

**Developmental Disabilities Council (DDC)
Executive Committee Meeting
Wednesday, August 15, 2018 at 9:30 AM
Appoquinimink State Service Center, Middletown, DE**

MINUTES

Members Present: Steve Yeatman, Council Chair; **Daniese McMullin-Powell**, Member-at-Large; **Karen McGloughlin**, Membership Committee Chair; **Terri Hancharick**, Adult Issues Committee Chair; **Rick Kosmalski**, Policy and Law Committee Chair; **Laura Greene**, Children and Families Committee Chair

Guests Present: **Victoria Counihan, Esq.**, Deputy Attorney General for the DDC; **Sheena Scott**, Attendant Services; **William Powell**

Staff Present: **Kristin Harvey** and **Emmanuel Jenkins**

Chairperson Steve Yeatman called the meeting to order at 9:40 AM

- I. **Introduction of Members:**
 - All members and guests present introduced themselves.
- II. **Approval of Minutes:**
 - Steve said that Pat Maichle recently sent the June, 2018 minutes to him via email, but that he didn't get a chance to print them out. He will send them to staff to print for the Executive Committee's review and approval at their next meeting in October.
- III. **Approval of Agenda:**
 - Terri Hancharick made a motion to approve the agenda. Daniese McMullin-Powell seconded the motion.
 - All members present voted in favor of approving the agenda.
- IV. **Chair's Report:**
 - Steve stated that he did not have much to report.
- V. He shared that he ran into Secretary Coupe recently at a non-official event, and that the Secretary did not have any news to share.
- VI. **Staff Report:**
 - Kristin Harvey shared a question from Sheryl Matney and Sarah Newll-Perez regarding the Council's requested training on the DD Act, which was tentatively scheduled for November.
 - Sheryl and Sarah inquired if the Council would prefer to dedicate their entire November meeting to the training and just do a broad overview, or if they would prefer a dedicated training on October 17th
 - Following discussion, Karen McGloughlin made a motion to hold the training on October 17, 2018 at a location to be determined. Daniese McMullin-Powell

seconded the motion. The committee unanimously voted to hold a training on October 17th in the evening, and to allow staff to handle reserving space, etc.

- Victoria Counihan, DAG to the Council, noted that since this is a training, there is no quorum requirement
- Karen McGloughlin suggested that staff first send an email to the full Council explaining the reason for the training, followed by an invitation
- A brief discussion took place after the vote regarding whether or not to invite representatives from other agencies or members of the public to the training
- Following this discussion, the committee decided to keep this a Council-only training

VII. Financial Report:

- Kristin stated that Stefanie Lancaster said the Financial Report is unchanged since the September, 2018 Council meeting
- Karen McGloughlin asked a question regarding the Reinventing Quality Conference, inquiring if this is a new project. Kristin answered that this refers to DDC member Katie Howe's travel request to fund her attendance at the 2018 Reinventing Quality Conference in Baltimore, MD
- Following discussion Karen McGloughlin made a motion to approve the Financial Report as written. Terri Hancharick seconded the motion. All committee members present voted to approve the report.

VIII. Current Business:

1. By Laws- additional comments from our federal granting agency

- Victoria Counihan will take note of all of the Executive Committee's comments and requested changes, and will re-type the by-laws and share them with the Council
- Items discussed included, but were not limited to:
 - The Executive Committee wants to add a member of the Community Legal Aid Society (CLASI) Disabilities Law Program (DLP) as a Member at Large
 - Victoria noted that adding Laura as a member in a designation other than a Member at Large would change the Executive Committee membership numbers to 11 if the CLASI position were to be a stand-alone position
 - The committee chose to keep the Executive Committee membership capped at 9 members, which would consist of the Committee Chairs, one "general" Member at Large and one Member at Large position reserved for a representative from CLASI
 - The Executive Committee decided that they would like to have the bylaws state that the Council will elect the Council Chair and Vice Chair every other year, and other Committee Chairs every year.
 - The committee questioned the Administration on Intellectual and Developmental Disabilities (AIDD) representative, Sheryl Matney's notated inquiry regarding why the Delaware DDC membership is set at a minimum of 21 members as opposed to 23.

- Following discussion, no one could recall why this was the case, but that Pat Maichle would know.
 - Steve said he will call Pat Maichle and ask her, then report back to Victoria and the group
 - Terri Hancharick asked that under- “Other Designated Positions, Item C.” that we remove the wording “ who cannot advocate for themselves”, stating that this wording is contrary to the DDC’s mission
 - The committee agreed with Terri’s suggestion, and Victoria said that she would remove this wording from the bylaws
 - The committee agreed to remove the provision in the bylaws that no Council member shall serve on the Executive Committee and Membership Committees at the same time
 - FOIA rule on designees- Executive Committee members cannot appoint someone to attend in their place; however, a way around this could be to write the bylaws to state that the Committee Chair OR the Vice-Chair are to attend the Executive Committee meeting as a voting member
 - The Committee voted to keep the provision giving the Executive Committee power to approve \$2,500 per federal fiscal year (FFY).
 - The committee suggested that staff send a request to the Financial Advisory Committee (FAC) for developing a policy and procedure for the types of situations that would apply
 - Committee decided to remove references to the LIFE Conference Planning Committee and the Partners in Policymaking Oversight Committee for the time being. Further discussion is required regarding the classification of these committees, and if FOIA laws apply.
 - Committee requested to remove the wording about an absence of more than 60 days for an Executive Committee member
 - Victoria stated that once the edits are made, she will send them to DDC staff to circulate to the Executive Committee. will make the changes and send to Kristin to circulate
- 2. Draft Travel Policy-comments from Stefanie and federal granting agency**
- This item was tabled due to time constraints.
- 3. Boundless Contract**
- This item was moved up with discussion taking place immediately after the bylaws agenda item
 - Victoria provided an overview of what the situation is, and the potential consequences that the Council and the State of Delaware may face if they determine to move forward without written permission from AIDD
 - Victoria stated that she suggests getting a written opinion from the AIDD and/ or to add the Boundless contract into the next state plan
 - Terri stated that she feels strongly that Boundless fits under objective SA4 in the 2017-2021 State Plan
 - A motion was made that Steve and Terri will reach out to Sarah Newell-Perez at AIDD to seek a written opinion regarding whether or not

Boundless fits in with the 2017-2021 State Plan. All were in favor of this motion.

- Steve and Terri will share the AIDD's response (or that there was no response) with DDC staff
- Following further discussion a second motion was made to take the following action based on the written response (or lack thereof) from AIDD: 1.) if approval to proceed is provided in writing from AIDD, then Kristin is to write the contract and 2.) if there is no written approval from AIDD, a letter will be sent to GACEC to rescind the approval of funding. Voting yes were: Laura Greene, Steve Yeatman, Karen McGloughlin and Rick Kosmalski. Voting no were: Terri Hancharick and Daniese McMullin-Powell. Having a majority vote, the motion carried.

4. Angela Mitchell- Outside the Box Conference- travel request

- DDC member Angela Mitchell has requested funding to attend the Outside the Box Conference in Wilmington, DE in October, 2018
- The request includes: \$100 for registration, \$25 for mileage, and \$200 for child care for a total request of \$325
- Kristin noted that \$200 for childcare is consistent with advice from DSHS' fiscal department regarding the currently acceptable rates for childcare reimbursement
- Karen McGloughlin made a motion to approve Angela's request. Laura Greene seconded. All members were in favor of approval.

VIII. New Business:

1. Discussion regarding DDC Policies and Procedures Manual- Victoria Counihan

- Victoria recommended that the staff go through the policy manual, prioritize the policies that needed to be reviewed and make a first pass of suggested edits, additions and deletions
- Any suggested edits, additions or deletions would be approved by the Council
- It was noted that there is currently only one copy of the Policy Manual, which is kept in the Director's office
- Victoria recommended that moving forward, all policies be kept on a shared drive so that all staff can access the same information, and so that Council members can request printed copies of a policy at any time

2. Update on Review of Auditor's Report and related issues with AIDD- Executive Session may/can be held pursuant to 29 Del. C. 10004 (b)(6) and 10002 (l) (1), (3), & (6)

- A motion was made and approved to go into Executive Session
- At this time, the Executive Committee asked the DDC staff and all guests to leave the room

IX. Other business:

- None

X. Adjournment:

- After coming back into regular session, staff was called back into the room

- Victoria noted that no items discussed in Executive Session required a vote
- The meeting was adjourned at 12:20 PM