

**Vermont Developmental Disabilities Council**  
**Executive Committee Meeting Minutes ~ February 5, 2018**  
**VTDDC Offices, Berlin**

Approved March 5, 2018

<b>Present:</b> Fred Breunig, Stacey Emerson, Terry Holden, Catherine Hybels, Kay Stambler, Miriam Stoll
<b>Absent:</b>
<b>Support Staff:</b>
<b>Guests:</b>
<b>VTDDC Staff:</b> Susan Aranoff

**1. Welcome and Past Minutes:**

There were no minutes to approve from January's meeting.

**2. Executive Director Update:**

**POLICY:** In the executive director's absence, Susan Aranoff updated the committee on policy issues at the Statehouse including the Special Education financing bill, the independent schools bill, several health care reform issues, and the budget. In the Governor's budget there are cuts in existing waivers for developmental services and no money provided for Phase 2 of the wage increases for direct service staff in Designated and Specialized Services Agencies.

**ADMINISTRATIVE ISSUES:** Fred Breunig updated the committee on issues that arose with the business office relating to the Council charge card (P card).

**3. Request from VCDR to revise scope of work:**

VCDR has asked that Activity A of Objective 4 be changed to allow for more billing of hours while the Legislature is in session. The proposed new wording would be as highlighted below—the crossed-out section shows old wording:

*Activity A. The Subrecipient's Coordinator may directly monitor issues related to the VCDR platform so that this information can be shared with member organizations at organizational meetings and through alerts, briefs and/or posts to social media. **The time billable to this grant for this activity may not exceed 25% of the total hours billed by the Coordinator in a quarterly (3 month) period. during the 12-month grant period.***

Kay Stambler MOVED that the Scope of Work for the VCDR grant be left as originally negotiated. Miriam Stoll seconded.

A lively discussion ensued which covered a variety of issues including the variety of jobs for the coordinator to handle, the year-round nature of legislative activity and other non-legislative issues that require monitoring by the coordinator, VTDDC's desire to see the member organizations grow, our need to know exactly how much time is needed to accomplish various tasks, our federal mandate for accountability and transparency in all projects/activities VTDDC supports with federal funding.

The sense of the meeting was to not make a change to the existing scope of work, but the committee voted to TABLE the motion in order to gather more information from the Executive Director.

#### **4. MOU with AHS:**

There was no draft MOU for discussion.

#### **5. Quarterly meetings – survey of members:**

Fred Breunig reported on a conversation that the executive director had with one member of the Council regarding the length of quarterly meetings—the member felt the meetings were too long. After a brief discussion, it was suggested that an open-ended question be added to the annual survey of members such as, “Please comment on the quarterly meetings. Is there anything that you particularly like or anything that you would like to change?”

#### **7. Planning for March Quarterly Meeting:**

Postponed until the March executive committee meeting.

#### **6. Review of Executive Director goals & process:**

Cathy Hybels made the following MOTION: "Because it is approaching the time for our annual evaluation of the executive director, I move that we go into executive session to discuss the evaluation of a public officer or employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statutes." The motion was seconded by Terry Holden. The committee APPROVED the motion and went into executive session at 11:55 AM.

Executive session ended at 12:23 PM and the meeting adjourned at 12:25 PM.