

Delaware Developmental Disabilities Council

Children and Families Committee Meeting

Monday, May 30, 2018

9:30 AM to 12:00 PM

DDDS Fox Run, 2nd Floor Conference Room, 2540 Wrangle Hill Road, Bear, DE

MINUTES

Members Present: **Laura Greene**, Self-Advocate, Committee Chair; **Nancy Lemus**, Parent Advocate; **Angela Mitchell**, Parent Advocate

Members Absent: **Carrie Melchisky**, Parent Advocate; **Shawn Rohe**, Parent Advocate

Guests Present: None

- I. Call to Order :** Noting that a quorum was present, Chairperson Laura Greene called the meeting to order at 9:44 AM.
- II. Approval of Minutes:** The committee voted unanimously to approve the January 3, 2018 meeting minutes as written. The committee was not able to do business for February, March or April due to lack of quorum.
- III. Approval of Agenda:** The committee voted unanimously to approve the agenda as written.
- IV. Chair's Report:** Laura Greene did not provide a report.
- V. Staff Report:** Kristin Harvey stated that there may be some changes coming to the way that the Developmental Disabilities Council is required to spend their federal grant funds. Things are still very uncertain, but it appears as if the DDC's federal granting agency is moving toward a two-year liquidation period rather than a three-year grant cycle. This means there would be less time to complete work on the objectives assigned to the committee in the State Plan. Kristin said that she will update the committee further after hearing updates from the Technical Assistance staff of the Administration on Intellectual and Developmental Disabilities (AIDD) at the July National Association of Councils on Developmental Disabilities (NACDD) Conference.
- VI. Current Business:**

A. State Plan Update, Any Requested Revisions

The committee reviewed the objectives assigned to them in the 2017-2021 State Plan. Angela Mitchell requested that the wording on objective EEI 1 be changed from "career awareness" to "career awareness and readiness". The committee agreed to this change. Kristin stated that she will include this change in the draft State Plan Update, which will be reviewed by the full Council at their July 18, 2018 meeting.

B. Review, Scoring, and Vote: Proposal received in response to RFP 1705 issued by the committee

The committee discussed the proposal, filled out the proposal review forms, and voted to approve the proposal. At this time, the committee expressed their wish to revamp the proposal evaluation form. Suggestions included requiring a one-page overview, similar to a cover letter, to include what the project is, what objective it addresses in the State Plan, a general timeline (e.g. June 2018 to June 2019) and how much money the potential grantee is requesting. Kristin said that she will convey this message to the Director. The recommendation to fund the proposal received in response to RFP 1705 serves as a motion from the committee. Kristin stated that in the interest of time, she will request that DDC Director Pat Maichle ask the DDC Executive Committee to provide the final decision on funding for the proposal at their June 13, 2018 meeting.

C. Review, Scoring, and Vote: Unsolicited proposal, addresses one of the committee's objectives in the 2017-2021 State Plan

The committee discussed the proposal, filled out the proposal review forms, and voted to approve the proposal. This recommendation serves as a motion from the committee. Kristin stated that in the interest of time, she will request that DDC Director Pat Maichle ask the DDC Executive Committee to provide the final decision on funding for the proposal at their June 13, 2018 meeting.

VII. New Business:

The committee discussed the need to address the objectives assigned to them in the 2017-2021 State Plan in a timely fashion. With this in mind, the committee chose to meet again on Monday, June 11, 2018 from 9:30 AM to 12:00 PM. Kristin stated that she will research locations and let the committee know once a location has been secured.

A. Any information items from the committee

There were no information items from the committee.

The meeting was adjourned at 11:05 AM.