

**Vermont Developmental Disabilities Council**  
**Executive Committee Meeting Minutes ~ March 7, 2022**  
On-line meeting with Zoom  
approved May 2, 2022

<b>Present:</b>	Mike Gruteke, Steve Kieselstein, Courtney Quinlan,
<b>Absent:</b>	Julie Arel, Jesse Suter, Kaiya Andrews, Crista Yagjian
<b>VTDDC Staff:</b>	Kirsten Murphy, Chelsea Hayward

**1. Welcome and Adopt Minutes:**

The meeting began at 10:04 am without a quorum.

**2. Executive Director's Report:**

- Update on Program Performance Report and Five-Year Plan –  
Kirsten was pleased to announce the report had been completed and sent-in by the extension's due date. She had to write about the previous two years within the last plan cycle, and included very detailed footnotes with supporting evidence.  
She also noted that "pilot projects" required extra paperwork, so she'd like the Council to be mindful about how projects are created and executed.

A quorum was made at 10:19 am.

**Motion:** Mike made the motion to adopt the meeting minutes from February 7, 2022. Steve seconded. There was no discussion.

**Motion passed.**

- Legislative Update –
- New Member Recruitment –  
"We have the largest, strongest pool to choose from that I've ever seen," said Kirsten. She mentioned that there is a lot of diverse aspects of disability that have not been represented on the Council in quite some time. Three of the applicants were from the Northeast Kingdom, which is a very under-represented .
- Summer Conference in Washington, DC –  
The 2022 NACDD conference will be a hybrid; it may be attended virtually or in person. Given the expense of travel during the pandemic there will need to be a process for selecting which Council Members may attend in-person.

### **3. Chair's Report:**

Chair and Vice-Chair elections will be held at the March 2022 Quarterly meeting.

- Ballot, By-Law Change –  
Several members have voiced interest in allowing the vice-chair position to be shared by two members. For this to happen a vote must be held to change the by-laws. Kirsten suggested to the Executive Committee members that if a vote on by-laws was going to take place anyway, perhaps there were other changes that could be voted on at the same time? The vote would be held at June's 2022 Quarterly Meeting.
- Timeline for Executive Director's Review –  
The Executive Director's review happens around the same time every year and the process should begin at the start of March so that everything is finalized on time. Courtney mentioned that, with Chelsea's help, member evaluations were going to be sent out within the week. Six partners would also receive a similar evaluation form.

The Executive Committee must meet at least once in April to discuss the feedback that is received from members and partners, then the Chair will write-up a brief summary of that meeting. There must be two weeks left for the writing of the evaluation for it to be received by the Agency of Human Services on time. Courtney and Kirsten would chat later about timelines and dates.

Steve suggested a "heads up" to Council Chair candidates who, if they were to win the election, would need to draft the very involved Executive Director evaluation within a week of becoming appointed.

- Task Force for System of Care Plan –

There was not enough time to complete the agenda.

### **4. Build Agenda for March 24, Quarterly Meeting:**

### **5. Adjourn:**

The meeting adjourned at 11:00 am.

Respectfully submitted,

Chelsea Hayward,