshaw@skillsgroup.org in advance if you are interested. Go to Meeting is free and does not require you to join.
* Leaders are responsible for taking minutes and providing snacks.

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**PARKING LOT**

* ISP Checklist
* 2014 Rates/2 person licensed homes

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**For September 11, 2013 Meeting**

**Facilitator and Hospitality:**  RDS

**Agenda Builder:** RDS

**Note Taker:** Bedford/Somerset

**Timekeeper: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Agenda Item** | **Agreed Actions** | **By Whom** | **By When** |
| General Requirement Regs |  |  |  |
| Adult Protective Services |  |  |  |
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**Agreement:**

1. Time devoted to agenda, each other, between meetings. Review information for next meeting prior, come prepared. Subject owner needs to give agenda builder the time that they need to complete the subject.
2. Assignments – review agenda to see what you need to prepare for the next meeting.
3. Majority Rules – 10 minutes
4. Let facilitator know if your agency is not sending a representative to the committee meeting
5. Do homework come prepared – follow through
6. Cell phones – vibrate or off/take calls outside
7. Confidential first names only

**Roles**:

* + Note Taker: The facilitator for the next meeting (i.e. September meeting – November Facilitator) – e-mail minutes to Becky Kreischer by the end of the month bkreisch@keystonehumanservices.org
	+ Facilitator : Lead the meeting
	+ Hospitality: Snack for meeting – Facilitator brings
	+ Agenda Builder: Actions to be taken for next meeting – Note Taker builds the Agenda - e-mailed to Becky Kreischer by the end of the month
	+ Records: Binder to be stored at Skills on the book shelf in the conference room which holds meeting minutes and agenda from previous meetings.
	+ Communication: Becky Kreischer will coordinate
	+ Opening Round: A question asked by facilitator, go around table introduce self-answer question
	+ Closing Round: A question asked by facilitator at the end of the meeting to wrap up the session
	+ Subject Owner: The person who is recognized as the person who will lead the discussion of an agenda item. This person is responsible for letting the agenda builder know how long the subject will take.

