

Vermont Developmental Disabilities Council

Draft Quarterly Meeting Minutes ~ June 28, 2018

Marlboro Graduate Center, Brattleboro, VT

Present: Melanie Feddersen, Mike Gruteke, Carol Hassler, Terry Holden, Steve Kieselstein, Dion LaShay, Lisa Rudiakov, Jesse Suter, Miriam Stoll, Adrian Vaut

Absent: Kaiya Andrews, Julie Arel, Gina Carrera, Betsy Choquette, Hannah Neff, Ed Paquin, John Spinney, Kay Stambler, Jennifer Stratton,

Support Staff:

Guests: Rich Ossasis, Representative Valerie Stuart

VTDDC Staff: Kirsten Murphy, Susan Aranoff, Chelsea Hayward

1. Welcome:

The meeting began at 9:20am without a quorum. Lisa read “What helps at meetings.” Roles were assigned for the meeting:

- Time-keeper: Melanie
- Keeper-of-the-Rudder: Mike
- Keeper-of-the-List: Dion
- Jargon Buster: Terry

The Agenda was revised to attend to business that did not require a quorum until more members arrived.

2. Executive Directors Report:

Kirsten informed the Council about new developments since the previous Quarterly Meeting:

- Updates from the National Association on Councils for Developmental Disability (NACDD):
 - Kirsten announced Miriam, Mike, Terry, Gina, and Kaiya would be accompanying her and Susan to the NACDD conference in Maryland.
 - This year Congress gave DD Councils nationwide a \$3 million increase, with Vermont receiving approximately \$20,000.
 - The timeline for assigning and spending money changed – all funding must be spent within two years of it having been received, or else it will be returned to the federal government.

- Results of the 2018 Legislative Session: Susan summarized the status of key bills the Council has been monitoring.
 - Act 173 – This law will change the way funds are given to schools for special education and “struggling students.” The law permits schools more flexibility in how they use funds, but also includes “guard rails” so that students with individualized education plans still receive the services to which they are legally entitled. In another section, the bill clearly states that private schools that receive public money must serve special education students; this is an important principle to uphold.
 - State budget – The 2017-2018 session ended Monday, June 25, and the budget passed without the signature of Governor Phil Scott. The legislature restored money for Developmental Services and some staff at designated agencies will receive a pay increase; mostly clinical services personnel.
- Moving – Council staff have been in Berlin since the Hurricane Katrina flood, and the lease is expiring. Pending approval of the FFY’19 budget, VTDDC will be moving to the Capitol Plaza in Montpelier. Staff hope to move in August.

“There has been a lot of support, calls, testimony, and general activity from Council members this legislative session. Hats off to all of you!” – Susan Aranoff

3. President Report:

- Meeting format – Meetings that include the full Council are four times a year. One change that has already taken place is having a break before voting. Council members broke into two small groups to brainstorm and write down changes that they’d like to see in how meetings are run. Groups listed their 1) likes, 2) dislikes, and 3) ideas. The Executive Committee will consider all feedback and report the results to the full Council at the September Quarterly meeting.

It was noted that a quorum was present.

- Vice-Presidential Election – Mike Gruteke and Lisa Rudiakov ran for Vice Presidency. Responsibilities include: Serving on the Executive Committee and running meetings in the absence of the President. Council members voted by paper ballot for the candidate they preferred.

“I am not afraid to try something new and tell people how I feel. Legislators hear what I have to say. I can talk for people who can’t talk for themselves.” – Lisa Rudiakov

“I am unique. I have connections with various people who could help make the Council stronger and more proactive.” – Mike Gruteke

Lisa was elected Vice President and she thanked everyone for the opportunity to serve.

- Minutes from March 29, 2018 –

Motion: Dion made the motion to accept the Minutes of March. Lisa seconded.

Motion accepted: 9-0-1.

Adrian Vaut abstained.

- Memorandum of Understand – We do not have a Memorandum (MOU), but the Council President and Executive Director will finish the draft by the end of the summer. The assurances that articulate VTDDC’s relationship with the State, and more guidance, should be in writing. Steve, Jesse, Dion, and Mike volunteered their time and skills to help the process.
- Amicus Brief – A Vermont Superior Court case involved an individual who was denied services because his IQ of 75 was above the 70-point cut-off, but was within the margin of error (plus or minus 5 points). Susan wrote and submitted a “friend of the court” (Amicus) Brief reflecting the Council’s concern that eligibility criteria keeps some individuals from necessary services. The Executive Committee and Policy Committee gave their approval for the brief.

There was extensive discussion, with several members sharing how they felt about eligibility that relies heavily on a specific score. Melanie shared DAIL’s concern that opening eligibility to the wider range covered within the margin of error would increase demand on a limited pool of funding. She noted that eligibility is a three-step process which includes assessment of individual need.

The question was called, and the Council voted to close discussion.

Motion: Lisa made the motion as written by Susan. Steve seconded.

“Vermont should not artificially limit eligibility for services to only some people with an intellectual disability. Eligibility determinations should be based upon

current science and complete consideration of an individual's abilities and needs. Denying disability services to people through over-reliance on a wrongfully applied IQ test score cap is unethical. Intellectual disability is a condition – not a number.”

Motion accepted: 8-0-2.

Melanie Feddersen and Jesse Suter abstained.

4. Membership Committee Report:

Mike, Carol, and Melanie participated in interviewing six (6) candidates. They recommended membership for David Frye, Courtney Quinlin, Havah Armstong Walther, and Crista Yagjian. A fifth candidate, Candice Price, remained under consideration. There is one remaining applicant who has not been interviewed. The Membership Committee recommended that this applicant be interviewed, and the final slot filled at the September Quarterly Meeting.

Motion: Carol made the motion to accept the four recommended candidates. Lisa seconded. **Motion accepted: 10-0-0.**

5. Financial Report:

Kirsten gave two presentations. First, she reviewed how the Council's spending compared with the FFY'18 budget. Kirsten anticipated that the Council will have spent approximately \$68,000 less than anticipated in the budget by the end of the fiscal year. Remaining funds will rollover as revenue for the following fiscal year.

Second, Kirsten presented the FFY'19 budget, which will begin October 1, 2018 (attached).

Motion: Mike made the motion to accept the FFY2019 budget as recommended. Lisa seconded. **Motion accepted: 10-0-0.**

6. Lunch with Legislators:

Representative Valarie Stuart joined the Council for lunch. She shared her experience supporting the development of the Vermont ABLE Savings Program and the impact that stories had, and have, on legislators.

“People like me, need to hear from people like you, to get you want you need.”
– Representative Valarie Stuart

Council leadership discussed issues that VTDDC will emphasize in the coming year including:

1. Healthcare reform and the health disparities faced by people with disabilities.
2. Direct care workforce shortages in Vermont.
3. Payment restructuring for long term services and supports.
4. The Advisory Board to the Green Mountain Care Board.

7) Program Committee Report:

Steve shared what the Program Committee brainstormed (1-3 below). The Council talked about these ideas and others, project sustainability, and possible requests-for-proposals related to the following:

- 1) A **workforce hub** that supported entrepreneurial efforts through customized employment.
- 2) Crowd-sourcing the creation of a **story bank** and using the stories for a disability awareness campaign to emphasize the contributions and abilities of people with disabilities.
- 3) **Legal support** for special education students and their families.
- 4) A **road show** that brings information about resources directly to underserved communities.

8) Review of Policies and Procedures

VTDDC has several policies that need to be re-written in common, everyday language and/or revised to reflect current practice. Kirsten talked about VTDDC's Conflict of Interest policy and what it expected of Council members. The suggested revisions simplified, but do not substantively change, the policy.

Motion: Carol made the motion to accept the revised Conflict of Interest policy. Mike seconded. **Motion accepted: 10-0-0.**

9) Changes to the Five-Year State Plan

Kirsten talked about the suggested changes to the Five-Year State Plan as recommended by the Executive Committee. Changes were recommended for Goal 1, Objective 1.1, Objective 1.2, Objective 1.4, Objective 1.5, Objective 2.1, Objective 2.2, Objective 3.2, Objective 3.3, and Objective 3.4. One new objective was added.

Motion: Mike made the motion to accept the suggested changes, with the edit for 1.1, 1.2, and 1.4 - "especially those living in rural, low-income underserved

Vermont communities, or who are otherwise underserved.” Lisa seconded.
Motion accepted: 10-0-0.

The revised Five-Year State Plan would be posted June 29, 2018 for a 45-day period for public comment.

10) Public Comment

There was no public comment.

Respectfully submitted,

Chelsea Hayward

Budget Worksheet #1



This spreadsheet is for monitoring VTDDC’s current year budget (Federal Fiscal Year 18). It shows:

- Column 1 what the Council budgeted for certain activities
- Column 2 what we have spent for the first half of the year
- Column 3 what we expect the Council will spend by the end of the year
- Column 4 if there is a difference between what we expected to spend (budget, column 1) and what the Council will spend by the end of the year (column 3)

YOUR JOB: If the Council spent more or spent less than the Council expected, why is this? Is the answer reasonable? Do we need to put more or less resources in this area next year?

INCOME

	Budget FFY'18	Actual FFY'18	12 mo. projected	Difference Budget vs. 12 mo.
Federal Allocation	\$ 487,511.00	\$ 507,546.00	\$ 507,546.00	
Unused funds from previous years	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	
Redistribution of Puerto Rico funds	\$ 13,145.00	\$ 13,145.00	\$ 13,145.00	
	\$ 570,656.00	\$ 590,691.00	\$ 590,691.00	\$ (20,035.00)

VTDDC took in about \$20,000 more than expected. This was because Congress gave DD Councils an increase at the end of the year.

EXPENSE

SALARY & BENEFITS

	Budget FFY'18	6 mo. actual	12 mo. projected	Difference Budget vs. 12 mo.
Salary	\$ 193,580.00	\$ 87,677.00	\$ 184,467.00	
Benefits @ 43%	\$ 83,240.00	\$ 45,217.00	\$ 86,837.00	
	\$ 276,820.00	\$ 132,894.00	\$ 271,304.00	\$ 5,516.00

VTDDC spent about \$5500 less in salary this year. This was because of Chelsea’s maternity leave.

Budget Worksheet #1

COUNCIL SUPPORT

	Budget FFY'18	6 mo. actual	12 mo. projected	Difference Budget vs. 12 mo.
Meals & Space	\$ 4,040.00	\$ 781.00	\$ 1,500.00	
Member per diem	\$ 5,600.00	\$ 1,570.00	\$ 3,000.00	
Member Travel -- In State	\$ 6,000.00	\$ 1,695.00	\$ 3,390.00	
Member Travel -- Out of State	\$ 8,300.00	\$ 1,076.00	\$ 9,376.00	
Council Training	\$ 2,060.00	\$ 664.00	\$ 664.00	
Other (conf calling)	\$ -	\$ 138.00	\$ 200.00	
	\$ 26,000.00	\$ 5,924.00	\$ 18,130.00	\$ 7,870.00

VTDDC spent about \$7800 less on supporting Council meetings & travel. This is because we overestimated what meals, stipends, and travel would cost.

GENERAL OPERATING

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

General operating is costs associated with running the VTDDDC office. The Council spent about \$4000 more than expected in this category. This is because the State passed on a new charge of \$3000 for IT services. We also underestimated the cost of rent and printing. We overestimated subscriptions and phone charges.

Budget Worksheet #1

CONTRACTS

	Budget FFY'18	6 mo. actual	12 mo. projected	Difference Budget vs. 12 mo.
Program Evaluation	\$ 4,000.00	\$ -	\$ -	
Legislative Advocacy	\$ 2,000.00	\$ -	\$ -	
Sponsorship: Dis Awareness Day	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
Sponsorship: Other	\$ 10,000.00	\$ 4,000.00	\$ 8,500.00	
E-Learning	\$ 8,000.00	\$ -	\$ -	
Cultural & Linguistic Comp	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	
Leadership Training	\$ 25,000.00	\$ 23,119.00	\$ 23,119.00	
	\$ 65,000.00	\$ 42,119.00	\$ 46,619.00	\$ 18,381.00

VTDDC spent about \$18,000 less on contracts. We did not find a provider to do our evaluation work, and we did not pursue the “e-learning” project when partners dropped out. We did not need a consultant for legislative advocacy.

GRANTS

	Budget FFY'18	6 mo. actual	12 mo. projected	Difference Budget vs. 12 mo.
SEEDS	\$ 30,000.00	\$ 27,318.00	\$ 27,318.00	
GMSA, major grant	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	
VCDR, major grant	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
Other Available Funds	\$ 33,436.00	\$ -	\$ -	
	\$ 173,436.00	\$137,318.00	\$ 137,318.00	\$ 36,118.00

At the end of the year, the Council will have about \$36,000 left in the fund it uses to make grants. We can use this money next year.

SUMMARY



	Budget FFY'18	6 mo. actual	12 mo. Projected	Difference Budget vs. 12 mo.
Total Income	\$ 570,656.00	\$ 570,656.00	\$ 570,656.00	\$ -
Total Expense	<u>\$ 570,656.00</u>	\$ 340,092.00	<u>\$ 506,698.00</u>	\$ 63,958.00
Balance	\$ -		\$ 63,958.00	

Overall, the Council spent about \$64,000 less than expected. This money can be spent next year.

Budget Worksheet #2 – recommended budget for FFY'19

This spreadsheet shows the Executive Committees recommended budget for the next federal fiscal year (October 1, 2018 to September 30, 2019).

- Column #1 shows last year's budget.
- Column #2 shows the budget recommended for the coming year.
- Column #3 show if there is any difference between the two.

The red arrow shows if the proposed budget is higher  or lower  than last year's budget.



INCOME

	Budget FFY'18	Recommended FFY'19	Difference FFY18-FFY17
Federal Allocation	\$ 487,511.00	\$ 507,546.00	
Unused funds from previous years	\$ 70,000.00	\$ 70,000.00	
Redistribution of Puerto Rico funds	\$ 13,145.00	\$ -	
Unused funds from FFY'18 increase	\$ -	\$ 20,035.00	
subtotal	\$ 570,656.00	\$ 597,581.00	\$ (26,925.00)

NOTES

Increased federal allocation of \$20,000

Increased allocation from FFY'18, rolled over



EXPENSE

SALARY & BENEFITS

	Budget FFY'18	Recommended FFY'19	Difference FFY18-FFY17
Salary	\$ 193,580.00	\$ 202,092.00	
Benefits, FFY'19 @ 39.6%	\$ 83,240.00	\$ 80,092.00	
subtotal	\$ 276,820.00	\$ 282,184.00	\$ (5,364.00)

NOTES

As per State estimate

As per State estimate



Budget Worksheet #2 – recommended budget for FFY'19

COUNCIL SUPPORT

	Budget FFY'18	Recommended FFY'19	Difference FFY18-FFY17
Meals & Space	\$ 4,040.00	\$ 2,000.00	
Member per diem	\$ 5,600.00	\$ 4,000.00	
Member Travel -- In State	\$ 6,000.00	\$ 6,000.00	
Member Travel -- Out of State	\$ 8,300.00	\$ 8,300.00	
Council Training	\$ 2,060.00	\$ 3,050.00	
Other (conf calling)	\$ -	\$ 250.00	
subtotal	\$ 26,000.00	\$ 23,600.00	\$ 2,400.00

*decrease based on FFY'18 spending
decrease based on FFY'18 spending*

cost not previously accounted for



GENERAL OPERATING

	Budget FFY'18	Recommended FFY'19	Difference FFY18-FFY17
Occupancy	\$ 4,500.00	\$ 11,700.00	
Phone	\$ 1,800.00	\$ 1,000.00	
Printing & Postage	\$ 4,000.00	\$ 5,000.00	
Office Supplies	\$ 2,587.00	\$ 2,934.00	
Equipment	\$ 2,400.00	\$ 700.00	
Dues, NACDD	\$ 4,134.00	\$ 4,245.00	
Subscription	\$ 2,479.00	\$ 1,500.00	
IT Fee per Central Office	\$ -	\$ 3,332.00	
Staff Training	\$ -	\$ 500.00	
Conference Reg	\$ 1,500.00	\$ 1,250.00	
Staff Travel	\$ 6,000.00	\$ 7,000.00	
subtotal	\$ 29,400.00	\$ 39,161.00	\$ (9,761.00)

*lease for new site
decrease based on FFY'18 spending
increase based on FFY'18 spending
increase based on FFY'18 spending
reduced need*

*cost has been reduced by vendor
New cost not passed on by State
new item at Executive Cmt. request
decrease based on FFY'18 spending
increase to support staff training*



Budget Worksheet #2 – recommended budget for FFY'19

CONTRACTS

	Budget FFY'18	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	\$ 8,700.00	
Sponsorship: Other	\$ 10,000.00	\$ 8,500.00	
E-Learning	\$ 8,000.00	\$ -	
Cultural & Linguistic Comp	\$ 6,000.00	\$ 5,000.00	
Leadership Training	\$ 25,000.00	\$ 25,000.00	
subtotal	\$ 65,000.00	\$ 54,200.00	\$ 10,800.00

*increased to attract vendor
decrease based on FFY'18 spending
plan to supplement with in kind
support
decrease based on FFY'18 spending
project discontinued
decrease based on FFY'18 spending*



GRANTS

	Budget FFY'18	Recommended FFY'19	Difference FFY18-FFY17
SEEDS	\$ 30,000.00	\$ 30,000.00	
Major Grants	\$ 143,436.00	\$ 168,436.00	
subtotal	\$ 173,436.00	\$ 198,436.00	\$ (25,000.00)

reflects more revenue in FFY'19



SUMMARY

	Budget FFY'18	Recommended FFY'19	
Total Income	\$ 570,656.00	\$ 597,581.00	
Total Expense	\$ 570,656.00	\$ 597,581.00	\$ -
Balance	\$ -	\$ -	