

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
Welcome, introduction, and purpose of Council	May	<p>Meeting started at 9:00 a.m. Members welcomed and self introduced.</p> <p><b><u>Purpose of Council:</u></b> Some thoughts about the respite concept, how to get this simple concept into to everyone’s conscience; so it’s as natural as drinking water for rehydration, taking respite for rejuvenation. Council members were appointed by DHS Director for their collective ideas to take Lifespan Respite Care program to the next level.</p>	None
Agenda	May	<p>Requested for a 5-minute meeting evaluation time at the end. Received some verbal feedback, and a couple written evaluations.</p> <p>Requested time for the Lifespan Respite Summit announcement also at the end.</p>	
Chair & Co-Chairs appointment	May	<p><b><u>Appointment of Terry Butler:</u></b> Terry Butler was asked and approved by</p>	Council accepted the <i>consensus model</i> for the decision making process:

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
	Terry Butler	<p>DHS Director to be the Council Chairperson, based on his historical knowledge and experience with Lifespan Respite Care program. It's the Council's decision for the service term.</p> <p><b><u>Council's composition:</u></b> It's DHS Director's choice of the Council being consumer-directed. DHS staff members will not be voting members. Two additional members are still being recruited, one from the Tribal community and another from the Office of the Multicultural Health.</p> <p><b><u>Terms and co-chairs model:</u></b> Council to decide Terry Butler's term and a Co-Chair or Vice-Chair model, keeping in mind one Co-Chair should be a consumer.</p>	<ol style="list-style-type: none"> <li>1. Support from all members</li> <li>2. Support from most members, with some concerns – will need to have a majority vote</li> <li>3. Not supported by members</li> </ol> <p>Council <i>approved the Co-Chairs model with staggered terms and equal responsibilities</i>, one being 2-year terms and the other being 1-year term.</p> <p><b>Terry Butler</b> accepted the appointment of interim Chairperson, with the <i>Council's approval of a full two-year term</i>.</p> <p>Council supported <b>Marty Bleau's</b> volunteering to be the <i>co-chair for a one-year term</i>.</p>

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		Suggestions from members of time staggering process for the Co-Chair or Vice-Chair. The original Council had the Vice-Chair structure, where the Vice-Chair became the Chair when the Chair's term ended. In the Co-chairs model, both Chairs would share equal responsibilities.	
Council's Guidelines Statement	Terry Butler	<p><b><u>Question from member regarding the current Guidelines Statement:</u></b> How much is it related to the previous Council's version?</p> <p>Provided background of a small workgroup that drafted current draft Guidelines Statement and Roadmap (logic tree) to present some groundwork for the Council.</p> <p><b><u>Some historical background:</u></b> What the previous Council did and why it stopped meeting – to alleviate possible concerns</p>	<p><b><u>May:</u></b> Provide members with a <i>copy of the Public Meeting law ORS 192.660</i>, specifically regarding when sessions are closed to the public.  <span style="color: red;">{emailed on 1/27/09}</span></p> <p><b><i>Suggestions box</i></b> will be set up on the Lifespan Respite website for written comments.</p> <p>Council members <b><i>should RSVP with May, prior to meetings</i></b>, to make sure Council has enough attendance.</p>

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>for this current Council.</p> <p><i>State HB 2013 was passed in 1997.</i> An Advisory Council was formed then. There was a full-time DHS staff person to develop and administer the program. Council had some concrete tasks, one was to support DHS staff developed contracts —i.e., where the first program should be, contracts requirements, how to evaluate and measure outcomes, etc.... Previous Council continued until early 2000s.</p> <p>Reasons for Council not meeting for a long period of time: 1/ No longer a FT staff person to support program and Council; 2/ End product of set concrete tasks couldn't be realized, which affected Council's motivation.</p> <p><i>State SB 648 was passed in 2007.</i> There</p>	<p>Council <i>approved voting by email</i> option in between meetings.</p>

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>is now a FT staff person again to support the program and Council. There're some very clear work opportunities for the current Council's guidance on issues such as: common data collection, how do we know the program is doing what was intended; what kind of technical assistance needed from community programs; how to hear from community programs and help the State respond to them....</p> <p><i><b>Federal Lifespan Respite Act (PL 109-442) was passed in 2006.</b></i> It was modeled after the Oregon Lifespan Respite Care program, which was the first program in the nation. Funding for this bill has not yet been appropriated.</p> <p><b><u>Question on when the Council meeting would be closed to the public, and guidelines when it is open to the public:</u></b></p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>Executive session for issues such as personnel, contract, etc. which the law specifically prescribes to.</p> <p>The public does have an opportunity to voice concerns, which could be set up at the end of the meeting. Time could be allocated on the agenda for public testimony as necessary. The public could also submit comments in writing.</p> <p><b><u>Question on posting meeting announcement in the newspaper to inform the public:</u></b></p> <p>State is required to post meetings on the website; Lifespan Respite Care Council meeting is posted on the Lifespan Respite Care website,  <a href="http://www.oregon.gov/DHS/respite">www.oregon.gov/DHS/respite</a></p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p><b><u>Question on recording of meetings:</u></b>  program staff will record and distribute minutes to all members.</p> <p><b><u>Question on required attendance when having a voting issue:</u></b>  Confirmation of attendance should be done before the meeting.</p> <p><b><u>Distance method of voting:</u></b> for example, via email or Video Conference (VCON), for important issues needing decisions in between meetings.</p> <p><b><u>Clarification on Council’s purpose:</u></b>  Primary purpose is to provide advice to the Director via program staff. Question was raised regarding any direct impact to the legislature.</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>There are ways Council can help advocate and support constituents of Lifespan Respite directly with the legislature, or through working with various DHS divisions.</p> <p>Part of the intent of the original Council is to have representations from various DHS divisions to make sure the constituents Lifespan Respite suppose to serve are represented.</p> <p>When the line between advocacy/advice and lobbying may become intertwined – Council will need to have an open and honest discussion to avoid conflict of interest situations.</p> <p>Some Council’s responsibilities may be: helping with research or advice to provide technical assistance to community</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		programs, developing information, etc. . . .	
Planning of program's operations	Terry Butler & May	<p><b><u>How was the Roadmap (logic tree) developed:</u></b>            Per Director's request of having a roadmap serving as a framework for the Council, May worked with the DHS Transformation Initiative team (for quality improvement), a workgroup consisting of various DHS program representatives, and community Lifespan Respite coordinators. The first brainstorming session was facilitated by DHS Future Planning Coordinator David Foster from the Transformation Initiative team. After a few focus group meetings, further consultation was done with David for this final draft of the logic tree to present to this Council.</p> <p>The intent is to re-initiate the Council, get the group working with some groundwork</p>	<p>Members <i>approved the vision statement.</i></p> <p><b><u>May:</u></b> Provide members with an orientation packet: a list of <i>current county contracts</i> (contracted agencies and contact person), copy of <i>current Statement of Work</i>, short <i>history of the program</i> (including demographic information of clients served).  <span style="color: red;">{emailed on 1/14/09}</span></p> <p>Members agreed to <i>review the blueprint, and give suggestions/questions/comments to May by January 27, 2009.</i> May will review Council members' input with the Co-Chairs; and develop the next draft to the Council. Council will go through this process until we have an agreement for an approved blueprint.</p>

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>and foundation laid; so the Council didn't spend its first year building the blueprint. <i>It still is a draft until there is an approval from this Council.</i></p> <p><b><u>Clarification of special needs and respite care definition, whether the it covers foster families, and crisis care for mental health:</u></b>            Statutory definition of <i>special needs</i> should cover the population of foster children. Legislative intent for the community LRC program is to be a one-stop information referral service for families in need of <i>respite care</i>. In practice, community LRC programs generally do not directly operate a crisis respite program, due to capacity reasons.</p> <p><b><u>Explanation of the logic tree structure:</u></b>            Establish the vision/mission statement</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>(desired future), basic definitions; then identify what are the strategies (major boxes) or who are the major groups the program needs to focus on in order to reach the desired future state—  <i>families/caregivers, respite program coordinators, respite providers, community partners.</i></p> <p><b><u>Definition of families:</u></b> clarification that the term <i>families</i> should be inclusive of all types of <i>caregiver</i>.</p> <p><b><u>Question whether each problem statement has baseline data as evidence:</u></b>            Current data collection system has definitions that need to be redefined for clarity. So it is one of the issues that this Council can advise and layout some concrete steps for the program.</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p><b><u>Question whether community programs meet regularly, and programs' contract:</u></b>            Coordinators do meet annually and try to communicate with each other regularly to share best practices. In the Fall of 2008, the coordinators met to contribute ideas to the logic tree.</p> <p>Additional match dollars to the program, besides contractual allocation from the State, varies from county to county. Keep in mind the diversity of each county and that Lifespan Respite Care (LRC) program usually is only one of a couple other programs that county program coordinators administer.</p> <p>Each community LRC program is also required to have its own local advisory council by contract agreement and also by statutory requirement. Council members</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>received a copy of the <i>Lifespan Respite Care brochure</i>, which has a contact number for each county.</p> <p><b><u>Intent of the blueprint:</u></b> To have the Council be informed and approved, perhaps with some revision. It will be used to provide some direction to all the community LRC programs around the State. Its vision and direction then can be reflected in the contract’s Statement of Work.</p> <p>There will be a new contract for 2009-2011, beginning in July 2009. It may not be a realistic timeframe to revise the current Statement of Work, if that is necessary at this point. General language changes to the Statement of Work can possibly be done by April 2009.</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>The Council should keep in mind how the general direction from the blueprint would work for diverse communities around Oregon.</p> <p>Once the blueprint is approved, the Council can still make revision as necessary. It is the Council’s ownership.</p> <p>Question regarding the intent of having a statewide basic program elements/services needing to be in each community LRC program, which can be enhanced by local county needs—which resulted in the input provided by community coordinators in this blueprint.</p> <p>Question regarding whether families were involved in the focus groups. Families’ needs were solicited through county program coordinators, who work directly</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>with families; some of whom are also caregivers themselves.</p> <p><b><u>Question regarding payment rate to respite providers:</u></b>            1994—did a survey of the respite care programs operated by Arc of Oregon; rate ranged from \$1.50 to \$5.00. Minimum wage was recommended then per Labor/Tax Law issues.</p> <p>Currently, there are more funding for respite care that may be called <i>respite</i> or <i>personal care</i> services, which can sometimes function as respite care. So, generally, the rates are based on the funding sources—e.g., personal care is funded by CMS (Centers for Medicare &amp; Medicaid Services), so it is based on CMS’ rate.</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>Families can also find their own providers who are willing to work for a certain pay rate.</p> <p>In child care system, payment is through the State’s Employment Related Day Care (ERDC) program subsidy. There is an assessment process based on the child’s functional care needs.</p> <p>In child welfare system, the State’s reimbursement rate is \$4.60 an hour.</p>	
2009 Meetings-- date (April, July, October), time, place	All	<p>**** <i>Every third Tuesday quarterly</i> ****</p> <p><u>April: 4/21/09, 9:00 a.m. to noon</u>, Barbara Roberts Human Services Bldg., DHS, Room #166, Salem</p> <p><u>July: 7/21/09, 9:00 a.m. to noon</u>, Barbara Roberts Human Services Bldg., DHS, Room #166, Salem</p>	May will <i>work on the next agenda with the co-chairs.</i>

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>October: <b>10/20/09, 9:00 a.m. to noon</b>, Barbara Roberts Human Services Bldg, DHS, Room #166, Salem</p> <p>Video Conference (VCON) sites:</p> <ul style="list-style-type: none"> <li>▪ <b>Beaverton:</b> 15625 SW Greystone Ct., Columbia Room</li> <li>▪ <b>Medford:</b> 800 Cardley St., Small Conference Room</li> <li>▪ <b>The Dalles:</b> 700 Union St., Self Sufficiency Room</li> </ul>	
Lifespan Respite Summit	May	<p>The federal <i><b>Lifespan Respite Care Act (PL 109-442)</b></i> was enacted in 2006, with funding yet to be authorized for States to apply. The proposed funding is \$53.3 million for FY 2009 and \$71.1 million for FY 2010.</p> <p>Oregon was the first state that started the Lifespan Respite program in 1997. As</p>	<p>Members recruited for the <b>Summit Workgroup:</b> Carla Cudmore, Dee Tafolla, Deborah Letourneau, Terry Butler, Marty Bleau</p>

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		<p>other funded Lifespan Respite programs, State funding has not been sufficient for Oregon to fully develop the program.</p> <p>To help prepare Oregon for the <i>Lifespan Respite Care Act</i> implementation and exploring other possible federal funding, Oregon applied and was awarded a small grant for the National Respite Coalition Chair Jill Kagan to provide a one-day statewide stakeholders’ meeting (and follow-up phone and email consultation).</p> <p>The Summit would be an opportunity to participants to learn about the Lifespan Respite law, existing federal funding sources, and other state Lifespan Respite programs. It would also be a good opportunity for Oregon to explore new and strengthen existing partnerships.</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin  
**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
	Terry Butler	<p><u>Where:</u> <b>DHS building</b>, room 137A-D (holds up to about 90 attendees)  <u>When:</u> <b>May 5, 2009</b>. May is the Older Americans month, and there will be a display of the aging network-type of information at the capitol. It's also Foster Care Month and Mental Health Month.</p> <p><b><u>Jill Kagan's background:</u></b> Was a staff person for a federal Senate committee in 1980s. That committee developed a Temporary Child Care for Children with Disabilities and Crisis Nurseries Act. Bill was passed in Oregon in 1994, and there was great collaboration between Child Welfare, Developmental Disabilities, and the Developmental Disabilities Council. Since then, Jill has been very active in the respite care networks nationally—defining respite care, helping people understand what respite care is, advocacy work,</p>	

**Oregon Lifespan Respite Care Council  
Minutes  
January 13, 2009 9:00 a.m. – noon**

**Present:** Marty Bleau, Terry Butler, Carla Cudmore, Terry Fennell, Deborah Letourneau, Sue Lissman (VCON), Pam Swisher (VCON), Dee Tafolla, Toni Larson, Janet Williams, Elaine Young, May Martin

**Absent:** Judy Rinkin

Topic:	Presented by:	Primary Discussion Points:	Action(s)
		supporting States in developing services....	
ADJOURN			