

DV Subcommittee #3 Teleconference Mtg
Date December 9, 2008

Attendees:

Melody Stempien
Dan Zeidman
Nathaniel Fields
Shirley DeBono
Sandra Townsend

Barbara Palmateer
Paul Feuerstein
Kathy Magee
Shelly Rose

Colleen Merced
Bonnie Genevich
Patti Jo Newell
Cecile Noel

Reports: The first meeting minutes were read/reviewed by Melody Stempien

Business:

Nathaniel Fields, Committee Chair, gave his brief agenda, as follows:

- a. Introductions of the teleconference participants
- b. Review of minutes
- c. Discussion of the representation from all the 6 regions
- d. Setting priorities for the work plan
- e. Begin discussion of the components of the subcommittee objectives

Discussions started regarding the solicitation of additional participants from regions not already represented. A subcommittee composed of the Chair-Nathaniel Fields, Shirley DeBono, Kathy Magee, and Patti Jo Newell will reach out to regions not represented and try to engage additional participants from those regions.

Discussion was conducted about specific due dates for subcommittee items, such as:

- a. Meeting minutes are due shortly after the meeting is conducted, so they can be reviewed, finalized and submitted to the Program Area. Once submitted to the program area, they will be reviewed and posted to the DV Website. The same would be for the work plan.
- b. The State Workgroup Committee and all committee chairs will meet on February 5, 2009 to review and discuss the subcommittee's accomplishments. This will make the State Workgroup aware of any issues arising, go over objectives achieved and if need be assist in furthering their progress.

Area discussions steered around the following:

1. Per Diem – Initially the committee's discussion was targeting the Per Diem Rate, so Dan Zeidman headed the discussion to explain the complexity and approval process entailed within the rate. The subcommittee gained a better understanding of the background of the per diem rate. Initial development of the rate stemmed back to the 1990's as to what was fair, precipitating a higher rate to NYC than upstate sites. The variance in rates stems from the cost spending level difference between NYC and Upstate. The

bed number cut off was established as per requirements for per diem reimbursement and any variances handled on a case by case basis. A question was posed if anyone knew when the established collection of information was conducted with the agencies regarding their per diem. Kathy Magee indicated she has information dating back to the 1990's and would furnish it to everyone for discussion at the next meeting. Per Diem is set for minimum staffing levels, in accordance with their spending levels, utilization and rate recommendations. The Per Diem Rate was considered the reimbursable fund and grants were not taken into consideration. Areas not contemplated were: the # of bed cutoffs to the next level, staffing level capacity, so these were required to be considered on a case by case basis. The models brought to the table were evaluated in order to maintain good practice, easy utilization and accessibility so as to not over burden or over regulate the agencies. Dan spoke briefly comparing the foster care per diem to the DV per diem, which indicated that it would cost prohibitive to model the DV rates according to the foster care models.

2. Staffing/ratios/qualifications – the committee decided to collect past staffing information and how it compared to the practice at hand.
 - i. Staffing ratio –
 1. A demand for more staff with the appropriate qualifications
 2. Varying requirements for the various shifts
 3. Cost associated with qualified staff
 4. Requirements vary when dealing with adults versus children
 5. Areas to review when reviewing for qualified staff: degree versus experience, which is more appropriate or is one better than another?
 6. Ratios need to be evaluated in conjunction with current practices.
 7. Staffing requirements along with varying programs will change according to whether it is Rural or Metropolitan
 8. How is the training reviewed for necessity?
3. LOS – Length of Stay – this depends on the service required for the client. There are standards set for the timeframes as indicated in the regulations.

Patti Jo Newell will develop a questionnaire regarding current staffing patterns, titles, and site demands, which will be forwarded to the shelters for feedback. This tool will assist us in further discussion along these lines. Paul Feuerstein will assist with the document on staffing qualifications, and titles in accordance with demands from each shelter.

Due Dates:

Kathy and Shirley will attempt to recruit representation from each region. Patti Jo volunteered to follow-up with rep calls from a new list before the next meeting.

Patti Jo and Paul will develop the questionnaire, as mentioned above, and bring to the next meeting.

Shirley and Melody will formalize the December meeting minutes and distribute before the next meeting.

Melody will develop the Work Plan from information obtained in the meetings so far and distribute for comment. This is due by January 15 with an extension if need be.

Before the meeting was adjourned, the next meeting date of January 16, 2009 from 2pm to 4pm was agreed upon. The committee decided from the above discussions, that this committee topics cross over into the Service Committee's topic, so an invite will be extended to the Service Committee Chair and Coordinator to attend our next teleconference.

The next teleconference meeting was tentatively set for the end of February.