



NORTH DAKOTA STATE COUNCIL ON DEVELOPMENTAL DISABILITY
MEETING MINUTES
JUNE 9, 2009
BISMARCK STATE COLLEGE ALUMNI ROOM
BISMARCK, NORTH DAKOTA

Members Present

Darcy Andahl
Brent Askvig
Shirley Brennan
Tammy DeSautel
Tamara Gallup-Millner
Richard Hickok

Jeremy McIntyre
Bruce Murry
Carol Olson
Bob Rutten
Mike Schwab
Mary Simonson

Mark Sloan
Bruce Stein
Cindy Taylor
Terry Woelber
Diana Zietz

Members Absent

Jane Haerter
Alex Schweitzer

Proxies

Darcy Andahl for Jane Haerter

Staff

Andrea Peña
Bonnie Roth

Guest

Tami Wahl – Governor's Office

The meeting was called to order at 10:00 a.m. by Chairperson, Mary Simonson. Roll call was taken, and a quorum was present.

The proxy was accepted of Darcy Andahl for Jane Haerter who could not attend. A motion was made by Diana and seconded by Tammy DeSautel. No discussion. Motion passed.

Mary asked for an approval of the agenda. Terry made a motion to approve the agenda, and it was seconded by Jeremy. No discussion. Motion approved.

Mary stated that the minutes were sent to each member. There were no corrections or additions. A motion was made by Diana to approve the minutes, and it was seconded by Shirley. No discussion. Motion passed.

FINANCIAL REPORT AND EXECUTIVE DIRECTOR'S REPORT:

Andrea handed out the 2008 Expenditure Statement which was highlighted in yellow as well as the 2009 Expenditure Statement that was highlighted in green.

Andrea had been asked to denote the 2009 projects that were being rolled back and paid with 2008 funds, with an asterisk. There are four projects for 2009, which are

rolling back and they are: Pride, ND Protection & Advocacy Project, ND Center Person w/Disabilities, and the ND Disabilities Advocacy Consortium.

There are no major surprises with grant spend downs. Under Community Supports, Andrea stated that the Brain Injury Association will not utilize their \$4,900 and this will be rolled over and be utilized in the 2010 budget. NDACF will use their funds by September in an amended project for speakers for a conference. No other grant project has indicated to Andrea that their monies will not be spent down by September 30th, 2009.

In the administration portion of the 2009 Expenditure Statement Spreadsheet, the in-state and out-of-state travel line items have now been reconciled. Deficits are shown in postage, office supplies and copying due to MTARS preparation; office equipment costs were over due to the purchase of a laptop, digital recorder, and other equipment for the Council. There previously was an addition of an "other misc." category for which software supplies and resources were ordered so Andrea can maintain the website.

All 2009 grant projects are spending down as anticipated with the exception of the Missouri Valley Family YMCA, as they will begin utilizing the grant money in June and begin paying the bills in July.

Under Crosscutting, a majority of the funds are going towards network collaboration and the joint summits that are being held throughout the state. There has been nice attendance at the summits statewide.

It was asked, "How do people know about the summits?" P&A and NDCPD use their email lists to make individuals aware of the upcoming summit as well as an announcement at the summit itself. There will be a total of eight summits to be held this year. Andrea distributed a Save the Date flyer for some of the upcoming summits and they are:

July – Early Intervention and Education;
September – Housing; and
October -- Transportation

Summits were put into place when Brent, Teresa, and Andrea met and brain stormed about network collaborative projects. The summits are being held in order to obtain public comment in regard to all three network partners and provide the partners with suggestions for their upcoming applications and state plans. The meetings consist of an introduction of the network (Brent, Teresa, and Andrea take turns facilitating these meetings) and then move into a keynote speaker, topical speed dating, panelists and time for participants to network and provide overall feedback. Following each summit, a white paper is created, which details the participants' feedback and are placed on each network partner's website. NDCPD already has the completed white papers on their web site.

Terry asked if providers are invited as well as public. Brent stated the next summit is on June 25th on Recreation and will be held at Grand International Inn in Minot, ND from 9:00 a.m. – 3:00 p.m. The topics come from federal law within the DD Act. Darcy asked if a person could comment even if they cannot attend the summit. Andrea stated that yes they can and e-mails can be sent to her with any comments, and she will pass the information on. Andrea will also send out information regarding the white papers as they become available.

The Council is providing stipends for individuals to participate in the summits; but it is not advertised. If individuals have a need and no other means to get to the summit, their costs are covered, Brent stated.

Shirley asked why we did not include office rent in the 2009 administrative budget. Andrea stated that rent is no longer charged for office space as DHS is providing it to us as in-kind support.

Darcy made a motion to accept the Financial Report and Executive Director's Report, and it was seconded by Carol. No further discussion. The motion was approved.

An Address for All (Affordable, Accessible, Safe Housing) Conference is set for July 24th at Best Western Ramkota in Bismarck sponsored by the Housing Alliance of North Dakota from 8:00 a.m. – 4:30 p.m. The conference presenters are Marie Williams of the Department of Mental Health and Developmental Disabilities in Tennessee as well as Patricia Tucker, Advocates for Human Potential Inc. This is the first housing conference sponsored by these participating groups. Contact Tom Alexander at Minot State University (1-800-233-1737) or Jacob Reuter at the North Dakota Department of Human Services (701-820-0212) for more information.

Andrea attended NDACF's 23rd Annual Conference in Minot and thought it was an excellent conference, one in which we should be proud that we are funding. The Council has funded this conference for a number of years. She had an opportunity to have lunch with and present the intro for one of the keynote speakers, Mr. Andrew Imperato, CEO of the American Association of People with Disabilities (AAPD) in Washington, D.C.

The Council discussed ID cards for those members who are not state employees. They wondered if it was possible to have some type of ID for consumers, advocates and parents in order to provide proof to hotels, etc. to obtain the state lodging rates. Terry expressed his opinion that it was a good idea as did many other Council members. Andrea will make a simple ID card that can be used by Council members.

NACDD UPDATE:

Diana reported that there was an ADD Technical Assistance conference at the end of July, but she could not attend and thought that Andrea was attending. Diana is the Chairperson for the NACDD nominating committee and they will be interviewing seven

candidates for four positions. The NACDD is working on their 2010 budget. It will be passed when fine tuned.

SCDD WEBSITE LAUNCH:

Bruce Stein asked if the new web site was available. Andrea explained that the web site was done June 8th and will be going live with the help of Chad Fenner at NDCPD on Friday, June 19th. The new website address is: www.ndscdd.org. The former website link will be connected to the new one, so anyone typing in the former address will get directed to the new site. Individuals should find the site easy to navigate. The Council picture will be taken today and placed on the Council page of the web site. Please provide Andrea with any feedback you have in regard to the website.

2010 RFP/GRANT APPLICATION/DISSEMINATION:

The revised RFP and, [SFN 1196](#), Application for Financial Assistance, are in electronic formats. Andrea worked with Legal Services at DHS to streamline the RFP and transition it to a Grant Application Solicitation, making it easier and more user friendly for any size entity to apply. The Executive Committee reviewed the new form and provided comments to Andrea in order to finalized the SFN Application.

In the past, it has been traditional to give up to 60 days to return the grant applications; but this time, due to the changes in the SFN and Grant Application Solicitation, organizations will now only have a 45 day writing window. The due date for grant applications is July 31st. The Executive Committee will meet August 26th to review the applications in Bismarck.

Andrea walked through the changes made to the SFN 1196, Application for Financial Assistance. The front basically remained the same with the addition of text boxes for an email address and an emphasis area. Modifications were made to the instruction portion detailing the "how to" process and significant changes were made to the Instruction pages. The instructions walk individuals/organizations step-by-step through each number. It was suggested by Mark Sloan to have an extra line or NOTE placed on page 1 that denotes instructions are next as some individuals do not read the instructions. Also suggested was an electronic notification to the applicant if the application was not completed in its entirety. Brent stated that maybe a checklist should be added as well for organizations to follow. Andrea thought she could do a checklist.

The scoring and evaluation criteria now model the instructions precisely. Bruce Stein questioned the dissemination of the information. The traditional dissemination through the state's OMB e-mail and mailing list will be utilized as well as Tom's former e-mail/ mailing lists, a statewide media release, which includes all DHS staff statewide, so they can pass to their contacts, the new SCDD website and a list of individuals who've contacted Andrea and requested they be placed on the mailing list.

Darcy asked what FamNet was and Andrea share a document with the Council which outlined that it is a family support organization ran out of NDCPD. It is a resource and tool provided to families who have children with disabilities or significant health

problems. FamNet has a web site that is now active. The grant writing link is active, and you will see the Council's grant training power point that was shared at the last meeting.

REVIEW OF SEMI-ANNUAL 2009 PROJECT NARRATIVE REPORTS:

Andrea distributed a spreadsheet of the 6-month summary of FY 2009 SCDD funded projects. Current projects are defined using the following information: areas of emphasis, applicant organization, project, amount approved, progression of spending, and reported to be on target.

Andrea has completed a few of the monitoring/site visits up to this point and will schedule the rest later this summer. The Open Door Center was granted an extension on their report, due to flooding issues. The Missouri Valley Family YMCA Teen Enrichment project hasn't spent down as of yet. There was a minor problem in their after school program and they didn't get the enrollment as expected. They are not sure if it was parental disinterest or not enough advertising. The program is run at Horizon Middle School during the school year and has now been extended to a summer program. Their grant will help with summer costs as it will not go over the costs of their already approved grant funding. Tammy asked why the age limit was capped at 17? Andrea will check to find out.

Mary stated that the Open Door Center's Afterschool Program also has less students, so they added transportation and a summer program. Attendance has increased with these changes.

Remaining projects are spending down nicely. In Community Supports, P&A has not reported their invoices as yet; but Andrea has confirmed that they are spending down and we will receive their invoices soon.

The 6 month narrative report format was changed a little this year by Andrea and she now accepts the reports electronically.

EXECUTIVE DIRECTOR'S ANNUAL EVALUATION:

Mary stated that she received a new evaluation form, SFN 11653, from Marcie Wuitshick, HR Director of DHS. A discussion was held in regard to the annual evaluation of the Executive Director. Mary will complete the form using the discussion comments by end of June and return the form to DHS's Human Resources.

Mary will meet with Andrea after the form has been completed. Andrea can sign the form or make her disagreements known at that time.

MTARS:

Andrea stated that the team was pleased with the Council as a whole. Andrea thanked the Council members in preparing so well for MTARS. The webinar and conference call were good tools for preparation. The MTARS team thought the members were well versed about the operations of the Council as they don't usually see that in other states.

The MTARS team was comprised of Sara Newell, North Dakota's ADD Project Specialist, Claire Mantonya, Council Executive Director from Utah, and Lester Pritchard, Council Chair from Illinois. The team was very open minded and saw the benefits of the Council to the state as a whole. The team did bring forth some compliance issues and strong recommendations; but the overall visit went well.

Council members commented that the team was:

- Very open minded and willing to discuss issues.
- Easy to talk to.
- Thought the MTARS team had a preconception of some of the Council member roles and was surprised that we had the DHS Executive Director as a member.

Some of the anticipated questions that the Council prepared for were not asked. There were mixed feelings with the public forum. Andrea stated the public forum had comments regarding all three network entities. One individual at the forum read a prepared statement and stated that his experiences were negative regarding past experiences with the Council and the former Executive Director. He felt with a change in leadership that things are now beginning to move forward. Comments from the Public Comment time will be included in the final report we receive from ADD.

A verbal report by ADD was given at an MTARS Exit Meeting. The team spoke of the Council's dedication, commitment, transition of the directorship, increased visibility, new brochures & website, productive relationship with the DSA, good collaboration with other groups, and was inspired by the state's self advocacy groups.

The timeline for receiving our MTARS report is somewhat unknown. Sara Newell stated to Andrea that it was anticipated we will receive a final report sometime in September. Andrea doesn't anticipate any surprises from what was reported during the verbal Exit Meeting. When the final report is issued, a timeline will be given to the Council to handle to the compliance issues.

Positives from the MTARS review team:

- Members were well versed and knowledgeable about the functions and operations of the Council.
- Council is dedicated and committed.
- Noticeably smooth transition in change of Executive Directors.
- Increased visibility of the Council (brochures, new website, etc.)
- Solid and productive relationship with the DSA.
- Partners in Policymaking is clearly established in the state and is a positive project which directly benefits consumers/parents in the state.
- Inspired by the devotion, determination and personal stories of self advocates from L.I.S.T.E.N.,Inc. Highly encouraged us to step up funding to self advocacy organizations.

- Noted the importance of the Disaster Preparedness project in light of the snow and flood the state has seen this year.
- Impressed with the achievements of the Family-to-Family Project.
- Thrilled with the collaboration of our network partners, SCDD, NDCPD, and P&A.

The MTARS team had the following compliance issues:

- Make up of Council membership/state agency members. The team did not feel it was in the best interest of the state to have one umbrella person represent DHS. The team stated that a person from VR, Title X1X Medicaid, and Aging need to be members of the Council, thus making the Executive Director of DHS no longer a member. Until the report is received, Carol will continue her role as a member of the Council.
- Conflict and non-interference clause issues that the Council's Chairperson is the Manager of a Council grant funded organization (Open Door Center) which receives SCDD grant dollars. Terry asked if the DD Act states this is a compliance issue?

The MTARS team strongly recommended:

- Strengthen (re-write) the bylaws to reflect the 2000 DD Act.
- Establish a clear and timely rotation of Council members and work closely with the Governor's Office to institute this. Work closely with new members to establish them as leaders within the Council.
- Hire an additional full time staff person to handle program functions of the Council, so the Executive Director can provide oversight and be more visible around the state.
- Provide stronger development for and promotion of self advocates as leaders within the Council.
- Put more effort into achieving ethnic diversity among the Council members, as reflected by the diversity of the state. Native American populations and Northwest North Dakota needs more representation.
- Eliminate proxy voting for parent and consumer members. State members may have one consistent designee if the Council wishes, but the designee must be present at the meeting. The Governor appointed specific individuals for a reason, to have a voice and vote.
- Move self advocacy in house for more direct development of self advocacy. Eliminate the middle man in order to directly meet this goal in the DD Act. The Council needs to be front and center in self advocacy and should be more hands on.
- Address long term funding of projects.
- Train the Council on the DD Act.
- Work to track the Partners graduates. They should be used as a pool for obtaining new Council members.
- Educate the Governor's office on the language and requirements of the DD Act.

Andrea recommended that at this time the Council make no knee jerk decisions and that until the written report was received, thought Council members should think about all of the reviewers recommendations and that we don't have to wait on everything until we receive our final report, but the Council could move forward proactively with some of the recommendations. She suggested that the by-laws be worked on right now, by forming a by-laws committee and then have training on the DD Act for Council members.

Mary wondered if we had a member in mind for DD Act trainer? Brent stated that NDCPD would be interested in doing a joint training as their CAC is also looking at DD Act training. Bruce Murry stated that he recommends the National P&A group provide the joint training. Jeremy volunteered to video the group training. The DD Act education motion was made by Diana, and Tammy seconded the motion. No further discussion was had. Motion passed.

There was agreement by Council members to give groups a heads-up regarding a possible cut in funding in order for them to fully prepare for sustainability. The Disability Advocacy Consortium and Partners and Policymaking may have to consider other sustainability funding based on upcoming decisions the Council will have to make.

Resignation Celebration:

Andrea brought a cake to celebrate Mike's time served on the Council and the Executive Committee. Thank you, Mike for your time and commitment t the Council. Mike stated that he enjoyed the last eight years and has made good connections.

Discussion was held as to who would be appointed to replace Mike on the Executive Committee. This is critical as the Committee will be reviewing the grant applications at the next meeting. It was suggested that Mark Sloan fill in Mike's term. Mary nominated Mark Sloan to become a member of the Executive Committee. A motion was made by Richard, and Brent seconded the motion for Mark to complete Mike's term. No discussion. Motion passed.

P&A MTARS Results:

Bruce Murry stated that P&A didn't have any compliance issues, but ADD did have some strong recommendations for them. The review team stated P&A should not use the State IT server as IT potentially has access to confidential information and that was troubling. This information should be moved off site to a separate server maintained by P&A. P&A in ND is the front line for investigation for CA/N for DD clients. One person on the review team was not comfortable with P&A using ADD money to do primary investigations. They thought it made them a DD service provider. P&A might need to do something else and prioritize differently.

One of P&A's strengths is their ability to interface with the different state agencies and influence the procedures without litigation on a regular basis. Another strength was the staff's level of training and the length of employment.

NDCPD MTARS Results:

Brent stated that NDCPD survived MTARS. The team had no compliance issues. The team was asked to provide technical assistance to NDCPD. A strength of NDCPD was running projects based on supports and objectives and they thought that was good. The team was impressed with leverage capability of core funding amount. They liked the visibility on campus as well as the state. They also thought the partnership with the Council and P&A was good.

Upcoming Meeting Dates:

Executive Committee - August 26th – 9:00 a.m. – 4:00 p.m. in Bismarck.

Next Quarterly SCDD Meeting: September 23rd – 9:00 a.m. – 4:00 p.m. – Pioneer Room of the Capitol Building in Bismarck.

Jeremy made a motion to adjourn the meeting, and was seconded by Terry. Meeting adjourned at 2:25pm.