

**Delaware Developmental Disabilities Council (DDC)
Children and Families Committee Meeting
Friday, August 11, 2017 from 1:30 PM to 3:30 PM
DDDS Fox Run, 2nd Floor Conference Room, 2540 Wrangle Hill Road, Bear, DE**

Minutes of Meeting

Members Present: Alvin Emory, Advocate; Laura Greene, Advocate; Steve Yeatman, Parent Advocate

Members Absent: Nancy Lemus, Parent Advocate; Carrie Melchisky, Parent Advocate

Guests Present: Andrew Braune, Danio Diary

Staff Present: Kristin Harvey, Social Services Administrator, Delaware Developmental Disabilities Council (DDC)

- I. **Call to order-** The committee received notice this morning that the committee's Chair resigned from the Council and therefore, the committee. In the absence of a Chair and there being no Vice-Chair, Kristin Harvey called the meeting to order at 1:35 PM.
- II. **Approval of Minutes-** A quorum being present, the committee voted to approve the July, 2017 minutes.
- III. **Approval of Agenda-** A quorum being present, the committee voted to approve the agenda with the following items added under New Business- 1.) Discussion of who to nominate as Committee Chair and 2.) Discussion regarding a change of meeting time/day/location to better accommodate existing members and to attract new members.
- IV. **Chair's Report-** There was no Chair's report, since the Committee Chair resigned from the Council.
- V. **Staff Report-** Kristin Harvey did not provide a report.
- VI. **Current Business-**

- A. **Review and Edit Draft RFP:** The committee reviewed a draft of Request for Proposals (RFP) 1707. RFP 1707 addressed the following objective that was assigned to the Committee for oversight from the DDC's 2017-2021 State Plan:

"Develop and/or approve curriculum and provide training for physicians and other clinical professionals. Include information on assistive technology, cultural competence, physical/cognitive accessibility needs, telemedicine, patient rights and disability etiquette. Develop and/or approve curriculum during year one (1) of the Five (5) Year State Plan. Provide training to fifteen (15) clinicians per year during years two (2) through four (4) of the Five (5) Year State Plan."

The Scope of the RFP reflects the committee's thoughts on how to best address this objective, and read as follows:

“The Developmental Disabilities Council will provide funding up to \$20,000 for a contractor to develop a new or present an existing curriculum focused on providing training for physicians and other clinical professionals regarding children and youth with disabilities. The curriculum should include information about assistive technology, cultural competence, physical and cognitive accessibility needs, telemedicine, patient rights and disability etiquette.”

The committee discussed the possibility of altering the curriculum from a past training that was funded by the DDC. The training the committee was referring to focused solely on Emergency Department (ED) personnel. The committee felt that many of the tenets of this curriculum could be incorporated or extrapolated upon for the new curriculum. That being said, the committee agreed that they are also open to reviewing a brand-new curriculum. The committee requested that the verbiage “modify an existing curriculum” be inserted into the scope. Kristin stated that she would make the committee’s requested change. Kristin stated that in lieu of the Chair, a member of the committee will need to present the RFP to the full Council for approval to release it to the public at the September 13, 2017 Council meeting.

- B. Committee Budget Review:** Kristin stated that the budget appropriations approved by the Financial Advisory Committee (FAC) are the same as for the previous Federal Fiscal Year (FFY). The committee has ample funds to address the objectives which have been assigned to them.
- C. Review of objectives assigned to the committee-status update:** The committee discussed the progress that is being made on their objectives. The committee was charged with oversight of four objectives in the DDC’s 2017-2021 State Plan. Of those four objectives, the committee has developed and issued RFPs for two objectives. Kristin shared that she was approached by an organization that wishes to submit an unsolicited proposal. If the organization submits the proposal, the scope of services could address a third objective that the committee oversees. The committee stated that they are pleased with the recent forward progress, and would like to continue the momentum.

VII. New Business:

- 1.) **Discussion regarding who to nominate as Committee Chair:** Following discussion, Laura Greene stated that she would consider running for Committee Chair. Laura requested to meet with Kristin first to better understand what the position entails prior to committing 100% to running for the position. The committee voiced their support for Laura as the future Chair. The committee also discussed the possibility of Nancy Lemus as Chair, and agreed that they feel Nancy would also do an excellent job. Since there is currently no Vice-Chair of the Committee, there is no one to step in if the Chair is unable to attend and lead the meeting. The committee expressed strong support for the idea of nominating a Vice-Chair, and agreed to discuss this further in the future.

- 2.) **Discussion regarding changing the meeting date/time/location to better accommodate existing members and attract new members:** The committee expressed concerns with their current meeting time/day/location, stating that it does not accommodate parents who may be busy during the day with work or taking their child to school and therapy appointments. The committee members present stated that they would like to gauge interest in other dates/times/locations. The members present stated that an evening meeting, possibly a dinner meeting, would be agreeable to everyone's schedules. The committee asked Kristin if an evening meeting would work with her schedule. She stated that it is her job to support the committee wherever and whenever they need it, and that she would be happy to provide support for an evening meeting if that is what the committee agrees upon. The committee asked if the cost of dinner could be covered by the Council, since the cost of breakfast is covered by the Council for the Consumer Caucus group. Kristin stated that she is not sure about this request, and will check with the DDC's Executive Director and report back to the group.

There being no other new business, the meeting was adjourned at 3:31 PM.