

Center on Disability and Community Inclusion Community Advisory Council

DRAFT Meeting Minutes: August 22, 2018

Time: 9:00 am to 12:00pm

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

CAC Members Present: Max Barrows, June Bascom, Mary Alice Favro,
René Pellerin, Liliane Savard, Kirsten Murphy, Karen Topper, Nicole
Villemaire

CAC Members Absent: Ed Paquin was unable to attend

CDCI Representatives: Jesse Suter, Jeanne Nauheimer, Rachel Cronin,
Valerie Wood, Winnie Looby, Lisa Hurst-Bouffard

Others Present: Julia Wayne (Oakledge for All)

Meeting Agenda:

9:00



Max: Welcome & roles.

- Review the agenda.
- Choose roles for meeting: timekeeper, jargon buster, and other roles as needed.

9:05



Max: Review Minutes.

- Review minutes from May 2018.
 - Ask questions and make changes as needed.
 - **Vote to approve minutes.**
-

9:15



Max: Accessible playground.

- Share plans for creating accessible playground in Burlington, VT
- Project website: <https://oakledgeforall.org>

9:35



Max: Membership Committee.

- Membership committee will share updates about new members.
- Discuss new members.
- **Vote on new members.**
- Decide on recruitment strategies.

10:35



Max: 2013-2018 Progress.

- Review CDCI summary for past 5 years.
- Ask questions and give feedback.

11:20



Max: CAC plan for this year.

- Confirm schedule of CDCI and CAC meetings this year.
- Review plan to set annual priorities.

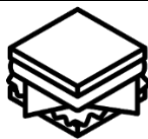
11:45



Max: What went well and what we should change for next time?

- How did it go?
- How did the roles work out?
- Any requests or changes for future meetings?

11:50



This is time to get food, eat, and finish up any discussion.

Meeting Minutes:

Agenda Item #1: Welcome & Roles

Key Points

- Everyone was asked to review the agenda to offer feedback. No changes were made.
- CAC members were asked to choose roles for meeting. The following roles were chosen:

Meeting Roles	Assigned Person
Timekeeper	Liliane
Recorder	Lisa HB
Facilitator	Max
Jargon Buster	June
Keeper of the Rudder	Topper
[Other Roles as Assigned]	Nicole, Mary Alice

Agenda Item #2: Review Minutes

Key Points

- CAC members reviewed minutes from May 2018.
- It was pointed out that the minutes format was changed based on CAC feedback. Now minutes provide more summary information rather than highly detailed information about each comment that was made.
- **VOTE was taken to approve the minutes from May 2018:**
 - **Approve: 7**
 - **Reject: 0**
 - **Abstain: 1**

Action Items

- CDCI (Lisa and Jesse) have goal to send minutes (and other documents) for CAC members to review two weeks before meeting.
- CAC members will review minutes before meeting. If there are edits or suggestions please send to Lisa before meeting.
- Upcoming meetings we will only review parts of draft minutes that CAC members have questions or want to make changes.

Agenda Item #3: Accessible Playground

Key Points

- Julia Wayne presented her work to create an accessible playground in Burlington, VT.
- It is at Oakledge Park, and her project is called “Oakledge for All” (website is: <https://oakledgeforall.org>)
- This is the first accessible park in this region, and it was proposed 6-7 years ago. She hopes it will be finished in 2020.
- Building to start next summer, and they are still taking feedback on the design. VABVI has provided feedback on texturizing and colors.
- Disney has made a large donation that Burlington Parks and Recreation will match.
- CAC members asked a number of questions and offered suggestions:
 - How can CAC help without money? Julia- Spread the word to projects, partners, and associates.
 - Who will do the upkeep? Julia- The city is involved and will do upkeep
 - Have you tried the town meetings for support? Next march. Julia- Would love to go to all town meetings there are only 4 people on the committee. Would love to have people bring it up at their town meetings.
 - Montpelier schools are redoing playgrounds, so could be an opportunity to network.
 - Many recommendations were made including a wide range of tactile, auditory, and visual cues.
 - Concern was raised that the playground is located in a location with no bus service. Important issue for choosing future sites.

Action Items

- CAC members should contact Julia directly if they have recommendations or would like to learn more: Julia Wayne, phone: 802-338-7021, email: juliamwayne@gmail.com, website: www.oakledgeforall.org
- Everyone should feel free to help spread the word.
- There will be an event in October to promote the playground.
- Liliane said she would follow up with Julie to connect directly with school teams.

- Jeanne is working on a profile of Julia and Oakledge for All in upcoming newsletter.
- Topper and Max will share this information with GMSA board next week.

Agenda Item #4: Membership Committee

Key Points

- The membership committee (Mary Alice and Kirsten) shared updates about the 3 people who have applied to join CAC.
 - Two have been interviewed so far:
 - Meagan Roy is Director of Student Support Services in Champlain Valley School District. She is also a family member of a person with a developmental or related disability, and she is willing to serve on CAC as a family member.
 - Graham Dewyea is the Vermont Director of the Assistive Technology Program.
 - Mary Alice and Kirsten shared their feedback about the two applicants with the CAC. CAC members discussed next steps.
 - The group discussed the requirement to have more than half of the CAC be individuals with developmental and related disabilities and family members of people with developmental disabilities. Right now only 1/3 of CAC members are people with disabilities or family members who are not representing organizations.
 - The group also discussed the requirement that CAC members reflect the demographic diversity of Vermont.
 - In addition, our federal funders state that people with disabilities and family members cannot be on CAC in those roles if they are also representing advocacy organizations.
 - There was some disagreement about if new members should have expertise working with people with developmental disabilities, or if participation on CAC is an opportunity for them to learn more.
 - A question was raised whether it is a conflict of interest for someone to join CAC if they have a working or financial relationship with CDCI? It was shared that many on CAC have worked with CDCI, and CDCI supports many organizations participating on CAC. Because CAC members will have relationships with CDCI, it will be important for members to abstain from votes that are conflicts of interest.

- Given the discussion, the CAC decided to vote on Meagan's application because she agreed to participate in a family member role. The CAC will wait to vote on Graham's application until we are meeting the requirement to have more than half CAC participants be people with disabilities and family members. We also need to strongly consider more diversity and younger participants.
- CAC also discussed that even if state agency representatives do not join CAC, they can attend meetings and provide recommendations.
- **VOTE was taken to include Megan Roy as a new CAC member:**
 - **Approve: 9**
 - **Reject: 0**
 - **Abstain: 0**
- Finally, CAC discussed that recommendations to change bylaws have been submitted by some members. CDCI will compile recommended changes into one document and send to CAC for review.

Action Items

- Liliane agreed to join the Membership Committee. Committee will work with CDCI to schedule next interviews for new applicants.
- Liliane also agreed to help recruit parents with kids with disabilities and family members. Liliane will look into this.
- CDCI will reach out to all CAC members to confirm how they choose to identify for their membership on CAC.
- CDCI will summarize Bylaws feedback received so far and send to CAC with enough time to review before the next meeting.

Agenda Item #5: 2013-2018 Progress Report

Key Points

- Jesse shared that CDCI must submit a progress report at the end of September covering all work on the previous 5-year grant (2014-2018). A document was shared with the CAC prior to this meeting that gave a short summary of accomplishments for each of our 5 core functions.
- The discussion was led by the core function coordinators, and CAC members provided feedback.

- **Goal 1 We teach.** Winnie reviewed accomplishments for goal 1, and CAC members gave the following feedback:
 - Recommended we collect diversity of students and community would be great. Rachel shared that we do this for trainees (who take a course or more with us), but not all students in brief trainings.
 - Feedback from AUCD talked about hosting national training would love to see CDCI host broader groups and bring in network partners.
 - Will what you've done include feedback of where we go in the future?
 - We have areas to do more-Jesse
 - Pointed out that more courses are including self-advocates, and strongly recommended we continue to do this.
 - Recommended we work with VT LEND more.
 - Need to find more opportunities to teach people working around the state. Especially, disability rights and advocacy.
 - Recommended that we use many different teaching formats to reach people around Vermont. Winnie shared that courses are offered face-to-face and online. In addition, new courses are being developed to be easier to access.
 - Topper questioned whether Some agencies have hired self-advocates we must not lose this make sure we can weigh on this Karen Topper can give feedback on this.

- **Goal 5- Infrastructure.** Rachel reviewed accomplishments for goal 5 and CAC gave the following feedback:
 - Because a component of CDCI infrastructure is evaluation, it was asked if CDCI conducts needs assessments. Jesse shared that needs assessments are required as part of creating the 5-year Center work plans.
 - Several members recommend more focus on adults at CDCI.
 - When hiring it was recommended CDCI make it a priority to put in job description cultural and linguistic competency and diversity as targeted goals and responsibilities for the position.

- **Goal 4 Dissemination.** Jeanne reviewed accomplishments for goal 4 and CAC gave the following feedback:
 - CAC members said the new materials are looking good and are more accessible. Helpful and easier to read. Love the newsletter.

- Some concern was raised that monthly newsletter articles may be unsustainable.
 - CDCI created 400 products over the past 5 years, and it was asked what exactly counts as a “product.” Jeanne shared products can be anything under the Dissemination umbrella including flyers, newsletters, websites, videos, etc.
 - Recommended that while products are increasingly accessible, they also need to be translated into languages other than English. Jeanne shared there is a translation of project descriptions being conducted now, and we are working with the Association of Africans Living in Vermont to identify other products to translate.
- **Goal 3 Research and evaluation.** Valerie reviewed accomplishments for goal 3 and CAC gave the following feedback:
- Is there any time to collect data on punishment and detention of students with disabilities and students of color? It was raised that while this is prohibited in adult services it does occur in schools.
 - Jesse shared that the next newsletter profiles Jay Diaz who wrote the “Kicked Out” report that looked at this previously. CDCI wants to help collect this information as part of the Community of Practice group.
 - In addition, DAIL has offered assistance to AOE and schools to help students with disabilities remain in VT and not sent out of state.
- **Goal 2 Community service.** Jesse reviewed accomplishments for goal 2 and CAC gave the following feedback:
- One topic that was discussed was the need for consultation with self-advocates. For example, Julia needed feedback to help make her Oakledge for All playground a success. Topper suggested that projects and agencies may be interested in contracting with self-advocates to get their expertise and feedback, and this could be a fee-for-service project.
 - It was shared this is a similar model to the Cultural Disparities that works with Vermont LEND.
 - Jesse shared the I-Team and BEST have included family resource consultants for trainings and supports, but not self-advocates.

Action Items

- Jesse and core function coordinators will incorporate this feedback and feedback from earlier meetings, into the final progress report for CDCI.
- CAC members can continue to share feedback with Jesse (phone, email, schedule a meeting) until the end of September to include in this report.

Agenda Item #6: CAC plan for this year

Key Points

- First, we wanted to confirm the remaining 3 meeting dates for this year:
 - Oct 12th 9-12
 - Feb 8th 9-12
 - May 31st 12-3
- Three members shared that they could not attend some or all of these dates, and Topper said she was not receiving the emails for scheduling.
- CAC discussed best way to schedule meetings going forward, and decided that Doodle is not working for scheduling such a large group. Lisa will follow up with CAC members directly to find the best times to meet for the coming year.
- At the end of the meeting, René shared that he is very upset at CDCI's management of the Deaf-Blind Project (Vermont Sensory Access Project). He said that he just learned this morning that CDCI signed a contract with Nine East, and CDCI would no longer hold the federal grant. He said that CAC should have been notified that the contract was transferred, and should have been involved in making that decision. Because he was invited to join the CAC by Deborah Lisi-Baker to provide feedback on this project - What is his role here now?
- Jesse responded by thanking René for raising these concerns and sadness that there has been miscommunication. He briefly shared that Emma Nelson has been the coordinator of the Deaf-Blind grant. The grant is funded through the US Department of Education, and the purpose is to provide state technical assistance to improve services for children who are deaf-blind. Emma has been meeting with people in Vermont and New England for the past year to determine how to

best keep these services in Vermont. The funding has been very limited, so it does not fund a full-time position to provide statewide technical assistance. Rachel added that this part-time position was not sufficient to meet the requirements of the federal grant. So with Emma moving to Oregon, and the current grant ending, the decision was made to have the New England Consortium (<http://www.perkins.org/services/other/nec>) apply for the grant and provide Vermont services through Nine East with Susan Kimmerly being the lead. Emma has moved to Oregon, but she continues to work with CDCI to finish the grant which ends at the end of September.

- (In addition, this morning the US Department of Education funding opportunity was released and it showed the funding available for Vermont was further cut.)
- René expressed frustration that he and the CAC were not consulted about this decision, and he also shared frustration about decisions made in previous Deaf-Blind Project grants when an advisory council ended and the name was changed to the Vermont Sensory Access Project.
- Jesse offered to connect René with Emma and Nine East.

Action Items

- Lisa will review meeting dates and times and schedule upcoming meetings.
- Lisa will look into other polling software and ways to better schedule meetings.
- Jesse and Rachel will talk with Emma about what happened with the Deaf Blind Project and contact René.

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

What went well?

- Thanks René for bringing up the Deaf-Blind topic. It was recommended that when there changes to projects like this they be shared with CAC.
- Thanks for the organization of the meetings.

What should change?

- Need materials earlier for review. Decided two weeks should be the minimum.
- Fewer topics are also recommended to have more time to discuss.