

**Public Guardian and Conservator Advisory Board Meeting
Department for Aging and Rehabilitative Services
Division for Community Living-Office for Aging Services**

1610 Forest Avenue, Suite 100

Henrico, VA 23229

March 7, 2019 10:00 am – 1:00 pm

Meeting Minutes

Members Present

James Almand, Paul Izzo, Monica Karavanic, Lisa Linthicum, George McAndrews, Lisa Moore, Rose Palmer, Angie Phelon, Tara Ragland, Debbie Smith, Veronica Williams

Members Absent

Robert Reed, Elizabeth Wildhack

DARS/Virginia Division for the Aging Staff

Marcia DuBois, Director, Division for Community Living

David Hominik, Legal Services Developer

Cecily Slasor, Administrative Assistant

Kathy Miller, Director of Programs

Patti Meire, Public Guardian Program Coordinator

Betty Vines, Public Guardian Program Specialist

Welcome and Introductions

Chair Lisa Linthicum called the meeting to order at 10:08 a.m., welcomed members and guests, and asked them to introduce themselves.

Review/Approval of Meeting Minutes

Ms. Linthicum asked if members had reviewed the previous meeting minutes and if there were any corrections. Judge Almand made a motion to accept and approve the minutes. Lisa Moore seconded the motion and it passed unanimously.

Later in the meeting, Ms. Karavanic mentioned that her name had been omitted from those present at the 11/8/18 meeting and she was present. Ms. Ragland also commented that her name was omitted and she was present for the meeting. Ms. Karavanic and Ms. Ragland will be added to the minutes of those present. With those corrections made, the members voted unanimously to accept the minutes.

Division for Community Living Report

Marcia DuBois, Deputy Commissioner

Ms. DuBois welcomed members.

The Division for Community Living has hired a Monitoring Specialist to assist with monitoring the programs of our AAA's and other providers.

Four Year Plan for Aging - on-going work and listening sessions are planned

General Assembly - no new funding for DARS. There were some language changes that the AAA's put in to make some of their funding more flexible

The Lifespan Respite grant is up and running. There has been a very good response.

DARS received a GTE grant - Virginia Center on Aging FAMILIES grant

DARS/DCL also recently submitted a Falls prevention grant, CDSME grant,

Alzheimer's grant, ADSSI grant, another ADPI grant for Alzheimer's, GrandDriver grant.

Update on the Public Guardian Program

Patti Meire, Public Guardian Program Coordinator

Ms. Meire provided an update on the Public Guardian program and expansion efforts.

A focused effort has been made to proceed with guardianship for individuals who have been waiting the longest - in two cases for more than 18 months and in one case for about two years. The program has adopted a chronological approach for services.

Ms. Meire shared the quarterly report prepared by her and her staff. This report is shared with management.

ID slots come from DBHDS - these are first referred by the CSB's to DBHDS.

Another report shared includes data used by Ms. Meire for the required report to the General Assembly every two years.

Slots outside the geographic area were given to Jewish Family Services Tidewater and Catholic Charities Tidewater; Ms. Meire shared that they are not receiving sufficient referrals in the Tidewater.

Meire noted that some open slots are not filled, often because a person needing guardianship services does not want to live in an area where there is a vacancy.

Waiting Lists for ID slots: 54 persons on the waiting list

Unrestricted slots: 546 persons statewide (JFS Tidewater has 352 unrestricted slots.

They receive many hospital referrals.)

Planning is underway for the Spring training for Public Guardian Program Managers.

An attorney from the U.S. Justice Department will be one of the speakers. He will provide an overview of the ADA and its applications to the Public Guardian program and its clients.

Ms. Meire shared a copy of the Monitoring policy manual. She has updated the

monitoring instrument and created a spreadsheet that shows all of the requirements (the why's and the shall's).

Care Plan – Guardianship Care Plan. Betty Vines, PGP Specialist has been working with a committee of PGP managers to create a comprehensive Public Guardianship Care Plan. (Draft Attached) This will be a universal tool for the PG programs to use and updated annually.

Improving Caregiver-Guardian Communications

Lisa Moore, Former Executive Director Mt. Rogers CSB

Ms. Moore has been working as a rep of the VACSB association.

She has shared concerns of the Public Guardian board with the director of the VACSB.

Need for better education, communication, problem solving and passing along knowledge with staff changes.

May do a demonstration project with a PGP and a CSB. As the former Executive Director of the Mt. Rogers CSB, Ms. Moore approached the current director about the possibility of working on a demonstration project. The director was very receptive to the idea. Met with two program directors February 6th. The PGP program director and the CSB program director were both positive about the meeting.

One issue discussed is that there are differences in DD case management and MH case management. Transportation can be an issue for some programs. Another concern is the turnover of case management staff.

One goal of the demonstration project is coming up with a template that would become a universal tool for programs to use. Two Mt. Rogers CSB staff will work on creating a template.

An agreement was made to get staff together for a future discussion.

Legislative and WINGS Update

David Hominik, Legal Services Developer

Hominik updated the Board on former HB 2430 that would have required guardians to take court action to limit or restrict third party visitation. The legislature requested the Virginia Bar Association Elder Law Section to convene interested parties. We will be notified and participate in such a meeting.

The Virginia Supreme Court's Working Interdisciplinary Network of Guardianship Stakeholders (WINGS) November 2018 meeting was attended by former DARS staff person Amy Marschean, Patti Meire, and David Hominik. The organization is in its early stages. Meire and Hominik intend to continue their participation either informally or with an official Court appointment.

Four Year Plan Update
Kathy Miller, Director of Programs

Kathy Miller updated the Board on DARS' Four Year Plan. Staff has submitted edits and comments to the previous Plan. The Plan is currently in a draft stage. A further update will be made at the next meeting.

Statutory, Regulatory and Contract Requirements

Discussion

(with information from DARS Staff)

(Working lunch)

There was a great deal of discussion about the care plans, communication, person centered planning.

Ms. Karavanic asked if a universal assessment was going to be created.

Ms. Meire responded that an assessment tool is being developed along with training for staff on how to use the assessment forms.

One requirement for Guardians is to visit clients at least monthly; when a visit has not been made a report is made to APS.

Mr. Hominik distributed three documents and mentioned that DARS is hoping to establish a sub-committee of the PGB to study these issues:

- **Separation of Public and Private Guardianship Programs**
- **Client-to-Staff Ratio**
- **A list of topics to be covered - PGP Code, Regulations & Policies to Address**

Nine of the thirteen PGP programs serve clients in both PGP and private status. This can bring up issues of having staff working only with private clients, integrated programs where staff work with both. There is a separation requirement for both public and private clients despite the fact that DARS has not issued regulations. DARS had previously instructed the programs to keep the private and public client files separate.

Virginia has been a model around the country for instituting a 20-1 ratio (for client to staff) and that is what is in the regulations.

Chair Linthicum asked if there were members interested in serving on the workgroup to be established to study these issues.

Latroyal Roxburgh, Veronica Williams, Rose Palmer, Angie Phelon, Cathy Thompson all agreed to serve on the workgroup.

Public Comment Period

There were no public comments.

New Business

The members agreed that the November meeting would be changed to November 14.

Old Business

There was no old business

Meeting Adjournment

Chair Lisa Linthicum asked for a motion to adjourn the meeting. Monica Karavanic made a motion to adjourn. George McAndrews seconded. Meeting was adjourned at 1:10 pm.