

NORTH DAKOTA COUNCIL ON DEVELOPMENTAL DISABILITIES
MEETING MINUTES
JUNE 18, 2008
PRAIRIE ROSE ROOM
PRAIRIE HILLS PLAZA BUILDING
BISMARCK, NORTH DAKOTA

Members Present

Darcy Andahl	Jeremy McIntyre	Mark Sloan
Shirley Brennan	Carol Olson	Bruce Stein
Betsy Dalrymple	Bob Rutten	Tammy Stuart
Tammy Gallup-Millner	Mike Schwab (by phone)	Cindy Taylor
Jane Haerter	Alex Schweitzer	Terry Woelber
Richard Hickok	Mary Simonson	Diana Zietz

Staff Present

Tom Wallner
Connie Haag

Guests

Bruce Murry	Thomasine Heitkamp
Barbara Murry	Nancy Martin

The meeting was called to order at 9:00 AM by Chairperson Diana Zietz. Roll call was taken and all Council members were present. Tom Wallner welcomed Mark Sloan to the Council as a new parent representative. A motion was made by Darcy Andahl and seconded by Shirley Brennan to approve the minutes of the December 12, 2007 quarterly meeting, and to approve the minutes of the March 19, 2008 Executive Committee meeting. Motion carried.

Tom Wallner presented the Financial Status and Director's Reports. Expenditure statements were reviewed for the month ending May 31, 2008 for the fiscal years 2007 and 2008 allotments. Of the FY 2007 allotment of \$461,111.00, \$395,430.43 has been expended, leaving an unspent balance of \$65,680.57 to be spent down by three remaining projects: NDACF Community Transition, Arc of Bismarck for Partners in Policymaking, and the NDDAC Consortium. Of the \$120,798.00 budgeted for administration in FY 2008, \$63,225.74 has been spent, leaving a balance of \$57,572.26. Expenditures total \$46,238.49 to date for FY 2008 Areas of Emphasis projects from the committed amount of \$289,504.44, leaving a balance of \$243,301.95. The Contingency/Reserve contains \$51,979.56. A total of \$109,464.23 has been expended from the total federal allotment of \$462,318.00, leaving a balance of \$352,853.77.

After the financial report, Tom Wallner gave his executive director's report. Tom congratulated Jeremy McIntyre on graduating from Moorhead State University with a Bachelor's Degree in Mass Communication. There is one vacancy on the Council for a representative from the University Center for Excellence. Tom read Bryce Fifield's letter of resignation to Governor Hoeven, in which Bryce said he has accepted the Directorship of the Utah Center for Excellence in Developmental Disabilities at Utah State University. Shirley Brennan informed the Council that effective July 1, Dr. Brent Askvig has been hired to replace Bryce as the new Director of the North Dakota Center for Persons with Disabilities at Minot State University. Dr. Askvig or his designee will need to be appointed by the Governor to fill the vacant NDCPD membership position on the Council.

Tom is planning to retire from the Department of Human Services as DD Council Executive Director on July 31, 2008. Because the job has become increasingly more challenging due to overly complex federal regulations and standards, now is a good time for a change in personnel. Tom encouraged Council members to have patience with its new Executive Director to allow that person to learn by making mistakes and to understand that there is more than one way to do the job. He said that he found a way to do the job that seemed to work for him but that there are other ways that may work for someone else. Before he leaves, Tom plans to have the Council's 2009/2011 biennial budget request as close to final form as possible; to furnish technical assistance to prospective applicants who are responding to the Council's 2009 Request for Proposals; to prepare the Council's annual plan update; and to orient and train the new Executive Director if he/she is on board before the end of July. Also, the DD Council director's position will be relocated to DHS headquarters at the Capitol building some time this summer, and Connie Haag will no longer be assigned secretarial responsibility for the Council.

Diana Zietz updated the Council on the National Association of Councils on Developmental Disabilities (NACDD). She just returned from NACDD's annual public policy seminar and annual meeting in Washington, DC. Diana passed around a copy of NACDD's annual report, and said that the organization is in good financial shape, and that new officers were elected. Debra Swingley, DD Council Director from Montana, is the new president, but a new Executive Director for NACDD has not yet been hired. Diana serves on the Conference Planning Committee, the Nominating Committee, and the Technical Assistance Advisory Committee. NACDD dues will increase by 4% across the board in 2009. Diana asked the Council if it wishes for her to continue participating on NACDD. After election of officers today, the new chair of the Council would naturally be the person to attend NACDD meetings, along with the Executive Director. A motion was made by Betsy Dalrymple and seconded by Mary Simonson for Diana Zietz to continue serving on NACDD for another year. Motion carried.

Jim Moench updated the Council on the activities of the North Dakota Disabilities Advocacy Consortium (NDDAC). Two areas of focus have been restoration of the Americans with Disabilities Act and the Consortium's organizational effectiveness plan. The ADA Restoration Act was introduced over a year ago, but consensus is building to pass an ADA Amendment Act instead. The impact of whatever legislation passes is not known. The organizational effectiveness program is a way to streamline and to make issues advocacy by the Consortium more effective. The structure of NDDAC's board and executive committee needs to be more clearly defined. Four standing committees will be in place: 1) Marketing and Education, 2) Issues, 3) Bylaws and Policy, and 4) Financial Affairs. These committees will then form task forces. Cost sustainability through other funding sources remains a priority. The annual Disability Issues Conference may be rescheduled to a later date; and if it is, the Consortium will ask for an extension of the time period in which to spend the money for the conference.

The Council reviewed Project Progress Reports submitted by grantees for the first six months of their FY 2008 grant projects. Although Tom has a concern about the Family to Family Project at the University of North Dakota, most projects are on track to meet or exceed their 2008 performance targets. Tom Wallner reviewed the project reports with the Council and pointed out items of interest for each project.

Next, Thomasine Heitkamp, chair of the Social Work Department at the University of North Dakota, introduced Nancy Martin to the Council as the new coordinator of the Family to Family Project. Family to Family was transferred from the UND Center for Rural Health to the UND Social Work Department at the end of April, 2008. Thomasine handed out copies of her report, and said that she and Nancy are excited to find those parents who are providing services, to match them up with other parents who have children with disabilities, and to find more referrals. The Family to Family webpage has been moved to the Social Work Department website, and there are strong advocates for parents on the Family to Family board. The transition has been relatively seamless, and Thomasine expects the program to exceed targets for its 2008 performance measures.

After a short break, the Council reviewed the Nomination Committee Report. Bob Rutten explained that he would like to serve on the Executive Committee, and that he would like his name removed as nominee for Chair and Vice Chair. As a result of the survey questionnaires returned by Council members to the Nomination Committee, the following persons were identified for consideration as officers and Executive Committee members for two-year terms commencing October 1, 2008: Mary Simonson, Chair; Mike Schwab, Vice Chair; Shirley Brennan, Darcy Andahl as consumer representatives; and Bob Rutten and Tammy Stuart as agency representatives on the Executive Committee. A motion was made by Jeremy McIntyre and seconded by Terry Woelber that nominations cease. Motion carried. A motion was made by Bruce Stein and seconded by Mary Simonson to cast a unanimous ballot for the candidates identified by the Nomination Committee. Motion carried. The new officers and other Executive Committee members were congratulated.

Due to the delicate nature at this stage of applicant interviews, SCDD Executive Director finalist applicants were not invited to the meeting as scheduled on the meeting agenda. Diana Zietz provided an update to the Council. DHS Human Services screened twelve applicants, and the hiring panel interviewed five of those people. Diana reported that there are three very qualified applicants, but as of today the position has not been offered to anyone. By the end of this week, the DD Council should have a new Executive Director. Tom Wallner reassured the Council that money for training and out-of-state travel for the new Executive Director is already allocated in the Council's operating budget. Tom will encourage the new Director to attend the DD Council Executive Directors' Retreat in September, and to attend the National Association's annual fall conference in October. NACDD also offers online training for new Executive Directors, and Tom is hoping that he will have the time to provide training and orientation for his replacement for at least two weeks before his retirement date of July 31.

The Council scheduled its next quarterly meeting for September 12 in Bismarck. At the September meeting, grant applicants will be invited to present their proposed projects for FY 2009 to the full Council for consideration. Tom Wallner encouraged the Council to schedule a presentation by Jake Reuter on the Money Follows the Person Initiative at a future quarterly Council meeting. The Executive Committee will meet on August 13, 2008 at 9:00 AM to review and score grant applications submitted in response to the 2009 Request for Proposals.

Due to lack of travel funds, the federal Administration on DD announced in April that it has postponed the MTARS program review of the DD Council, Protection and Advocacy, and the ND Center for Persons with Disabilities scheduled for mid July until sometime in 2009.

Carol Olson presented and read a letter of appreciation to Tom Wallner from the Department of Human Services for his 33 years of service to the state of North Dakota, of which 26 years were spent as Executive Director of the State Council on Developmental Disabilities. Barb Murry, Director of the North Dakota Association of Community Facilities (NDACF), then presented an award to Tom in appreciation for his support and assistance to NDACF over the years. Diana Zietz presented a card to Tom which had been signed by his colleagues attending the National Association of Councils on Developmental Disabilities conference last week. Then Diana presented Tom with a clock from the members of the DD Council with an inscription recognizing his years of service as Executive Director of the Council. Darcy Andahl presented Tom another card which had been signed by members of the Council, expressing appreciation for his leadership and expertise.

There being no further business, the meeting adjourned at 11:15 AM.

Submitted by

Tom Wallner
Executive Director

Minutes 6-18-08