

Vermont Developmental Disabilities Council
Executive Committee Meeting Minutes ~ June 6, 2022
On-line meeting with Zoom

Present:	Anastasia Douglas, Mike Gruteke, Steve Kieselstein, Candice Price, Jesse Suter, Crista Yagjian,
Absent:	Courtney Quinlan
VTDDC Staff:	Kirsten Murphy, Chelsea Hayward

1. Welcome and Adopt Minutes:

The meeting began at 10:04. There was a quorum present.

Mike called for a vote on the May minutes.

Motion: Crista made the motion to accept minutes from May 2, 2022. Anastasia seconded. Motion passed: 4-0-1.
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2. Executive Director’s Report:

- CMS request of VTDDC for August

The Council has been working since 2014 ensure that Vermont complies with new rules put out by the federal Medicaid authority. These rules can be divided into 2 sections. The first has to do with eliminating conflicts of interest in case management. Vermont is now under a “plan of correction” that will bring the state into alignment with this part of the rules. The second part has to do with the quality of residential settings. It will not become enforceable until March 2023. It requires that people receiving Home and Community Based Services have full access to the community and that their home be a place where they can make choices about how they live.

Vermont has been selected as one of seven states that will receive a site visit form the federal Medicaid authority this summer. Although initially planned because of concerns about Heartbeet, other issues are likely to be raised by Medicaid. Kirsten has spoken with the person who will be leading the inspection. There are serious concerns regarding shared living providers, especially those in rural and potentially isolating parts of the State. The Council has been asked by the Administration for Community Living (ACL) to assemble a panel of self-advocates, family members, and allies to meet with CMS.

It is an honor for the Council to be selected as the convenor of this meeting.

Steve said that having a sobering look at “the other side” helps plan. He worried that “as much as the right thing is to get it fixed, we could become a focal point of anger.” Will services be disrupted if Vermont “fails” this inspection? Steve the advocate is excited, but Steve the parent is worried, he said.

Kirsten talked about how the CMS rules uphold basic standard for respectful treatment of adults receiving services. The CMS rules are “oddly specific,” she said, and include things like having access to food when desired, a lock on one’s bedroom door, privacy, and having visitors at any time.

Mike feels strongly that people receiving services should be allowed to make adult choices, like having a friend spend the night. “Choice” is the key.

Steve also mentioned that when you’re an advocate, you sometime must take unpopular positions. There are consequences, but it is still important to speak up.

“If not us... who?” – Kirsten Murphy

- Next steps in housing work

Not every housing option is viable in Vermont, but there’s lots of options. We need an Ombuds Office. An Ombuds Office would be a place where a person with a disability can call when they have a concern about their services, but it does not reach the level of a human rights violation. Most complains are not emergencies, but they still need to be addressed. Council staff are meeting with the Housing and Conservation Board and the Director of Developmental Service tomorrow to begin implementing provisions in H. 720.

H. 720 also requires the State to develop a plan for an annual inspection of all service providers.

- Executive Director’s Smart Goals

The Committee put 3 “SMART” goals in Kirsten’s annual evaluation plan. One goal asks that she partner with other organizations to draft a wellness recommendation checklist. Kirsten asked for more details about this goal.

Steve said it’s important to have a clear standard of care. This will help people know if they are keeping up with important health and service-related activities. Examples include an annual dental check-up and seeing your primary care provider at least once a year.

3. Budget for FFY ‘23:

The budget presentation comes in two sections – a review of the current fiscal year (FFY’22) and a draft budget for the next fiscal year (FFY’23). The Business Office has

provided information about the first 6 months of FFY'22. Kirsten has estimated what the Council will spend by the end of this year, but this is only a "best guess."

Kirsten noted that her draft budget for FFY'23 is very conservative.

There were discussions about the many projects VTDDC hosts and/or sponsors and other spending. For details see Attachment 1.

Kirsten will continue to develop an accurate estimate of what the Council will spend by the end of the current year. She asked the Committee to meet again during the week of June 20 to review budget revisions before the draft budget is put to a vote at the June Quarterly meeting.

4. Build Agenda for June Quarterly Meeting:

There was not enough time to discuss this.

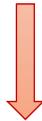
5. Adjourn

The meeting adjourned at 11:32 am.

Respectfully Submitted,

Chelsea Hayward
Coordinator of Communication

Part I: Review Federal Fiscal Year 2022

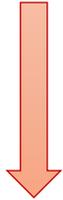
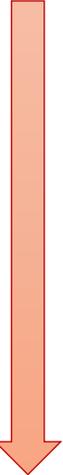
INCOME FFY'22			
Source	Amount	Balance	Notes
Federal FFY'22 Allocation	\$ 527,570.00		No increase from Congress. More than past years by \$10,000
Carryover FFY'20/'21	\$ 132,000.00		
CDC Vaccine Funds	<u>\$ 26,695.00</u>	\$ 686,265.00	Designated Fund
Reserve for 2023	<u>\$ (120,000.00)</u>	 \$ 566,265.00	Set Aside for next year

Highlight is the amount of money that the Council could spend this current fiscal year.

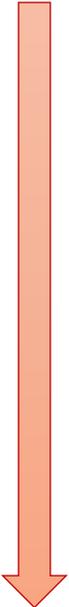
Expenses: General Operating						
Balance						\$ 566,265.00
Salary & Benefits						
	Proposed FFY '22		FFY'21 EST.	Compared to Budget	Balance	Notes
Balance Forward					\$ 566,265.00	
Salary	\$ 221,605.00	\$ 116,126.00	\$ 232,252.00	\$ (10,647.00)		11.5% over budget
Benefits, FFY'19	<u>\$ 104,154.35</u>	<u>\$ 65,576.32</u>	<u>\$ 131,152.64</u>	<u>\$ (26,998.29)</u>		
subtotal	\$ 325,759.35	\$ 181,702.32	\$ 363,404.64	\$ (37,645.29)		
					\$ 202,860.36	

Salary and Benefits were 11.5% over budget. This was mostly due to an underestimate of the cost of employee benefits.

Budget Continues...

Council Expenses						
	Proposed FFY '20	FFY'22 Actuals months 6	FFY '22 Estimated	Compared to Budget	Balance	Notes
Balance Forward					\$ 202,860.36	
Meals & Space	\$ 2,500.00	\$ -	\$ 1,200.00	\$ 1,300.00		
Member per diem	\$ 4,000.00	\$ 1,170	\$ 2,500.00	\$ 1,500.00		
Travel -- In State	\$ 6,000.00	\$ -	\$ 600.00	\$ 5,400.00		
Travel -- Out of State	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -		
Council Training	\$ 2,500.00	\$ -	\$ 700.00	\$ 1,800.00		
subtotal	\$ 25,000.00		\$ 15,000.00	\$ 10,000.00		
					\$ 187,860.36	
GENERAL OPERATING						
	Proposed FFY '22	6 Month Actual	FFY'22 Estimated	Compared to Budget	Balance	Notes
Balance Forward					\$ 187,860.36	
Occupancy	\$ 17,725.00	\$ 8,391.12	\$ 17,725.00	\$ -		
Phone	\$ 1,200.00	\$ 907.90	\$ 1,500.00	\$ (300.00)		
Postage	\$ 500.00	\$ 383.37	\$ 500.00	\$ -		
Printing	\$ 2,500.00	\$ 9.36	\$ 1,600.00	\$ 900.00		LEND intern
Office Supplies	\$ 1,800.00	\$ 1,685.46	\$ 2,800.00	\$ (1,000.00)		Not anticipated
FEE -- HR, NEW	\$ -	\$ 1,906.48	\$ 1,908.00	\$ (1,908.00)		
Equipment	\$ 1,056.00	\$ 353.00	\$ 1,000.00	\$ 56.00		
Interpreters	\$ 750.00	\$ 1,352.54	\$ 1,352.00	\$ (602.00)		
Dues, NACDD	\$ 4,310.00	\$ 5,067.00	\$ 5,067.00	\$ (757.00)		
Subscriptions	\$ 1,625.00	\$ 2,644.03	\$ 2,644.00	\$ (1,019.00)		
FEE ADS for IT	\$ 3,700.00	\$ -	\$ 3,700.00	\$ -		
Advertising	\$ 1,000.00	\$ 900.00	\$ 900.00	\$ 100.00		
Conference Reg	\$ 1,500.00	\$ 175.00	\$ 850.00	\$ 650.00		
Travel	\$ 2,500.00	\$ -	\$ 1,500.00	\$ 1,000.00		
	\$ 40,166.00		\$ 43,046.00	\$ (2,880.00)		
					\$ 144,814.36	

Budget Continues...

Expenses: Grants, Contracts, & Projects						
	Awarded	FFY'22 Actual 6 months	Estimated Total	Compared to budget	Balance	Notes
Balance Forward					\$ 144,814.36	
Vaccine Project	\$ 26,650.00	\$ 22,950.00	\$ 26,650.00	\$ -		
Leadership Series	\$ 30,000.00	\$ -	\$ 2,000.00	\$ 28,000.00		
Survey Questions	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00		
D. Awareness Day	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -		
Sponsorships	\$ 5,000.00	\$ 2,500.00	\$ 4,000.00	\$ 1,000.00		
Training (COPAA)	\$ 5,000.00	\$ 2,365.00	\$ 3,500.00	\$ 1,500.00		
Guardianship YA	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -		
Website	\$ 8,373.00	\$ -	\$ -	\$ 8,373.00		
GMSA SAP	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -		
VFN, SDM Strong!	\$ 10,022.00	\$ 925.00	\$ 10,022.00	\$ -		
ARC Rutland Area	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -		
Customized Emp.	\$ 7,000.00	\$ -	\$ 7,000.00	\$ -		
Essentials for L.	\$ 10,235.74	\$ -	\$ 10,235.74	\$ -		
Inclusive Arts VT	\$ 8,097.00	\$ 8,097.00	\$ 8,097.00	\$ -		
Planning, Peers	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -		
Housing Study	\$ 20,000.00	\$ -	\$ 12,000.00	\$ 8,000.00		
	\$ 211,877.74	\$ 13,887.00	\$ 163,504.74	\$ 40,373.00	\$ (18,690.38)	19% under spent

19% underspent for grants and projects, mostly due to Leadership being moved to next year and not starting the website project.

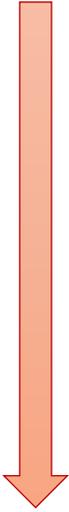
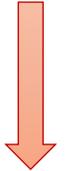
Overall, VTDDC was 3.3% overspent when compared to available income.

These estimates are based on 6 months of recorded spending. Actual spending at 12 months may differ from estimates.

Part II: Proposed Federal Fiscal Year 2023

INCOME			
Federal FFY'23 Allocation	\$	527,570.00	
CDC funds for Public Health	\$	80,000.00	
Remaining balance from FFY'21	\$	<u>120,000.00</u>	
	\$	727,570.00	
			\$ 727,570.00
Set Aside for FFY '24	\$	(120,000.00)	
	\$	(190,000.00)	
			\$ 607,570.00

Budget Continues...

EXPENSE				
Category	Estimated Total FFY'22	Proposed Budget	Balance Forward	Notes
SALARY & BENEFITS				
Balance forward			\$ 607,570.00	
Salary	\$ 232,252.00	\$ 241,552.00		3.69% increase
Benefits, 56%	\$ 131,152.00	\$ 135,269.00		
Balance	\$ 363,404.00	\$ 376,821.00	\$ 230,749.00	
GENERAL OPERATING				
Rent	\$ 17,725.00	\$ 18,000.00		2.68% increase
Phone	\$ 1,500.00	\$ 1,500.00		
Printing	\$ 1,600.00	\$ 1,500.00		
Postage	\$ 500.00	\$ 500.00		
Office Supplies	\$ 2,800.00	\$ 2,800.00		
Equipment	\$ 1,000.00	\$ 1,000.00		
Interpreters & Translators	\$ 1,352.00	\$ 2,000.00		
Dues NACDD	\$ 5,067.00	\$ 5,100.00		
Subscriptions	\$ 2,644.00	\$ 2,650.00		
FEE, ADS Digital Services	\$ 3,700.00	\$ 3,700.00		
FEE, ADS Personnel	\$ 1,908.00	\$ 1,950.00		
Advertising	\$ 900.00	\$ 1,000.00		
Conference Registration	\$ 850.00	\$ 1,000.00		
Staff Travel	\$ 1,500.00	\$ 1,500.00		
	\$ 43,046.00	\$ 44,200.00		
COUNCIL SUPPORT				
Meals & Space for Meetings	\$ 1,200.00	\$ 2,000.00		33% increase
Member per diems	\$ 2,500.00	\$ 3,000.00		
Member Travel in state	\$ 600.00	\$ 2,500.00		
Member Travel out of state	\$ 10,000.00	\$ 10,000.00		
Member Training	\$ 700.00	\$ 2,500.00		
	\$ 15,000.00	\$ 20,000.00	\$ 166,549.00	

Category	Estimated Total FFY'22	Proposed Budget	Balance Forward	Notes
GRANTS & PROJECTS				
Balance Forward			\$ 166,549.00	
Leadership		\$ 30,000.00		Already Obligated Designated Fund
Public Health Project	\$ <u>70,000.00</u>			
	\$ 100,000.00			
			\$ 66,548.00	

Challenge Ahead! Last year we had \$144,800 for Grants and Projects.

This coming year, if there is no increase in our appropriation, we will have \$96,548.88, a decrease of almost \$50,000. We are already committed to hosting Leadership during fall/winter. This leaves \$66,548 for other grants & projects.