

**Center on Disability and
Community Inclusion
Community Advisory Council
Date: May 8, 2019**

**CENTER ON DISABILITY &
COMMUNITY INCLUSION**



Time: 12:00-3:00pm

Place: VAVBI 6- Kimball Ave, S. Burlington

Present: David Frye, Kristofor Medina, Annabelle T, Liliane Savard, June Bascom, Karen Price, Jesse Suter, Ed Paquin, Kirsten Murphy, Rachel Cronin, Jeanne Nauheimer, Mary-Alice Favro, Valerie Wood, Karen Topper, Winnie Looby

Not able to attend: Max Barrows, Persephone Ringgeberg

Meeting Roles	Assigned Person
Timekeeper	Mary Alice
Recorder	Lisa
Facilitator	Topper
Jargon Buster	June
Keeper of the Rudder	Kristen
Processor	Nicole

Meeting Agenda:

CENTER ON DISABILITY & COMMUNITY INCLUSION

COMMUNITY ADVISORY COUNCIL MEETING

Date: Wednesday, May 8, 2019

Time: 12:00pm to 3:00pm

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

AGENDA

12:00 Lunch

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



12:15 Max: Welcome, introductions, and meeting roles

- Introduce all members.
- Icebreaker: Please share something new about you since the last meeting (in role on CAC or as an individual).
- Please volunteer for meeting roles. Common Roles: Time Keeper, Jargon-Buster, Keeper of the rudder, Recorder (Lisa).



12:30 Max: Review Minutes

- Review draft minutes from February 2019.
- Ask questions and make changes.
- **Vote to approve minutes.**



12:40 Membership Committee Updates

- Discuss membership and how long members on CAC.
- Seek nominations for new co-chair. By bylaws should be a family member on CAC.
- If there are nominations, candidates have opportunity to share why they want to be co-chair.
- Then candidates leave room while other members hold any further discussion and **vote to approve new co-chair.**



1:00 Max: Community of Practice

- Share brief overview of Community of Practice for Cultural and Linguistic Competency in Developmental Disabilities.
- How can the CAC be more involved?



1:10 Nicole: Updates from AUCD in November

- Nicole attended the AUCD Conference in November
- She will share updates from the Council on Leadership and Advocacy (COLA) meeting where she represented CDCI CAC.



1:30 Break



1:45 CDCI Annual Review

- Jesse and core function coordinators will share updates from the year and answer questions.
- CAC was sent summary report before meeting.
- CAC members will be asked questions from report to get feedback and can provide other feedback.
- Discuss next steps for end of the fiscal year.



2:45 Process: What went well and what should change next time?

- How did it go?
- What should we change?
- For future meetings, are there any suggestions for how we discuss items differently?



Bylaws Revision is Tabled Until Next Meeting

- Bylaws changes have been submitted in previous meetings.
- Bylaws need to be written in accessible language, then sent to CAC for review and vote during at next meeting.



Meeting Minutes:

Approve Agenda

Agenda Item #1: Meeting Minutes

12:30 Max: Review Minutes

- Review draft minutes from February 2019.
- Ask questions and make changes.
- **Vote to approve minutes.**

Key Points

- Kirsten has a new office! She has the space on the 3rd floor of the plaza.
- Valerie's daughter is going into third grade and a new school
- Karen P is the mom of a new graduate.
- Kris is happy to be on the CAC and was a Key Note presenter at Voices and choices conference.
- Annabelle is Kris's assistant
- Liliane got her first research project approved
- Meagan is the coach of a softball team for her daughter and is enjoying the season, if it would stop raining on game days.
- Ed realized he should change his message on his phone machine. He is back to working full-time after shoulder surgery. He is feeling better and getting back into action.
- Lisa just got back from a trip to Europe
- David Frye had a great time with Dan at Intelligent lives.
- June got Married!! After 25 years and Mary Alice officiated.
- Mary-Alice graduated 11 people for this year from LEND.
- Nicole figured out her voices and choices obligations and was able to help out at the conference and presented with Dan Habib.
- Karen T is happy the farmers market is open has a garden list.
- Jesse is back from leave.

Review of Minutes:

- Ed, Adopt minutes
- Karen, Seconds
- June, Likes the way they are written.
- Liliane, Noticed an incomplete sentence in minutes.
- Karen T, Please be sure minutes are in Arial font size 14.

Action Items

- Review the minutes Lisa make corrections.
- Lisa will be sure minutes are in Arial and font is 14.
- Minutes are accepted
9 approve minutes
0 object
0 abstain

Agenda Item #2:

12:40 Membership Committee Updates

- Discuss membership and how long members on CAC.
- Seek nominations for new co-chair. By bylaws should be a family member on CAC.
- If there are nominations, candidates have opportunity to share why they want to be co-chair.
- Then candidates leave room while other members hold any further discussion and **vote to approve new co-chair.**

Key Points

Discussion of Members

- Three year terms have ended for, Liliane and Mary- Alice, Nicole
- Topper, Motion to have Liliane and Mary Alice not end terms and talk about at the next meeting.
- June, Motion to vote today
 - Liliane would like to continue
 - Mary-Alice would like to continue
 - Nicole would like to continue
- Kirsten, Motion to approve second terms retroactive to the dates they should have renewed.
- June seconded motion
- Liliane, Nicole and Mary-Alice left room for vote.

Action Item:

Terms are to be retroactive from the date they should have been renewed.

All In favor of extending terms

Mary-Alice Favro 2021

6 in favor

0 object

0 abstain

Nicole Villemaire 2020 Jan.

6 in favor

0 object

0 abstain

Liliane Savard 2021

6 in favor

0 object
0 abstain

Nominations for Co-Chair

- Co-Chairs must be two people one with a disability and one family member of person with a disability. Family member must not be representing an agency or network.
- Duties are to meet with CDCI one month before CAC meeting and work with subcommittees to appoint members preside over all meetings and communicate with staff @ CDCI and other members.
- For CAC that means Karen Price and Meagan Roy are the only possibilities for Co-Chair.
- Ed, Nominates Karen Price as she has knowledge and has served on the CAC in the past.
- Kirsten 2nds the nomination
- Karen P. accepts nomination

Time commitment

- Meet 1 month ahead with Jesse and Max.
- Outside of the meetings, there are not many expectations.
- Setting the agenda and working on preparing for the meeting.

Question for Kris

- Mary-Alice, Kris should we wait for you or does the conversation continue while you type?
- Kris, It is ok that you continue to talk and come back to me.
- Karen T, Kris I also understood not to switch the topic.
- Annabelle, It is good not to switch topic of conversation.

Action Items

All accepted Karen Price's nomination as family co-chair

8 accepted
0 against
0 abstain

- Please keep topic the same so that Kris has time to respond to the topic. It is fine to keep the conversation moving but before a topic switch check in with Kris to see if he has input.

By Laws

- By Laws to be sent before the next meeting.
- By Laws to be in plain language.
- With plain language we do not have to go by the federal laws but have to be consistent with the meaning of the federal statute.
- Karen Topper and GMSA is going to review to make into plain language.
- Karen Topper will have the information for the next meeting.

Agenda Item #3:

1:00 Max: Community of Practice

- Share brief overview of Community of Practice (CoP) for Cultural and Linguistic Competency in Developmental Disabilities.
- How can the CAC be more involved?

Key Points

- Jesse spoke with Max RE: CoP
- Nicole thinks we need Max for this item
- . There are many people on the CAC that are on the CoP.

Action Items

- Will table until later meeting.

Agenda Item #4:

1:10 Nicole: Updates from AUCD in November

- Nicole attended the AUCD Conference in November
- She will share updates from the Council on Leadership and Advocacy (COLA) meeting where she represented CDCI CAC.

Key Points

- Nicole presented on the Cola meeting Collation on leadership and advocacy.
- They broke into small groups to discuss what they are working on. Driving change for diversity for all. How to support and reach communities. Were some of the topics.
- Leadership academy at Georgia State was there and very interesting and helpful.
- 4 different goals in the strategic plan for AUCD

- Topper, Are you glad you went?
- Nicole, Yes it was really fun and was glad to be able to attend.
- Nicole has another update; She is working on the Garvin project, has been able to present her poster, and is excited to present her project. It is a project on Think College. How did think college change your life afterward, how does it help moving forward? This is what Nicole is researching.
- Jesse, Thank you Nicole, you went to the AUCD as a rep from the CAC and that is awesome.
- Nicole, thank you too for asking me.
- Do only family members go to the AUCD conference?
- No it is not an obligation. The CAC can rotate who attends.

Action Items

- AUCD has a national meeting each year. CAC should have a different person go each year.

Agenda Item #5:

1:45 CDCI Annual Review

- Jesse and core function coordinators will share updates from the year and answer questions.
- CAC was sent summary report before meeting.
- CAC members will be asked questions from report to get feedback and can provide other feedback.
- Discuss next steps for end of the fiscal year.

Key Points

Jesse, Jeanne, Rachel, Winnie, Valerie are here from CDCI Core Function Coordinators

- CDCI would like to get your feedback of our work. It is in the federal law to get feedback from the CAC. We are required to add your feedback onto the report.
- Largely in the past it was presentations then we asked for feedback.

- CDCI was then asked to have a brief version for feedback from the CAC.
- This version is our next try and we will keep revising, as we need to.

There are 5 core functions

1. We Teach
2. We Support
3. We Study Research
4. We Share & Connect
5. We Maintain the Center

This meeting is not the last time you can give feedback.

The reason we meet in May is to get feedback, incorporate it into our final report, and get changes and information into next year.

For each of 5 areas how would you like to go through this?

- Possibly have a whole meeting for this.
- 8 minute time limit on each section with a two-minute warning. Mary-Alice will keep time for each section.
- All agree this will work.

We Teach

- Liliane, Very impressed with the report and how it looks. Who are the students?
- Two cohorts/students SLP and Early Intervention. They take the courses together as one class. There are about 4-5 new students each year. The Grant pays for student's tuition.
- June are there self-advocates taking classes?
- There are self-advocates who present. Winnie is working on making the class more accessible to students with disabilities. It will be hybrid class meeting every other week.
- Supported Employment was canceled this time session there were not enough students to run the class. Winnie and Bryan were going to teach together. Bryan Duage will still do the training.

Action Items

- Liliane will send information to Special Educators that may be interested and a list to Winne of people and agencies that may be interested.

- Meagan will send out to the Agency of education it goes to anyone in the field memo it is a broad swath of people. Many agencies would benefit from this information.
- Kris wants to know more about the Training supported employment June 6-7
- Topper would like to see a media and communication disorders class.

We Support

- The Early Mobility project will be competing in a bid in August. Different but similar to Go Baby Go.
- St Michaels is still doing a program on their own.
- There is a new project and it is with CDCI. It is important to have the information get out.
- Where has the seating clinic workshop gone? Rutland runs a seating project clinic.
- Everything at the clinic has been moved to the UVM Med Center at Fanny Allen campus.
- An alternate assessment system has been moved to VTAP. Hoping that it will be a focus to go back to high standards.
- Did CDCI do the assessment?
- Yes, Darren, Maureen and others on I-Team took over the work.
- This was to support students to take the alternate assessments. The Assessment was taken in by CDCI.
- Karen T, Will we focus on supported employment at a later meeting? It is such a small mention and it would be good to look at this at CDCI it is a bigger need.
- Kirsten, There is a high rate of poverty and a gap in supported employment. There is a high support need, there are not models for people with high needs families they need more help.
- Nicole, They say they work with the agency but they really don't.
- Karen T, People are only able to work 10 hours a week. "It's a battle of the bads" as Max says. It does not show the full need.
- Jesse, We are just introducing topics maybe we should have more people to present.

We Study Research

- Facilitated communication it is hard to have done and published, this is something that needs to be done at the University level. There is a massive need.

- Liliane, I am in the third year of masters this is a goal and there is a huge need. I am working on getting people together with VT Autism Collaborative to make care more accessible. Working on improving the number of people to be able to connect.
- Kristen, There is always the question of who drives the agenda.
- Liliane, Took what the researchers are talking about and are advocating for one family so they are working on a structure with self-advocates. The first step is to get researchers together and then self-advocates and families together. Would like it to come under the CDCI.
- Do you have a mission and vision?
- Liliane, Yes, but also would love to have anyone on her list of contacts.
- How should Jeanne and Valerie get research votes?
- They would like to ask the council for feedback.
- Jeanne, Could we send out a survey for the CAC? To move collaboration outside of this meeting?
- Ed, Was the grant for parents.
- Valerie, Through the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR) we are pursuing multiple state laws and what supports we can we roll out nationwide for adults. Looking at feedback the grant officer told her to add states. We are now working with VT, RI, MI and OH. We are looking at funds for parents for trainings and evaluation, how it is implemented and adjusting the model. We will know if we will receive the grant hopefully in September.
- Susan Yuan has worked on this project as well.

Action Item

- Please give Liliane any possible contacts that could help to farther her work on the VT Autism Collaborative.
- Jeanne and Valerie will put together a survey for the CAC to help get feedback on research. Timing to be determined.

We Share & Connect

- Dealing with adults is broad area. If we continue to fight for services having any data around that area would be great. This area will keep

pressuring us, without workers we need research to help on the support of day-to-day within the system. We are at the table fighting.

- Any research for diverse backgrounds are important to keep in mind.
- Kirsten, I would like to invite anyone to be introduced around the state house and have you meet Policy analyst Susan, who works closely with Kirsten
- Jeanne congratulations on the newsletter it is great. Thanks to Jeanne on her support with dissemination.
- Glad to try to get the translate option on the web sites wish there was an easier way to do it. Agency of Human Services language access plan would be a great thing for CDCI to work on.
- They are exploring this at University. The dept. that has the highest level of web translation is custodial.
- Howard center has a high level as well.
- June, Is advocating that the advisory group finds time to go to the standing committee.

We Maintain the Center

- What do we still need to do, how is that being defined?
- There is a gateway evaluation tool that is recommended by our national network. We would like real feedback and involvement.
- AIDD grant tool looks at an assessment and how the professionals embrace the concept of self-determination. University Of Missouri uses this for professional development.
- Is Cultural Linguistic Competency (CLC) identified?
- Susan Ryan implemented CLC we are more systematic about how to determine it now. All staff has been asked to use CLC, most of CDCI employees are staff at the center. We have it as part of the annual review goals for faculty and staff. Each college is supposed to come up with a plan for CLC this fall. We are giving feedback for larger plan.
- If there are VT or Federal funding opportunities that come up we would love to have those forwarded. It would be great to have this information early enough to be able to act on it so we can use these opportunities.

Action Items

- Please see recommendations under each Goal.
- Forward any funding opportunities that you think would benefit CDCI so that we can act on them early.
- Kirsten invited anyone to visit the State House. Please contact her if interested.
- Meagan and Liliane will spread the word about CDCI Classes and Trainings to the agencies they work with.

Agenda Item #6:

2:45 Process: What went well and what should change next time?

- How did it go?
- What should we change?
- For future meetings, are there any suggestions for how we discuss items differently?

Key Points

Was the agenda followed how did we do?

- Nicole how did it go?
- Mary Alice, Awesome that we got through the agenda. Do we need more time to go through the 5-year plan?
- Ed, I think we could benefit from more hours on the kind of stuff we just talked about (5-year plan) and less on the process things.
- Karen T, Is all for simple agenda
- Kirsten, 11-page report was great. It takes a huge amount of time she could help to try not to bog down.
- June, We had a by-laws committee in the past. Maybe we should do that again. Maybe it does not have to be perfect and just get it accessible. Things seem cyclical maybe prepare a yearlong agenda. 2 hours for important information and then one hour on business.
- Kris, Likes the flow of the meeting.
- Karen T, Adding more time for the 5 year plan, maybe doing a video for people to who have disabilities and difficulty with attention. Seemed like it is too much to process in the meeting, just thinking of ways to it make accessible.
- David, Would be great to put into our terms.

- Mary Alice, Maybe talk about one section in each meeting? It would help build knowledge in the group. More ideas would flow better that way.
- Rachel, Do we need spend the whole time reviewing just one section?
- Valerie, We have 4 meetings can we get input for the whole year for us to process?
- Rachel, That has impacts for sharing and would be beneficial for all project areas.
- Liliane, Sending us information through a survey could be helpful. We could do a survey and have questions so that when we meet there will have been prior input before the meeting.
- Kris, It was difficult to process, it is still hard to understand and I had a week to prepare.
- Jesse, Thank you we have had a lot of feedback. We are going to be planning the year meetings we will take feedback and consider it.
- Karen T, It is a great report it is just long and people will need more time and information to clarify.
- June, That is true for all of us you can only do so much keep improving we cannot respond to everything in the report we can only do our best.
- Kirsten, Using more than one format is a really good thing use auditory so that everyone can understand better. Might be a useful tool for the future.

Action Items

- Jeanne post process can we get picture for a photo??
- Look into video option for the meeting agenda and information for more clarity.
- Give CAC more time for processing information on the 5 year plan.