

July 14, 2022 Executive Committee Minutes

Attendee Council Members: Judy Warth, Brady Werger, Hugh Kelly, Brittney Funston, Rob Roozeboom
Council Staff: Brooke Lovelace, Bill Kallestad, and Lindsay Hommer
Absent Council Members:

A meeting of the Iowa Developmental Disability Council (DD Council) Executive Committee (EC) was held on July 14, 2022. The meeting was called to order at 9:08 AM by Werger

Welcome New EC Members:

Werger welcomed Funston and Roozeboom to the EC.

2022, 2021, and 2020 Budget Review:

Lovelace went over June 2022 budget detail. Lovelace stated we have three years of funding that funds are taken from. We have spent all of the 2020 funds. Please note, all of our administrative costs have to come out of our current year of funding. Warth noted that more is being spent on travel, stipends, and meals now that people are able to meet in person. Lovelace stated that at the September 2022 meeting, the Council will need to approve the 2023 budget. Lovelace anticipates that the amount budgeted for Council support and travel and out of state travel for DD Council staff will be asked to be increased. Roozeboom asked what the DHS (Department of Human Services) costs are. Lovelace stated DAS HR (Department of Administrative Services Human Resources) monthly fees are payroll and HR costs. DHS costs are for them paying our bills and administrative costs. Roozeboom stated he saw that payroll costs are higher in November and May and wondered why. Lovelace explained that due to how taxes, insurance payments, and payroll cycles run, some months are higher than others. Hommer also added that there are three pay periods in two months a year.

Lovelace went over the Council Spending Chart. Lovelace stated that the Make Your Mark! Conference costs will come out of the 2021 funds. Roozeboom asked if there are any state contract costs that still need to come out of 2021 spending. Lovelace stated that all these funds are obligated and some vendors spend all they are obligated but some do not. Lovelace stated the University of Iowa Community Ambassador Program contract has not spent all of their funds yet. Lovelace asked for a carry-over extension for this contract of \$50,000 to be spent in the next year for the Community Ambassador Program. Lovelace stated that the federal government approved this request yesterday and if the Council approves this, we will extend the Community Ambassador Program for one year.

Carry-over Request for 2021 Funds:

\$50,000 was requested for the University of Iowa Community Ambassador Program to be extended to spend for one more year.

CDD Ambassador Funding:

Creating change with and for persons with developmental disabilities so they can live, work, learn and play in the community of their choosing.

IOWA DD Council

Preparation, Participation, Power

The DD Council has been funding the Community Ambassador Program for the last two years. With the \$50,000 carryover funds, they would like to develop a speaker bureau where they market the ability of ambassadors to do presentations, host meetings, create a mentoring program, and create a social media forum. The social media forums would be led by people with disabilities. We would like to have ambassadors come to the capitol and participate in capitol advocacy days and speak with their legislators. If approved, the Community Ambassador Program contract would be renewed for one more year. EC stated we could add to the contract to develop a sustainability plan in the deliverables to keep this program going for future years. DD Council and the University Centers for Excellence in Developmental Disabilities (UCEDD) in-kind contributions is funding the program right now and the DD Council cannot continue to fund the program at this level in the coming years. \$66,000 is the cost per year to run this program and the DD Council is funding \$50,000. The Community Ambassador Program participants tell their stories to legislators, persons in facilities, guardians, and provide mentorship to people living in facilities or have transitioned out of a facility. Warth abstained from voting. Roozeboom motioned, Kelly seconded. We will need someone to second this in the full council meeting for the motion to pass.

State Plan Update and Workplan:

Lovelace stated we updated our state workplan and resubmitted the plan to the federal government on June 6, 2022. They still need to approve the plan and will not start the approval process until after August 15, 2022.

Bylaws changes:

Werger stated he would like to review the bylaws to make changes to bring to the full council. Lovelace stated we need a separate meeting to look at changing them. Council members need 30 days to review any changes that are suggested. Lovelace stated the main area we need to look at changing is Article VII, Section IV, Attendance. The Reasonable Accommodation Committee in the bylaws is to evaluate requests of members to not attend meetings in person as meeting in person is currently required in the bylaws. Since the pandemic started, meetings were changed to Zoom entirely initially and then kept Zoom as an optional way to attend currently. Lovelace stated the other section that needs looked at involves the Executive Director and spending of conference sponsorships up to \$1000 and a budget of \$20,000 that the Executive Director has the discretion to spend without having EC approval. Lovelace would also like to address if council members are not reappointed by the time of the July meeting, we would like the council members to conduct council business as usual as if they had already been reappointed while we wait for a decision from the governor's office. Funston asked if council members have reapplied, and we haven't heard a decision from the governor's office by the July meeting, when we do hear from the governor's office if the council member is not reappointed, will that affect anything that the council member has voted on. Lovelace she did not believe this would have an effect if it is in the bylaws.

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Lovelace stated that prior to the pandemic, council members were required to attend meetings in-person and seemed to be more engaged in the meetings. Warth stated that since we have been given the Zoom option, the attendance has increased. Warth suggested that maybe we make participation the requirement instead of requiring people to attend in person. Funston suggested that if people cannot attend in person, they speak to the Executive Director about the reason why they cannot. Roozeboom asked Lovelace how participation in the meetings has been. Lovelace stated that since the meetings have been hybrid, we have had good participation. Warth suggested that council members attend at least one meeting per year. Warth asked Funston what makes sense to her as someone who would need accommodations. Funston said she was not sure what the answer is. Lovelace stated we could word the bylaws as “members should attend in-person, however, members can request a reasonable accommodation not to attend in-person.” Lovelace stated she will make some of the suggested changes and we can further discuss when we meet. A meeting this month to review the bylaws will be on July 27th @ 3:00PM via Zoom.

Orientation for New Members:

Lovelace stated we need to schedule a two hour Zoom meeting for orientation. She is looking at August 30 or August 31. Werger asked how the EC wants to help orientation for new members. Warth stated she would be glad to talk to about how to be an effective member and engage. Warth could also do a quick overview of the Robert’s Rules of Order. Kelly could talk about the importance of engaging in meetings. Lovelace stated that Werger as Chair could send an email to new members to welcome them. Funston asked what Werger means when asked what she can provide to the orientation. Lovelace stated that she would like Kallestad and her not to talk the entire orientation and have council members help with orientation and talk about topics. Werger stated that members could share stories of what they have done on the council and what the council has done as a whole. Warth stated that the EC provides a model to the council member of how to engage. Kallestad stated he could send out the previous powerpoint and members could determine what they are subject matter experts on and teach this in orientation to the new members.

Other Topics for Discussion:

None

Adjourn: Warth made a motion to adjourn and Kelly seconded the motion. The meeting adjourned at 10:18 AM.