



Meeting Activities  
November 6, 2017  
Planning and Grants (P&G) Committee

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1:00 – 1:05 PM	Welcome, Introductions and What We Need to Get Done Today	Melissa Mannix
1:05 – 1:15 PM	Review and Approve Minutes	Everyone
1:05 – 1:20 PM	Grant Update: Emergency Preparedness	Julia Beems, AT Partners
1:25 – 1:35 PM	Budget and Procurement Updates	Mackenzie Helton
1:35 – 1:50 PM	Council Meeting: Prep for and/or Follow-up	Melissa Mannix, Sue Fager
1:50 – 2:00 PM	Grant Updates	Sue Fager
2:00 – 2:55 PM	Five Year Plan Update	Melissa Mannix, Sue Fager
2:55 – 3:00 PM	New Business	All

**NEXT MEETING: DECEMBER 4, 2017 – 1:00 – 3:00 PM**

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DISCUSSION:

1. Melissa Mannix called the meeting to order at 1:05 p.m.
2. Mackenzie Helton provided a budget and procurement update: all of the funds from Federal Fiscal Year 2015 have been spent; all of the funds from FFY 2016 have been encumbered as have been the funds from FFY 2017, depending upon the status of current grants and the outcome of a Documented Quote funding additional leadership development training projects for the State. Mackenzie shared that he has received clarification from the Feds that all encumbered federal funds must be spent by September 30<sup>th</sup> of each Federal Fiscal Year; therefore, moving forward, all grants will run from August 31<sup>st</sup> – August 31<sup>st</sup> of the following year. To address funds that were encumbered but not spent, Mackenzie will be required to complete an Exception to Spend Funds. At this point, the Council will have \$343,642.00 to encumber by September 30, 2018—this figure does not include any projects that will be carried over into the next year.

3. Sue Fager reviewed the Grant Updates with Committee members.
4. Peggy Spaulding provided background information on the intersection between Aging and Disability Resources for Colorado; Single Entry Points; No Wrong Door; and Area Agencies on Aging, to support the Committee's discussion and planning around the following item from our workplan: *Partner with Aging and Disability Resource Centers and No Wrong Door Agencies to support their outreach and service provision to persons with intellectual and developmental disabilities and their family members.* Peggy shared that there would be an ADRC summit in April or May of 2018 that is attended by Options Counselors and staff from No Wrong Door projects. The committee is interested in exploring the possibility of a panel presentation that would include someone from Vocational Rehabilitation to discuss the transition requirements from WIOA; Katie from CDE to discuss transition from IDEA's perspective; and include representation from youth with disabilities and family members. The hoped for outcome is these organizations would become more knowledgeable about what youth and family members know about their services and offer suggestions for how to better serve this community/these stakeholders. Paulette recommended a needs assessment to determine the knowledge level that already exists and then present the results of the assessment. Peggy is able to send out a survey; she also shared that she does regular webinars with these organizations that would allow additional information sharing on issues that organizations have identified.
5. Paulette Steinhoff shared information about an organization that she is knowledgeable about, Lifted on Line, that the Committee may want to talk with regarding developing the resource on preparing for employment. The organization's website is: <http://liftedonline.com/>
6. Sue Fager reminded the Committee that they had an outstanding discussion item regarding the 2018 Youth Leadership Forum that is being organized by the Colorado Statewide Independent Living Council, and requested that Sue request an update from the SILC on the status of the Forum.
7. The meeting was adjourned at 2:59 PM.

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ACTION/MOTION/CONSENSUS:

1. Paulette Steinhoff moved to approve the minutes for the October Committee meeting; Peggy Spaulding seconded; the committee voted to approve.
  2. Mackenzie or Sue will send an email out to the Council once the DQ for Local Leadership Development has been posted to the State's Procurement Website.
  3. Sue Fager will reach out to the CO SILC regarding the status of planning for the 2018 YLF: The first organizational meeting will occur on 11/29/2017 from 10-2.
  4. Meeting adjourned at 2:59 PM; moved by Paulette Steinhoff and seconded by Lisa Franklin.
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Present: Robert Buzogany, Lisa Franklin, Sandra Friedman, Deon Gillespie, Melissa Mannix, Peggy Spaulding, Paulette Jean Steinhoff,

Staff: Susan Fager, Mackenzie Helton

Absent: Jeanette Cordova, Sandra Friedman, Deon Gillespie, Gina Herrera, Corey Mineo, Jennifer Munthali, Deborah Marks Williams

Guests: None