

**Vermont Developmental Disabilities Council**  
**Draft Executive Committee Meeting Minutes ~ January 6, 2020**  
**VTDDC Office at the Capitol Plaza, Montpelier**

<b>Present:</b>	Mike Gruteke, Miriam Stoll, Kay Stambler
<b>Absent:</b>	Kaiya Andrews, Julie Arel, Terry Holden, Courtney Quinlan
<b>VTDDC Staff:</b>	Kirsten Murphy, Chelsea Hayward

**1. Welcome:**

**Motion:** Kay made the motion to begin the meeting at 10:08 am. Mike seconded.

**Motion passed:** 3-0-0.

**Motion:** Kay made the motion to accept the Executive Committee Minutes of November 4, 2019. Mike seconded.

**Motion passed:** 3-0-0.

**2. Staff's Report:**

- Budget Update for FFY'20: The recently appropriated federal allocation raises DD Councils by \$2 million. For VTDDC that is about a \$13,000 to \$14,000 increase, which is a little below the rate of inflation.
- Program Performance Review (PPR): Kirsten has submitted this federal report on time (Jan. 1, 2020) -- a whopping 203 pages.
- Annual Work Plan: She also filed an updated 2020 and 2021 workplan, which included her predictions on what the Council will accomplish in the near future.
- Waiver Request: The AHS Business Office has submitted a waiver request for approximately \$20,000 in FFY'17 funds. In dispute are three charges that have not been reimbursed by the federal government. When AIDD revised its timelines, they discontinued the 90-day window that states were given to bill for expenses incurred before the end of the performance period. Two of the 3 disputed charges fall into the 90-day window, but one was paid before the performance period closed on Sept. 30, 2019. AIDD has not determined if a waiver will be granted. If it is not, then the funds must be drawn from a subsequent year's allocation.
- Recruitment for Members and Term Issue: Documentation for one Council Member shows that she was put on the Council in 2013 to complete the term of another member. The Governor renewed her membership in 2016. According to the by-laws, she would have been eligible for a second full term from April 1,

2019-March 31, 2022; however, the Council failed to request a renewal. Staff are working with the Governor's office to correct this error in the record.

### **3. Planning for March Quarterly Meeting:**

- **Survey of Cultural and Linguistic Competence:** Kirsten reminded the Committee that they have previously used a very long, complex tool published by Georgetown University to review VTDDC's cultural and linguistic competency. Since that time, Kirsten and Green Mountain Self-Advocates have worked together to create a simpler version of this survey in plain language and with under 20 questions.

Proposed next steps for VTDDC: (1) use the simplified tool (or a subset of its questions) at the March quarterly meeting, perhaps in a small group format. This will establish "where we are" as an organization in terms of cultural and linguistic competency. (2) In June talk with the Council about "where we want to go"; and (3) At September's Quarterly Meeting have re-written Policy on Diversity and Cultural Competence ready for discussion and vote.

Kirsten will create a formal proposal for the Executive Committee to review in February and seek an appropriate facilitator for future who will have lived experience as a person of color.

- **Visit by Governor:** The Quarterly Meeting will take place in the Pavilion conference room. The Council usually invites the Governor to visit during this meeting. Kirsten asked the Committee what they would like to suggest as a topic for conversation with the Governor, who often brings the AHS Secretary. Kay suggested thanking the Governor for something that we have supported.
- **Selecting participants for July trip to DC:** Kirsten suggested that we adjust the timetable for selecting members to go to the NACDD annual conference in July; this year the conference will be in Washington DC. Choosing members earlier than in prior years will allow staff time to plan and meet accommodations needs. Miriam will tell Council Members about the opportunity in her February monthly message.

**Motion:** Mike made the motion to end the meeting at 10:49 am. Kay seconded.  
**Motion passed: 3-0-0.**

Respectfully submitted,

Chelsea Hayward  
Coordinator of Communications and Administration