



Community Advisory Council Notice

Notice for Wednesday, September 28, 2022

12:00 to 3:00pm

You can join online using Zoom:

<https://uvm-edu.zoom.us/j/89276147655?pwd=K09JTGxRQjJrRkZ0N0N6UIZWNkpKQT09>

OR you can join by phone:

Phone: 929 436 2866

Meeting ID: 892 7614 7655

Passcode: 916077

OR you can join in person in Burlington, VT:

To join in person, you must contact Jesse Suter (802-656-1130 or jesse.suter@uvm.edu). We will meet at CDCI, 208 Colchester Ave, Mann Hall 3rd Floor, Burlington, VT

Handouts:

1. CAC Notice and Agenda (this handout)
CAC Group Agreement (this handout)
CAC Meeting Roles (this handout)
2. Draft Meeting Minutes from June 15, 2022
3. Draft CDCI Annual Priorities

CAC Meetings 2022-2023

1. September 28, 2022
2. December 7, 2022
3. March 22, 2023
4. June 28, 2023

CAC Meeting Agenda

Wednesday, September 28, 2022, 12:00 to 3:00pm



12:00 Welcome (20 minutes, David)



1. Please say your name, role on CAC, and pronoun (they/them, she/her). [Why do pronouns matter?](#)
2. Dave will lead an activity. Cooking with Dave!
3. Confirm meeting roles (chosen before meeting).
4. **VOTE: Do you approve minutes from June meeting?**

12:20 CAC role helping make new 5-year plan (15 minutes, Jesse)



1. CDCI must make a new plan every 5 years.
2. Federal law says the CAC must:
 - a. Give advice every 5 years to make a new CDCI plan.
 - b. Give advice every year on how the plan is going.
3. This year we make a new plan for CDCI. The new plan must include needs of people with disabilities and their families.
4. The plan must be finished March 2023. It will start July 2023.
5. We will use advice CAC members have given CDCI. There will be more opportunities to give advice before March.

12:35 How CAC meets and works together (30 minutes, Mel)



1. Some CAC members said they want better meetings. The goal is to make sure everyone can give CDCI advice.
2. Executive committee sent a survey about how CAC meets. We will share what we learned.
3. Mel will lead conversation on members' access needs in meetings. Members will decide if CAC Group Agreement needs to change to help access.

4. Executive committee recommends new committee on how CAC meets and bylaws. David and Mel will be on committee.

Do you want to be on the new committee?

1:05 Giving advice on core functions (45 minutes)



1. Core function coordinators will discuss priorities. Your advice last year helped create priorities.
2. Core function coordinators will share ways to give advice this year. They will ask CAC for questions and ideas.

1:50 Break (10 minutes)

2:00 Giving advice on core functions continued (40 minutes)



Core function coordinators continue discussion with CAC.

2:40 New members! (15 minutes)



1. 2 people applied to join CAC. They are Matthew Lawrence LeFluer (self-advocate) and Skye Peebles (family member).
2. Membership committee will talk about Matthew and Skye.
3. CAC will discuss their applications.
4. **VOTE: Should Matthew and Skye join CAC?**

2:55 Process (5 minutes)



1. Discuss how the meeting went today.
2. Decide what we should change for next meeting.

CAC Group Agreement

**Based on Vermont Developmental Disabilities
Council, CAC agreed to use February 3, 2021**



1. Raise your hand to speak. Wait to be called on.
2. One person speaks at a time. If online, use mute when not talking.
3. Treat each other with respect. No put downs.
4. Try to understand other person's point of view.
5. Stay on topic being discussed.
6. Keep comments as short as you can.
7. Stay within time limits of agenda items.
8. Use simple and easy to understand words. No jargon.
9. Limit back and forth conversations.
10. Give everyone a chance to speak.



CAC Meeting Roles

CAC members choose roles to meet our goals.

Members can choose different roles each meeting.

Facilitators: Leads the group through the agenda. Introduces each agenda item. CAC co-chairs are the meeting facilitators.

Keeper of the rudder: Keeps the group on track. Reminds group to stay on topic.

Recorder: Writes notes for the meeting. These notes become the meeting minutes. Minutes are shared after the meeting.

Timekeeper: Makes sure the group stays on time. Keeps track of time for each agenda item. Gives reminders to stay on time.

Jargon buster: Helps make sure conversation is clear. Listens for unfamiliar words or terms. Then asks for clarification.

Equalizer: Makes sure everyone can participate. If someone has not participated, they invite them to share.

Processor: Leads conversation at end of the meeting. They share what went well and what did not. Invites others to share.

Members

CAC Member	Present	Not Present	Self-Advocate or Family Member
David Frye (Co-chair)			Self-advocate
Melissa Houser (Co-chair)			Family
June Bascom			
Hasan Ko			
Kristofor Medina			Self-advocate
Kirsten Murphy			
Lindsey Owen			
Persephone Ringgenberg			Self-advocate
Meagan Roy			Family
Michael Shor			Self-advocate
Arline Seiler			Self-advocate
11 Members			