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| Logo, company name  Description automatically generated | WV Developmental Disabilities Council  *Meeting Minutes*  *October 22, 2024*  *Roanoke, West Virginia* |

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| **Members Present:** Shawn Allen, Shannon Blosser, Steve Brady, Rachel Brown, Vanessa Combs, Carissa Davis, Christen Dougherty, Jackie Erb, Darla Ervin, Rose Fair, Lynsay Frye, JaQue Galloway, Tracy Hartnett, Kim Hawkins, Samantha Ribiero Matos, Sheri Mills, Lydia Milnes, Amber Moore, Cara Price, Charlotte Roth, Tonya Rutkowski, Anna Smith, Paulette Southerly, Jessica Sykes, Mel Woodcock |
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| **Members Absent:** Stephen Barr, Lesley Cottrell, Susan Given, Richard Hammons, Randy Hill, Jacqueline Proctor, Marsha Spiker |
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| **Staff present:** Katie Arbaugh and Tina Wiseman |
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| **Call to Order, Welcome:** Jessica called the meeting to order and welcomed Council Members. Jessica gave a special welcome to our newest member, Shannon Blosser.  Jessica reviewed the materials in the meeting packets. |
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| **Introductions and Mission Statement:** Jessica asked for Member introductions.  Jessica asked Tina to review the packet contents and the agenda. Darla read the mission statement. Tina led the Council in an ice breaker activity called “Five Things in Common.” |
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| **Old Business**  **Approval of July 16, 2024, Meeting Minutes:** Jessica asked members to take a few minutes to review the past meeting minutes.  **Lynsay** moved, and **Darla** seconded the motion to approve July 16, 2024, meeting minutes as written. **No discussion.  Motion carried.** |
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| **New Business**  **Policy on Membership and Meetings:** Tina discussed the changes the Executive Committee made to the Policy on Membership and Meetings.  The change is to state that no less than 50% of meetings will be held in person.  This change gives the Executive Committee flexibility in setting the meeting schedule. **Vanessa** moved, and **Charlotte** seconded the motion to amend the policy as written. **No discussion. Motion carried.** |
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| **Five-Year State Plan Kick-Off:** Katie gave the Council an update on the upcoming new Five-Year State Plan.  Katie reviewed the purpose and activities of the Council and presented a timeline of proposed State Plan creation activities for the next 18 months. Jessica made a motion to accept the State Plan timeline as presented. **Darla** moved and **Tracy** seconded. **No discussion. Motion carried.**  The volunteer work group members are: Rachel, Darla, Vanessa, Rose, Paulette, and Jacqueline E. |
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| **Public Policy Priorities**  Tina gave the Council an update on the development of the Council’s Public Policy Priorities.  Tina reviewed the upcoming election cycle as well as the change of dates of the legislature due to it being an election year for Governor. Tina reviewed possible categories for the upcoming Public Policy Priorities. The Council completed a Public Policy Priorities activity to prepare for the workgroup.  The volunteer workgroup members are Shannon Blosser, Paulette Southerly, Cara Price, JaQue Galloway, Rose Fair, Sheri Mills, Tonya Rutkowski, and Darla Ervin. |
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| **Members in the Spotlight**  **People First Conference:** Charlotte, Tracy and Lynsay discussed their experiences at the People First Conference. People First members shared some concerns with the organization and wanted to share these with the Council. Council staff will schedule a meeting with People First members to hear their concerns from which staff will provide some technical assistance to the grantee.  **Annual Autism Conference:** Samantha and Rose discussed their experiences at the Annual Autism Conference.  **Quarterly Council Staff Report:** Jessica asked Tina to review the Quarterly Staff Report with the Council. Tina reviewed staff activities for the past quarter. Katie discussed upcoming training to be hosted by the Council. |
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| **Membership Training for All**  Tina reviewed the New Member Handbook and its content. There was discussion held on starting Council meetings at 9:00 am as opposed to 9:30 am. Everyone agreed that this time would be better.  No vote required due to the Executive Committee being responsible for the Council agenda. Executive Committee members in attendance were in agreement to this change. |
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| **Closing**  **Announcements:**  Jessica will ask if Members have any announcements.  **Public Comment(s):** None.  **Council Members’ Questions, Comments and Concerns:**Paulette shared information on a project supported by WV Foundation for Rape Information and Services (FRIS).  **Adjournment:** Jessica asked for a motion to adjourn the meeting.  **Charlotte** moved, and **Tonya** seconded the motion to adjourn the meeting. |