

NORTH DAKOTA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES  
MEETING MINUTES  
December 11, 2009  
MISSOURI RIVER ROOM  
STATE CAPITOL BUILDING  
BISMARCK, NORTH DAKOTA

**Members Present**

Darcy Andahl	Richard Hickok	Brenda Schmid
Brent Askvig	Marcia Kilzer	Alex Schweitzer
Shirley Brennan	Pam Kolling	Mary Simonson
Tammy DeSautel	Jeremy McIntyre	Mark Sloan
Tammy Gallup-Millner	Carol Olson	Bruce Stein

**Members Absent**

Jane Haerter	Cindy Taylor
Bob Rutten	Diana Zietz

**Proxies**

Darcy Andahl for Jane Haerter  
Darcy Andahl for Cindy Taylor

**Staff Present**

Andrea Peña  
Bonnie Roth

The meeting was called to order at 10:000 a.m. by Chairperson Mary Simonson. Roll call was taken and a quorum was present. Introductions were made by all members.

Carol made a motion to accept the proxies as stated, and motion was seconded by Shirley.

Darcy moved to approve the minutes of the September 23, 2009 meeting with the amendments made and mailed to all members (top sheet had the corrections). The motion was seconded by Mark. No discussion. Motion carried.

**NEW MEMBER INTRODUCTIONS:**

Terry Woelber and Mike Schwab both terminated their Council memberships within their appointed term periods. After a number of parent applications reviewed and interviews held, two new members were selected. Brenda Schmid from the Fargo area, as well as Pam Kolling from the Dickinson area were appointed as the two new parents to replace Terry and Mike.

**DIRECTOR’S REPORTS:**

Andrea Peña presented the Financial Status and Director’s reports.

The Council has now moved forward with the fiscal modifications to those receiving stipends and reimbursements. A signature form will be signed by those receiving a stipend each meeting. Travel, lodging, meals, and other expenses will be reimbursed as previously done.

An updated membership list was developed and made available to all members of the Council.

A new Council member binder was developed by Andrea. This binder will be provided to all new members, as well as all new members will be oriented by Andrea prior to their first Council meeting. A copy was passed around for review.

The By-laws committee held their first meeting via conference call with Bruce Murry, Mary Simonson and Andrea Peña in attendance. The group is now drafting the document and hopes to have a copy for the Council to review by the June meeting. Andrea will also be creating a policy and procedure manual for the Council as was recommended by the MTARS team. She has compiled a number policies from other state Councils for review and will have a draft copy to the Council in the upcoming months.

**Summits:**

All eight North Dakota Developmental Disabilities Network (NDDDN) summits held throughout the state have concluded. A document stating the DD Act Emphasis Areas hosted and number of participants in attendance was provided.

<b>Summits</b>	<b>City</b>	<b>Participants</b>
Health Care	Minot	19
Child care	Bismarck	12
Employment	Bismarck	39
Recreation	Minot	22
Early Intervention and Education	Jamestown	12
Housing	Fargo	32
Transportation	Williston	15
Quality Assurance	Dickinson	16
TOTAL		167

The summits went well and participants were open about their needs and provided feedback in regard to what their needs throughout the state were. The information has been compiled and placed in a white papers by each emphasis area. Brent stated that quality assurance is not on the web site as of yet. White papers can be accessed at the following web site: <http://www.ndcpd.org/ndddn>

Brent stated that his staff wants to put a summary of the summits on the web site, but they are not sure when it will occur. Council members who attended the summits made comments on their experiences at the summits they attended. Andrea will send an e-mail out when the summit information has been compiled.

Currently, there are no plans for future summits as these were originally designated as a one-time tool to obtain public feedback on the DD Act emphasis areas in order to incorporate the information into future state plans.

**Transportation Survey:**

A transportation survey is being conducted through the Small Urban and Rural Transit Center at NDSU, with the support of the ND Disabilities Advocacy Consortium. They are conducting a research project regarding the transportation needs of people with disabilities in North Dakota. Andrea asked that Council members consider participating if possible. The information will be shared with various transportation groups, DOT and others to help identify the needs, review existing services and plan for improvements. There is no closing date for the survey at this time. You can take the survey by going to [www.surtc.org](http://www.surtc.org). You may also take the survey by calling Jeremy Mattson at 701-231-5496.

**Designer Genes Movie:**

The Designer Genes group is having a movie screening of “Including Samuel” at the Grand Theater, Bismarck, on December 16<sup>th</sup>. This documentary examines the social and educational inclusion of youth with disabilities in the community. NDCPD has this video available and can be viewed upon request. One of the participants in the film will be a speaker at an upcoming meeting.

**Personal Assistance Registry:**

NDCPD has developed an online registry for personal assistance providers and consumers to connect with one another state-wide. Brochures and posters were made available for Council members to take. The consumers and providers are responsible for background checks of the individuals, and the need for licensing was questioned. Andrea referred questions to the contact person, Chuck Stebbins, listed on the brochure.

**MTARS Report Update:**

Andrea stated that we are still waiting for the final MTARS report. It was anticipated that North Dakota would have received the report in the Fall of 2009, however it seems ADD is behind on getting the reports out to the states at this time.

**National Association of Councils on Developmental Disabilities (NACDD):**

Andrea is now serving on a NACDD technical assistance working group which provides over site on technical assistance states and territories will be receiving throughout the 2010 year. The first meeting has been held via conference call and there is an upcoming meeting in February.

### **Annual Council Funding Allotments for 2010:**

Andrea stated that ADD is currently working to provide each state and territory with a correct fiscal allotment number for 2010. There has been some confusion over an Omnibus bill currently on the floor and she anticipates that the Council will receive more information next week regarding an increase over the already anticipated \$462,315 or not. At this time, the Council has received 21% of its 2010 money and the contracted position has been put on hold until the final monies are known for this fiscal year.

### **ADD Fiscal Training:**

Andrea and Deb Theisen (Council Liaison Accountant) will be traveling to Atlanta, GA, in January to attend a ADD federal fiscal training. Andrea will provide a report during the March meeting regarding the training and information received.

### **Web Site Review:**

Andrea passed out a sign-up sheet requesting volunteers to sit on a short term Web Site Review Committee to review the site created in 2009 and provide feedback and guidance on improving the site. Several Council members volunteered to commit themselves and they will meet via conference call after the first of the new year.

### **Financial Report:**

2009 – Yellow highlighted expenditure statement.

Andrea reviewed the 2009 administrative expenses first. It was determined that a portion of the fiscal liaison's salary was taken out of the top salary line item which was not anticipated during the design of the 2009 budget. In 2010, this has been changed to reflect the salary and expenses from the Designated State Agency (DSA) to come out of a separate line item. The travel line items were not used as much as was projected. The projects did well in spending down in 2009, leaving almost each project spent down to their exact dollar. Andrea has been working with projects on their spend downs and is requesting they turn in reimbursements at least every 90 days.

Andrea granted two project amendments for 2009. Open Door's Afterschool Program was extended due to flooding issues and the YMCA's Teen Enrichment Program was extended because of low attendance numbers and marketing issues. Each project received an additional 4 months to complete their activities and liquidate their monies.

As Andrea and the fiscal liaison were reviewing statements, a deficiency was found in from the 2007-2008 budget years and if needed, the reserve monies will be used to cover any overages, which Andrea did not think we would have to dip into.

2010 – Orange highlighted expenditure statement

As of the end of October, there was not much recorded yet for 2010 as the fiscal budget begins October 1 of each year. Crosscutting monies have once again been set aside in the 2010 budget.

### **CHAIRPERSON'S REPORT:**

Mary and Diana attended the annual NACDD conference in Albuquerque, NM this year. Mary stated that North Dakota was in good shape financially as well as Nebraska. Many of the states are having financial difficulties. Mary stated that she attended the employment discussion group. Georgia, Tennessee, and Ohio work with senior high school students going into various jobs. They give them training in various employment situations. Florida works with free job coach modules in technology. The speaker on employment talked about environments which has to change not people. The annual conference will be in Orlando next year celebrating NACDD's 40<sup>th</sup> year.

Many states were interested in North Dakota's after school programs according to Mary. There seems to be a national push for employment on the horizon. Mary suggested that we provide a list of our grants for the conference attendees next year.

### **Debriefing from the Network DD Act Training:**

NDDDN hosted a DD Act training November 2-3, 2009 at Minot State University. Two staff members from national organizations, NACDD (the Council's national organization) and AUCD (NDCPD's national organization), Sheryl Matney and Dawn Rudolph came in to provide the training. Protection and Advocacy was also part of the training, however their national member was not able to be in attendance. There was good member representation through the three network partners. The goal was to follow up on the recommendation made by the North Dakota's MTARS team in providing DD Act training and information to all three entities, so each organization was operating from the same page.

Both electronic and hard copies are available of all the DD Act Training documents to those who were not able to attend. The trainers educated the organization members on: History of the DD Act, the Purpose, Principles and Values of the DD Act, Areas of Emphasis in the DD Act, Member Roles and Advocacy, Conflict of Interest, Supporting Members and Network Collaboration. Andrea reviewed and passed out a packet that highlighted a number of items that were included in the training.

### **Grantee Project's Progress Reports, Project Performance Measures for 2009, PPR and Annual Report for 2009:**

At the end of each grant cycle, projects are required to provide Andrea with a narrative report stating performance outcome measures, final budget numbers, any problems encountered with the project, a consumer satisfaction survey and a project success story.

Andrea provided a spreadsheet of the 2009 project performance measures and shared with the Council that employment is an emphasis area that we are currently struggling with.

Andrea shared a booklet of success stories from the 2009 projects.

The annual report for 2009 will be submitted electronically to ADD before end of December.

Most of the 2010 contracts are through legal now and the two remaining will be sent out soon.

Andrea asked if the Council wanted to continue moving forward in the current state plan emphasis areas, goals and objectives or if the Council wanted to make any modifications to the state plan. She asked this now, as if the Council wants to make any modifications, the public must be provided an opportunity to comment on any changes and all modifications will need to be done by August 2010.

Mark suggested that we leave the state plan alone at this time; the Council should do something for the next plan cycle. Brent supported the goals and agreed that the Council to leave the plan alone this year; and possibly change some goals in the next state plan.

#### **Apert's Syndrome Video**

Jeremy McIntyre showed a video that he produced to educate the Council on Apert's Syndrome and provided the Council with a presentation on his life story.

#### **Epilepsy Documentary**

Darcy Andahl showed a video clip created by 60 minutes, to educate the Council on Epilepsy.

#### **State Plan 2012-2016**

Andrea passed around a proposed timeline for the design of the 2012-2016 State Plan. The Council determined that the State Plan should be worked on during the regularly scheduled quarterly Council meeting and that work on the plan should begin during the June 2010 Council meeting.

The Council's Executive Committee will review the information and put together the drafts for the Council to consider while working on the state plan. Andrea will get the time line updated and hire a facilitator for the event.

#### **Set 2010 Quarterly Meeting Dates**

The dates for the 2010 Quarterly meetings were discussed. The Following were determined:

March 10, 2010 in Bismarck  
June 24-25, 2010 in Bismarck

September 22, 2010 in Bismarck  
December 10, 2010 in Bismarck

Tammy DeSautel moved that we accept these dates with modifications for the meetings in Bismarck; and Darcy seconded. No discussion. Motion carried.

**OTHER BUSINESS:**

**Member Announcements:**

Brent stated that NDCPD submitted an application for a Think College Mini Grant Competition to increase opportunities for postsecondary education for individuals with disabilities in our state to attend colleges and universities.

Brent received a notification that Senators Kent Conrad and Byron Dorgan as well as Representative Earl Pomeroy support monies for autism in the Omnibus Bill.

Mary shared that Neural Psychologist, Amy Meidinger, will present at the TBI conference in 2010.

Alex stated that within the DHS budget, Behavioral Analysts are being hired to work with the Developmental Center as part of crisis intervention teams as part of the Department of Human Services. The analysts will work where they are needed and in all areas. The object is to prevent institutionalization of clients.

Tammy Gallup-Millner stated the Maternal and Child Health will be holding their 2011-2015 stakeholder planning retreat on February 2<sup>nd</sup>.

There being no further business, the meeting adjourned at 2:30 PM. Alex moved the Council meeting adjourn, and the motion was seconded by Darcy.