

November 13, 2025 Executive Committee Minutes

Attendee Council Members: George Thompson, Wendy Andersen, Kevin Harris, Casey Wilkinson, Charlene Wyatt Sauer

Council Staff: Brooke Lovelace, Carlyn Crowe, Lindsay Hommer

Absent:

A meeting of the Iowa Developmental Disability Council (DD Council) Executive Committee (EC) was held on November 13, 2025. The meeting was called to order at 9:00 AM by Thompson.

Funding Update:

- Lovelace reported that while the DD Councils were still listed in the House and Senate budget, they had not received an updated notice of award for 2026 funding.
- However, Administration on Community Living (ACL) staff expected to return within the month and issue the awards.
- Lovelace discussed their ability to use 2025 funding, which could last through February or March, if the Council does not receive a notice of award.
- The National Association of Councils on Developmental Disabilities (NACDD) believes that the Councils will receive partial funding in the next couple of weeks.
- They also addressed concerns about drawing down federal dollars during the shutdown, noting that the federal system remains operational to draw down funds.

2025 Final Budget Review:

- The team reviewed the 2025 budget, noting they were \$30,000 over their planned budget due to Health and Human Services (HHS) and Department of Administrative Services (DAS) Human Resources (HR) costs.
- They discussed their administrative cap and how they allocate costs, with Lovelace explaining they had \$55,674 remaining under the Administration cap.
- The group also talked about reclassifying some work as state plan activities and this will be reviewed every July.
- All of Crowe's travel can now go towards state plan activities.

- They noted that while they were on track with how other states calculate administration cap costs, some states like Illinois were struggling with funding and had to receive state dollars to avoid going over their Admin cap.
- Wilkinson and Lovelace discussed a comparison between the 2024 and 2025 admin cap calculation, noting that the numbers were almost identical.

2026 Budget Review:

- They also talked about personnel budgeting, mentioning that their spending was right on target with the budgeted amount and they would monitor this closely.
- HHS cost allocations may potentially decrease.

ID Action Board Meeting Update:

- The group discussed conference funds and expenses, with plans to update the budget at the end of November.
- Andersen asked if there was a budget set up for the ID Action fund. Lovelace stated there is not a budget set up but there are certain things that are historically paid for such as the Make Your Mark! conference expenses, meals for certain activities, part of the yearly magazine costs, and items not allowed to be paid for with federal dollars.
- It was agreed previously to pay for the Director's and officer's insurance from this fund which is \$550 per year.
- They addressed the need to update the bylaws, with an offer from the lawyer's office upstairs to assist for a \$300 fee.
- The ID Action account currently has \$50,000 remaining out of \$77,000.
- Andersen discussed the need to carefully manage expenses and suggested creating a budget for the account.
- The group also discussed reviewing ID Action financials, with Lovelace proposing to have the executive committee review statements after Make Your Mark expenses are finalized, rather than presenting them to the full council.

Office Update:

- Lovelace noted that while the HR representative had previously identified a potential spot in the Lucas building, that space remains occupied by the Bureau of Refugees.
- The group discussed office space options, with Lovelace reporting that their current rent is \$30,000 and it would be about \$12,000 in the Lucas building.

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- Andersen stated that the United Way Building may also be a viable option to move to as there would be access to conference rooms and would be near other disability organizations. Lovelace stated she thought HHS would be more interested in helping the DD Council move to a state office building.

January Meeting Virtual:

- Wyatt Sauer made a motion to hold the January meeting virtually. Andersen seconded.
- Holding the January meeting virtually will save money and encourage more council members to attend the legislative reception in January.
- The January EC meeting will be virtual on January 6th from 10-11:30 AM.
- Wilkinson put a presentation together and she will present this during the January meeting.
- There is the Let Us Work Capitol blitz in January and the Iowa Wolves game on February 7th. Thompson suggested supporting council members to attend these events and possibly holding the March meeting virtually to encourage participation at the other events that are planned. They agreed to decide in January whether the March meeting should be held in person or virtually.
- At the March meeting, the state plan will need to be approved.
- The January meeting will have a 1-hour lunch.
- Andersen suggested allowing more time for the Public Policy report during the meeting.

Mentors for Council Members:

- The group discussed implementing mentorship programs for newer council members, with specific assignments made for Thompson to reach out to Dierdorff, Andersen to contact Trujillo-Roush, Wilkinson to work with Henry and Richardson, Harris to contact Swartz, Owens to contact Maher, and Wyatt Sauer to contact Nosbisch.
- During the full Council meeting, additional mentors and mentees will be identified.

Future Meetings:

- They considered reducing the number of meetings from six to five per year but decided to maintain six meetings next year due to the July state plan approval requirement.

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Workplan:

- The Alternatives to Guardianship Handbook will be translated into Spanish, Braille, and Arabic, with Wilkinson offering to help with the Spanish translation.
- They planned to revamp their database to collect information more effectively and considered adding an opt-in page for people downloading translated materials. This will be added to the January agenda.

Adjourn:

Andersen made a motion to adjourn, and Harris seconded the motion. The meeting adjourned at 10:15 AM.

Action Items:

- Wilkinson will be added to the January meeting agenda.
- The group discussed implementing mentorship programs for newer council members. Specific assignments are:
 - Thompson to reach out to Dierdorff
 - Andersen to contact Trujillo-Roush
 - Wilkinson to work with Henry and Richardson
 - Harris to contact Swartz
 - Owens to contact Maher
 - Wyatt Sauer to contact Nosbisch.
- Discussing revamping the database to collect information more effectively will be added to the January meeting agenda.

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