

**Vermont Developmental Disabilities Council**  
**Executive Committee Meeting Minutes ~ August 6, 2018**  
**VTDDC Offices, Berlin**  
Approved September 7, 2018

<b>Present:</b> Julie Arel, Terry Holden, Miriam Stoll
<b>Absent:</b> Kaiya Andrews, Lisa Rudiakov, Kay Stambler
<b>Support Staff:</b> n/a
<b>Guests:</b> n/a
<b>VTDDC Staff:</b> Kirsten Murphy, Susan Aranoff, Chelsea Hayward

**1. Welcome and Minutes:**

Terry and Miriam began the meeting while they waited for a quorum, and Julie joined shortly after.

**Motion:** Terry made the motion to accept the Executive Committee Meeting Minutes of June 4, 2018 Miriam seconded. **Motion approved: 3-0-0.**

**2. Executive Director Report:**

- **Office space** – Dawn had informed VTDDC staff that the Building and Grounds Department (BGS) would not accept the Capitol Plaza as a vendor, so it would not be considered for a new office space. However, Plaza staff and some BGS personnel have indicated that the relationship is good. Miriam and Terry will meet with Dawn later in the week to discuss this matter.
- **News from NACDD Technical Assistance** – Starting Federal Fiscal Year 2019 Councils will be required to spend their budget in two years instead of three. There will also be special attention paid to identifying how employees devote their time (administrative vs. state plan) and grantee risk assessments. VTDDC is in compliance with these new requirements.
- **Transformation Summit, Cultural and Linguistic Competency (July 22-25)** – Vermont is one of 11 states to receive a grant from the Administration on Community Living to ensure that developmental services are culturally and linguistically competent. Kirsten attended with a diverse team of professionals, self-advocates, people of different races, and different sexual identifications. The group will draft questions, with help from LEND, on how to improve Vermont.
- **Work of Committees** –
  - **Policy:** Susan will arrange meetings with Vermont’s congressional delegates in their offices; it is possible that Policy Committee members will only be

able to meet with staff. Kirsten would like to ask the delegates to sign onto the ABLE-Age Adjustment Act.

A Thank You letter to Vermont's legislators has been written by the Policy Committee. The letter was signed by Miriam. It will be mailed shortly.

- Program: Policies and Procedures for grant making are being revised. Ideas for RFP's are being brain-stormed and researched prior to presenting to the Executive Committee. Better legal advice and training for parents and self-advocates is a high priority for the committee, along with beginning the story project through a contract/grant.
- Membership: Three of four new member orientations have been scheduled. Candace Price will be re-interviewed. DVHA has recommended a staff member to represent Medicaid, but there is not yet a formal letter to validate this.

### **3. Executive Session:**

**Motion:** Terry made the motion to go into Executive Session. Miriam seconded. No discussion. **Motion passed: 3-0-0.**

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.

**Motion:** Julie made the motion to go leave Executive Session. Miriam seconded. No discussion. **Motion passed: 3-0-0.**

### **4. President Report:**

- **Take-away's from annual NACDD Conference** – Miriam attended for just the first two days of the conference. VTDDC does a fantastic job at communicating with legislators and hosting inclusive meetings. She noted that VTDDC spends a large portion of the budget on grants. Larger Councils spend their budget on writing white papers, doing research, and performing projects in house. *Is there more that VTDDC can be doing in house?* To be more efficient with our time Miriam will try a few new techniques at the next Quarterly Meeting.

- **Memorandum of Understanding (MOU)** – 50% of Councils have a MOU. The State must enter into negotiations regarding an MOU if the Council requests one. Miriam and Kirsten worked hard at creating a MOU that’s relatively accessible, but not watered-down. This topic will also be discussed with Terry and Miriam meet with Dawn later in the week. The MOU should be treated like a confidential document until it is official.
- **Dates for Quarterly Meetings, FFY’19** – A list of four dates were sent out that follow the typical pattern. No meetings conflict with religious holidays.

**Motion:** Terry made the motion to adopt the four dates December 6, 2018, March 28, 2019, June 27, 2019 and September 26, 2019. Miriam seconded.  
**Motion approved: 3-0-0.**

VTDDC staff will find out a better day for the September Executive Committee Meeting where more members can attend.

### **5. Member feedback and Meeting materials:**

Kirsten emailed a typed version of the brain-storm sessions from the June Quarterly meeting. The majority agreed that the Quarterly format was best given the distance that members travel. More movement breaks were requested. Members appreciate information through video and asked for more of this. A retreat would be a good opportunity to have diversity training and review the 5-year State Plan.

Miriam noted that most Councils meet at least six times a year and some meet monthly.

### **6. Policy for Conduct of Meetings:**

Kirsten sent out a revised version to Executive Committee members and read it out loud. The revision will be voted on by the full Council in September.

**Motion:** Miriam made the motion to adjourn the meeting. Julie seconded. No discussion. **Motion passed: 3-0-0.**

Respectfully submitted,

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Chelsea Hayward