

Vermont Developmental Disabilities Council
Executive Committee Meeting Minutes ~ August 5, 2019
Vocational Rehabilitation's Office at the Capitol Plaza, Montpelier

Approved September 9, 2019

Present:	Kaiya Andrews, Julie Arel, Mike Gruteke, Terry Holden, Kay Stambler, Miriam Stoll
Absent:	n/a
VTDDC Staff:	Kirsten Murphy, Susan Aranoff, Chelsea Hayward

1. Welcome:

Miriam called the meeting to order at 10:04. It was noted that a quorum was present.

Motion: Mike made the motion to adopt the Agenda. Miriam seconded.

Motion passed: 4-0-1.

2. Adopt Minutes:

The Committee reviewed the minutes of the previous three (3) Executive Committee meetings – March 4, 2019, May 6, 2019, and June 3, 2019.

Motion: Kaiya made the motion to adopt the three (3) sets of minutes. Terry seconded. **Motion passed: 5-0-0.**

Kay arrived.

3. Executive Directors Report:

Kirsten reported that the Council does not yet know the amount of its FFY'20 allocation. The Senate voted out a budget bill last week, and it is expected to be signed into law. If the Senate concurred with the House, then there is an increase of about \$4 million for DD Councils across the country. NACDD has not provided any details.

Technical Assistance from NACDD in New Orleans – Sarah Newel Perez from the Administration on Intellectual and Developmental Disabilities (AIDD) told the councils in New Orleans that all Program Performance Reviews submitted last January have been accepted. This is very good news. Sarah described

some common errors in the reporting, which Kirsten does not believe apply to VTDDC's reports.

Technical Assistance workshops at the conference focused on the new reporting metrics, which are very challenging. Most DD Councils report that they are struggling to collect data that meets AIDD requirements. Kirsten will be meeting with grantees to review the new metrics.

Updates on Membership – Kirsten and Gina hosted the orientation for new member Francoise Kahindo of Winooski. Later in the month Terry will join Kirsten to help orient Amanda Bianchi, a self-advocate from Swanton.

The Governor's Office has not yet processed Candice Price's membership. Kirsten's goal is to have the three pending members processed by the September Quarterly Meeting.

There remains one final opening on the Council. This important slot, which was previously held by Jennifer Stratton, is to be filled by a represents a non-profit that serves people with developmental disabilities. Kirsten outlined two recruitment strategies and asked the committee for their direction:

- 1) The slot has traditionally been held by a Director of Developmental Services at a Designated Agency or an Executive Director of a Specialized Services Agency. This provides valuable insight into the operations of the DS system and the challenges these agencies face.
- 2) The opening presents an opportunity to continue to build cultural diversity on the Council, either by recruiting someone for the agency system who is working with diverse communities (for example, the Director of the Howard Center's program for CLC) or by reaching out to a non-profit that serves culturally diverse communities (for example, the Association of Africans Living in Vermont (AALV-VT) <https://www.aalv-vt.org/>).

The group discussed these options. There was general sentiment that VTDDC prioritize cultural diversity in recruiting for this position. It may take some time to build the necessary relationships in order to successfully recruit through an organization like AALV-VT. Kay expressed a desire to help in this

effort. Mike asked about possible outreach to the Deaf Community, which also represents a diverse culture.

With Kay's help, Kirsten will research some specific names and report at the next Executive Committee Meeting.

Planning for System of Care Renewal – At the June Quarterly Meeting, Dion raised the issue of preparing for advocacy around the funding priorities in the next Developmental Services System of Care Plan. Kirsten has since learned that the Agency of Human Services plans to delay the renewal of the System of Care Plan for a year, so the next plan will not take effect until 2022. The delay is due to all the changes necessary to implement DS Payment Reform, including the year-long process of revising the DS administrative rules.

DS Payment Reform is, however, an opportunity to advocate for objectives in Goal #3 – for example, a less crisis-driven system. Changes are being introduced rapidly and there are two rounds of public comment due before the September Quarterly Meeting (one about the Developmental Services Rate Study and another about conflict of interest free case management).

The Committee discussed how to solicit member input as staff develop these comments. Miriam and Kirsten will identify three (3) members to review public comments in the next few weeks; the full Council will discuss how best to be involved at the September meeting. One of three members should be active on the Policy Committee.

Setting Dates for FFY'20 – Kirsten distributed the proposed Executive Committee and Quarterly Meeting dates between September 2019 and August 2020 (attached). The Executive Committee adopted the dates as presented, recognizing that they can be changed as needed.

4. Executive Director's Performance Goal

Kirsten presented a work plan for Goal 1 in her recent Performance Evaluation. This goal focuses on increasing the cultural and linguistic competency (CLC) of VTDDC (attached). The Executive Committee will use the workplan as a guide and review Kirsten's progress twice before her next evaluation (November and February). Members noted that building CLC is an ongoing project that is

never fully complete. They expressed support for concrete and manageable objectives in the work plan.

Kirsten also noted that the work plan lays the groundwork for building greater CLC into the next Five-Year State Plan. VTDDC staff will begin developing the comprehensive needs assessment, which is part of the plan, as early as February 2020. Kirsten would like to work with LEND, the Council's new member Francoise, and a cultural broker to collect input from those in the New American community.

5. Develop Plan to Review Council Policies:

As the Council leadership is aware, the Council's policies are outdated and must be revised. However, to date only 3 of the 10 policies have been rewritten, reviewed with the full Council, and adopted. Kirsten presented a summary, rating policies as (1) easy, (2) moderate, and (3) complex (attached).

The Committee agreed to take the following steps:

1. The Conduct of Meetings and the Publicity Credit Statement are relatively easy to understand and/or have been reviewed with members before. These will go on the September agenda. Staff will send the revised policies with the meeting packet, as well as record an audio version of the policies. These will move to a vote.
2. Process for Budgeting, which is moderately complex, is better captured as a set of guidelines. The full Council will need to rescind the policy, which is now dated because of changes in the federal performance period.
3. The remaining three policies – member participation, publicly representing the Council, and the diversity policy will require a full conversation with the full Council. Kirsten's work plan (above) addresses the diversity policy. Kirsten said that she would prioritize the policy on publicly representing the Council.

Miriam suggested that when reviewing a complex policy, Council members might work in small groups in order to make the work more engaging.

6. Begin Planning for September Quarterly Meeting:

Kirsten shared that the 2019 Annual Report has been completed. Chelsea will work with the printer to have it ready for Council Members at the September Quarterly Meeting.

Other topics for the Quarterly Meeting:

- Budget revisions.
- Report from NACDD conference attendees.
- VTDDC Policies, per the plan adopted in section 5 above.
- Update on DS Payment Reform
- Discussion about member input in the rapidly changing conversation about DS Payment Reform

Mike asked if a state official could attend. Kirsten suggested that as the Acting Commissioner for DAIL, Camille George. She will ask the Commissioner.

Motion: Julie made the motion to adjourn the meeting. Kay seconded. **Motion passed: 5-0-0.**

Respectfully submitted,

Chelsea Hayward
Coordinator of Communications and Administration

INPUTS	ACTIVITIES	DELIVERABLES	OUTCOMES
PLANNING			
Executive Committee Georgetown Tool Community of Practice	Take inventory of Council's CLC	Summary of key findings	Council leadership has a baseline understanding of and framework to review CLS across the organization.
ADMINISTRATION			
Staff time Technical assistance from ITACC	Incorporate questions about cultural diversity in all data collection per ACL requirements. Add statement to template for RFPs; revise scoring rubric.	Revised scope of work for grantees/contractor Year 3 data and beyond Revised RFP	Grantees are engaged in understanding their own CLC. Council shows it places a high value on CLC. Council begins to have the tools to engage projects undertaken by culturally diverse groups.
TRAINING and MEMBER DEVELOPMENT			
Staff time Advice from LEND	Staff receive training in CLC Arrange 2 additional training in CLC for Council members Add people from culturally diverse backgrounds to the Council & engage them in full range of member activities. Develop revised Policy on CLC through guided conversation with Council members	3-6 hours/staff member 2 short trainings 3-6 new active members Revised policy	Staff become more skilled at talking about CLC with members and the community. Members increase their CLC & are better able to welcome members from culturally diverse backgrounds. Members demonstrate their commitment to CLC by developing a new policy that they are proud of.
INFORMING THE FIVE-YEAR PLAN			
Staff time Advice from LEND Community of Practice	Using cultural brokers collect info. about the disability-related experiences and needs of 2 culturally diverse communities not previously engaged.	Using cultural brokers collect info. about the disability-related experiences and needs of 2 culturally diverse communities not previously engaged.	Using cultural brokers collect info. about the disability-related experiences and needs of 2 culturally diverse communities not previously engaged.

INDEX OF VTDDC POLICIES AND GUIDELINES

Policy Section of Member Handbook

TITLE	DRAFTED	COMPLEXITY	DATE REVISED
Accommodations and Supports	X	n/a	5/5/19 (retreat)
Conduct of Meetings	X	<i>Easy</i>	
Conflict of Interest	X	n/a	6/28/18
Diversity Policy		Complex	
Member Expense Reimbursement	X	n/a	5/5/19 (retreat)
Member Participation	X	<i>Moderate</i>	
Process for Budgeting		<i>Moderate</i>	
Processing for Selecting Officers		<i>Changing?</i>	
Publicity Credit Statement	X	<i>Easy</i>	
Publicly Representing the Council		Complex	

Complex means this is policy that (1) should be revised by a group of members; and (2) will take some time to explain to the full Council.

Moderate means the policy has already been drafted to reflect current practice but will still take some time to explain to members.

Easy means a policy that does not need discussion or has already been discussed.

Other Guidance

TITLE	DRAFTED	Notes
Charge to the Policy Committee		Under Review by Committee
Charge to the Program Committee	X	Keep as is
Grant Award Policies & Procedures	X	