

## EXECUTIVE COMMITTEE MINUTES

Thursday, March 13, 2019

Iowa DD Council Office

---

### MINUTES

---

Present: Kristine Dreckman, Hugh Kelly, Al Fagerlund, Rick Samson Absent: Elyn Holton-Dean

Staff: Lindsay Leonetti, Brooke Lovelace, Rik Shannon

**Call to Order:** Dreckman called the meeting to order at 9:00

**Financial Discussion:** Lovelace discussed handouts that were from Administration on Community Living (ACL) concerning the obligation and liquidation guidelines. Obligating money for two years, and spend it in two years and the third year is only to be used for liquidation. This will begin with the 2020 Federal Fiscal Year. Our administration cost percentages are at 47% - 2017 funds and 53% -2019 funds. Sheryl Matney with the National DD Council doesn't think we can split administration costs like this because they are not obligated. However, states still have nothing in writing about this, and some states are not using 2019 money at all, and are not following the guidelines that have been provided. Lovelace believes we are in compliance as of right now, but we will want to follow up with Sheryl Matney when she is in DSM for visit. Lovelace also noted that the personnel costs may go over the budgeted amount because past administrators were not full time. However we may be able to use 2018 funds to cover this.

**DD Council Website:** DD Council has a proposal to update the DD Council website, and make it more accessible, and add features such as a Read Speak, and make it more mobile friendly, as well as a few cosmetic changes. The cost is under \$5,000 so we do not need to do a bid process. Council members reviewed the bid proposal provided by Visionary. Motion to approve costs to update and maintain the DD Council website by Fagerlund, seconded by Kelly. Motion passes.

**Conference Sponsorship:** Two Conference Sponsorship for \$1,000 were approved this month:  
Braille and Sight Saving School – Conference is in June 2019  
Parent Empowerment Group – Parent Empowerment Summit March 30, 2019

**Possible Project:** New project with Disability Rights Iowa (DRI) and Center for Disabilities and Development (CDD) starting in August of 2019 to do a mentoring pilot project with people who have lived in an institution or have been involved with Money Follows the Person (MFP), and train them to be mentors and/or provide some options counseling to people currently living in a facility and helping them transition out. The budget for this would be about \$55,000 and would be a contract with the Center for Disabilities and Development. The full Council would have to approve this. Motion to recommend that the full Council approve this project by Kelly, second by Fagerlund. Motion passes. Lovelace will briefly discuss the project today, and have more information to present to the Council in the May meeting for approval.

**Vocational Rehab (VR) and Department of Human Rights (DHR) Projects:** We have just recently gotten invoices from these two projects that started on 10/1/18. There is some concern that all of the money that was obligated will not be spent, especially with DRI. If this happens, we cannot re-obligate funds. Both projects are moving along, and Lovelace believes that VR would like to continue this project after year one is over.

**Sheryl Matney Visit:** Putting together an agenda of items to speak with her about and receive some guidance on.

- Budget guidance and splitting spending between years.

- State Plan Priorities and if we can use personnel costs as priorities.
- Council recruitment, engagement and orientation., Best practices from other states
- Helping us to address issues that could potentially come to light on the survey the Council will be filling out today.

**Election Committee to elect the Executive Committee:** Dreckman will be soliciting volunteers in the full Council meeting for an election committee, explaining the new process for electing the Executive Committee, and also explaining the duties and responsibilities of the Executive committee. Members who are up for reappointment should be getting information from the Governor's office for instructions for re-applying, however Leonetti will send out a link to those who can reapply. Applications should be in by May. It was discussed to try developing talking points to help in recruitment. Dreckman inquired if there were certain geographical areas that we need people from, that we can have council members from those areas do some recruiting. Leonetti will put together a map with our geographical needs for distribution to the Council. Executive Committee discussed tools that need to be developed to not only have members who are from geographical locations throughout Iowa, but ones who can come to meetings and be a valuable participant. Dreckman will discuss some recruitment tips and possibly have other council members talk about how they came to be on the Council.

**Program Performance Report (PPR) Update:** 2017 PPR was submitted on 3/13/2019, and 2018 should be submitted in the next week.

**Future Agenda and Calendar:** No July meeting. Kristine Haar (from Department of Transportation) would like to come to discuss Iowa Transportation Coordination Council (ITCC) to the September meeting. Fagerlund requested that Council staff provide updates about the current projects that we are doing as far as how it affects people with disabilities and the council; how is money that the Council spends on projects benefitting people with disabilities. Lovelace discussed having VR come in to discuss their project and continuing to discuss the ongoing projects at every Council meeting.

Dreckman discussed how we are going to orient new members that will be joining us in September. Lovelace said that since we are not having a July meeting, she would like to find a way to have the Executive Committee have a conversation with the new members to welcome them to the committee. Having new council member be assigned to a "seasoned" council member and perhaps have coffee or a phone call to discuss what the new members can expect and welcome them to the Council. This can be an agenda item for the May meeting. It was discussed developing a list of common acronyms to provide to new Council members Leonetti will develop this but also having current council members and Council Staff eliminate acronyms from our vocabulary.

**Adjourn:** Meeting adjourned at 10:14 a.m. Next meeting: May 9, 2019, at 9:00 a.m. in the DD Council office.