



THE UNIVERSITY OF VERMONT CENTER ON DISABILITY & COMMUNITY INCLUSION

Community Advisory Council Meeting

Wednesday, November 6, 2019, 12:00 to 3:00pm

Vermont Association of Blind and Visually Impaired,
60 Kimball Ave, South Burlington, VT

12:00 Lunch



1. Have some food and say hello.
2. Review agenda and handouts.

12:10 Welcome



1. Please introduce yourself with your name and personal pronoun (such as they/them, she/her, he/him, ze/hir).
2. Choose a meeting role.
3. **Vote on minutes from last meeting.**

12:30 Membership Committee



1. Discuss new application(s).
2. **Vote on any new members.**

12:50 Bylaws Committee



1. Discuss how we will revise bylaws in plain language.
2. Decide how new bylaws will be shared with CAC.

1:00 Break

1:15 CDCI Priorities This Year



1. Jesse will share priorities based on feedback from CAC, people at CDCI, and our partners. There was a separate document sent to CAC members with more information.

Priorities are shared by core function:

- a. **We teach:** New courses and partnerships.
 - b. **We support:** New partnerships, evaluation, and plans for Think College and Early Mobility projects.
 - c. **We study:** Plain language summaries of studies, new report on diversity, new grant application.
 - d. **We share:** CDCI project videos and stories, accessibility for our documents, support accessibility of our partners.
 - e. **We build:** Language access plan, diversity recruitment, orientation, professional development, and budgeting.
2. Council members will be asked for their feedback on what should CDCI do to succeed at these priorities.
 3. Council members can also say what projects or activities they are most interested in.

2:50 Meeting Summary and Process



1. Review decisions made today and next steps.
2. Discuss how the meeting went today.
3. Decide what we should change for next meeting.

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Meeting Minutes

Agenda Item #1: Intros, Roles, and Review of Minutes

- **Members present (9):** Max Barrows, Ed Paquin, Mary Alice Favro, Persephone Ringgenberg, Meagan Roy, Kirsten Murphy, June Bascom, Nicole Villemaire, and Karen Topper.
- **Members not present (4):** Karen Price, David Frye, Kris Medina, and Liliane Savard.
- **CDCI:** Jesse Suter, Rachel Cronin, Jeanne Nauheimer, Valerie Wood, Bryan Dague, and Elizabeth Mang'eni (international fellow from Kenya).

Meeting Roles:

Timekeeper: June

Jargon Buster: Ed

Keeper of the Rudder: Kirsten

Recorder: Jeanne

Processor: Nicole

Facilitator: Max

Meeting Minute Review:

- Max provided a summary of discussion and decisions made at the last meeting. One edit was suggested to change wording in membership vote.
- Ed make the motion to accept the amended minute's, Mary-Alice seconded, motion passed with 8 voting in favor, 0 against, and 1 abstention.

Agenda Item # 2: Membership Committee Update

Discussion

- Committee member made several attempts to contact prospective member, including in person, and raised concern about being unable to reach voted-in member and inviting her to participate on the CAC. Neither member whose application was reviewed last meeting has been notified.
- Committee has not decided whether to reconsider recommendation to offer membership.
- Member of committee suggests to write and send two letters to inform applicants of CAC decisions at last meeting.
- One more applicant who is a LEND program grad and DD council member; application has not yet been reviewed.

Action Items:

- Write letters to both applicants who were reviewed last meeting with notification of acceptance/rejection (Kirsten Murphy).

Agenda Item #3: Bylaws Committee Update

Discussion

- Kris and Topper volunteered to draft and then share with Ed.
- Kris is no longer working at GMSA so they have not met.
- Looking for another volunteer to work with Topper on changing bylaws into plain language. Mary Alice and Nicole volunteered to help.
- June suggests having a multi-step process to help keep this progressing: Topper, and Mary Alice draft remotely, send drafts to Kris, Nicole, and Ed as parts get completed.

- Ed suggest this be about how this organization 1. Organizes itself; and 2. Does its business. It may be helpful to omit language that details federal guidelines.

Action Items:

- Topper and Mary Alice to find time to meet and go through content Topper has started created so far and continue to review the rest of the bylaws.
- Jesse will be available for support.

Agenda Item #4: CDCI Priorities (with Jesse Suter)

Discussion

- Jesse shared the 2019-2020 Priorities for CAC Feedback document.
- We will share new priorities each year.
- These are priorities based on feedback from CAC and CDCI personnel.
- This is not everything CDCI will do this year. It lists things we want to make sure we do.
- CDCI will use this list to help:
 - make sure the money CDCI can spend is going to the things we want to support the most,
 - look at what personnel want to or need to learn so we can do our jobs well, and
 - make the most with the time that we have.
- Persephone asked about whether or not CDCI has considered sponsoring self-advocates and family members at events and

conferences. This was added to the suggestions list kept by Rachel Cronin.

- Goal 1: We Teach
 - Members asked for clarification on the third priority: What does taking classes at our university do to help?
 - Kirsten asked if have considered connecting with Vermont Care Partners and other organizations who offer trainings in our network. The most common barrier that continues to come up is the costs of taking courses.
 - Topper commented it would be helpful to have anecdotes/examples of these priorities—telling the stories of the people who have found success
 - Training staff: DC discussed a high-school career path for support services. University tuition will always be an issue.
 - LEND gets ½ tuition for items that are run through their grant, which pays for the faculty salary.
 - Having self-advocates teaching more and get paid for that work. Do not invest in anything that doesn't support this model.
- Goal 2: We Support.
 - This is the bulk of the work done at the Center.
 - Nicole emphasized the importance of the Think College program, which needs to find a source of funding to be sustainable.
 - Share the most basic ways we evaluate satisfaction/training.
 - Conduct needs assessment to understand our populations.

- Try to strengthen relationships with higher ups in UVM Development to fund some of our projects.
- Ed raised concerns about losing the deafblind funding for children. Is there an understanding of what the state is not doing well outside the developmental/mental health support systems? How does this fit into what CDCI offers with technical assistance?
- Goal 3: We Study
 - Topper suggests working with the Ethnic Studies Committee and sharing their website.
- Goal 4: We Share
 - Kirsten recommended working with VT Story Lab to develop the stories of our projects.
 - Mary Alice noted that it is still difficult to navigate our website, specifically to find our projects
 - Recommended that more content be more described earlier in the website than on the pages.
 - Emphasize and share information on voting as we approach 2020 in our content and link to resources.
 - Provide more resources on better accessibility (specifically on plain language) resources to our communities.
- Goal 5: We Build
 - Topper suggests having an Intro to ADA and other federal/state human rights crash course.
 - Valerie Wood asked who the audience would be for training around this topic

- Ed pointed to Disability Rights Vermont's website: [Survivor's Guide to Overcoming Disability Barriers\(PDF\)](#)
 - Members asked more specifically about recruitment tools and remarked it's hard to offer suggestions when the CAC is not totally informed on current practices.
 - It was noted that language access does not have a budget line item yet the same was that paying self-advocates does. CDCI is aware that there will be a cost associated with putting a language access plan into place.
- What in this list of priorities is interesting to CAC members?
 - It was a former goal to match CAC members with specific projects. We are not using this model, but would like to offer more information about specific priorities or topics if any members have interest.

Action Items

- Follow-up with D.C. community of practice group to look at developmental services career path (Mary Alice)
- CDCI to follow-up on templates and evaluations we use in our trainings.
- Jeanne to link to VT Ethnic Studies Committee website from CDCI's research & eval page
- Jeanne to make projects more evident from homepage and continue to work on the transparency of what our projects mean
- Check out Harvard's resources on candidates to share on CDCI's platforms

- Topper to share SARTAC webinar on plain language from August, which also includes a checklist and other resources.

Agenda Item #5: Summary and Process

- The group appreciated the minute review the meeting. Max focused on the decisions that were made and the council found that really helpful.
- The conversation around membership was a challenging situation and was a good opportunity to discuss the committee's role in a situation versus an individual's choice for involvement.
 - It was also brought up that there should be the opportunity to put into the bylaws how members care, support, and respond to each other.
- The council worked through some really difficult conversations today where people can participate and share beliefs, even when not everyone agrees.
- Timekeeper did an excellent job keeping us on track today.
- CDCI got a lot of great feedback on priorities.

Other items:

- Question about rotation of co-chairs and when new elections.
Action item: review minutes to confirm.
- June expressed her appreciation for talking about CDCI in terms of our Core Functions instead of trying to track our projects.
- Jesse asked the CAC if there are any items council members would like to see on the agenda for February.
 - Topper would like to have a recap/takeaway from AUCD for those who are attending.

- Mary Alice would like to circle back to the recruitment process and would like to see current data for CDCI.
- Nicole would like to have an update on the priorities related to self-advocates being co-teachers and presenters.
- Topper suggested looking at bylaw language (at least 30 minutes).
- Mary Alice and Kirsten have requested 15 minutes for Membership Committee.