

**Developmental Disabilities Council (DDC)**

**Meeting Minutes**

**Wednesday, March 11, 2020**

**Division of Vocational Rehabilitation, DOL Blue Conference Room, 4425 N. Market St, Wilmington DE**

**AND DDC Office, 410 Federal Street, Dover DE**

**10:00 am to 12:00 pm**

**Members Present:** Michael Harris (Chairperson), Maitri Campbell, Karen Gallagher, Derrick George, Isabel Rivera-Green, Laura Greene, Terri Hancharick, Katie Howe, Nancy Lemus, Katie Macklin, Debra McCann, Daniese McMullin-Powell, Dale Matusевич, Angela Mitchell, Chris Oakes, Laura Waterland

**Members Absent:** Moni Edgar, Alvin Emory Jr., Carrie Melchisky, Joseph Merritt Jr., Beth Mineo

**Staff Present:** Kristin Harvey, Stefanie Lancaster, Emmanuel Jenkins, Rachel Engle (Intern)

**Guests:** Victoria Counihan, Catherine Pringle, Barbara Bass

- I. Call to Order** – Michael Harris called the meeting to order at 10:12 a.m.
- II. Approval of Minutes** – The January Council meeting minutes were reviewed. Maitri Campbell should be listed as present. Isabel Rivera-Green made a motion to approve. Seconded by Dale Matusевич. Minutes were unanimously approved with the minor revision. The Executive Session minutes from the January 8<sup>th</sup> meeting were reviewed by all members. Without further discussion, the minutes were approved as submitted.
- III. Approval of the Agenda** – Dale Matusевич made a motion to approve. Seconded by Angela Mitchell. The agenda was approved as submitted.
- IV. Chair’s Report** – Michael Harris stated that a few new items for discussion have been added to the agenda. We will work to include these items as there is time. Michael also stated it is imperative all members attend our meetings to ensure work is completed in a timely fashion. If members have issues attending the meetings in person, they should speak to the staff to address the concerns and assist in getting those members to the meetings.
- V. Staff Report** –
  - a. Director’s Report** – Kristin Harvey reported the following:
    - i.** Kristin thanked all members for choosing her to be the new Executive Director. She is honored and looking forward to working with the Council.
    - ii.** The LIFE Conference was held on January 29<sup>th</sup>. 553 attendees were in attendance with an overwhelming amount of positive feedback. Majority of the feedback showed that moving towards Self Advocates as the keynote speaker was what many of them wanted. The LIFE Conference Planning committee will take this into account as plans begin for the 2021 LIFE Conference. A local marketing firm, AB&C, who is a vendor already on state contract, will be included in the 2021 LIFE Conference contract to assist us in doing more local PR campaigns, recording onsite the day of and so much more.
    - iii.** Kristin and Stefanie attended the Brain Injury Association of Delaware (BIAD) conference held at Dover Downs Conference Center. This conference was well attended. Many people stopped by the DDC exhibitor table to inquire more about our programs included Partners in Policymaking.

- iv. Emmanuel recently attended the Social Media conference held at Del Tech in Georgetown on March 5th. This is his third year attending. Emmanuel stated that much of the social media platforms are moving towards video clips. Video clips seem to be catching people's eyes more than just general posts.
  - v. Rachel Engle and Emmanuel Jenkins staffed an exhibitor table at the recent Community Preparedness Workshops held by the Office of Preparedness. There was a greater turnout at the event in Sussex County in Georgetown versus here in Dover at the Modern Maturity Center.
  - vi. Currently there are several upcoming events planned with projects that the DDC is funding: March 12<sup>th</sup> – Planned Parenthood will be hosting a Healthy Sexuality workshop at the Stockley Center; March 28<sup>th</sup> – Train the Trainer event at the DDC Office; April 16<sup>th</sup> – Healthy Sexuality workshop specifically held for the DD Council members as well as members from the State Council for Persons with Disabilities and Governor's Advisory Council for Exceptional Citizens.; and April 24<sup>th</sup>- a Legislator's Education Day at the Stockley Center in Georgetown.
  - vii. Partners in Policymaking will begin on April 17<sup>th</sup> & 18<sup>th</sup> at the Hilton Garden Inn this year. This year we will have set times for mentors to participate. It will be specifically during the times from 1-4pm on each Saturday throughout the program. Donna-Marie King is reaching out to those who are interested in being mentors to schedule times for each to come.
  - viii. Within all member packets, Council members were provided a chart to show all upcoming conferences that members might want to attend. If anyone is interested in traveling to any of the conferences, please submit an email request to Stefanie with a completed travel request form.
  - ix. The Disability Pride Day project will be pushed back to next year at this point. There is not adequate time for a contractor to work on this project to be able to host the event this July.
  - x. Kristin would like to start a Council Member 101 training in the near future to be able to address Smart Goals as a full council. Laura Greene asked that the Council possibly look at inviting Government Support Services (GSS) to come to an upcoming meeting to discuss how to respond to a Request for Proposals (RFP) and score proposals received. Staff will work to get this scheduled in the near future.
  - xi. Kristin stated DDC is looking to get the community engaged by developing a quarterly Council newsletter. DDC staff will work towards developing a template to use.
  - xii. March 21<sup>st</sup> is Down syndrome Awareness Day. DDC staff will be hosting a Rock Your Socks event at 11am at the DDC office if any member would like to participate.
- b. Project Updates** – Stefanie provided an update on all projects other than those that Kristin previously discussed:
- i. **Healthy Delawareans with Disabilities website** – The contractor, Donna-Marie King with Sage Strategy and Communication, has begun the development of a website to house information and resources to help promote healthy options for people with disabilities as it relates to exercising, recreational activities, etc. There are a few more

items she is looking to upload before the site goes LIVE. Staff will provide more updates at the next Council meeting.

- ii. **Down syndrome/Alzheimer's Campaign-** AB&C Marketing firm is working on this project. Kristin recently had two follow-up progress calls. They are working on a Public relations campaign to share this information with the public as well as compiling a speaking engagement calendar so that this information can be shared at various upcoming events.

**c. Community Engagement Update** – Emmanuel gave the Council an overview of the type of community concerns phone calls that the DDC staff has received over the last two months. Emmanuel reminded the Council that the Council's role is not to provide direct services or tell other agencies how to do their jobs. The Council's role is to hold agencies accountable and to make them aware of issues/concerns that we have received in regards to their agency. Emmanuel also reminded the Council that the staff is here to support them, but if there is a consumer that needs a resource that they can help this individual as well. During this report, Michael gave a great example of how Council member's can make a huge impact on a consumer's life.

**d. Other useful information** – Kristin shared the following update on behalf of Beth Mineo who was unable to attend this meeting:

First, University of Delaware Center for Disabilities Studies have been told by Division of Medicaid and Medical Assistance (DMMA) that the rollout of the Medicaid dental benefit has been delayed from April 1 to sometime in October. They asked to delay their Lunchtime Learning talk, originally scheduled for this month, to a later date. Second, the Department of Education has published draft regulations regarding definitions that oblige the attention of the disability community. An ad hoc workgroup of the Governor's Advisory Council for Exceptional Citizens (GACEC) will meet at CDS on Friday March 13<sup>th</sup> from 9 am to noon to review the regs in order to meet the public comment deadline of April 4. All are welcome to attend. Finally, this year's Inclusion Conference was moved from the spring to October 29<sup>th</sup>. The conference is joining forces with the Outside the Box Conference. The event will be at Dover Downs, and a confirmed line-up of speakers will be released in the next few weeks.

**VI. Financial Report** – Stefanie stated that the few projects that are still in process at GSS have not yet been obligated. Therefore, there is a lot of funds that need to still be obligated and liquidated. She will work over the next few weeks reviewing this and update the Council at the next Council meeting.

## **VII. Current Business**

**a. Items requiring a vote: (\*Please note all position statements come as a motion from the Policy and Law committee)**

- i. **Employment Position Statement-** The motion was seconded by Daniese McMullin-Powell. This position statement was approved by Council.
- ii. **Human and Civil Rights Position Statement** – The motion was seconded by Deb McCann. This position statement was approved by Council.

- iii. **Health Position Statement** – The motion was seconded by Nancy Lemus. This position statement was approved by Council.
- iv. **Housing Position Statement** – The motion was seconded by Nancy Lemus. This position statement was approved by Council.
- v. **Life in the Community Position Statement** – After some discussion, it was decided by the Council to send this statement back to the Policy & Law committee to revise the Aging heading. Policy and Law will review and bring back recommended edits to the next Council meeting.
- vi. **Objective EEI2 – continue to pursue or amend the State Plan?** Kristin Harvey reminded the Council of the recommendation from our Federal granting agency. If objectives are within our Five Year State Plan and are unable to be addressed by the last year, the federal granting agency highly recommends the removal of that objective. Kristin stated although this is a very important objective, this objective can be incorporated into the new Five Year State Plan when it is developed. After some discussion, the Council voted to remove this objective. Kristin will begin the process to remove this objective.
- vii. **2020 Meeting Calendar** – While the locations for meetings are still not confirmed, staff reminded members to mark the dates for the upcoming meetings on their calendars. A revised schedule will be shared with members as locations are confirmed. Council also discussed the fact that the November meeting is currently scheduled on a holiday. The Council voted to move the meeting to Monday November 9<sup>th</sup> at 10am.
- viii. **Extend meeting time by one hour (10am-1pm)?** – After discussion regarding concerns of those with disabilities being able to get to the meeting earlier or stay later, the Council voted to keep the meeting from 10am-1pm. With the decision to meet monthly, members feel that 2 hours for each meeting should be sufficient to accomplish the work required. Council also voted due to some members with disabilities not being able to attend during the day that the council meetings will be held alternating between day and night meetings. Staff will work to update the meeting calendar and share at the next meeting.
- ix. Council members were provided copies of the recommended vendor (based on those who scored the proposals) for the Strategic Planning and Self Advocacy projects. Upon review, the Council voted to approve United Cerebral Palsy for the Self Advocacy project with the stipulation that during negotiations with GSS that it is made clear that the DD Council funds must be spent in full as well as the match must be made in full. Quo Marketing was approved by Council for the Strategic Planning project. Stefanie will reach out to GSS to notify them of the approvals so that these can begin in the awarding process.
- x. Vice Chair Discussion- This item was not able to be discussed due to time constraints.
- xi. Council sharing of information or concerns – This item was not able to be discussed due to time constraints.

**VIII. Committee Reports (if time allows)** – This section was not able to be discussed due to time constraints.

- a. **Personnel Committee**
- b. **Advocacy & Outreach Committee**

- c. **Policy & Law**
- d. **Consumer Caucus**
- e. **Partners Oversight**

**IX. New Business – (if time allows) –** This section was not able to be discussed due to time constraints.

**X. Adjournment** - The meeting adjourned at 12:15pm.

**\*\*\*In accordance with 29 Del. C. 10004 (e)(2), this agenda was posted at least seven days in advance of the meeting.**

**\*\*\*This agenda is subject to change to include the addition or deletion of items which may arise at the time of the meeting.**

**\*\*\*Agenda items listed may be considered out of sequence.**