



NORTH DAKOTA STATE COUNCIL ON DEVELOPMENTAL DISABILITY
MEETING MINUTES
APRIL 8, 2009
BANK OF NORTH DAKOTA CONFERENCE ROOM
BISMARCK, NORTH DAKOTA

Members Present

Darcy Andahl
Brent Askvig
Shirley Brennan
Tammy DeSautel

Teresa Larsen
Richard Hickok
Tamara Gallup-Millner
Bruce Murry

Bob Rutten
Mary Simonson
Terry Woelber
Diana Zietz

Members Absent

Jane Haerter
Jeremy McIntyre
Carol Olson

Mike Schwab
Alex Schweitzer
Mark Sloan

Bruce Stein
Cindy Taylor

Proxies

Bob Rutten for Alex Schweitzer
Bob Rutten for Jeremy McIntyre
Darcy Andahl for Jane Haerter
Bob Rutten for Carol Olson
Brent Askvig for Mark Sloan
Bob Rutten for Mike Schwab
Darcy Andahl for Cindy Taylor
Bob Rutten for Bruce Stein

Guest

Teresa Larsen

Staff

Andrea Peña
Bonnie Roth

The meeting was called to order at 1:00 p.m. by Chairperson, Mary Simonson. Roll call was taken. Bruce Murry asked if we had a quorum. It was determined that a quorum was present. The proxies were listed and discussed. Bruce Murry stated that the Council supports proxies however, he raised a concern that there may be too many. Darcy made a motion to approve the proxies, and it was seconded by Diana Zietz. Motion was approved.

Mary asked for an approval of the agenda. Darcy made a motion to approve the agenda, and it was seconded by Diana. No discussion. Motion approved. Teresa Larsen was introduced as our guest. Roll call was taken and approved.

Andrea stated that a tour of the second floor of the Bank of North Dakota building, would be given during the break.

Financial Report:

Andrea began the Financial Report with the 2008 Expenditure Statement, highlighted in yellow, then moved into the 2009 Expenditure Statement, highlighted in green. Andrea has worked with Deb Theisen, the Council's fiscal person through DHS to modify the fiscal spreadsheet regarding information to make it easier to follow by deleting some columns and re-titling others. If any Council member wants more information on the spreadsheet changes, please contact Andrea.

The expenditures for both the 2008 and 2009 spreadsheets ended February 2009. There are remaining balances and unused monies from the UND grant that are being carried over. The unused/de-obligated column shows that at the end of the year there are funds still remaining in the UND project as have been previously shared with the Council. Andrea explained with the 2008 spreadsheet, some organizations have two line items. Because of the amount of carry over and the need to spend down old monies first, some 2009 grant projects are being paid out with 2008 monies. Those projects are: Pride, Inc. @ \$21,028.48, Protection and Advocacy Project @ \$10,203.00, ND Disabilities Advocacy Consortium @ \$69,869.00 and NDCPD – Disaster Preparedness @ \$19,820.00. Terry asked if these projects could be identified in future spreadsheets with an asterisk and Andrea said she would add this to upcoming spreadsheets.

Terry asked Andrea if the legislature had any questions about the carry over monies from the UND project. Andrea reported that the legislature did not have any specific questions regarding the UND project and their unmet goals. Both the House and Senate saw the Council budget carryover and only had one minor question in regard to the travel for the Executive Director.

Andrea walked through the 2009 Expenditure Statement, Administration section by line item. She reported the out-of-state travel line item was being reconciled. Due to an internal way DHS processes travel, it is not currently broken out by in and out of state travel. Andrea is working with Deb Theisen to get the correct amount into the out of state travel line item. She also spoke about a \$317.95 conference expense which is the reservation of a booth space at a conference to showcase the Council. She also stated the printing/photocopying line item would be over the anticipated budgeted amount, due to the preparation for MTARS. She said supplies are also over the anticipated amount because she has ordered a number of things for MTARS (binders, etc.) and some other items she needed for her office (folders, etc.) The office equipment line item is over due to the purchase of a digital vs. a traditional tape recording system. Andrea stated that it just made sense to purchase up to date equipment for the Council meetings. She also stated that items in the other/misc. category are software and resource purchases so she can take over as the text administrator of the Council's new website when it comes out live in May.

Andrea asked the Council to enter into a discussion regarding budget line items that she know will go over the anticipated budgeted amount. She asked how the Council wanted her to handle this. Did they want to her request prior approval or would they be comfortable allowing her to modify the budget for small amounts? Brent asked how much of our budget ADD allows us to move around. Andrea stated that 20% of our budget could be shifted without having to ask ADD for permission. Diana thought the Executive Director should use her discretion in these matters. Brent made a motion that the Executive Director should use her discretion with costs that go over the specified budget amount and report the changes during Council meetings, and Darcy seconded it. Motion was approved.

In the grant projects on page two of the Expenditure Statements, of the 2008 projects, the Open Door Center is still spending down their allotment as per the amendment Andrea granted them. There are a few grants with some small, remaining unused funds, which grantees that will not be used and have been carried over into the contingency monies for 2009.

Of the 2009 projects, all projects are spending down their monies as anticipated with the exception of the Missouri Family YMCA, which has not yet requested any of their money. Andrea has been in contact with the project director and she stated that due to the cycle of their programming, she will not begin requesting money until May/June of this year. In addition, NDCPD's NDACF conference will request their money after their conference is held at the end of April.

Andrea stated that she would like to add a new line item called, Crosscutting under the grant project section. When the Council developed the state plan and put it into effect in 2007, money was put towards all emphasis areas with the exception of Crosscutting. Andrea stated that she thought ADD would take issue with this. She is advising the Council to permanently add the title of Network collaboration after the Crosscutting title while operating within the 2007-2011 state plan, thus the money can also be used to pay for collaborative network projects and items such as summits, conference fees, printed materials, and any type of collaborative materials put together by the Network. Andrea stated that putting money aside for Network collaboration will show ADD that we are serious about our network collaboration. She recommended putting \$15,000 in the line item for the 2009 budget year. Darcy questioned if \$15,000 was enough. With 2009 almost half way over, Andrea stated she was comfortable with this amount and that this will need to be reviewed each year like all the other categories are. Bruce asked if the term Crosscutting was a term Andrea came up with or was it a federal term? Andrea stated that it is a federal term. Terry made a motion to add Crosscutting to the budget spreadsheet and it was seconded by Darcy. Motion was approved.

Andrea also spoke about the amount in Contingency Reserve. The Council will have a large chunk of money moving into (70% of budget can go into grants) the budget for the 2010 year – about \$400,000 will go to grant projects due to carry over monies. Terry asked Andrea what we received in funding last year. She stated we received \$462,000.

Due to stimulus monies, all Council's nationwide will be seeing an increase. Andrea did not know the exact amount North Dakota would receive, but anticipates we will soon be hearing an amount. Brent commented that NDCPD will receive increases to all of their programs as well.

Activities Since Last Meeting:

Andrea passed around an updated membership list (March 2009). ADD has asked Andrea for information regarding demographic information of the Council, such as members' years of service, their ethnicity and the county they live in. Andrea passed around a sheet asking that members fill in the corresponding information after their names.

Andrea submitted the 2008 PPR report to ADD by their January 1, 2009 deadline. She has received confirmation from ADD that they received the report and they had a few clarifying questions for her. Andrea addressed these questions with our ADD project specialist, Sara Newell and the report was finalized. Andrea then handed out a copy of the Planned vs. Actual Project Performance Measures – PPR Annual Report for 2008. On the left side of the report are the emphasis areas according to the state plan, the performance measure reference numbers, the description of the performance measure, and the annual and cumulative goal columns. The cumulative performance numbers and the 5-year plan for performance numbers are shown at the end of the spreadsheet.

For the 2008 year, the majority of the performance measures in all emphasis areas were met. Some of the performance measures under quality assurance were lower than projected because UND didn't fulfill their contractual obligations, thus not meeting their goals and our performance measure anticipated numbers. Cumulatively, in most areas, we are meeting or exceeding performance measure goals on an annual basis.

Terry asked, "What happens if at the end of five years, we don't meet the goals?" "Would the Council be written up?" Andrea stated that as long as we are progressing and meeting our goals we are fine. At the end of five years, a review of the entire 5 years of the PPR is done by ADD and the Council then would have an opportunity to move forward and rectify things as they moved into their next 5 year state plan. Brent stated that the way ADD works is they provide support, training and technical assistance during the implementation of a 5 year plan in order to prevent problems and rectify any issues. ADD may even ask the Council if they have a plan to remedy the problem. They will provide support for Council's who need it or request it. When the Council does the strategic plan the next time, it may be good to have technical assistance from our national organization (NACDD) come in and make sure we have everything in our plan that is necessary when the time comes.

Bruce asked about the 1.8 million people reached in CR03. Andrea responded that this number came from the public service announcements in the Mythbuster project. This is the proposed audience number reached by the radio spots for the year.

If any Council members want to see any individual 2008 grantee's final narrative report, contact Andrea.

We are six months into our FY09 grant cycle. Andrea will soon be sending a letter to the grantees asking for their six-month narrative reports. She will also be doing site visits to each of the projects this spring and into the summer.

Due to the resignation of a project specialist at ADD, there have been some changes at the federal level and project specialists have changed for some states. Our Council's program specialist, Sara Newell will remain with us and we are not affected by their changes.

Sheryl Matney, a Project Manager for NACDD, came out in February at Andrea's request to provide technical assistance regarding the 2000 DD Act, the MTARS and to address other Council operative questions Andrea had. Sheryl spent two days here. Sheryl spent one and a half days with Andrea and one half day was spent with Andrea, Brent Askvig, and Teresa Larsen, addressing network and collaborative questions.

Through NDCPD, Brent is putting together a state team on autism and invited Andrea to be a member of the team on behalf of the Council. A regional summit was held in Salt Lake City, UT in March regarding Early Childhood issues and autism. Andrea attended at the expense of AUCD, NDCPD's national organization. There was a focus on basic ideas and future work with autism in the state. NDCPD is working on securing follow-up funds for awareness and to educate doctors in recognizing the early signs of autism.

Disability Awareness Day was held on April 2nd in the legislative wing of Memorial Hall of the state capitol. Andrea set up a SCDD booth to advertise for and make the Council more known. The booth was busy and Bruce stopped by and assisted Andrea, which was greatly appreciated.

Diana Zietz gave the Council a NACDD update. NACDD's main office has moved to Washington, DC. Diana is appointed and working on technical assistance with the finance committee for NACDD. Diana is also assisting with the conference that is planned for New Mexico. Diana will be busy working on technical assistance in DC until the end of July, planning for the conference for October in NM, and working on legislative issues in the meantime.

Mary Simonson described some of the flooding issues happening in the Valley City area. A meeting was going to be held regarding the evacuation of vulnerable adults from that area.

Teresa stated that P&A received approximately 665 individuals' names that were evacuated in Valley City, Alexandria, Bismarck, Steele, and other areas who have no family or are unmarried. A number of providers and people throughout the state met the needs of the evacuees and there were many positive reports. Evacuation plans were in

place in many areas, and DD staff assisted clients as they were moved and stayed with them to help relieve anxiety and help with care in their new environments.

There was some evacuation of individuals and clients in Bismarck also. Darcy was overwhelmed during this time, as she was displaced. There were people moved from their apartments in Fargo. Brent stated that through their disaster preparedness project, NDCPD is prepared to help and has offered assistance to county and state planners as they are relocating individuals with disabilities. Brent stated that he has asked Janet Green of NDCPD to interview folks who were part of evacuation programs. Janet will ask organizations, groups, and people questions about their emergency plans and will have meetings with providers and see how their plans worked. Janet will interview individuals and staff to see how ready they were for the emergency and if they had access to their plan. She can help them plan for the future. Terry stated that the Council may need to consider working with providers to have a plan in place and providing monies for them.

Developmental Disabilities Legislative Update:

Andrea reported on HB1012, which is the DHS budget bill, and as she testified to the House, she was recognized as the new Executive Director of the Council. Both the House and Senate testimony went well.

Congress is still working on the reauthorization of the DD Act and as soon as Andrea hears something, she will pass it on to the Council.

Andrea has cleaned up and modified the legislative webpage for the network. This link has been keeping everyone informed and updated with the latest legislative activity. Teresa has been providing a developmental disabilities-related GRID via e-mail and Andrea has had the GRID posted onto the link each time it is updated. Darcy shared that she had an opportunity to testify for SB4010, regarding transportation needs in ND. Darcy was the only consumer testifying and the resolution was passed. Darcy's testimony was passed around for everyone to see.

Teresa Larsen and Bruce Murry from P&A have been actively involved in the 2009 legislative session. Teresa stated that P&A has been helping individuals advocate for themselves this session.

Teresa passed around the most up to date disabilities-related legislative GRID. P&A tracks a number of developmental disabilities-related bills on their GRID. Users can click on the bill number to view the bill text. Senate appropriations is trying to finish the DHS budget bill 1012 by April 8, 2009. The House took out a number of dollars in long-term care, developmental disabilities, and medical services, and now the Senate has it back in at the Governor's proposed level.

Bruce gave an update on the following bills: HB 1044 – Services for transition-aged youth at risk, HB 1092 – Definition of a disability under the ND Human Rights Act

HB 1453 – Wheelchair accessibility of businesses who receive state/local economic development funds, SB 2174 – Residential care for children with autism spectrum disorder and the creation of a task force, HB1440 – Permits to Operate Pharmacies, SB 2198 – Traumatic Brain Injury and SB 2211 – Service Animals.

Andrea thanked both Teresa and Bruce for their collaborative efforts in keeping everyone updated on bills and legislative activity during this session.

2010 Request for Proposal (RFP) and Grant Application Form:

As we are working to bring awareness to the public about the Council and opportunities to apply for grants, Andrea has accepted an invitation to partner with a project out of NDCPD, called ND FamNet. ND FamNet is a newly formed, family-driven network that supports member agencies serving families of children with special health care needs or disabilities. Andrea is working with Cathy Haarstad at NDCPD and together, they have designed a web based, grant writing resource for individuals, organization and entities who are interested in applying for Council grants and other grants in general. The ND FamNet web site is going live on May 1st with the grant writing resource as a featured project. The slides Andrea passed out during the meeting are still in draft form, so if Council members have feedback to the slides that were presented or other information, email it to Andrea before May 1st.

Andrea spoke about the 2010 Request for Proposal (RFP) and Grant Application Form. She has made a slight modification to the current grant application cover sheet by adding a box for the grantee's email address. Also, she is streamlining the application text and is making the language in the grant application match the language in the RFP. When legal services has completed the draft review, Andrea will send a draft copy of the grant application and RFP out to Council members for feedback. Andrea's goal was to streamline the grant application and RFP, make them more effective and less intimidating for organizations and entities to apply for grants. Andrea has also modified the evaluation document/criteria and will walk the Executive Committee through it when the time comes in August.

The anticipated release date of the RFP is May 29th with a due date of July 31st, thus giving grant writers a 60 day writing window. Andrea will be disseminating the RFP: via the Office of Management and Budget (OMB's) procurement website, via Tom's former mailing list, e-mails to previous successful and unsuccessful grant applicants, a blanketed state-wide press release through DHS and a link on the new SCDD website.

After the RFP is issued, if a Council member is asked anything regarding the RFP or the grant application, they must direct all questions to Andrea, as she is the Procurement Officer for the RFP. As the Procurement Office for the RFP, she is the only one who can answer questions about the RFP or the grant application during the 60 day window.

North Dakota Developmental Disabilities Network (NDDDN) & SCDD **Logos/Brochures:**

Andrea distributed the new SCDD & NDDDN brochures. She thanked everyone who took the time to vote on the new SCDD logo. We now have something we can put into the hands of people that describes and identifies who the Council and Network are. Andrea requested that each Council member take additional brochures to distribute. Tammy DeSautel was excited to see the diversity of different ethnic groups reflected in the SCDD brochure.

Andrea has worked with NDCPD to set up purchase the Council a new domain name. The new web site address is: www.ndscdd.org. The old website address will still remain active and if anyone types in the old address, our new website will automatically be pulled up. Andrea shared a powerpoint preview of some of the new draft web pages. She said the goal is to have the new web site live by May 29th in conjunction with the release of the grant application and RFP. There will be a link on the web site for the grant application and RFP. Andrea will be able to go on and make text changes to the web site with her new software, thus keeping the news and events link up to date and current.

The NDDDN logo and brochure is a partnership with ND Developmental Disabilities Network, NDCPD, P&A, and the Council wrote a collaborative document back in 2005 in order to document program successes and priorities. Andrea, Brent and Teresa collaboratively worked to developed this logo and brochure to give an image and a face to the Network. This is another avenue to show ADD our collaborative efforts.

Tammy DeSautel asked if the Council would like to be involved in Fargo with a booth at the AT Expo at the end of April. The expo will have many service providers attending as well as consumers. She volunteered to man the booth and Andrea will send her a box of supplies for the booth. Andrea asked the Council members to make her aware of conferences and other opportunities where a Council booth could be set up, exposing the Council to more people and organizations. Also, Andrea asked that Council members pitch in and make themselves available to help man the booths at conferences if they can.

Brent ,Teresa and Andrea, collaboratively wrote a letter to the Governor letting the governor know if he is in need of suggestions of where to spend stimulus monies, the NDDDN could provide assistance and ideas for spending the money in disabilities related areas.

Brent, Teresa and Andrea have begun holding NDDDN collaborative summits. The first summit was held in Minot and was focused on disability related health issues. The second summit will be held here in Bismarck at the Doublewood Inn on child care and disability related issues. They are jointly hosted by all three entities in order to obtain public input and feedback in each of the 8 ADD emphasis areas I order to prepare for writing the next 5 year state plan and for updating the 2005 collaborative document. A white paper will be prepared and distributed after each summit.

MTARS Preparation:

Council members received a binder of information to help them prepare for the MTARS review and interviews. Andrea stated that during the week of May 11th, the MTARS team will be in Bismarck. Andrea distributed a MTARS Timeline & Events sheet and reviewed the highlights from the past few months and also covered what is coming up. Brent, Teresa, and Andrea have held a number of conference calls in order to plan and prepare for the MTARS. In January, ADD held a conference call with all review team members and guided Andrea, Brent and Teresa for the upcoming months. In February, compliance checklists were completed and turned in. NDCPD, P&A, and the Council each had a different checklist to complete. ADD is reviewing the compliance lists in order to see if each entity is in compliance and will also provide each entity with a list of any questions they have based on the checklists.

In March, a state-of-the-state video/teleconference presentation was made. Andrea, Brent and Teresa presented a 5 hour collaborative power point presentation. (See Tab 25 in the MTARS binder)

May 11 –15 will be the on-site visit. The federal ADD team is broken into three segments. One team for the UCEDD (NDCPD), one team for the P&A and one team for the Council. The Council's team is made up of: Sara Newell, ADD Program Specialist; Claire Mantonya, Council Executive Director from Utah; Lester Pritchard, Council Chair from Illinois; and one fiscal person, who is undetermined at this time.

A DRAFT of the Proposed DD Council Schedule for the week of May 11th was distributed. MTARS has a list of people they will meet with during their trip to Bismarck. On Monday (May 11), the MTARS team travels to North Dakota, Tuesday, May 12th, is the day most interviews with Council members are held. Wednesday, May 13th, there will an interview with the DSA, Governor's Office, grantee presentations and an interview with state members of the Council. Thursday, May 14th, the team will meet with Andrea and Mary to discuss their preliminary findings. The Council is only required to be at the Tuesday interviews and the one hour interview on Wednesday, if they are a state agency member. The final Exit meeting will be held at Bismarck State College on Friday morning, May 15th.

Once a schedule is finalized, Andrea will email it to each member. Andrea would like to reiterate the critical importance of all Council members be in attendance for these interviews. The Council interviews are about one hour each and no proxies are allowed. This will be an exciting time to share how well ND is doing.

Andrea will conduct a Webinar to prepare the Council for the MTARS review and interviews. She directed Council members to read the MTARS binder information.

In order to prepare for the Webinar, she asked that all Council members please read:

- The Council compliance checklist in the MTARS binder

- Tab 24 – DD Act of 2000
- The anticipated council question list

Andrea will e-mail all Council members with a choice of dates for the Webinar. If there is a need for another quick session to answer additional questions, that can be done. A Webinar will get the information to everyone via the computer/telephone and save everyone a trip to Bismarck.

Other Business:

The next Council meeting date was set for Tuesday, June 9th from 10:00 AM – 3:00 PM.

September 23rd and December 11th are the next proposed meeting dates for 2009. It was suggested to possibly have a meeting in another part of North Dakota.

Diana thanked Andrea on behalf of the Council for all her fresh ideas and great visibility for the Council.

The Council meeting was adjourned at 4:20pm.