

# Center on Disability & Community Inclusion

## Community Advisory Council Meeting Agenda

### September 17, 2025, 12-3pm

#### You can join this meeting in person, or via Zoom.

- [In person, at CDCI offices](#) (contact Jesse at least 1 day before meeting)
- Zoom, use this link: [Join using Zoom](#).

#### You need these documents for the meeting:

- This agenda
- [June draft minutes](#)
- [Vermont DD Network Impact Flyer](#)
- [Community Needs Assessment – Quality of Life](#)
- [CAC Group Agreement](#)
- CAC Meeting Roles (see last page of this agenda)

#### Agenda Summary

12:00-12:30	Welcome & membership updates
12:30-1:00	Federal funding and sharing impact
1:00-1:30	Updates: Communications, Teaching, Service
1:30-1:40	Break
1:40-2:15	Community Needs Assessment – Quality of Life
2:15-2:45	Home and Community Based Services
2:45-3:00	Public comment and discuss how meeting went

## Detailed Agenda

### 12:00-12:30 Welcome!

- Please introduce yourself with your name and your pronouns.
- By popular demand: Choose a meeting role (see last page of agenda).
- Check-in with members. How are you doing?
- **VOTE: Do you approve minutes from June meeting?**
- Review agenda.

### 12:30-1:00 Federal funding and sharing impact

- Jesse will share updates about our federal funding.
- CDCI, Disability Rights Vermont, and the Vermont Developmental Disabilities Council created a 2-page summary of our work. We will look at the DD Network Impact Flyer together.
- Members should ask questions and share concerns.
- **QUESTION: What else should we do to share our impact?**

### 1:00 – 1:10 Brief Communication Updates

- We still cannot hire a replacement for Audrey.
- We are working with a few different people to help with website.

### 1:10 – 1:20 Brief Teaching Updates

- New disability studies micro-certificate started this Fall. Several students are interested but none have signed up yet.
- Winnie continuing to work on online training for introduction to disability.

### 1:20 – 1:30 Brief Community Service Updates

- We will share updates about our community service projects.

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### 1:30 – 1:40 Break

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## 1:40 – 2:15 Community Needs Assessment

- This Fall we will conduct a survey and listening sessions. Goal is to hear from Vermonters about experiences of Vermonters with disabilities.
- We need to ask questions about different parts of people's lives. One way to do that is to learn about their Quality of Life.
- We will look at 8 areas of Quality of Life (see handout).
- **Question: What do you think about these 8 areas? What is missing?**

## 2:15 – 2:45 Home and Community Based Services

- Vermont needs to measure the quality of Home and Community Based Services. State agencies have chosen new measures provided by the federal government.
- September through December, CDCI will get feedback from Vermonters with disabilities, their families, and providers about the new measures.
- Jesse will describe the new measures. He will also share plans for getting community feedback.
- **Question: What do you think about the new measures? What is missing?**
- **Question: What feedback do you have about the plan?**
- **Question: Do you want to help with this project?**

## 2:45 – 3:00 Process Today's Meeting

- Members of the public are welcome to make a brief statement.
- Processor starts conversation about how the meeting went today.
- Decide what we should change for next meeting.

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**At 3pm, the meeting will be over.**

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**Thank you for your time. We appreciate you.**

## CAC Meeting Roles

CAC members choose roles to meet our goals. Members can choose different roles each meeting.

**Facilitator:** Leads the group through the agenda. Introduces each agenda item.

**Timekeeper:** Makes sure the group stays on time. Keeps track of time for each agenda item. Gives reminders to stay on time.

**Keeper of the rudder:** Keeps the group on track. Reminds group to stay on topic.

**Jargon buster:** Helps make sure conversation is clear. Listens for unfamiliar words or terms. Then asks for clarification.

**Equalizer:** Makes sure everyone can participate. If someone has not participated, they invite them to share.

**Processor:** Starts conversation at end of the meeting. They share what went well and what did not. Invites others to share.

**Recorder:** CDCI staff take notes for the meeting. These notes become the meeting minutes. Minutes are shared after the meeting.