



Community Advisory Council Meeting MINUTES

Wednesday, August 12, 2020, 12:00 to 3:00pm

Meeting was held using Zoom

12:00 Welcome

CAC Member	Present	Not Present	Self-Advocate or Family Member
Karen Price (Co-chair)	X		Family
June Bascom	X		
Mary Alice Favro		X	
David Frye	X		Self-advocate
Françoise Kahindo	X		Family
Kristofor Medina		X	Self-advocate
Kirsten Murphy	X		
Ed Paquin	X		
Persephone Ringgenberg	X		Self-advocate
Meagan Roy	X		Family
Liliane Savard	X		
Michael Shor	X		Self-advocate
Arline Seiler		X	Self-advocate
Randy Lizotte	X		
Nicole Villemaire	X		Self-advocate
15 Members	12	3	75%

CDCI Personnel:

Valerie Wood, Jeanne Nauheimer, Rachel Cronin, Jesse Suter.

Meeting Roles:

- Facilitator: Karen Price
- Timekeeper: Kirsten Murphy
- Ensuring everyone can participate: Liliane Savard

Discussion:

- Kirsten stated open meeting law votes must be taken by roll call.
- **VOTE to approve meeting minutes: 8 Yes, 0 No, 1 Abstain**

12:30 Community Advisory Council Bylaws

1. The CAC has rules for how we work. These are called bylaws. Last year CAC decided they should be in plain language. GMSA wrote them in plain language.
2. New bylaws were sent before the meeting.
3. We will review them together. Please ask questions and make suggestions.
4. **VOTE?** We will vote on changes if CAC is satisfied.

Discussion

- Jesse reviewed history on CAC bylaws document. Two documents were shared, one with just the revised bylaws in plain language, another doc that showed the previous document and tracked changes.
- Ed made motion to approve bylaws. It was seconded.
- Liliane asked if the bylaws had been reviewed by CDCI staff. Jesse shared that there were issues he suggested are reviewed more closely before the committee votes.
- Meeting paused to welcome Françoise and June who joined at this point and to try and trouble shoot Randy's audio.
- Liliane suggests we review bylaws section by section. Kirsten said need to make sure we don't go too quickly.

- Several members recommended changing the section on requirements on members only representing themselves or an organization.
- We did not have enough time to fully review the bylaws.
- Nicole and David shared it was difficult to follow the discussion.
- Kirsten and Liliane volunteered to meet with members before upcoming meetings if that would help.
- A pre-meeting was held for self-advocates and a recording was shared. Group agreed need to offer more targeted support next meeting.
- May have tried to cover too much with full bylaws.

Next Steps:

- CDCI will make some of the changes to wording that were recommended today.
- Liliane, Nicole, and Randy agreed to meet outside the CAC to review the bylaws. The goal is to identify where the changes are that require a vote by the full CAC.

1:30 Break

1:45 New Self-Advocate Co-Chair

1. We need to vote for a new self-advocate to be co-chair.
2. Self-advocates who want to be co-chair can briefly share why they want to be co-chair.

Discussion:

- Karen asked if any self-advocates are interested in being co-chair. Randy, David, and Nicole said they were interested.
- Jesse asked the council if Randy was eligible given his role as representative of Green Mountain Self-Advocates. The CAC members

agreed he is eligible to be co-chair.

- Nicole asked if there was any other conflict of interest because Randy worked for GMSA. Randy clarified he is not paid to serve on CAC.
- Françoise asked for the duties of co-chair be shared.
- Jesse explained the role and clarified that the self-advocates were given this information ahead of the meeting.
- Each of the self-advocates shared why they wanted to be co-chair.
- Nicole, David, and Randy moved to a breakout room where they couldn't hear the vote.

VOTE: After discussion, David was elected as the new co-chair.

2:15 New Year at CDCI

1. July 1 started a new year of work at CDCI.
2. Jesse will share the plan for this year (see page 3).
3. Share ideas and questions for how CAC can support plan.

Discussion:

- There was not much time left in the meeting.
- Jesse shared that this is the first CAC meeting in Year 3 of our 5-year work plan.
- He said the last page of the agenda says when a few important things will happen at CDCI.
- There was an error in one of the CAC meeting dates. November meeting is 11/4.

2:45 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.

Discussion:

- Concern that too much time was spent on the bylaws.
- Goal for meetings should be to connect CDCI to community.
- Need to provide better preparation before meetings.
- The Executive Committee (David, Karen, and Jesse) will meet to create next month's agenda.

CDCI Plan for Year 3 of Work Plan (7/1/20 –6/30/21)

Months	Planned Activities
March - July	<ul style="list-style-type: none"> • CDCI staff working from home because of pandemic.
July	<ul style="list-style-type: none"> • Year 3 of CDCI's 5-year work plan begins. • Creating plan to return to in-person meetings.
August	<p>CAC Meeting 8/12/2020</p> <ul style="list-style-type: none"> • CDCI personnel return to campus. • In-person meetings start. • Hope to hear about grant we applied for on transition.
September	<ul style="list-style-type: none"> • CDCI full staff meeting. • Assessment on cultural and linguistic competence. • Hope to hear about grant we applied for on independent living.
October	<ul style="list-style-type: none"> • Report on cultural and linguistic competence. • Share findings and plan with CAC.
November	<p>CAC Meeting 11/4/2020</p>
December	<ul style="list-style-type: none"> • 12/7-12/9 AUCD 2020 Conference: Achieving Equity: Leading the Way in the Next Decade • Semester ends few weeks early.
January	<ul style="list-style-type: none"> • New CDCI course working with people with intellectual and developmental disabilities.
February	<p>CAC Meeting 2/3/2021</p>
March	<ul style="list-style-type: none"> • National Technical Assistance Center meeting.
April	<ul style="list-style-type: none"> • Learn about new grant opportunities and apply.
May	<ul style="list-style-type: none"> • Annual reflection survey of all CDCI staff. • Write draft of annual report.
June	<p>CAC Meeting 6/2/2021</p> <ul style="list-style-type: none"> • Share annual report summary with CAC.