



**Meeting Activities**  
**December 4, 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
1:15 – 1:25 PM	Budget and Procurement Updates	Mackenzie Helton
1:25 – 1:40 PM	Grant Updates	Sue Fager and Melissa Mannix
1:40 – 2:50 PM	Five Year Plan Work Plan	Sue Fager, Melissa Mannix
2:55 – 3:00 PM	New Business	All

**NEXT MEETING: January 8, 2018 – 1:00 – 3:00 PM**

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**DISCUSSION:**

1. Melissa Mannix called the meeting to order at 1:08 p.m.
2. Quorum present and voted to approve November minutes with the following amendments: removal of discussion number two, second line that states “as have been the funds from FFY2017” and instead link the sentence. This is because the FFY 2017 funds are mostly spoken for but not entirely.
3. Mackenzie Helton provided a budget and procurement update for Federal Fiscal Year 2015 and FFY 2016. Document Quote closed November 30, 2017. Voting items to encumber funds from Federal Fiscal Year 2016 should go to the Council no later than the May 2018 Council meeting.
4. Sue Fager reviewed the Grant Updates with Committee members.
5. Collaboration for the Youth Leadership Forum. Sue will invite Bill Wood, Chris Roe, and Joe Anzures to the January Planning and Grants Committee meeting to discuss logistics and answer any questions from the committee.
6. Friday December 8<sup>th</sup> Sue, Gina, Jessica, Paulette, and Deon plan to meet with staff from the Department of Education to discuss targeted disparity training.
7. Sue asked for suggestions on how the committee can get leadership opportunities and help to the Spanish speaking parents. Jeanette Cordova suggested trainings be held in the evenings/weekends and include free childcare.

8. Committee was informed the Developmental Disabilities Council website will be updated soon and the Resource page layout will be corrected. Deon Gillespie shared the Resource page from Parent to Parent CO website to use as a guide when updating the page because it is user friendly.
  9. Paulette moved to adjourn the meeting at 3:04 pm.
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ACTION/MOTION/CONSENSUS:

1. Melissa Mannix moved to approve amended minutes for the November Committee meeting; Peggy Spaulding seconded; the committee voted to approve amended minutes.
  2. Sue will forward the LEND proposal from Brian.
  3. Sue will send an email to invite Bill Wood, Chris Roe, and Joe Anzures to January committee meeting regarding collaboration with the Youth Leadership Forum to discuss budget and details of possible event.
  4. Committee is asked to email Vanessa any questions for Bill, Chris, or Joe regarding the Youth Leadership Forum, which are due by Friday December 8, 2017 at 3 pm.
  5. Jeanette and Lisa suggested the creation of a social media subcommittee and to let Council know a Chair person will be needed.
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Present: Deon Gillespie, Lisa Franklin, Peggy Spaulding, Melissa Mannix, Paulette Jean Steinhoff, Robert Buzogany, Jeanette Cordova

Absent: Gina Herrera, Corey Mineo, Jennifer Munthali, Deborah Marks Williams, Sandra Friedman

Staff: Susan Fager, Mackenzie Helton, Vanessa Hernandez

Guests: Rowdy LeMasters