

Vermont Developmental Disabilities Council
Executive Committee Meeting Minutes ~ June 06, 2016
VTDDC Offices, Berlin (In-Person and Conference Call)

Approved September 6, 2016

Present: Fred Breunig, Catherine Hybels, Kay Stambler
Absent: Terry Holden, Rachel MacMartin,
Staff: Kirsten Murphy, Chelsea Hayward

1. Welcome and Minutes:

Correction on page one of March 10, 2016 minutes - "call staff" should be "all staff". May 2, 2016 minutes - "ally". Both minutes accepted with these edits.

2. Executive Director Updates:

The new Public Meetings Law requires all meetings be open to the public and to list a physical location in the meeting notice. Voting can be unanimous or roll-call. Fred will research what we need to implement to be in compliance.

3. Operations:

ABLE Savings Program

VTDDC and the State Treasurer will host the Summit on Vermont's ABLE act on Wednesday, June 8, 2016. Featured speaker is Chris Rodriguez from the Disability Policy Institute in Washington, DC. Advocates and state administrators will explore the possibility of a New England branded ABLE program.

Five-Year-State Plan Update

The report from HSRI was distributed. HSRI didn't have many survey participants and the survey questions were re-written by Kirsten. Executive Committee members voiced disappointment that HSRI was unable to pin-point Vermont's underserved groups or solicit broader survey participation. Kirsten also reported that:

- ⇒ Vermont Family Network did not rally family members to take the survey.
- ⇒ Green Mountain Self-Advocates and Vermont Center for Independent Living did a great job reaching out to and involving self-advocates.

The new Five-Year-State Plan will help outline what we issue as requests for proposals from potential grantees. Kay would like one of VTDDC's new goals to be compiling an in-house list of underserved groups. Cathy recommended that VTDDC consider working with Castleton University's survey center in the future.

Executive Committee members reviewed a handout summarizing the Council's brainstorm session with Patty Cotton at the May 26, 2016 State Plan Development Meeting. The Executive Committee asked Kirsten to personally refine the three pages in the handout to

present at the next Quarterly Meeting, and have the Executive Committee tweak Kirsten's work as needed.

Federal Fiscal Year 2016 Update

Kirsten has been reserving a full workday on Friday to attend to paperwork from the AHS Business Office. She is concerned that despite efforts to come into compliance with state rules, the majority of invoices are returned for additional paperwork and some payments are not being made in a timely manner. VTDDDC has more in its budget being carried over to next year than originally anticipated, but Kirsten needs to review the details with the AHS Business Office to confirm the exact amount.

Federal Fiscal Year 2017 (draft budget)

Kirsten requested direction in the form of a Council policy for alerting the council of budget developments. She reviewed a draft policy statement with the group. She noted that while *very* unlikely, it is possible for the Council to lose its federal funding, which is dependent on Congressional action. While our contracts and grants include provisions to discontinue a project in this event, general management expenses like salary and benefits, cannot easily be suspended or discontinued. This is one of the reasons we try to keep some monies as a "carry-over," rather than spend down all available funds each year in the way the other departments of state government do.

Memorandum of Understanding

Kirsten obtained MOUs from Texas and Tennessee, said by Sheryl Matney to be exemplary. The Business Office recently informed Kirsten they are not willing to pay mileage or per-diems without appointments or reappointments from the Governor. Kirsten will try to reach a compromise with the Business Office, as well as work with the Governor's Office to speed up action on proposed members and leadership.

4. Projects and Programming:

Chelsea described the Executive Committee Fund. The total awards from this fund vary from year to year based on how many people and projects VTDDDC supported. Kirsten proposed re-launching the program under a different name and with more oversight by Council members. It is important that the projects be tied to specific pieces of work in the new Five Year Plan. The revised fund would have an annual theme and the application process must be open and competitive.

The Executive Committee noted:

1. There aren't many programs in Vermont that let families go to conferences and workshops.
2. For a small \$500 reimbursement there is a lot of paperwork, and there's no way the Council benefits from it. Community Small grants will be pursued, and individual scholarships will continue to be suspended.

Kirsten will build a dollar amount into VTDDDC's budget for the new Executive Committee Fund. Staff will prepare materials outlining the program and share these with the Executive Committee at their next meeting.

5. Agenda Planning for June 23, 2016:

There will be a brief greeting from Brattleboro's Vermont Center for Independent Living. We will also invite legislator candidates for lunch.

Committee members asked if the Council could invite Gubernatorial Candidates to the September meeting. They also asked about inviting staff from the offices of Vermont's Congressional Delegation. Kirsten said that the April Policy Summit also provides an opportunity to meet with Vermont Senators and Representative Welch in Washington. VTDDC skipped this meeting last year, but Kirsten would like to take some members in April 2017.

Agenda Draft

- Introductions and membership reappointment vote
- 5 Year State Plan (with a break)
- Preparing for Legislators
- Lunch
- Discuss Membership vacancies
- Policy vote
- Budget

We are missing three agency/department members, but Kirsten would like to complete sculpting the Five-Year-State Plan before we fill those vacancies. We also have one vacancy for individual and family. Kirsten will call the membership sub-committee to ask them whether they would prefer to move Stacey Emerson's membership forward or solicit additional applications. Kirsten reminded the group that we do not have a member from the Northeast Kingdom where Stacey lives.

7. Review of Goals for Executive Director:

The Executive Committee reviewed the Executive Director goals. Notes have been included as a separate handout.