

**Vermont Developmental Disabilities Council**  
**Executive Committee Meeting Minutes~ June 4, 2018**  
**VTDDC Office, 322 Industrial Lane, Berlin VT**

<b>Present:</b>	Kaiya Andrews, Miriam Stoll, Terry Holden, Kay Stambler, Julie Arel
<b>Absent:</b>	None
<b>Support Staff:</b>	None
<b>Guests:</b>	None
<b>VTDDC Staff:</b>	Kirsten Murphy, Susan Aranoff, Chelsea Hayward

**1. Welcome and Minutes:**

**Motion:** Terry made the motion to accept the minutes of May 7, 2018. Kay seconded. **Motion approved: 4-0-1.**

**2. Council President Updates:**

**Executive Directors Evaluation.** Miriam noted that the 2018 evaluation was completed, and Kirsten provided a timeline (attached) with goals for Council staff to meet; the Executive Committee will be checking-in with Kirsten quarterly to monitor progress on those goals.

**Motion:** Miriam made the motion to follow the timeline for monitoring the status of the Executive Director’s annual goals as submitted. Terry seconded. **Motion approved: 5-0-0.**

**Annual National Conference.** Council members Kaiya Andrews, Gina Carrera, Mike Gruteke, Terry Holden and Miriam Stoll are attending the National Association of Councils on Developmental Disabilities’ conference along with staff, Kirsten Murphy and Susan Aranoff. There will be one additional person traveling to support Mike - which makes a total of eight people. The conference is taking place in Maryland.

**Upcoming Quarterly Meeting Agenda.**

- Roundtable Discussion -- There have been several questions about how Quarterly Meetings are run, including their length and frequency.
- Vice-Presidency -- Two Self-Advocates have submitted their names as candidates for the Council Vice President.
- Conflict-of-Interest Policy -- Many policies are outdated and need to be reviewed and/or re-written; this can be done at a rate of one or two policies per meeting. At the June 28, 2018 meeting, VTDDC will discuss Conflict-of-

Interest and what type of situations require that a member abstain from discussion and voting.

- Budget review – the Executive Director will review VTDDC’s current spending and the recommended budget for FFY’19.
- Break before Lunch -- To best utilize time Council members VTDDC will brainstorm their message prior to the arrival of legislators.
- Program Committee Report – There are proposed changes to the Five-Year State Plan that will be reviewed.

**Executive Committee Meetings.** There will be no meeting in December.

### **3. Executive Director Updates:**

**Office Space.** 322 Industrial Lane has been a temporary space and the lease will not be renewed. The Agency of Human Services has offered three spaces (one of which was in Waterbury and not considered), and VTDDC has suggested a space. The Executive Committee discussed the varying benefits to the following spaces:

1. McFarland Building, Barre
2. #9 Baldwin, Montpelier
3. Capitol Plaza, Montpelier

**Membership Committee.** Two people have been interviewed already, and the remaining three will be interviewed within the week.

**NACDD.** Is working with the federal Office of Budget Management to phase in a new timeline for spending Council allocations. In the future, funds will have to be spent within two years, not three, which will put pressure on VTDDC to develop grants more quickly.

### **4. Amicus Brief:**

Susan updated the Executive Committee about a “friend of the court” brief that was submitted on the Council’s behalf. She believes it will open discussion about the validity of IQ tests and their use in eligibility determinations.

### **5. Draft Budget for Federal Fiscal Year 2019:**

VTDDC’s basic allocation has gone up by \$20,000, and the Council will be receiving \$597,581 for FFY’19. Please note: The draft (attached) assumes the Council’s office will move to Montpelier in the summer.

The budget was laid out in several columns:

- The budget for FFY’18
- What was spent in the first 6 months of FFY’18.

- What is estimated to be spent by the end of FFY'18.
- What is recommended as a Budget for FFY'19.
- The difference between this year's budget and next year's recommended budget.

The budget is balanced, with \$169,665 available for major grants and \$30,000 available for SEEDS grants. The Executive Committee asked Kirsten to revise the budget to include a reasonable line item for staff training under "general operating" or "contracts" as appropriate.

## **6. Recommended Changes to the Five-Year State Plan:**

The Program Committee has discussed the Five-Year State Plan in detail, identifying Goals and Objectives that need changes, ranging from modest revisions in wording to the addition of two new objectives. Any changes must be adopted by vote of the full Council at a Quarterly meeting. If the vote takes place at VTDDC's June 28 meeting there will be just enough time for the require public comment period before filing the changes on the August 15, 2018 deadline.

The Executive Committee asked questions and discussed the suggested changes. A need to define the term "low income" was identified. The Executive Committee tasked the Program Committee with developing an appropriate definition.

## **7. Executive Session:**

**Motion:** Terry made the motion to go into Executive Session. Kay seconded. No discussion. **Motion passed: 4-0-0.**

Title 1, Section 313(a)(3) of the Vermont Statutes specify that "The appointment or employment or evaluation of a public officer or employee" may be discussed in executive session.

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The meeting adjourned at 11:50 pm.

Respectfully Submitted,

Chelsea Hayward  
Administrative Assistant

# TIMELINE FOR EXECUTIVE COMMITTEE BUSINESS '18 -'19

**May**

- Meet with ED RE: annual evaluation & goal setting
- Six month FFY'18 Financial Report

**June**

- Adopt timeline for ED period review
- Review budget for next FFY
- Review changes to Five Year State Plan
- Plan for June Quarterly Meeting

Quarterly meeting 6/28/18

**July**

*No Executive Committee meeting*

**Aug.**

- Check in RE: ED goals
- Final review of Five Year State Plan changes
- Third Quarter FFY '18 Financial Report

**Sept.**

- Plan for September Quarterly Meeting
- Review whether budget adjustments needed

Quarterly meeting 9/27/18

**Oct.**

*No Executive Committee meeting*

**Nov..**

- Check in RE: ED goals
- Plan for December Quarterly Meeting
- End of FFY'18 Financial Report

**Dec.**

*No Executive Committee meeting*

Quarterly meeting 12/6/18

**Jan.**

- Check in RE: ED goals
- First Quarter FFY '19 Financial Report

**Feb.**

**March**

- Plan for ED annual review
- Plan for March Quarterly Meeting

Quarterly meeting 3/21/19

**April**

*No Executive Committee meeting*

Fed. Filing  
8/15/18

New  
Federal  
Fiscal Year

Fed. Filing  
1/1/19

DRAFT BUDGET #2 -- Office Moved to Montpelier

INCOME	Budget FFY'18	Actual FFY'18	12 mo projected	Difference Budget-12 mo	Recommended FFY'19	Difference FFY18-FFY17
	Federal Allocation	\$ 487,511.00	\$ 507,546.00	\$ 507,546.00		\$ 507,546.00
Unused funds from previous years	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00		\$ 70,000.00	
Redistribution of Puerto Rico funds	\$ 13,145.00	\$ 13,145.00	\$ 13,145.00		\$ -	
Unused funds from FFY'18 increase	\$ -	\$ -	\$ -		\$ 20,035.00	
	<b>\$ 570,656.00</b>	<b>\$ 590,691.00</b>	<b>\$ 590,691.00</b>	<b>\$ (20,035.00)</b>	<b>\$ 597,581.00</b>	<b>\$ 26,925.00</b>



EXPENSE						
SALARY & BENEFITS						
	Budget FFY'18	6 mo actual	12 mo projected	Difference Budget-12 mo	Recommended FFY'19	Difference FFY18-FFY17
Salary	\$ 193,580.00	\$ 87,677.00	\$ 184,467.00		\$ 202,092.00	
Benefits	\$ 83,240.00	\$ 45,217.00	\$ 86,837.00		\$ 80,092.00	
2018 = 43% 2019 = 39%	<b>\$ 276,820.00</b>	<b>\$ 132,894.00</b>	<b>\$ 271,304.00</b>	<b>\$ 5,516.00</b>	<b>\$ 282,184.00</b>	<b>\$ 5,364.00</b>
COUNCIL SUPPORT						
	Budget FFY'18	6 mo actual	12 mo projected	Difference Budget-12 mo	Recommended FFY'19	Difference FFY18-FFY17
Meals & Space	\$ 4,040.00	\$ 781.00	\$ 1,500.00		\$ 2,000.00	
Member per diem	\$ 5,600.00	\$ 1,570.00	\$ 3,000.00		\$ 4,000.00	
Member Travel -- In State	\$ 6,000.00	\$ 1,695.00	\$ 3,390.00		\$ 6,000.00	
Member Travel -- Out of State	\$ 8,300.00	\$ 1,076.00	\$ 9,376.00		\$ 8,300.00	
Council Training	\$ 2,060.00	\$ 664.00	\$ 664.00		\$ 3,450.00	
Other (conf calling)	\$ -	\$ 138.00	\$ 200.00		\$ 250.00	
	<b>\$ 26,000.00</b>	<b>\$ 5,924.00</b>	<b>\$ 18,130.00</b>	<b>\$ 7,870.00</b>	<b>\$ 24,000.00</b>	<b>\$ (2,000.00)</b>



DRAFT BUDGET #2 -- Office Moved to Montpelier

**GENERAL OPERATING**

	Budget FFY'18	6 mo actual	12 mo projected	Difference Budget-12 mo	Recommended FFY'19	Difference FFY18-FFY17
Occupancy	\$ 4,500.00	\$ 3,448.00	\$ 6,896.00		\$ 11,700.00	
Phone	\$ 1,800.00	\$ 455.00	\$ 910.00		\$ 1,000.00	
Printing & Postage	\$ 4,000.00	\$ 2,800.00	\$ 5,000.00		\$ 5,000.00	
Office Supplies	\$ 2,587.00	\$ 1,961.00	\$ 2,587.00		\$ 2,526.00	
Equipment	\$ 2,400.00	\$ 1,289.00	\$ 2,400.00		\$ 700.00	
Dues, NACDD	\$ 4,134.00	\$ 4,245.00	\$ 4,245.00		\$ 4,245.00	
Subscription	\$ 2,479.00	\$ 1,298.00	\$ 1,298.00		\$ 2,479.00	
IT Fee per Central Office	\$ -	\$ 3,332.00	\$ 3,332.00		\$ 3,332.00	
Conference Reg	\$ 1,500.00	\$ 300.00	\$ 1,250.00		\$ 1,250.00	
Travel	\$ 6,000.00	\$ 2,709.00	\$ 5,409.00		\$ 5,500.00	
	<b>\$ 29,400.00</b>	<b>\$ 21,837.00</b>	<b>\$ 33,327.00</b>	<b>\$ (3,927.00)</b>	<b>\$ 37,732.00</b>	<b>\$ 8,332.00</b>



**CONTRACTS**

	Budget FFY'18	6 mo actual	12 mo projected	Difference Budget-12 mo	Recommended FFY'19	Difference FFY18-FFY17
Program Evaluation	\$ 4,000.00	\$ -	\$ -		\$ 6,000.00	
Legislative Advocacy	\$ 2,000.00	\$ -	\$ -		\$ 1,000.00	
Sponsorship: Dis Awareness Day	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 8,500.00	
Sponsorship: Other	\$ 10,000.00	\$ 4,000.00	\$ 8,500.00		\$ 8,500.00	
E-Learning	\$ 8,000.00	\$ -	\$ -		\$ -	
Cultural & Linguistic Comp	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	
Leadership Training	\$ 25,000.00	\$ 23,119.00	\$ 23,119.00		\$ 25,000.00	
	<b>\$ 65,000.00</b>	<b>\$ 42,119.00</b>	<b>\$ 46,619.00</b>	<b>\$ 18,381.00</b>	<b>\$ 54,000.00</b>	<b>\$ (11,000.00)</b>



DRAFT BUDGET #2 -- Office Moved to Montpelier

**GRANTS**

	Budget FFY'18	6 mo actual	12 mo projected	Difference Budget-12 mo	Recommended FFY'19	Difference FFY18-FFY17
SEEDS	\$ 30,000.00	\$27,318.00	\$ 27,318.00		\$ 30,000.00	
GMSA, major grant	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00		\$ 60,000.00	
VCDR, major grant	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		\$ 50,000.00	
Other Available Funds	\$ 33,436.00	\$ -	\$ -		\$ 59,665.00	
	\$ 173,436.00	\$137,318.00	\$ 137,318.00	\$ 36,118.00	\$ 199,665.00	\$ 26,229.00



<b>SUMMARY</b>						
	Budget FFY'18	6 mo actual	12 mo Projected	Difference Budget-12 mo	Recommended FFY'19	
<b>Total Income</b>	\$ 570,656.00	\$ 570,656.00	\$ 570,656.00	\$ -	\$ 597,581.00	
<b>Total Expense</b>	\$ 570,656.00	\$ 340,092.00	\$ 506,698.00	\$ 63,958.00	\$ 597,581.00	
Balance	\$ -		\$ 63,958.00		\$ -	