

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

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

**1. Welcome and Adopt Minutes:**

The meeting began at 10:03 am.

**Motion:** Steve made the motion to adopt the meeting minutes from January 10, 2022. Mike seconded. There was no discussion.

**Motion passed.**

**2. Discussion RE Election & Bylaw Change:**

- Courtney explained that currently Mike is running unopposed for the seat of Chair. Two candidates have come forward asking to run for Vice-Chair: Candice, and a slate with Steve and Crista as Co-Vice-Chairs.
- The Council’s By-Laws do not allow for two people to hold an officer position. Kirsten suggested that the Executive Committee recommend a change in the bylaws to the full Council. The suggested revision would be to Article VI, Section 1 (D):

Either the office of Chair or the office of Vice Chair may be held by two individuals as co-leaders. However, there may not be co-Chairs and co-Vice Chairs at the same time.

- Steve raised the point that if there were Co-Chairs, they might disagree, even over a procedural matter, making it difficult to conduct Council business. “The Chair has the power to act,” he said. The Vice-Chair plays a supporting role. Steve suggested that the Vice-Chair position be opened to co-leaders, but not the Chair.

- The Committee discussed the pros and cons of these two possible revisions. All agreed that they wanted a leadership structure that would provide the necessary support for anyone, including a self-advocate, to hold an officer position.
- The Committee agreed unanimously to propose the following revision to the by-laws, Article VI, Section 1, (D):

The office of Vice Chair may be held by two individuals as co-leaders.

- Staff will make other minor changes to Section 1 to accommodate this revision and post the by-law change two weeks prior to the Council’s March 24 meeting.

### **3. Director’s Report:**

Kirsten reminded the Committee that the VTDDC has been offered \$80,000 by the Administration on Community Living for the purpose of “expanding the public health workforce.” Vermont must formally accept or decline the funding by February 11, 2022. She asked the Committee to vote to accept the funding.

**MOTION:** Mike moved that VTDDC accept \$80,000 from the Administration for Community Living for the purposes of expanding the public health workforce. Crista seconded. There was no further discussion.

**Motion passed.**

Kirsten said that this funding was for activities outside of the Five-Year Plan, which is overseen by the Program Committee. She asked that the Executive Committee act as they advisory body for this fund.

### **4. Evaluation of the Executive Director**

Courtney reminded the Committee that the annual evaluation would need to be started soon. Input from Council members and community partners would need to be collected before the April Executive Committee meeting. The group agreed to have staff send the evaluation form to Council member by mid-March, with a return envelope to Courtney’s home address.

### **5. Adjourn:**

The meeting adjourned at 11:12 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kirsten Murphy". The signature is fluid and cursive, with the first name being more prominent.

Kirsten Murphy