



**Meeting Activities**  
**Executive Committee Meeting**  
**Date: September 19, 2018**

**ISSUE:**

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|---|---------------|
| 1. Approval of Minutes from Aug 15  | Alicia        |
| 2. Vote to Approve Community Members for LPPC                               | Hal Wright    |
| a. Benu   |               |
| 3. Final Discussion and Decision on ACCO Grant                              | Alicia        |
| 4. Communication Plan- vote to send to the Full Council for Approval        | Joelle        |
| 5. Update on 6 Month Plan   | <i>Alicia</i> |
| a. Update on Meetings with EffectX/Lori Wilson                              |               |
| i. Attached- Building for Impact: Organizational Assessment Project Outline |               |
| ii. Questionnaire   |               |
| 1. Edits  |               |
| 2. Accessibility  |               |
| b. Google Drive Documents   |               |
| i. Policy & Procedures to be Created or Reviewed                            |               |
| ii. Roles & Responsibilities  |               |
| iii. 6-Month Plan Spreadsheet/Calendar                                      |               |
| c. Bylaws ( <i>All</i> )  |               |
| d. Policies & Procedures/Roles & Responsibilities                           | All           |
| i. Ad-hoc committee? Staff?   |               |
| e. Office space update  | Joelle        |
| 6. Agenda for Full Council Meeting  | Alicia        |
| 7. Council Retreat- October 25-26- Initial Thoughts on Planning             | Alicia        |
| 8. Public Comment   | Public        |
| 9. Adjournment  |               |

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**DISCUSSION:**

1. Alicia called the meeting to order at 1:11 pm.
2. August Minutes: Bruce made motion to amend item nine of the August committee minutes. The sentence should read "*The grant that was referred to the executive committee is not meeting procurement standards*". Alicia made motion to approved August minutes. Hal seconded. Committee unanimously voted to approve August minutes with amendment.
2. Hal Wright made a motion for Bruce Cline to become a sitting member on the executive committee. Alicia seconded nomination. Committee unanimously voted yes. Nomination will now be taken to the full Council for vote.
3. Hal Wright made motion to make Benu Amun-Ra an approved Legislative Public Policy committee member. Alicia seconded. Committee unanimously approved motion.
4. Joelle has noticed a need for reasonable accommodations/ accessibility for Council and committee members. Bruce pointed out that the Council bylaws state funds should be provided for supportive services to make reasonable accommodations and accessibility.
5. Final decision on ACCO Grant- A request was made for a second look from ACCO. Alicia shared the documents and written notice sent from ACCO with the committee.

- History of the ACCO Grant:
  - Full Council voted to approve \$135,000 of grant term on Leadership Development Training of Young Children including Parents.
  - Documented Quote (DQ) document- this lays out what the Council wants to see by way of a grant and these things will need to be included in the grant proposal and deliverables.
  - Response to Documented Quote from ACCO- Procurement stated the grant did not meet the requirements set forth in the documented quote.
- Hal asked Council staff if there were additional concerns on their end.
  - (a). Sue is concerned that the grant did not meet requirements in the documented quote and thus not setting a good precedent and ACCO had violations of title seven in the Civil Rights laws.
  - (b). Mackenzie stated that Council staff met with ACCO staff and made suggestions on what could be done to ensure the grant met the documented quote and ACCO staff chose not to make these corrections.
  - (c). Joelle shared she is concerned the person involved with the proposal did understand what the Council and documented quote were looking for and understood what was asked of a grantee and because of her relationship to individuals and the Council, she had insider information, which could be looked at as a Conflict of Interest.
- Bruce asked if the Council staff wrote the statement of work and what was the outcome?
  - (a). ACCO declined the statement of work and Council staff made the recommendation to not fund the grant but the Council executive director made the final decision of approval.
- Hal commented that grantees are not guaranteed a second year of funding.

Alicia made motion. Hal seconded. Deon recused herself from this vote. The executive committee denies continuation funding of the ACCO grant based upon the fact that their proposal did not meet the requirements of the documented quote and this is the opinion of the state of Colorado Department of Human Services procurement office. This decision is final.

6. Communication Plan- vote to send to the Full Council for Approval- Joelle said members have expressed the need for the Council website to be updated. The total cost of redesign for a new website and communication strategy that will reflect the Council's vision, mission, and Five Year Plan, in addition to the six month plan is \$15,000. Alicia made a motion to send this voting item to the full Council. Deon seconded. Committee unanimously approved voting item.

7. Six Month Plan Update- Joelle and Alicia have met with Lori, the facilitator from EffectX. Lori will help put together a project timeline for the upcoming six months. The Building For Impact Organizational Assessment Project Outlines.

- EffectX was established because Alicia asked for recommendations in the non-profit community and met with the top three. EffectX was the cheapest and by far the most knowledgeable.
- Hal asked if the policy and procedures work with the Legislative Public Policy committee should be on hold due to this big plan but Alicia suggested no. Hal's concerned that article five of the bylaws mention the executive committee only and not the Legislative Public Policy or Planning and Grants committees.

8. Google Drive Documents: Policy and Procedures to be created or reviewed. Alicia provided an excel sheet where she has been keeping track of missing or unclear policy and procedures to help with updated. Joelle shared there is a base of policies we follow at the state level and at the federal level. The Council also has their set of policy and procedures. The values are in the law (DD Act). How operational they are comes from policy and procedures. Hal suggested Joelle reach out to other Council executive directors for their input and see if their Council has implemented and maybe we can use their documents as a reference.

9. Mackenzie: Copy of proposed budget document shows what we spent in 2017 and 2018 as well as what he proposes to spend in 2019.

- Typically meeting costs are more than budgeted.
- Computer and social media are being used more and there is no way to accurately adjust the budget.
- Three cell phones, GoTo Meeting, (soon Zoom instead of GoTo), and a hot spot is a little higher based on cell phones.
- Travel is costing more each year.
- Salaries this year are higher based on a new position (Tina Trammer).
- NACDD dues increased this year.
- Rent increase is based on expanding office.

Expenditures from the prior year that has to be sent back gets an adjusted journal entry. Expenditures are put in to what goes back to the Federal Government, and that money usually comes out of travel and postage and phones. We have some projects on purchase orders that are under spending and we have more funds around. Joelle said the budget process should be input from the Council but in the past the members have not be given the opportunity. EffectX will be coming out of 2018 money under meeting/ Council Member line.

We are still spending money out of 2018. Operational funds come out of the first year grant. Alicia made motion to take budget to full Council. Hal seconded. Committee unanimously approved.

10. Council draft agenda: Alicia made motion to approve current Council agenda draft and then put out an edited draft tomorrow. Paulette seconded. Committee unanimously approved.

11. Bruce stated he read both governor candidates websites and neither mention disability or disability education. He made a suggestion that Council send questions to a candidate forum or get involved more. Joelle will send Medicaid questions developed to both governor candidates for their review.

***NEXT MEETING: 1:00-3:00 October 0, 2018***

Adjournment: The meeting ended at 3:23 PM

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**ACTION/MOTION/CONSENSUS:**

1. Hal Wright made a motion for Bruce Cline to become a sitting member on the executive committee. Alicia seconded nomination.
2. Alicia made motion to approved August minutes. Hal seconded. Committee unanimously voted to approve August minutes with amendment.
3. Hal Wright made motion to make Benu Amun-Ra an approved Legislative Public Policy committee member. Alicia seconded.
4. Alicia made motion. Hal seconded. Deon recused herself. The executive committee denied continuation funding of the ACCO grant.
5. Alicia made a motion to send Communication Plan voting item to the full Council. Deon seconded
6. Alicia made motion to take budget to full Council. Hal seconded. Committee unanimously approved.
7. Alicia made motion to approve current Council agenda draft and then put out an edited draft tomorrow. Paulette seconded. Committee unanimously approved.
8. Alicia asked that a conversation making one of the permeate positions on the executive committee be someone with an IDD.
9. Alicia is going to share with committee members to the Google Drive folder with policy, procedures, and a time line.
10. Working group will need to be established to write drafts of policy and procedures, which can hopefully be done remotely.
11. Joelle asked this committee what kind of format will be beneficial to gather input from everyone and make it easier to understand.
12. Joelle will send Medicaid questions developed to both governor candidates for their review.

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Those in attendance: Alicia Eakins, Deon Gillispe, Hal Wright, Paulette Steinhoff, Robert Buzogany

Council Member Guests: Bruce Cline

Absent: Patricia Henke

Staff Present: Joelle Brouner, Sue Fager, Mackenzie Helton, Vanessa Hernandez

Parking: Hal Wright, Deon

Guest: Bruce Cline (Council Member)