



Respite Care Coalition  
**Quarterly Meeting Minutes**  
**January 16, 2017 1:30pm-3:30pm**  
**Anne Arundel County Gov't Office Building**

**Attendees:** Linda Ramsey, Christine Schoenberger, Chandler Johnson, Jessica Linnenkamp, Mary Chaput, Afreka Lynch, MB Gerlowski, Dee Sharpe, Mary O'Brien, on the phone: Wendy Shirk, Donna Wilson, Shayla Mitchell, Jennifer Hisey, Rosemarie Satyshur

**Introductions** – Linda Ramsey welcomed the group to the second full meeting of the coalition. She first reviewed the minutes from the October meeting, which were then approved. She thanked Mary Chaput for allowing us to have the conference/meeting at the Anne Arundel Conference Center in Glenn Burnie. Jessica Linnenkamp was introduced as the new Secretary, filling the final leadership position on the coalition. In the future, the coalition anticipates the need for a treasurer. Currently, however, no funds are being managed.

**Old business and Review:** The group discussed past events and reviewed and approved changes made to the Bylaws. Linda shared that during the "Care for All" caregiver event in November, we hosted a table to share some information and outreach materials about the coalition. The conference was well attended, and we have been invited to attend future events. Furthermore, during the event we were graciously recognized, and our team was invited to take pictures with the leadership of AARP, who sponsored the event, and the Maryland Department of Human Services. Linda also went over the Department of Human Services conference call, which focused on the Emergency Lifespan Grant. Linda explained that their current goal is to expand use of the grant. During the conference call, Dorinda Adams was able to answer questions about the program and disbursement

of grant funds. Furthermore, Elizabeth Weglein, the CEO of the Elizabeth Cooney Agency, provided her contact number, 410-323-1700, and email, ew@elizabethcooneyagency.com. MRCC meeting attendees addressed some concerns about the Emergency Lifespan Grant including the grant's amount of funding, the difficulty of access, and the 72 hour window potentially not being enough time to apply in the event of an emergency. Linda explained that there is program development flexibility, as they are having difficulty spending the funds. However, the total funding amount is fixed. It was noted that the purpose of the program is to serve caregivers in the event of a true emergency, and regulations must be able to reflect this. The team may find that is it necessary to request that the 72 hour requirement be reconsidered. A draft copy of the flyer was disseminated, and MRCC attendees discussed how it could be clearer and more user-friendly. Linda promised that we will be on every call regarding the Emergency Lifespan Respite program so that we remained updated on current information.

Next, Linda began going over the Bylaw revisions. Linda read through the revisions so that the group could do a final approval. Upon final approval, the Bylaws will be sent to Maryland Department of Human Services by May 1<sup>st</sup>, 2018. The revisions are as follows:

*Review and approval of Bylaws, changes made during the last meeting in October:*

Article II, Purpose:

Number 4 was an addition to the purpose of the MRCC; “to serve as an advocate for respite services to families, friends, and other informal caregivers across the lifespan.”

Article III, General Membership:

1. Sections 1 and 2 defined membership. General members and contributing members were identified as separate memberships, “representing a broad spectrum of the community...the MRCC will consist of informal caregivers and respite providers across the lifespan, public/private human services and health care providers, faith based organizations, disability advocates, employers, family advocacy organizations, military families/veterans.

Individuals with developmental disabilities and/or family members, and other community members interested in supporting MRCC and its work.” General members are “those members who may not be able to participate in meetings regularly; but are committed to the mission and goals of MRCC providing support, resources, and expertise as needed. Contributing members “must have a commitment to be actively involved in the performance of required activities listed in the roles and functions of the MRCC... [and] are expected to participate regularly, and to represent the interest of caregivers, and those who need respite services across the lifespan.”

2. Subsection c., under Membership Structure: “The MRCC shall consist of no fewer than 15 contributing members, unless special circumstances and if approved by the MRCC,” *and* (subsection d.) “At least two (2) members shall represent informal caregivers; one member shall represent disability or special needs community.”
3. Section 3, Term of Membership: “MRCC officers are welcome to serve for no less than three (3) years, and if interested, may continue to serve on the MRCC for two (2) additional years with approval of the MRCC body. There are no term limits for general membership.”

#### Article IV, Meetings:

1. Section 1, Regular Meetings: The last sentence, “Meetings may be combined with tours of facilities outreach and public relations events, and education programs,” was added to better educate ourselves about other available services and facilities in the community.
2. Section 2, Notice: Chair members will give two weeks’ notice for meetings changes. As a side note to this, we are still planning to have regular meetings. However, we hope to have smaller committees, who will meet between quarterly meetings. The full body will come together at least 4x/year.

Article VI Elections Process: This process had yet to be defined. Some research revealed some effective election processes, and so they have been adopted into our Bylaws. In order to read specifics, please review to the entire section of this article.

Article VII, Adoption and Amendment:

As we progress, there may be items that we want to change and update, nothing is “written in stone.”

Final approvals of revisions: all approved. The new Bylaws were emailed to everyone for review and records.

**Building a Statewide Respite Coalition:** Linda began this portion of the meeting exclaiming that we are at the stage of goal setting to hone our focus. We began by going over current resources. A resource guide was sent the week prior to this meeting entitled, National Respite Coalition with Great Resources. These resources are extremely helpful as we already have coalition platforms we can follow!

Linda pointed out that the primary role of the coalition is to be an advisory service. To understand how to do this effectively, we can use other state coalition program platforms while considering Maryland’s governmental respite needs. Essentially, our role as a coalition includes advocacy, networking, and respite provider recruitment services to name a few.

To help direct the coalition’s goals, Linda recognized the mission, which we have adopted from previous Maryland Respite Coalitions. PowerPoint slides were handed out entitled, Building a Statewide Respite Coalition: Where to Begin. This PowerPoint and other materials can be found on the coalition’s website. Christine discussed each slide in detail.

Christine led the team through the PowerPoint presentation. She explained that understanding the needs of the community is also imperative when considering our goal focus. When assessing the needs of the caregiver, respite services were cited

by caregivers as the number one need, along with financial support. Furthermore, the most common source of pay for respite and paid caregiving services is self-pay. (Please see Maryland Needs Assessment Slide). When considering these needs, we can create new programs that might include resource data bases and a main portal for respite services, and possibly establish a Task Force. For example, we could host events such as having an Annual Respite Awareness Day. Another example would be creating a comprehensive respite finder source. More examples can be found in the PowerPoint.

Linda pointed out our strengths that will help advance our mission and achieve our goals; these strengths are found within the wonderful team assembled and the resources they bring with them.

Linda also explained that goal development should be achievable, definable, measureable, and comprehensive. Next, the group had an active discussion to identify 3-5 goals that the coalition should focus on in the next few years.

**Brainstorm 12 month goals:** Top 3 goals: Filling the Gaps. When discussing our 12 month goals, we quickly became aware of the amount of work there is to be done in the world of respite. We narrowed down three main topics as best as we could, and thought perhaps we focus on one at a time:

- I. Goal of becoming a Resource Hub: creating a comprehensive website and/or resource book: being a depository of resources. Finding other ways to inform the community who aren't computer savvy. Long-term goal could be creating an "Angie's List" for caregivers.
- II. Goal of helping to meet fiscal needs: Something to consider; grants, money, etc. We are not at capacity as an organization to be able to start grant writing yet. However, we could rely on our membership base to help do this kind of work. We can utilize our current partner organizations as mechanisms for grant writing and monetary needs.
- III. Goal of Advocacy: To educate people on respite, what it is, and how to find it. We may be able to create a checks-and-balance system to ensure quality respite care. We could create a chat site as a feedback loop for caregivers. We could raise awareness for education. We could advocate for the emergency respite grant and help expand the window for applying.

**Developing an Action Plan, 2018-2019:** In order to successfully make these goals official, Linda assigned a small group of volunteers to this project. This group will be responsible for clearly defining these goals and identifying an action

plan. Group assigned: Mary Chaput, Linda Ramsey, Christine Schoenberger, and Jessica Linnenkamp.

**Announcements:**

On behalf of Afreka and Marybeth, they have office space available to use. Marybeth is willing to provide carpooling to other meetings

Mary Chaput is cleared to use space.

Jessica Linnenkamp has cleared Easter Seals for conference space as well.

Anne Arundel Conference, April 21<sup>st</sup> 8:30-3:30, we can have table with information

**Next meeting:** Tuesday, April 10<sup>th</sup>, 2018 7 in Western Maryland