

March 12, 2026 Executive Committee Minutes

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

Council Staff: Brooke Lovelace, Carlyn Crowe, Melissa Thomas

Absent:

A meeting of the Iowa Developmental Disability Council (DD Council) Executive Committee (EC) was held on March 12, 2026. The meeting was called to order at 9:06am by George Thompson.

FY2026 Budget Review

Brooke Lovelace reviewed the FY2026 budget.

- The Council's federal appropriation remains unchanged from the previous year.
- The Council is awaiting the final Notice of Award from ACL.
- Council support costs were lower in February due to the meeting being held virtually.
- Salary expenses will be slightly lower due to a recent staff vacancy.
- ICN charges appeared low in February and may increase once billing adjustments occur.

Council Membership Updates

The Council currently has three vacancies due to recent resignations and retirement. Additional appointments from the Governor's office are pending and may occur during the next appointment cycle.

Sponsorships

Recent sponsorships include:

- Iowa Disability Film Festival (FilmScene, Iowa City)
- Brain Injury Association Capitol Day and Conference

A reimbursement related to a Boy Scouts sponsorship was received in February.

Sponsorship Tracking

Members discussed tracking Council sponsorships.

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- A yearly summary of sponsored events is compiled for federal reporting.
- Members suggested considering posting sponsorship information on the Council website.

ID Action Update

Updates were provided regarding ID Action.

- Directors and Officers insurance was added (approximately \$552).
- Bylaws were updated for the first time since 2003, including removal of the Vice President role.
- ID Action will now meet three times annually. The next meeting is June 25.

Program Event Funding

Separate budget lines were created for:

- Allies in Advocacy – \$3,000
- Youth Leadership Academy – \$3,000

These funds support events such as receptions, ADA celebrations, and Youth Leadership Academy activities.

State Plan Public Comment Period

The Council discussed the upcoming State Plan public comment process.

- The full Council will formally approve the State Plan before release.
- The public comment period will be 45 days.
- Comments will be collected through a survey (QR code and link) and email submissions.

Listening Sessions

Listening sessions will gather feedback on State Plan goals, partnerships, and overall priorities.

- Council members were encouraged to attend at least one session and help share the survey.
- Casey Wilkinson will co-facilitate the first session on April 9 at 6:00 PM.

Woodward Response

Members discussed concerns related to events at Woodward and the limited public response.

- Brooke Lovelace will draft a letter addressing these concerns.
- The letter will be sent to the Governor and Director Johnson.
- Members requested the opportunity to review the draft prior to sending.

The discussion also emphasized the importance of sharing personal stories and highlighting the broader social value of people with disabilities.

Open Records Training

Brooke Lovelace reported on a new state law requiring Open Meetings and Open Records training for governmental bodies.

- The Iowa Public Information Board confirmed the Council is subject to the law.
- Training takes approximately two hours.
- Members appointed before July 1 are not required but are encouraged to complete the training.
- Records of training completion must be maintained.

Additional compliance reminders include:

- Agendas must be publicly posted.
- Meetings should follow posted agenda topics.
- Minutes must record vote outcomes, including dissenting votes.

Executive Committee Meetings

Guidance from the Iowa Public Information Board indicates that Executive Committee meetings are not legally required to be public, though the Council has historically treated them as such.

Bylaws Updates

The Council will review bylaws updates to address:

- Virtual meeting attendance procedures
- Open records training requirements
- Other compliance updates related to state law

Election Committee

An Election Committee will be appointed during the full Council meeting to prepare a slate for Executive Committee positions.

Members interested in running for Executive Committee positions may not serve on the Election Committee.

Bylaws Committee and Executive Committee Elections

Brooke Lovelace explained that members interested in serving on the Executive Committee should notify the Election Committee or Brooke Lovelace within the next couple of weeks.

Casey Wilkinson expressed interest in continuing to serve on the Executive Committee.

Members discussed forming a Bylaws Committee to address upcoming updates.

Brooke Lovelace noted that proposed bylaw changes must be distributed to the full Council at least 30 days prior to the meeting where they will be voted on, which will affect the timeline for drafting updates before the May Council meeting.

Executive Committee Meeting Schedule

The group discussed adjusting the Executive Committee meeting structure.

Brooke Lovelace proposed:

- Holding monthly Executive Committee meetings rather than meeting only on full Council meeting days.
- Scheduling meetings virtually earlier in the week before the full Council meeting.

Members noted this format would:

- Reduce the length of Council meeting days.
- Allow more focused discussion.

Members expressed general support for the approach. A Doodle poll will be distributed to determine scheduling.

Bridging Aging and Disability Network Grant

Brooke Lovelace reported that the Council applied for additional funding and was awarded \$15,000 for a Supported Decision-Making demonstration project.

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Key details:

- The project will partner with Holt County Behavioral and Disability Health Services.
- The pilot will involve 10 individuals using supported decision-making.
- Each individual may work with up to three supporters.
- Participants will make 2–3 decisions over a four-month period.

The project will help inform future statewide implementation efforts.

Council Member Mentoring

Members briefly discussed mentoring updates.

Some mentoring relationships are ongoing, and members continue outreach to support Council engagement.

Wendy Andersen reported having a positive mentoring conversation with Lori.

Members also discussed ongoing recruitment efforts for Council vacancies and encouraging potential applicants to apply.

Recruitment and Diversity

The Executive Committee discussed the importance of increasing cultural and linguistic diversity among Council members.

Members noted that families from English-as-a-second-language communities often face additional barriers to accessing information and services. Expanding representation from these communities would strengthen Council perspectives.

Brooke Lovelace noted that the Guardianship Handbook recently developed by the Council has been translated into French, and printed copies are being distributed through partners such as the UCEDD clinic.

Members discussed continuing outreach to community partners to ensure resources reach diverse audiences.

Health Information Exchange Discussion

A discussion was held regarding Health Information Exchange (HIE) and the concept of individuals maintaining a centralized personal repository of medical records.

This concept would allow individuals or guardians to control access to their medical information and share it with providers or agencies when needed.

Members discussed potential benefits, including:

- **Reducing paperwork for programs such as Medicaid waivers**
- **Improving coordination among medical providers**
- **Allowing individuals greater control over their personal health data**

Members expressed interest in learning more about the topic. Brooke Lovelace will explore identifying state or national experts who could provide a future presentation to the Council.

Adjournment

George Thompson made a motion to adjourn, and Harris seconded the motion. The meeting adjourned at 10:15am.

Action Items

Task	Responsible
Share the annual sponsorship summary report with Council members	Brooke
Circulate the Woodward response letter for Council review before sending	Brooke
Send Open Records training information to Casey	Brooke
Promote the State Plan public comment survey and listening sessions	Council Members
Attend at least one State Plan listening session if possible	Council Members
Appoint an Election Committee during the full Council meeting	Full Council
Begin reviewing bylaws updates related to meeting requirements	Council Leadership
Send out Doodle Poll for next EC Meeting	Melissa