

**Center on Disability and Community Inclusion
Community Advisory Council Meeting
Date: 2/13/2019**

Time: 12:00-3:00

Place: Adobe Connect (due to snow storm)

Present: Max Barrows, Lee Reilly, Karen Topper, Mary Alice Favro, Kirsten Murphy, June Bascom, Liliane Savard, Ed Paquin, Jeanne Nauheimer, Lisa Hurst Bouffard, Karen Price, Meagen Roy, Nicole Villemaire

Unable to attend: Jesse Suter, David Frye

Meeting Roles	Assigned Person
Timekeeper	Jeanne
Recorder	Lisa
Facilitator	Max and Mary Alice
Jargon Buster	Karen Topper
Keeper of the Rudder	Liliane
[Other Roles as Assigned]	

Meeting Agenda:

**Community Advisory Council
Meeting Agenda**

Date: Wednesday 13, 2019

Time: 12:00pm to 3:00pm

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

12:00



Lunch

- Have some food, and say hello.
 - Review agenda and handouts.
-

12:10



Max: Welcome, introductions & roles.

- Introduce new members & current members
 - Icebreaker: one thing you accomplished last year and one thing you hope to accomplish this year (in the CAC or as an individual)
 - Please volunteer for meeting roles ○ Max has to leave around 1:30, so we need to have another facilitator
 - Common Roles: Facilitator, Time Keeper, Recorder (Lisa), Jargon-Buster
-

12:25



Max: Review Minutes.

- Review minutes from October 2018
 - Ask questions and make changes ○ **Vote to approve minutes**
-

12:35



Bylaw Updates & Action Plan for cochair

- Quick update on bylaws
 - Discuss process and timeline for getting a new co-chair. Is this something to do before bylaws are complete?
-

1:20



Membership Committee Updates/Vote

- Membership committee will share updates about new interviews.
- Summary of new candidates sent out
- Ask questions and discuss
- **Vote on new members**

1:30



Break (Max departs)

1:40



Nicole: Updates from AUCD's Council on Leadership and Advocacy

- Nicole attended the AUCD Conference in November and will share updated from the COLA meeting

2:00



CDCI Reporting Timeline Update

- CDCI will review plan for annual reporting timeline, including when we give information to CAC
- What can we do better? What are we missing?

2:10



Community of Practice Information & Update

- Overview and updates for people who may not know about this group
 - How can the CAC be more involved?
-

2:45



Process: What went well and what we should change for next time? ○ How did it go? ○ What should we change?

- For future meetings, are there any suggestions for how we discuss items differently?

2:55



Any other Updates?

- We'll leave a few minutes for other news or to note items to put on the next meeting's agenda
-

Meeting Minutes:

Agenda Item #1: Review Minutes from October and Ice Breaker activity

- Max thanked everyone for being able to join
- Introductions and ice breaker
 - Max Barrows** accomplished-last year traveling alone for the first time. Will continue to do that this year.
 - Karen Price** accomplished- last year act 173 was passed last year able to provide testimony with others that had legislature provide a family role on the advisory group. This year is hopeful that she can successfully transfer son to adult services.
 - Meagan Roy** accomplished- She was able to become a part of CAC. She looks forward to being part of the CAC as a new member.
 - Liliane Savard** accomplished- last year working on PhD motor learning in people with autism. Taught for the first time full pediatric course @ UVM- next year wants to achieve being a better teacher. Collaborate with researchers and people with autism to further advance issues around autism.
 - Mary Alice Favro** accomplished-last year Had first self-advocate in the LEND program very exciting It was our first time and managed the person out of state, so no matter where you are you can be part of LEND program. This year really working within her department and college to push forward more learning and engagement around cultural linguistic competence.

June Bascom accomplished – last year VT Communications task force reinvigorated agency of human services around the state. To support facilitated communication. This year got on the conference call She wants to navigate email and iPhone become more comfortable with technology.

Ed Paquin accomplished-last year Strong advisory council was built back up, diversity of staff has increased hired a New American she is Chinese and it has been a very interesting and good addition. Hope for this year He has been out on medical leave since Dec. has been cleared to start to get back in the game and after shoulder surgery to his manual wheel chair.

Jeanne Nauheimer accomplished-last year CDCI is one of fewer than 10 national UCEDD to receive A ranking for web site accessibility according to, this year working with the college make face of the college and action plan more friendly and accessible place throughout the college glad to have CAC to help.

Karen Topper accomplished- Last year was VT LEND Fellow Tune up for her academically was amazing experience. New personal goal is planning to talk to each of her 7 nieces and nephews to let them know she is there to support them.

Kirsten Murphy accomplished- last year New Director DDC for the council important goal see that the council members were in charge of making budget decisions able understand and were drivers decisions Goal for year See CAC to reach full membership.

Key Points

- Thanks for your updates
- October Minutes review

Action Items

- October minutes accepted 10
- October minutes not accepted 0

Agenda Item #2: Bylaws updates and action plan for co-chairs

Key Points

- Membership Section of the Bylaws update
- Red are changes, Yellow are proposed changes
- Membership Committee tried to put in clear language, GMSA will review for plain language.
- Review of sections followed
- Section 2: Selection of membership
 - Remove CDCI director vote, council should be solely responsible for membership selection.
- Section 3: Terms of membership
 - Will stager terms will look into to understand who is when.
 - Other members can join anytime.

- Section on term limits
- Two term limit excepts (see documentation a,b and c)
- Section 4: Representing CDCI on National Council (Council on leadership in advocacy)
 - New person every year for the AUCD COLA
 - Term of one year be put in this section
 - This year it is Nicole Villemaire
- Section 5: Termination
 - Now termination is only if they do not show up to two meetings without notice.
 - On completing one term they may not be asked to continue.
 - Will need to discuss at next meeting.
 - Should be more options for termination if member is not working out/respecting others on CAC.
- Questions came up about wording on application
- Karen-Definition of diversity where did it come from? Does not fill comfortable with some of the wording.

Action Items

- Karen Topper and GMSA will review Membership section for plain language. The item should be noted, as well as the party/ies responsible, and any due dates.
- Kirsten Murphy will send language of the law to Karen Price for her to review
- Membership committee to review reasons for termination and add to this section
- Review wording on application online. Where did the wording come from and what is the reason for questions about race and sexual orientation.
- Kirsten review Diversity and Linguistic diversity according to DD Act for application
- Please change, Section 1: c) to-- VT Department of Disability, Aging and Independent Living
- Section 4: Representing CDCI on National Council please add (Council on leadership in advocacy)
- Review what are expectations on CAC membership Committee

Agenda Item #3: Membership Committee update and vote

Key Points

- Membership committee presented two new candidates for CAC membership.

Liliane reviewed most recent Persephone Ringgenberg

Persephone self-advocate and a person with developmental disabilities. Would like to have emotional support to be involved in CAC, audible summaries of reports, support to know when to listen and to speak. She has worked with different specific groups has been through experiences that concern her for others in the medical environment, support services are very important she would like to promote intellectual. Liliane would positively recommend Persephone as well as Kirsten Nicole expressed that she would like to be sure that there is respect for others when working with the CAC.

Vote on Persephone Ringgenberg
Approval 10
Decline 0
Abstain 0

Mary Alice reviewed Kirstofor Medina
UVM graduate, GMSA advocacy educator works on communication
Uses communicative typing. What he types is what he wants to say not everything he says is what he wants to communicate; we need to keep this in perspective with his communications.
Can represent people with communication issues and disabilities
Kris feels that Community is open as long as the person goes with the flow but that needs to change so that the needs of individuals are met and addressed.
Low pay and low hours of support people are an issue for people with disabilities

Vote on Kristophor Medina
Approval 10
Decline 0
Abstain 0

Action Items

- Co-Chair for Max. Will have nominations and vote at the next meeting.
- Max Barrows will contact Persephone about appointment to the CAC
- Mary Alice Favro will contact Kris about appointment to the CAC
- All members please send length of time they have been on the CAC to Lisa Hurst Bouffard.
- Lisa Hurst Bouffard will look into Nicole's term on CAC

Agenda Item #4: Nicole update **Table until next meeting**

Key Points

Action Items

Agenda Item #5: CDCI Reporting Timeline

Key Points

- Annual review and sharing of documents and reports with the CAC.
- Looking at time lines that work for CAC and CDCI how can we close gaps that are not working.
- Rachel and Jeanne- Teaming up to coordinate on NIRS and how to input information and what information to input. Put all information up to date by March meeting and then update NIRS.

Action Items

- Mary Alice- great to have dates in advance Document from Jeanne to CAC.
- Document from Jeanne to CAC.
- Put in friendly report summary for April 17th CAC to review.
- Jeanne will send out last year's report for new members to review.

Agenda Item #6: Community of Practice Information Update

Table until next meeting

Information about the Community of Practice will be sent out before the next CAC meeting on May 8th.

Key Points

Description of Group

Action Items

CDCI will send out documentation

Agenda Item #7: What went well and what we should change for next time?

Time ended did not go over this question.

What went well?

What should change?