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| Logo, company name  Description automatically generated | WV Developmental Disabilities Council  *Approved Meeting Minutes for July 16, 2024*  *Daniels, West Virginia* |

**Members present (in person):** Brandy Beery, Steve Brady Rachel Brown, Lesley Cottrell, Darla Ervin, Lynsay Frye, Susan Given, Kim Hawkins, Vanessa Combs, Jacquelyn Erb, Rose Fair, Tracy Hartnett, Samantha Matos, Lydia Milnes, Sheri Mills, Amber Moore, Charlotte Roth, Jessica Sykes, Anna Smith, Marsha Spiker, and Regina Woodcock,

**Member present (virtually):** Stephen Barr, Christen Daughtery, Carissa Davis, Richard Hammons, Randy Hill, Cara Price, Tonya Rutkowski, and Paulette Southerly,

**Members absent**: Shawn Allen, Rhonda Blosser, Janice Bostic, Cynthia Brockman, Jennifer Dotson, Marc Ellison, Tonya Eve, Jacque Galloway, Susan Loudermilk, Jacqueline Proctor, and Ashley Stewart

**Staff present:** Katie Arbaugh, Christy Black, and Tina Wiseman

**Call to Order, Welcome:** Brandy called the meeting to order and welcomed Council Members. Brandy went over the handouts in the meeting packets.

**Introductions and Mission Statement:** Brandy asked for introductions. The Council participated in an icebreaker to develop a word cloud to help get the Council energized.

Anna Smith read the mission statement.

**Public Comment(s):** No public comment

**Approval of April 23, 2024, Meeting Minutes: Lynsay moved,** and **Jessica seconded** the motion to approve the April 23, 2024, meeting minutes. There was no discussion. **Motion carried.**

**New Business**

**Election of Chairperson:** One person submitted their name for consideration for Chairperson. The term is for two years and she fills Brandy’s expiring term. Lesley **moved** to accept Jessica Sykes as chairperson by acclamation. **Charlotte** **seconded** the motion. **Motion carried. Jessica abstained.**

**Election of Executive Committee Members:** Brandy reported out for the Executive Committee. There are four terms expiring on the Executive Committee. Steve Brady, Lesley Cottrell, Anna Smith, and Rose Fair submitted their names to the Council for consideration of a two-year term. **Charlotte moved** to accept by acclamation the four names. **Lynsay** **seconded** the motion. There was no discussion. **Motion carried**. **Steve, Lesley, Anna, and Rose** **abstained**.

**Review and Approval of Updated Policies: Tina** discussed the three policies that needed to be reviewed, updated, and approved by the Council.

**Policy on Accessibility: Tina** discussed the changes to the policy. The word “events” was added to number one in the purpose. Number 3 under purpose was added. It states, “This policy intends to address that the Council uses plain language for written materials and when speaking”. Under the Requirements section number one and two were added. These two points state the following, “1. The standards for accessibility will be those included in the Americans with Disabilities Act Accessibility Guidelines. 2. The standards for plain language will follow the U.S. Plain Writing Act of 2010”. Other changes were language and formatting cleanup. Darla suggested that all Council meetings and activities be fragrance free. Brandy suggested dietary accommodations be added to the definition. **Tracy moved** to approve the policy with the changes suggested, and **Charlotte seconded.** There was no discussion. **Motion carried.**

**Policy on Conflict of Interest:** Tina discussed the only changes made were to the purpose. Those were changes per recommendation by the National Association of Councils on Developmental Disabilities. **Rose moved** to approve the policy and **Jessica seconded** the motion. There was no discussion. **Motion carried.**

**Policy on Membership and Meetings: Tina** discussed the changes and recommendations from the Executive Committee for this policy. The reason for this policy change is the Council is losing $1,000 to $2,000 a meeting with the current hybrid meeting model due to members cancelling at the last minute and then wanting to participate virtually. It is also difficult to do interactive activities both in person and by zoom. Members stated they were less engaged when they participated virtually. **Charlotte moved**, and **Darla seconded** the motion to hold one meeting virtually in January, and in-person only meetings in the months of April, July, and October. There was no discussion on the motion. **Motion carried.**

**Budget Presentation: Tina** updated the Council on the budget. Tina discussed the importance of the budget and the Council members’ role in the budget. Tina went over important language in talking about the budget. She discussed the difference between a calendar year, a state fiscal year and a federal fiscal year. The Council works off the federal fiscal year. Our budget is state planning activities and operational costs. It is the Executive Director’s responsibility to prepare a budget. The Council funding was slowed down due to multiple continuing resolutions, and we received our full allocation late by seven months. FFY 2025 funding is expected to be delayed as well. We cannot allocate money we do not have. Estimated funds available for FFY 2025 is $1,346,204.00. Tina discussed the budget process and allocations. Tina recommends approval of $961,462.00 for FFY 2025. **Charlotte moved**, and **Jessica seconded** the motion to approve the Council budget for FFY 2025 in the amount of $961,462. There was no discussion. **Motion carried**.

**Approval of Grant Renewals:** Jessica reported on behalf of the Grant Renewal Work Group. Members of the workgroup were: Steve Brady, Marc Ellison, Rose Fair, Lynsay Frye, Susan Given, and Jessica Sykes.

The **Arc of MOV** sent in a renewal application for **People First of WV** in the amount of $93,200.00. Jessica stated that People First of WV is a self-advocacy group led by people with developmental disabilities. Some of the comments were that the workgroup liked the fact that they have been using new community members and opportunities to recruit new People First Members through their Youth Conference, and there is a great deal of experience and expertise within their staff and members.

Work Group members would like to receive more information about their statewide meetings and would like to understand which chapters are truly active and where they are located. Other comments included that members would like to see an updated handbook and toolkit, members would like to explore the availability of restarting the certificate program they previously had, members suggest hosting statewide meetings at other chapters’ sites to highlight the People First groups, and possible stipend for new People First advisors.

**Jessica moved** and **Rose seconded** the Council to approve the grant in the amount requested of $93,200.00 for the People First project. **Darla, Paulette, Christen, Lynsay, Tracy,** and **Charlotte abstained**. There was no discussion. **Motion carried.**

The **Center for Human Engagement** sent in an application for a project on Professional Resilience and Trauma Informed Training in the amount of $47,200.00. Jessica stated some of the comments the Committee appreciated the project identified a key audience and wants to address an area that is critical to people with developmental disabilities and their families. The Committee had concerns that this grant had previously been approved by the Council several years ago and there were difficulties throughout the grant process with the grantee. The Committee needed clarity on the online components of the project, and it was unclear if the trainers would have appropriate training in dealing with trauma. A grant of this type was also not included in the solicitation for new applications. **Jessica moved** and **Steve** **seconded** for the Council not to approve the grant for the Center for Human in Engagement. There was no discussion. **Motion carried**.

**Fair Shake Network** sent a renewal application for the Statewide Cross Disability Advocacy Organization in the amount of $30,000.00. Jessica stated that the Work Group noted the popularity and solid attendance of disability advocacy day at the Capitol. The Work Group had concerns that Fair Shake network continues to not meet their objectives listed in the statement of work. They have struggled for many years to reinvigorate their members and keep them active both in meetings and at the legislature. They did not meet with any legislators on any topic this past session. They did not take any recommendations given by Council staff. Finally, the grant application documents provided each year are always identical. On behalf of the workgroup **Jessica moved** and **Lesley** **seconded** the Council not to approve the grant for the Fair Shake Network, with it communicated to the Director if the Fair Shake Network is able to show improvements they can apply for the next grant cycle. There was no discussion. **Motion carried.** **Tracy, Charlotte, Darla, Christen** **Lynsay and Susan abstained.**

**Shared Suppor**t sent in a renewal application for Expectations Matter in the amount of $80,857.00. Jessica stated some comments by the Work Group members were impressed that all trainers, which are people with developmental disabilities, or their family members, are paid for their time spent on this grant. They noted the project has begun moving forward more quickly now that they have both online and in person meetings with their trainers. The Work Group had concerns with the line-item budget and some mathematical errors on the budget narrative. The grantee accidentally placed their match money in the indirect cost field. Making the math corrections, the work group voted to fund the project in the amount of $80,870.00. **Jessica moved** and **Tracy seconded** the Council approve the grant in the amount of $80,857.00 which was requested for the Shared Support project. There was no discussion. **Motion carried.** **Darla, Anna, and Lynsay abstained.**

**Community Access** sent in a renewal application in the amount of $284,035.00. Tina discussed this is the operational grant for expenses for council members and for stipends, and other council expenses. **Charlotte Moved**, and **Tracy seconded** the Council approve the grant in the amount of $284,035.00. There was no discussion. **Motion carried.**

**Approval for Designated Stipends:** Approval of Designated Stipends: Susanreported out on behalf of the Designated Stipends workgroup. Members of the workgroup were Steve Brady, Marc Ellison, Rose Fair, Lynsay Frye, Susan Given, and Jessica Sykes.

The Council received designated stipend applications for:

* The Arc of MOV requested $15,000.00 for the 32nd People First Conference;
* Autism Society of WV requested $6,000.00 for the 9th Annual Autism Across the Lifespan Conference.
* WV Bureau for Behavioral Health requested $7,500.00 for the 33rd WV Families Conference which is an increase in the amount of $1,500.00 from the request last year. This is due to having to turn people away last year.

The total of all requests came to $28,500.00.

**Susan** **moved** and **Rose seconded** to approve the stipend request for The Arc of the Mid-Ohio Valley in the amount of $15,000.00. **Paulette, Lynsay, Tracy, Darla, Christen** and **Charlotte abstained**. There was no discussion. **Motion carried**.

**Susan** **moved** and **Charlotte** **seconded** to approve the stipend request for the Autism Society of WV in the amount requested of $6,000. **Samantha** and **Rose abstained.** There was no discussion. **Motion carried**.

**Susan moved** and **Charlotte** **seconded** to approve the stipend request for the WV Bureau for Behavioral Health in the amount requested of **$7,500**. **Steve** and **Lynsay abstained**. There was no discussion. **Motion carried.**

**Old Business**

**Review and Approval of State Plan Updates:** Katie reviewed and discussed changes that needed to be made to the State Plan. Katie recommended modifying the 5-year state plan to better report on Council activities. She recommended removing Objectives 1.3 and 3.2 due to the redundancy of these objectives in other areas of the state plan. She recommended removing Objective 1.6 of the plan due to the previous work of the Council on this objective and the subsequent pausing of a subgrantee.

Tracy **moved**, and **Charlotte** **seconded** the motion to approve the changes to the State Plan. There was no discussion. **Motion carried.**

**Division of Rehabilitation Services Update:** Marsha gave an agency update on behalf of the Division of Rehabilitation Services (DRS). She stated they have a new website. The address is [www.wvdrs.org](http://www.wvdrs.org). She stated that on the new website a person can do a self-referral. She stated that currently there is one sheltered workshop, which is in Martinsburg, left in the state that pays subminimum wage, and their 14c certificate is due to terminate this year. DRS is working with them to give folks resources for employment. DRS is also very supportive of supported employment. Marsha touched on the ticket to work and M-WIN programs which allow people with disabilities to work without affecting their social security. She also mentioned the accelerated reinstatement program that assists with getting social security benefits reinstated if a person lost them due to work. This helps by not having to complete a new application. DRS is trying to get the word out that they are in schools and are working with students on self-advocacy and job exploration. They have a link to the job exploration pathways on their website.

**Council Staff Updates:** Tina discussed the last meeting feedback, and stated we will go over the feedback from this meeting at the next meeting. Tina said that we had a virtual “Meet and Great” with new members to help everyone feel more comfortable. We submitted our state plan update. Tina presented at Elder Abuse Awareness conference. Tina stated that WV Developmental Disabilities Council is hosting the newest NACDD Director Regional meeting. Tina will be requesting a meeting about the Access Rule with Randy Hill. Katie mentioned the third Transition Conference that was led by the State Special Education Department. She mentioned the Parent Advocacy Guide is now available as well as the Jeremiah Tree Foundation Resource Guide. Christy mentioned there will be an upcoming Partners in Policymaking class. There will be more information to follow on Partners in Policymaking.

**Recognition of Members with Terms Ending:** The Council thanked outgoing Council members for their service to the Council. Certificates were given for their hard work and appreciation. Many kind words and fond farewells were given.

**Council Members’ Comments and Concerns:** No Member comments or concerns.

**Adjournment: Jessica moved,** and **Lesley seconded** the motion to adjourn the meeting. Meeting **adjourned.**