

ACTION REQUIRED	PERSON(S) RESPONSIBLE	Deadline
invite physician to address asphyxiation and aspiration pneumonia in individuals with developmental disabilities.	Patricia Nisbet	1/17/2018
Provide update on reported discrepancies between CED's PBSP curriculum and KEPRO's review tool.	April Goebel	1/17/2018
Disseminate WVBTT Power-Point document.	Leah Redden	11/21/2017
Invite WVBTT SC to attend and discuss the position.	Patricia Nisbet	1/17/2018
Forward answers to FOC Brainstorming to Leah Redden.	All Council Members	1/17/2018
Disseminate ABLE Accounts Power-Point Document.	Leah Redden	11/21/2017
Present final draft of Member Rights/Confidentiality training.	Angie Breeden	1/17/2018
Contact Kristy Ellison with information regarding the next subcommittee meeting.	Susan Given	Prior to next subcommittee meeting.
Present final draft of Service Coordination Conflict of Interest training.	Susan Given	1/17/2018
Meeting to finalize draft of annual physical form.	Marilyn Osborne	1/17/2017
Schedule subcommittee meeting. Contact Leah Redden if assistance is needed with conference call.	Kelly Miller	ASAP
Develop Draft Guardianship Fact Sheet.	Guardianship Subcommittee	1/17/2018
Complete new membership application.	Membership Subcommittee	1/17/2018
Complete orientation packet for new members.	Membership Subcommittee	1/17/2018
Send P. Combs membership application via email for council member vote.	Leah Redden	11/21/2017
Review and vote on P. Combs application.	All Voting Council Members	ASAP
Review COI training and provide feedback to Susan Given	All Council Members	12/30/2017
Distribute email exchange between Pat Nisbet and other stakeholders regarding nutritional concerns of I/DD Waiver members	Patricia Nisbet	1/17/2018
Invite WVU CED to join the Health Risks Subcommittee	Leah Redden	1/17/2018
Monthly update of available SFC homes to April Goebel and Tania Hardy	Michele Mount (previously Teresa McCourt)	Ongoing/Monthly