

**NORTH DAKOTA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES
MEETING MINUTES
July 22-23, 2010
BRYNHILD HAUGLAND ROOM
STATE CAPITOL BUILDING
BISMARCK, NORTH DAKOTA**

Members Present

Darcy Andahl, Brent Askvig, Shirley Brennan, Tammy DeSautel, Tammy Gallup-Millner, Richard Hickok, Marcia Kilzer, Pam Kolling, Holly Major, Jeremy McIntyre, Carol Olson, Bob Rutten, Brenda Schmid, Mary Simonson, and Diana Zietz

Members Absent

Jane Haerter, Alex Schweitzer, Mark Sloan, and Cindy Taylor

Guests

Marlene Warnke, Pam Mack, Sheryl Matney, and Candace Muggerud

Proxies

Carol Olson for Alex Schweitzer
Darcy Andahl for Jane Haerter

Staff Present

Andrea Peña
Bonnie Roth

The meeting was called to order at 10:05 a.m. by Chairperson Mary Simonson. Roll call was taken and a quorum was present.

Diana Zietz made a motion to accept the proxies as stated and motion was seconded by Jeremy McIntyre. Motion carried.

Darcy Andahl moved to approve the minutes of the December 2009 and March 2010 meetings. The motion was seconded by Diana. There was discussion in which Jeremy requested the December minutes be amended to reflect that he made a presentation as well as showed a video about his life story. Motion was made to amend the December minutes by Darcy and seconded by Tammy DeSautel. Motion carried. The motion was approved as is for the March minutes.

Darcy moved to approve the agenda and it was seconded by Carol Olson. Motion approved.

Introductions:

Andrea introduced the guests who will be facilitating the Council's two-day meeting to start planning for the next five year state plan. Candace Muggerud is co-owner of KAT Communications in Bismarck and will be one of the facilitators. The second facilitator is Sheryl Matney, technical assistance project manager, for the National Association of Councils on Developmental Disabilities (NACDD). Sheryl is based in Alabama.

Marlene Warnke was a guest in attendance and is with the National Alliance on Mental Illness in Bismarck.

Bruce Stein of Hankinson has resigned his position with the Council. Holly Major is a new member who took Bruce's place and is a parent from Minot, ND. All Council members then introduced themselves.

EXECUTIVE DIRECTOR'S REPORT:

Andrea Peña presented a new Council membership list as well as a white paper document which would be used later during the meeting.

Andrea sent an email asking for volunteers for the ARC rally day at the Capital to celebrate 20 years of the Americans with Disabilities Act. The Council will have a booth with information available, etc. The booth will be located on the first floor of Memorial Hall. Contact her if you are able to help 10:30 a.m. to 1:30 p.m. on July 26th.

The State Plan Amendment is due to the Administration on Developmental Disabilities on August 16th. The only updates that will be submitted are the Council's membership information and new budget year information. The State Plan performance outcome measures and numerical targets are remaining as is for the last year of the state plan. Back in December of 2009, Andrea discussed updating the State Plan with the Council and the Council determined to leave it as is for the 2011 year.

Sharon Lewis has been appointed as the new Commissioner of ADD. Commissioner Lewis presented at ADD's Technical Assistance Conference in Washington, DC. She has experience as a disability policy advocate. In her keynote address at the conference, she spoke about her view on Councils and she believes that "Councils are heart and soul of the DD Act." She has various priorities as Commissioner, some of which are to strengthen policies and processes for policy decisions, focus on communication and outreach, determine projects of national significance and move forward with a reauthorization of the DD Act.

Andrea will email the Council a survey from Commissioner Lewis regarding projects of national significance. Everyone's input and voices are welcome. Andrea encouraged all Council members take the survey and give feedback as a Council member from North Dakota. This is North Dakota's opportunity to be heard regarding national projects. The survey is available until September 1, 2010.

In addition, it is the intent of the new Commissioner to shape the direction of ADD by relying on voices and experiences of individuals with disabilities, their families, their communities, the public, and DD Network partners. Commissioner Lewis will consider these comments for future plans and how ADD can best meet the needs of developmental disabilities communities and their families. She also wants to review the reauthorization of the DD act and focus on self-advocacy, family supports, strengthening the DD networks, and providing adequate staff to support these changes. She would like to strengthen training efforts of the administration. She is looking at

revising the state plan template and modifying the online forms in order to have these forms match the state plan.

Andrea was invited by NACDD to present at the TA conference on the comprehensive review and analysis piece of the state plan process. Andrea presented with Sara Newell, project director at ADD, as well as Alicia Cone, a staff member of the Tennessee Council. It was an opportunity to network and to have North Dakota on the for front nationally.

Andrea invited everyone to take a look at the Council web site as it has been recently updated. The committee worked on updating items such as announcements for upcoming meetings, current membership information, annual reports, and much more. Comments can be sent to Andrea if anyone has more updates or additions.

The funding year 2011 grant solicitations were closed July 16th. The solicitation opened May 25th. Twenty applications were received; but one application came in past the deadline, so nineteen of the applications will be forwarded to the Executive Committee for review. Andrea has been in contact with all applicants so they know their grant was received. The Executive Committee will meet in August in to review the grants and make their recommendations. The Council will vote on the applications on Wednesday, September 22nd in the Pioneer Room at the State Capital.

Executive Director's Financial Report:

The 2009 expenditure statement (highlighted in yellow) was reviewed. The administration portion of the report has been closed out. There are a few grantees with remaining balances, such as the Open Door Center, which is still spending down their funds. The Missouri Valley Family YMCA did not spend down their dollars, nor will they be utilizing their money as they have terminated their contract due to low/no enrollment for their project. The Council's network collaboration was not all spent and will be rolled over to the new budget year.

The 2010 expenditure statement (highlighted in orange) was reviewed. The Council is still functioning within this administration budget. Travel is being expended as anticipated. Registration fees have not been used much. We are over in conference expenses because Andrea attended some local conferences this year. Printing and copying is more than anticipated. Association dues have remained the same. Meeting costs are current. The telephone costs have increased a bit due to conference calls for updating web site and by-laws. Supply expenses are over this year. Advertising is on target. The ISD/data processing is within budget. Office equipment has increased due to a few needed office items for Andrea. DSA services are within budget. The miscellaneous expenses are books and other materials. The 2009 annual report has been created, posted on the website and printed. The discretionary expenses include items for creation of the new state plan.

Our 2010 projects are spending down nicely. Andrea does anticipate NDSU (parent curriculum project) will have a remaining balance. Andrea will meet with them and discuss this.

Missouri Valley YMCA will not be spending their money, due to the relinquishment of their contract. The Open Door Center will be requesting an amendment because of flooding during their previous contract.

As required by the DD Act, the Council is required to publish an annual report. Andrea put the report into a printer friendly electronic version with some links of Council success stories. Andrea would like feedback and input for the format and information that Council would like to see in the 2010 report.

CHAIRPERSON'S REPORT:

The Chairperson's report was given by Mary Simonson. The National Association of Councils and Developmental Disabilities Annual Conference in Orlando will be attended by Mary and Diana. If any others would like to attend, contact Andrea. The Association is celebrating their 40th anniversary Sept. 26-28.

MTARS FINAL REPORT:

ADD was here May 2009 to conduct a monitoring and technical assistance review. The final MTARS report was received January of 2010. The Council had a 60-day window to formalize their responses in regard to the recommendations and compliance issues. A draft for feedback was provided to the Executive Committee in March 2010. They made some minor modifications to the document and Andrea submitted it to ADD by March 30, 2010. The document was shared with the Council and Andrea discussed each section.

A full ADD MTARS report is available electronically or in paper form if any Council member is interested in reading it.

Sara Newell thanked us for our promptness in responding to ADD's recommendations and compliance issues.

Andrea thanked the Council for their excellent work during the MTARS visit.

Brent stated the ADD's plan is to conduct a review every 7 years.

NDSCDD BY-LAWS COMMITTEE UPDATE:

Mary Simonson stated draft by-laws were sent to the Council to obtain their feedback. Feedback was received from a few members. Mary led the Council through the sections and a discussion was held. Andrea will clean up the sections that were discussed and will send another draft to Council members in late August or early September for review before the September meeting. The by-laws will be reviewed again during the September meeting and if they need more work, they can be voted on in December.

6-MONTH FUNDED PROJECT PROGRESS REPORT:

Andrea reported on the 6-month funded project summaries. She received narrative progress reports in May. She had an opportunity to make site visits this year and stated it was very rewarding to see the Council's projects in action. A spreadsheet was given to the members reflecting the organization, project name, funding, progression with spending, their target with performance measures, and misc. notes.

EXECUTIVE COMMITTEE OFFICER ELECTION:

Diana presented the nominating committee: Darcy, Jeremy, and Diana were members of the committee. Information was sent to all Council members requesting nominations for the Executive Committee. After reviewing the information, the nominating committee recommended: Mary Simonson as Chair; Bob Rutten as Vice Chair; Brenda Schmid and Shirley Brennan as consumer representatives and Brent Askvig and Tammy DeSautel as agency representatives. These individuals agreed to serve in these positions, and it was deemed all individuals were qualified.

Diana moved the nominating committee's recommendations by accepting their recommendations and it was seconded by Darcy. Motion passed. Mary abstained. The positions are effective October 1, 2010, for a two year term.

EXECUTIVE DIRECTOR EVALUATION:

The evaluation was postponed to Friday morning.

MEMBER ANNOUNCEMENTS:

Brent announced that the NDCPD is celebrating their 20th anniversary September 14 – 15, 2010. The anniversary celebration will include a banquet. Fliers were passed out and everyone is invited.

GROUP COUNCIL PICTURE:

LuWanna Lawrence, Assistant Public Information Officer for DHS's Executive Office took a group picture of the Council members for the web site.

LUNCH BREAK

Pam Mack from P&A joined the group.

NDSCDD FIVE YEAR STATE PLANNING PROCESS FOR 2012-2016:

Sheryl Matney and Candace Muggerud presented comprehensive review and analysis information that will be utilized to formulate the Council's new Five-Year State Plan for 2012-2016.

Candace presented demographics and information on North Dakota, which included economic issues, socio-demographic issues, unserved and underserved groups,

overview of the DD service delivery system, DD Service Delivery in the state, the Developmental Center, and the Olmstead Commission.

Brent Askvig presented background and white paper information from the North Dakota Developmental Disabilities Network (NDDDN).

Sheryl updated the Council in regard to ADD's requirements for the Council's state plan. She discussed the results of the summit white papers in the areas of Quality Assurance, Education/Early Intervention, Child Care, Health Care, Employment, Housing, Transportation, and Community Supports.

Day 1 end at 5:00pm.

Day 2 – July 23, 2010

Call to order by Mary Simonson at 8:30 a.m. in the Brynhild Haugland Room.

EVALUATION OF EXECUTIVE DIRECTOR:

Mary moved the Council into executive session and Andrea and visitors were asked to briefly depart the meeting. Mary stated the Council must evaluate the job performance of the Executive Director each year. The Council made comments in regard to the Executive Director's performance. Mary will follow up and meet with Andrea in order to complete her evaluation.

HEAD INJURY GRANT REQUEST:

The Head Injury Association has requested a contract amendment in order to modify the scope of their project. The grant was set up to specifically mentor tribal communities; but the association would like to open it to the State of North Dakota, serving Grand Forks, Devils Lake, Spirit Lake Reservation, Turtle Mountain Reservation, Minot, Williston, Fort Berthold Reservation, Dickinson, Bismarck, Standing Rock Reservation, Jamestown, Valley City, and Fargo. Richard made a motion to approve the modification, and it was seconded by Bob. There was discussion based on information Andrea provided to the Council with the day before.

A roll call vote was taken. Mary re-cused. The motion was approved.

VOCATIONAL REHABILITATION INFORMATION:

Carol asked Russ Cusack, VR Director to share some brochures (DVR – It Really Works and Recruitment Retention Results) regarding Vocational Rehabilitation and their services and locations. Harley Engleman also created an information sheet for the Council on the types of services available through DVR.

Mary stated that the DVR is a good resource for people who have any type of disability (physical or otherwise). They do an excellent job. Council members were encouraged to contact a Human Service Center for more information.

BUSINESS INFORMATION:

Brent stated that according to his calculation, the Council membership of consumers, parents, etc. was just under the required 60%. When one member was taken from their dual role, our percentage was reduced. Andrea will look further into this matter.

NDSCDD FIVE YEAR STATE PLANNING PROCESS for 2012 – 2016 (continued)

Sheryl Matney and Candace Mugerud continued with their presentation. Candace stated that the mission of the North Dakota State Council of Developmental Disabilities is to advocate for policy change that promotes choice, independence, productivity and inclusion for all North Dakotans. The existing five-year plan is in progress until 2011. There are currently four emphasis areas in which goals have been established and they are: Community supports, quality assurance, education/early intervention and employment.

Current Council Goals:

- Community Supports -- Individuals with disabilities have access to other services in community to support them that affects their quality of life
- Quality Assurance -- People have information to live and work free of abuse
- Education/Early Intervention – Help individuals with disabilities reach their potential.
- Employment -- Get jobs and keep them.

Council members ranked the DD Act's areas of emphasis as follows:

- Employment – 44 (6 members scored this #1)
- Transportation – 54 (2 members scored this #1)
- Health care -- 55
- Education/Early Intervention -- 59
- Housing -- 72
- QA – mandated for funding goal -- 79
- Child care -- 84
- Community sports -- 85
- Recreation -- 98

Sheryl stated that Council funded initiatives are intended to result in quality of life enhancements and that ADD will have approximately \$2.3 million over the next five years for all 55 Councils. There is not enough money for a Council to focus on all areas. Quality Assurance will be a big emphasis.

Quality Assurance: An advocacy system change that results in improved consumer and family centered quality assurance and results in systems of quality assurance in consumer protection that includes monitoring.

Transportation: Advocacy system change and capacity building to ensure activities that result in individuals with disabilities access to and use of transportation.

Recreation: An advocacy system to change activities that result in individuals with developmental disabilities have access to and use of recreational, leisure, and social activities in their communities.

Housing: Advocacy capacity building change to result in individuals with disabilities have access to and use of housing and housing support and services in their community including assistance related to renting, owning, modifying an apartment, home, or rental.

Employment: Employment activities are systems advocacy and change that results in individual with developmental disabilities acquiring, retaining, or advancing in paid employment, including supported employment or self employment in integrated settings in the community.

Early Intervention: An advocacy capacity system change provided to individual with disabilities and their families to enhance the development of the individual to maximize their potential and the capacity of family to meet the needs of such individuals.

Education: An advocacy capacity system change that result that individuals with developmental disabilities to be able to access appropriate support and make modifications when necessary to maximize their educational potential and to benefit from life-long educational activity and to be integrated and integrated into student life at schools.

Health Related Activities: Advocacy capacity system change that result in individuals with developmental disabilities having access to and use of coordinated health, dental, mental health, and human social services, including prevention activities in their community.

Child Care: Advocacy capacity building assistance change that results in families of children with developmental disabilities having access to and use of child care, including before school, after school, and out-of-school services in their community.

Formal and Informal Community Supports: No formal definition. Family support services definition states that service supports that other assistance provided to families with members who have developmental disabilities and designed to strengthen the family's role as the primary caregiver, prevent inappropriate placement of the member, and maintain family unity and reunite family member who has been placed out of the home. Sheryl stated that formal supports are those supports that would be offered to a family or individual in a community that are not paid for. Informal supports are items that would be much like church services which would include people with disabilities in Sunday school programs or respite care program with a group of volunteers that provide support.

Darcy recommended the Council think outside the box in regard to this next 5 year state plan. Instead of looking at areas of emphasis first, could we do something different? It was determined the Council would look at goal setting first.

Council members broke out into groups in order to create five goals for the 2012-2016 state plan, keeping in mind that there may not be enough money to cover all areas. The goals do not have to remain the same each year and can be modified throughout the plan period.

Guideposts for the activity:

- Resources
- Keep in mind if a goal would be a duplication of an existing service.

WORK GROUP OUTCOMES

Green group:

- Public awareness where state, city, county need to work together such as employers and law makers.
- Disability awareness language.
- Accessibility.
- Attitudes.
- Housing – landlord and tenants. Educate people regarding service animals.

Blue group:

- Provide self-advocacy training on health care, transportation, and housing policies.
- Increase integrated employment with DD individuals.
- Develop and revise policy for affordable accessible housing for individuals with DD.
- Increased training opportunities for high need professionals and other staff who provide services for individuals with DD.
- Enhance services for transitional age group (18-21).
- Increase services and information to under-represented populations.

Red group:

- Increase coloration to find common goals and maximize resources for the better good of the clients, consumers (cross cutting across all areas of emphasis). Use public schools that have a lot of interactive television.
- Determine why there is not a path leading to employment of choice and then act on results. State employment can lead the way.
- Convene transportation providers to cooperatively plan to better meet transportation needs (community, region, state, out of state) examples such as nursing homes, schools, clinics, eldercare systems, volunteer groups such as church or service groups, missions). Cross-purposing existing transportation services (not creating a new one).

- Utilize state-owned Bank of North Dakota to develop housing programs for people with disabilities (grants, low interest rates, flexibility).
- Breakdown turf with use of technology to increase health care access (access specialty care, coordinator, information).

Orange group:

- Transportation accessibility with vehicles with drivers going long distances.
- Public awareness services – case worker can analyze individuals having consumer telling them their needs
- Improve education – eliminate the myths associated with DD people
- Employment – culture shift toward work materials and wages – competitive
- Universal design for public building and private building for DD people

ORGANIZATION OF GROUP IDEAS:

Public Awareness

- Employment
- Disability awareness -- Mythbusting
- Service system issues, transportation
- Universal design philosophy
- Early intervention

Self-advocacy

- Transportation
- Housing
- Health care

Employment

- Increasing integrated employment by 10%
- Education of public and employers – culture shift
- Competitive wages – fulfillment – material and non-material of work

Housing

- Universal design
- Education of service animals usage
- Affordable housing
- Accessing and expanding programs already in existence for more – for our changing needs
- Housing flexible programs funded through Bank of North Dakota.

Transportation

- Broadening – cross purposing of transportation - sources
- Access
- Transportation coordination resource

Training

- Adequate and qualified personnel for training
- Evaluation of Council employment training – “go forward”

Parent/Family Education regarding DD person as well as information

- Disability
- Information about disabilities
- Family centered
- Infant development
- Enhancing transition of 18-21 year old DD individuals from schools to community

Technology

- Health care access
- Communication – individual access and training/application

OTHER BUSINESS:

The next meeting will be Wednesday, September 22, 2010 -- 9:00 a.m. – 5:00 p.m. in the Pioneer Room of the state Capitol.

The last meeting of 2010 will be held on Friday, December 10, 2010 in AV 210 and 212 (second floor of the judicial wing) of the state Capitol.

There being no further business, the meeting adjourned at 12:00 p.m. Jeremy moved to adjourn the meeting and the motion was seconded by Darcy.