

**NORTH DAKOTA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
MEETING MINUTES
June 17, 2011**

Pioneer Room, State Capital
Bismarck, ND

Members Present

Darcy Andahl	Holly Major
Brent Askvig	Jeremy McIntyre
Missi Baranko	Carol Olson
Shirley Brennan	Bob Rutten
Tammy DeSautel	Mary Simonson
Tammy Gallup-Millner	Mark Sloan
Richard Hickok	Alex Schweitzer
Marcia Kilzer	Cindy Taylor
Pam Kolling	Diana Zietz

Members Absent

Jane Haerter
Brenda Schmid

Staff Present

Andrea Pennington
Bonnie Roth

The meeting was called to order at 10:00 A.M. by Chairperson Mary Simonson.

A motion was made by Jeremy and seconded by Diana to approve the meeting minutes. Motion carried. Holly noted that on page 7 of objectives on goal 5 in the minutes, the sentence needed to be corrected. New language was inserted. Mark moved and Darcy seconded to approve the minutes with the corrections. A new copy of the minutes will be posted on the Council website. Motion carried.

Roll call was taken, and a quorum was present.

Motion was made by Pam and seconded by Tammy G. to accept the agenda. There was no discussion. Motion carried.

Executive Director's Report:

Andrea introduced the Council's newest member, Missi Baranko. Council members introduced themselves. Andrea stated that we are now effectively balanced at a 40% /60% split for the Council.

Announcements:

Andrea stated that our thoughts and prayers are with all those who are affected by the floods in the state.

Mary made a flood announcement about activities in Valley City.

The grant solicitation was released for the 2012 on May 24th, 2011. There were some minor changes in the application itself but nothing significant. The largest changes were incorporating the language for the new 5 year state plan. There were also language changes after a review by Legal Services. The application is due July 15, 2011. The Executive Committee will meet August 24, 2011 and will make their grantee funding recommendations. The booklets with the recommendations will be sent out to the members before the September meeting so they can be reviewed. The Council will have the recommended organizations attend the September meeting to present their projects. The grant application document was released conditionally because the Council is moving into a new five-year state plan. The basic language for the new five-year state plan has been included in the grant solicitation. The Council had a couple of choices in that the Council could have held off and not released the solicitation until officially approved by ADD in the new five-state plan. It is set to be submitted to ADD in August, and we don't know when it will be officially approved. The second option was to release the grant solicitation on condition that if something in our state plan would not be approved, amendments could be made. Andrea stated that the Council has three years to spend down monies, and she didn't want the Council to lose federal monies.

The Council uses the Fiscal Administration services from the Department of Human Services for budget and finance services. Shannon VandeVenter is our new fiscal liaison. Deb Theisen is taking on new responsibilities with the Department.

Andrea anticipates the funding for the upcoming 2012 year on the federal level will be hold even. At this time, the Congress has not made any decisions.

Financial Report:

The financial expenditure statement for 2010 funding is highlighted in yellow and distributed to the members. The administration funding for 2010 is closed out. The second page is still active with two grants open. The Open Door Center has money to spend down and their grant will end June 30th. It is anticipated there will be spend down from these projects. The Arc of Bismarck was a project that was rolled over from 2011 money to 2010 and will be utilized. The crosscutting remaining balance will be used in contingency and carryover as well. The Missouri Valley Family YMCA did not spend their money and that is why a contingency balance will be carried over. The 2010 budget will be closed at the end of September, and all funds will be utilized.

The 2011 financial expenditure statement highlighted in green was distributed. Page one is the active administrative budget which shows we are currently on target in most areas.

The projects for 2011 are spending down nicely and covering the six-month mark for the projects. At this time, there are no projects that don't anticipate spending their money. Pathfinder recently held their conference and will have their report coming soon.

Capability Chronicles and Partner's Graduate -- presented by Veronica Zietz and Joyce Smith, Arc of Bismarck

Veronica talked to the Council regarding the capability chronicles and presented an electronic video. Veronica stated that the vision of the program is to explore the unique values all individuals possess while encouraging the acceptance of all in our shared community. They began with half-hour interviews which features topic experts and a host in various categories and topics. The long-term vision is to have a team of people with disabilities and their support networks to produce video profiles of people with disabilities who have achieved a level of success in their lives. Dakota Media Access (Channel 12) helped with technology support in doing the interviews at their location. This project gives a chance for people to shine.

Council Policy and Procedure Manual

Andrea stated if there are corrections to be made in grammar or misspellings, please give them to her.

Holly inquired on page 14 of the draft as to why organizations could not have more than two (2) projects at any time as sometimes the same organization may have a number of great projects? Andrea stated it was to give more organizations access to Council funds. Andrea stated it is only a recommended number and could be changed.

Tammy G. suggested the Council allow three (3) funded projects per year to an organization instead of two (2). After further discussion, Mark moved to approve the Policy and Procedure Manual with the funding restrictions increased to three funded projects, and it was seconded by Jeremy. Carol suggested the Policy and Procedure Manual should go in effect immediately. Andrea thanked the work group, made up of Brent, Mary, and Darcy for their hard work.

Bob inquired if organizations will be notified regarding the limit of three grants. Andrea stated that an amendment can be added.

Bob questioned page 9 regarding non-federal cash or in-kind match terminology. Brent and Andrea stated that it is legal terminology.

Marcia inquired about the 75 points score generated by scoring the grants. Andrea explained that on page 11 the executive committee makes recommendations to the

Council. The projects must have a score of 75 or more was determined by the committee as a cut off number and then recommended to the Council for presentations. The organizations are then invited to our September meeting to present. The organizations scorings under 75 cannot ask for reconsideration for a presentation.

Member Announcements

Tammy DeSautel announced that for those in the Fargo area, there will be a benefit for Zowie. Zowie's mother recently passed away. The group is getting approval to help her Grandmother get equipment to Zowie as her new caretaker. Zowie is into wheelchair sports and other athletic events.

Darcy stated that Self-Advocacy Solutions is having a conference in Dickinson on September 16-17 at the Ramada.

Brent announced there are two conferences sponsored by NDCPD. The first is an Autism conference for providers, families, and school and adult personnel August 2-4 in Minot. There is a limit of 200 who may attend and it is filling fast. There is no charge and meals will be included. The application is on the web site or you can call to make reservations at NDCPD. The International Inn has hotel rooms available.

Also, NDCPD, the American Association on Intellectual and Developmental Disabilities, the National Association for Competence in Intellectual Disabilities of Norway, and the University of Norway are co-sponsoring a conference on intellectual disabilities in Minot October 2-4, with eight (8) international speakers (4 from the US and 4 from Norway) Twenty breakout sessions are also scheduled. Go to NDCPD.org which will describe the upcoming conference, agenda, registration, speaker files, etc. They will be discussion on the following topics: health care and intellectual disabilities, school inclusion, community living, and employment.

2011 6-Month Project Reports

Andrea reported the projects are on track according to the narrative reports. The budget is also on track. Andrea visited with the several projects to view their progress. The projects turn in 6-month and 12 month project reports, success stories and consumer reports. The template used for their 6-month report is the same as the final report. It is easily updated at the completion of the project.

Executive Director Evaluation – Mary Simonson

Andrea and Bonnie left the room in which Mary conducted the Executive Director's evaluation for the year.

New Member Nominating Committee Report

At the last Council meeting, the New Member Nominating Committee consisting of Bob, Pam, Holly, and Andrea, was developed. There are a number of members who have reached their two-session or (8 year) limit. The Committee is specifically looking at the following criteria: men, tribal areas, Grand Forks and Williston areas. There are seven applications to be reviewed at this time, but the application window is open until July 1st. The Governor will appoint the members.

Retiring members may stay on the Council until a new member has been appointed to take their place. Those vacating their memberships are: Jeremy, Darcy, Diana, Cindy, and Jane. Former members may reapply after a year's time. Andrea thanked all the members for their dedication, passion, work, and time. The members thanked the Council for the privilege and support to be among the membership.

Five-Year State Plan (2012-2016)

Candace Muggerrud, KAT Communications, thanked the Council for the journey and hard work. Candace facilitated discussion by looking back at the 2-day work session in July with presentations of comprehensive and delivery system services. Candace reviewed the public comments, ADD requirements and results from the white papers, which helped identify the goals. Council members participated in work sessions to identify DD emphasis areas for North Dakota and created six (6) goals and a foundation for formulating the next state plan.

There was a recommendation to reconsider the work activity on page 20 section 2.2 to improve access to and from work. Encourage transportation funding, supported employment, employment, change in collaboration job training, etc. Pam stated the most vulnerable would be penalized if it would be taken away. Brent and Tammy D disagreed in that choice must be made to promote the use and advocate for innovations and inclusion for the Council. Organizations need to be more creative for multiple supports. The Council does not want to set precedence.

Tammy D moved to take out the statement regarding federal laws to provide work set asides. Richard seconded the motion. No discussion. Motion carried.

There is P&A support for the plan stated in the 2nd paragraph -- Advocate for changes in regulations that don't limit/hinder the availability of employment supports. Brent stated that our grants go to a number of diverse groups. Since this is the case, do we need to require under various groups a must for minorities? We can encourage acknowledging minority groups in our solicitation.

Andrea acknowledged the emails, and stated the Council should adopt the significant change.

Candace quoted Goal #1: individuals with developmental disabilities, their families, and stakeholders will benefit from advocacy and capacity building activities ensuring that

individuals with developmental disabilities will have the services and supports they need in order to live in the communities of their choice.

Darcy questioned how many 5-yr plans have ever been exceeded in the 5 year history? Employment is a problem with DD stereotypes. There is always new technology and change in laws and hope to exceed goals.

Goal #2: Individuals with development disabilities, their families, and stakeholders will benefit from advocacy and capacity-building activities that will result in desirable employment options for people with developmental disabilities.

Andrea stated the evaluation expectation of outcomes is wide open. Council is waiting for further guidance from ADD. Council will turn in the plan, and ADD will get back to us. We can make tweaks in our plan after a year.

On page 7, health and healthcare. Tammy G stated that it seemed limited. The researcher gathered the data towards our plan using resources in the state. Private health information and access is not seen in this document. It is mostly public.

Diana moved and Darcy seconded to accept the 2012-2016 5 year state plan with the provision that suggestions will be taken in consideration. Motion carried.

Other Business

The September 15th meeting will be held in the Pioneer Room to review the recommended grants.

The executive committee meeting will be held August 24, 2011 to review grant applications and score them.

The Council should email any executive director evaluation notes to Mary.

Jeremy moved to adjourn the meeting, and Darcy seconded. Meeting adjourned.