

# CENTER ON DISABILITY AND COMMUNITY INCLUSION



## Community Advisory Council Quarterly Meeting Minutes ~ March 7, 2018 Vermont Association of Blind and Visually Impaired 60 Kimball Ave South Burlington, VT

**Present:** Lisa Maynes, Max Barrows, Liliane Savard, Ed Paquin, Rene Pellerin, June Bascom, Mary Alice Favro, Nicole Villemaire

**Absent:** Karen Topper and Kirsten Murphy

**Support Staff:** Lee, Rene's interpreters

**Guests:**

**CDCI Representatives:** Jesse Suter, Lisa Bouffard

### **1. Welcome:**

Max welcomed everyone, we reviewed the agenda and chose roles.

### **Roles:**

- Facilitator Max and Lisa M.
- Time keeper: June
- Jargon Buster: Liliane
- Equalizer: Nicole
- Recorder: Lisa B.

## **2. Plan for the CAC minutes:**

- Jesse asked for any comments or changes that need to be made
- Concerns were raised about accessibility
- How do we distribute minutes from private meetings

Mary Alice- Chairs Review the minutes and then in the beginning of the meeting review with the group.

June – Send out after Chair review as a draft.

Lisa M- Important to have a draft ahead of meeting.

Jesse – We will email to the Co-Charis to review and then to whole CAC there will be access on the web site as a draft and will be emailed.

Mary Alice – Draft or final will be on the web site?

Jesse – Draft for review. Approval of minutes will be at the beginning of the next meeting.

Lisa M – Historically we have been bad with minutes. It is important to know how much or little information we need to have.

Nicole – I will review on the web site having more time is good.

Ed – Minutes from last meeting look good to me less is more.

Rene – Review in advance of meeting is easier.

Max – Be sure accommodations are set up for everyone.

Mary Alice – At the next meeting we can get feedback on format and easier process. Please make this an agenda item for next meeting.

**Action:**

Next meeting will review both minutes 10/9/17 and 3/7/18.

Draft of minutes will be posted on the web site and emailed for access by all members for review before the next meeting.

Minutes will then be reviewed and accepted or declined at the next meeting.

Will make an agenda item for the next meeting.

**3. Decide how to recruit CAC members.**

- Recruitment and membership
- Jesse is looking for suggestions

Steps to recruiting: (Jesse power point)

Brochure (Lisa B point of contact)

Phone, Face to Face, Paper Copy & Online (all available options)

Web Site (link to Survey/application)

Application online or paper copy

Reach out to people (personal contact)

Collect and Screen applicants then share information with CAC.

The CAC would meet with applicants.

Lisa B is the 1<sup>st</sup> point of contact for interested parties.

Email applications to Lisa B for collection

Applicant would meet with/interviewed by the whole CAC.

**Discussion:**

Discussion about how to do recruitment followed. Who needs to be contacted and how.

Lisa M – It would be nice to have a central mailbox at CDCI so that we do not have to rely on one person at the CDCI. In the case that someone leaves.

Mary Alice - It would be nice if there were some way to share through the all groups.

Jesse – We should distribute as widely as possible. All the information/detail is on the brochure.

Each person must be voted on by the council this information is also on the brochure.

Lisa M – Are there Stipends for the position? Add this to the brochure if there are.

Lisa M – What if a person needs language access, can we expect that to work? Would we be able to find an interpreter.

Liliane- It sounds like a rolling process. Maybe a deadline would be helpful. Make sure we vet everyone and maybe meet applicants three times a year.

Mary Alice – Would the Committee to decide about a candidate and then share with the CAC?

Who's at what stage in their term on the CAC?

Why there are no bylaws regarding this.

June – The process was developed before the last director. The positions need to be filled with specific groups, diversity needs to be met. CDCI should have the interested groups.

Jesse – We have talked about dissemination we will be putting information on the web site under CAC. 2009 bylaws say that the committee might come up with different decisions. The CDCI would support these decisions and those who volunteer. Think about what you want and need.

Nicole – Trying to understand – there needs to be a high school or college representative to have different stages of life on the CAC. Who we need to have is not clear.

Jesse – There are a lot of parts for membership.

Ed – Though age and stages of life are great there is a requirement to have representatives from a variety of groups. Protection and Advocacy, State Agency and DD Council. What we need are people who have firsthand knowledge.

Liliane- Look at the bylaws it will give us what we must have.

Max – The bylaws say that 51% of the CAC members have to be Self-Advocates. Will the application be accessible? Will there be problems for people.

Jesse – the plan so far is that it will be accessible in different ways. Meet in person or on phone. Online or with screen reader, Paper application. UVM has an amazing system for the application REDCap we can make it more accessible.

June - We need to be sure we keep a connection with DAIL.

Ed - AT project for recruitment.

Lisa M. asked to phase out of chair position. She would like to phase out of the CAC and agreed to help find someone from VFN to move forward.

Max- The Chair and co-chair need to be one Self Advocate and one Family member.

**Action:**

- Kirsten, Mary Alice and Lisa M. are the membership committee. Applications will go to them after received by Lisa B.
- CAC will start to actively recruit members.
- Terms for sitting on the CAC are three years, they should be staggered so that not everyone is not stepping down at the same time.
- Lisa M. will be stepping down from Chair and moving on from the CAC as a replacement is found.
- Membership Committee needs to go over bylaws for recruitment and discuss at next meeting.
- Give Lisa B. the date you started your term CAC. For recording purposes.

**4. CDCI 5 year Plan.**

5 year Plan guides the work for CDCI for the next 5 years.

Jesse is in the process now of working on the grant.

How do we get feedback?

**Discussion:**

Jesse- This is a big plan a lot is requested and required.

Broad Question for CAC: How can we do more with self-advocates and family members?

- Between now and April 15<sup>th</sup> do you want to give more feedback with detail?
- Jesse would be happy to meet individually or in groups.

Nicole- would like to meet.

Ed- Would like to look at the whole plan. He needs time to go over it so would like to see a working draft.

Jesse-would be glad to send out the whole thing or specifics.  
Max-GMSA would like a copy.

### **Big Picture:**

- What is need? – developmental disabilities
- What do we do?-Be accountable
- What did we achieve?-Are people better off?

Ed- Use the tools of an academic institution. Maximize community integration. How do we maximize potential organizing needs.

Jesse- There is a scope of change as a Center.

Ed- Research dissemination needs to be aware of “could we do” as part of the question. There needs to be a depth of questioning.

Jesse- Role of the Center is to work together with DD council and Disability Vermont.

### **What is needed:**

- More self-advocacy and family leadership- need more feedback
- Equality, diversity and Inclusion
- Focus on transitioning youth and adult
- Explanation of campus activities- What is happening. Bridge between CDCI, UVM, CAC sharing goals, there are resources on the web site.
- Focus on transition from youth to adult we need to do more in this area.
- We have two projects focusing on transition Think College and Supported employment headed up by Bryan Duage.
- 5 year plan needs to build capacity.

Ed- Before transition there needs to be supported decision making. Academia can aim in that direction. Maximize academic capacity is a direction to go.

Jesse- We do prenatal to high school

Ed- What are the outcomes

Jesse- Excellent improvement in quality of life. There is data in each of the projects with long term outcomes.

Liliane- My experience pressure school focus on self-determination may not be intentional energy.

Lisa M.- Do you want us to give ideas to you for this, a list?

Jesse- The 5 goals in the 5 year plan are more specific with details not directly tied to needs these are new areas with a needs emphasis. Please see Power Point for the 5 goals

Rene asked about Deaf Blind project. Is CDCI still focused on this and who will coordinate project after Emma Nelson leaves?

Jesse- Emma Nelson and Susan Edelman are planning to reapply for this grant once it comes out. CDCI will do a search for someone to replace Emma, but it must be funded before we can hire a replacement.

**Action:** Jesse will forward a draft of the 5 year plan and the PowerPoint to the CAC members for review.

CAC will review, give feedback, or meet with Jesse in small groups or individually.

## **5. Feedback and Adjourn:**

Liliane- Felt the meeting was very productive. Not enough time to go over all the Agenda items.

June- We should devote a whole meeting to the 5 Year Plan. It is a little overwhelming wishes we had worked on it months earlier.

Excited about the things going into the Plan.

Ed- Important to bring in the big things.

Mary Alice- More information ahead of time. Budget questions what is our priority (meet more?)



Ed- It is difficult unless we meet more. Can we share budget ahead of time. Try to look at the different projects and maybe divide into groups to go over. More input on a project to project basis.

June- Was interesting & helpful but just all meeting. Good for the big picture.

Max- Went pretty well good accessibility. Would like to have information sent out at least four days in advance of all meetings to get a sense of what to expect.

Nicole- Went well good over all topic assessment.

Rene- All set went well.

**Actions:**

- Send out meeting materials well in advance of meetings, 4 days or more.
- 5 Year Plan needs more time for review, devote a whole meeting just to that.
- Over all presentation went well.