

Vermont Developmental Disabilities Council

Draft Executive Committee Meeting Minutes ~ June 10, 2024

On-line meeting

Present:	Kelly Bordeau, Anastasia Douglas, Michelle John, Lindsey Owen.
Absent:	Justin Thunderbear Deth.
VTDDC Staff:	Kirsten Murphy, Chelsea Hayward

1. Welcome and Adopt Minutes:

The meeting began at 10:05 am. While a quorum was present, the Committee noted that the self-advocate members were not present.

Kirsten reported that Candice Price has asked to resign from the DD Council.

Kirsten also noted that due to the workforce crises, self-advocates are finding it hard to attend meetings. Both transportation and support with technology are barriers.

The drafted minutes from May will be reviewed at the next meeting.

2. Chair's Update with Anastasia:

The Executive Committee discussed the following in preparation for the June 27 Quarterly meeting:

- **Diversity Training.** Kirsten met with Rachel Siegel from Toward Liberation, LLC. Rachel will provide a training about how to address “micro-aggressions.” She has requested the time slot between 11:00 am and 12:00 pm.
- **Legislative Update and Thank You Notes.** The veto session will take place just before the Quarterly Meeting. Anastasia requested there be a template for folks to individualize “thank you” cards to lawmakers. Those who attend remotely may record short clips saying “thank you” for a video.
- **Commitment to attending meetings.** Anastasia will include some member education about the importance of attending meetings. Each member brings important perspectives. The Council does not have the benefit of these experiences when someone is not present: for example, Candice’s resignation means that there is no one on the Council who uses a wheelchair. Lindsey said that a survey may be best so that folks don’t feel put on the spot.

- **Senator Jane Kitchel** is retiring. The Council will invite Jane to attend the meeting for cake around lunchtime.
- **Catamount Arts Center** in St. Johnsbury is reopening soon, and staff have arranged to host the Quarterly meeting there. Staff will visit the site to make sure it's accessible for the Quarterly Meeting.

3. Executive Director's Report with Kirsten:

The Executive Committee discussed the following.

- **Revising Five Year Plan.** Updates to the Five-Year State Plan must be filed by June 21, 2024. Updates can include revising or eliminating an objective.

Kirsten noted that the transportation objective (Objective 2.2) had not been included in the Annual Work Plan for the past two years. In Year 1, staff reviewed the challenges and opportunities associated with transportation services and policy. Given the Council's limited resources, it is difficult to find an impactful project that could advance this objective.

Anastasia suggested adding an objective focused on Emergency Preparedness, which has become very important in flood-prone Vermont. This could be added to the health and wellness objective (Objective 2.1).

Anastasia also raised the issue of voting rights. Every election people with disabilities are turned away from the polls. What more can be done? Lindsey said that Disability Rights Vermont has funding to educate voters with disabilities about their rights and to assist them in voting.

Motion: Lindsey made the motion to remove Objective 2.2, Transportation from the Five-Year Plan and to revise Objective 2.1, Health and Wellness to include emergency preparedness. Kele seconded.

Motion passed unanimously.

- **Annual Work Plans.** By August 15, the Council must update its Year 3 Work Plan and write its Year 4 Work Plan. Kirsten will reach out to the Program Committee to help craft the Year 4 plan.

4. FFY '25 Budget:

Kirsten reviewed the attached draft budget. First, she highlighted how much was budgeted vs how much would be spent by September. Overall, spending for salary, general administration, and Council member support was close to what the Council predicted in its FFY'24 budget.

Second, Kirsten presented the draft budget for FFY'25.

- Kirsten reported that Congress will likely vote to flat-fund DD Councils. This means that once again the budget is not keeping up with inflation.
- Areas where expenses could be cut are rent and employee parking, but these only net modest savings.
- Kirsten has also been working to raise funds from other sources that can support parts of the Five-Year State Plan. An example is the Pathways to Partnership Project. This \$10 million grant from the Rehabilitation Services Administration will provide the DD Council with \$354,000 over the next 4 years to support work on alternatives to guardianship (Objective 1.3), customized employment (Objective 3.1), and developing an online resources center focused on systems serving adults with I/DD (Objective 1.5)
- There will be no national conference next year (July 2025) while NACDD re-thinks how it organizes this event. Costs for hotels and travel have risen a lot, and the format of the conference may not meet the needs of member Councils as well as it did in the past.

Discussion: Anastasia asked, “Why are Councils being flat funded?” Kirsten said the political environment has been difficult. The White House generally supports advancing disability rights and supporting services; but the current Congress is strongly opposed to spending on “discretionary” programs. “Discretionary” programs are those that the government must fund, like the military and Social Security.

Motion: Lindsey moved to recommend the proposed budget to the full Council. Michelle seconded.

Motion passed unanimously.

Kirsten noted that she may revise the draft budget slightly before presenting to the full Council; but the adjustments will be small and based on more up-to-date information.

Kirsten announced that she was invited to the White House for an event marking the 25th Anniversary of the Olmstead Decision. Others attending from Vermont are David Frye, Hasan Ko, and Karen Topper.

The meeting adjourned at 10:57 AM.

Respectfully Submitted,

Chelsea Hayward
Coordinator of Communication and Administration

INCOME

	FFY'24 Budget	FFY'24 Actual	Change by %	FFY'25 Proposed	NOTES
Congress, annual award	\$ 527,570.00	\$ 526,120.00	100%	\$ 526,120.00	
Carry-over from FFY'24	\$ 62,570.00	\$ 75,000.00	120%	\$ 75,000.00	
P2P grant salary support	\$ -	\$ -		\$ 12,000.00	
	\$ 590,140.00	\$ 601,120.00	102%	\$ 613,120.00	

EXPENSE

	FFY'24 Budget	FFY'24 Actual		FFY'25 Proposed	NOTES
Salary & Benefits					
3 staff & Benefits		\$ 401,364.00		\$ 420,000.00	4.5% increase for 3 staff per Employee Union & AOA directive
Administration					
Rent & Parking	\$ 20,000.00	\$ 19,020.00	95%	\$ 20,600.00	3 % increase per lease
Phone	\$ 1,500.00	\$ 984.00	66%	\$ 1,000.00	lower based on real cost
Equipment	\$ 1,000.00	\$ 2,796.00	280%	\$ 1,500.00	higher, KM & CH, new laptops in FY24;
Office Supplies	\$ 2,500.00	\$ 1,328.00	53%	\$ 2,000.00	lower based on average cost
Postage	\$ 700.00	\$ 366.00	52%	\$ 450.00	lower based on average cost
Printing & Advirtising	\$ 2,500.00	\$ 1,047.00	42%	\$ 2,000.00	lower based on anticipated costs
Confernece Registration	\$ 500.00	\$ 1,769.00	354%	\$ 2,000.00	higher based on anticipated costs
Staff travel, in State	\$ 1,500.00	\$ 1,000.00	67%	\$ 1,200.00	lower based on average cost
Staff travel, out of State	\$ 2,000.00	\$ 5,000.00	250%	\$ 3,500.00	higher based on anticipated costs
Interpreters	\$ 1,500.00	\$ 750.00	50%	\$ 1,000.00	lower based on average cost
Dues	\$ 5,000.00	\$ 4,471.00	89%	\$ 5,000.00	same
Subscriptions	\$ 500.00	\$ 518.00	104%	\$ 500.00	same
Fees, ADS for IT	\$ 3,700.00	\$ 3,632.00	98%	\$ 3,700.00	same
Fees, HR	\$ 2,400.00	\$ 2,393.00	100%	\$ 2,400.00	same
	\$ 45,300.00	\$ 45,074.00	100%	\$ 46,850.00	
Council Expenses					
Meals & Space	\$ 1,200.00	\$ 1,200.00	100%	\$ 1,200.00	same
Per Diem (stipends)	\$ 3,500.00	\$ 4,030.00	115%	\$ 4,000.00	higher based on average cost

Member Travel, in State	\$ 2,000.00	\$ 1,500.00	75%	\$ 2,000.00	same
Member Travel, out of State	\$ 10,000.00	\$ 10,000.00	100%	\$ 1,500.00	There will be NO July conference.
Training	\$ 1,500.00	\$ 1,000.00	67%	\$ 1,500.00	same
	\$ 18,200.00	\$ 17,730.00	97%	\$ 10,200.00	
Non-Discretionary Expenses		\$ 464,168.00		\$ 477,050.00	
Available for Grants		\$ 136,952.00		\$ 136,070.00	