

September 8, 2022 Executive Committee Minutes

Attendee Council Members: Judy Warth, Brady Werger, Hugh Kelly, Brittney Drinovsky, Rob Roozeboom

Council Staff: Brooke Lovelace and Lindsay Hommer

Absent Council Members:

A meeting of the Iowa Developmental Disability Council (DD Council) Executive Committee (EC) was held on September 8, 2022. The meeting was called to order at 9:02 AM by Werger

2022, 2021, and 2020 Budget Review:

Lovelace stated that the 2021 budget shows that we have \$176,911.78 left to spend. We have until September to spend this amount and then after that we can do no more work with those funds, but we can pay bills. Lovelace stated that the Make Your Mark conference will cost about \$37,000 that will be taken from these funds. We are carrying over \$50,000 of these funds to next year. Warth asked if Amy Campbell could do some of the vacant Public Policy Manager's work while we are waiting to fill that position. Lovelace stated that Amy Campbell is doing some of the work. Lovelace stated that in the 2023 budget for a few months, we won't be fully staffed so that will make more funds available. Lovelace shared that the 2020 funds are all spent and 2021 and 2022 are all obligated. Werger stated that Bremer County has a grant for voter education and would like to give these funds to Goodwill. Lovelace stated that they are limited on what they can spend the money on. Lovelace stated that we are doing voter trainings in Sheldon, Spencer, and Sigourney soon.

2023 Budget Approval:

Lovelace stated that we have increased some of the funds for the 2023 budget areas based on what we spent for 2022. Roozeboom asked what the national dues are for. Lovelace stated we pay dues yearly to the National Association for Councils on Developmental Disabilities (NACDD). NACDD provides training and support for all councils whether the council's pay them dues or not. The personnel budget was increased by 1% due to cost-of-living increases. Landline expenses were reduced \$900 per year due to unused phone lines being disconnected. Monthly Human Resources (HR) costs increased slightly. Office supplies and copier maintenance remained the same. Website hosting and readspeak fees were eliminated. Office rent increased by \$139 per year. A new lease was signed to start in January that will keep the rent the same for the next five years. We are not sure what the appropriation will be for next year yet. We can only spend 30% of the appropriation on administration costs. We are able to take any time we spend on state plan activities from the administration costs.

Kelly motioned to approve the 2023 budget, Warth seconded. We will need a second from the full council.

Final Review of Bylaws changes:

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Lovelace stated that the EC has approved the bylaws but there are some grammatical errors that need cleaned up. Wording will be changed in Article II, Section III to "...by the beginning of the July 1 term..." Lovelace stated we need to get the bylaws approved today. Lovelace stated that the biggest change is that the expectation is now that council members attend meetings in person unless they get an exception approved from the EC to attend virtually. Some of the other changes made were the removal of the Reasonable Accommodation Committee, encouraging Council members to participate during meetings, increased the amount of money the Executive Director has the discretion to approve, and addressed how to handle the situation when Council members weren't approved by the Governor's office to renew their terms by July 1. Lovelace stated we need to make a plain language version of the bylaws also in the next seven months.

We need the full council to vote.

Public Policy Manager Recruiting Update:

Lovelace stated that we are hiring for the Public Policy Manager position. There were five applicants. Lovelace would like the position to be reclassified at a higher level. It is currently an Executive Officer I position. Lovelace stated that she may have to interview the current applicants. Werger asked if the names of the applicants could be given out. Lovelace stated they cannot be given out unless we interview the applicants.

State Plan Update and Workplan:

Lovelace stated that due to time constraints we will not go over the workplan during this meeting. We have not had the state plan approved yet. It was submitted in June. Our Performance Progress Report (PPR) for 2020 and 2021 was due in March and we still have not received feedback about them. We may need to go back and provide additional information about those if they are not approved. Next year's PPR is due in December.

Engagement of All Council Members Discussion:

Werger stated that as a council we are trying to engage with more of the Council members so all members have a voice. Werger stated that Warth and him came up with a plan to call on Council members that don't speak up as much to get everyone involved. Warth stated that Lovelace is meeting with Balduf prior to meetings to go over materials. Warth suggested that other council members assist with these types of duties.

Make Your Mark Update:

Make Your Mark is next week on Wednesday and Thursday. Werger stated that Emily and Teri from Capture Marketing are going to be at Prairie Meadows on the evening of September 13th to set up and Werger and Kelly are willing to assist with set up. As of September 2, 2022, we have 120 people registered for the conference.

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Other Topics for Discussion:

Lovelace stated that we need to be cognizant of emails that we are sending out. People may be receiving too many emails about the council.

Werger stated that Goodwill would like to be reimbursed for travel expenses for bringing Werger to meetings.

Adjourn: Warth made a motion to adjourn and Kelly seconded the motion. The meeting adjourned at 10:07 AM.

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