



**Meeting Activities**  
**Executive Committee Meeting**  
**Date: June 19, 2019**

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**DISCUSSION:**

1. Alicia called the meeting to order at 12:14 P.M.
2. Announcements:
  - Bob will be acting director for Joelle during her absence.
3. Minutes:
  - May 6th approved as amended with Mission statement adjusted.
  - May 29, 2019: Number five: Committee Structure: Membership Committee was listed and not Five Year Plan Committee
    - May 6<sup>th</sup> and May 29<sup>th</sup> meeting minutes: Alicia made motion and Paulette seconded.
    - Bruce and Peggy abstain
4. State Level Changes within Department of Human Services:
  - DSA Designated State Agency (Department of Human Services) will have a new director as of July 8th. Her background is in aging.
5. Federal Level Changes and Updates:
  - AIDD (Federal Monitor and ITACC (Technical Assistance) will be visiting the Council in September for two days. Will look at our data practice, financial reports, Five Year Plan, and role and responsibilities to name a few agenda items.
6. Appointments:
  - The appointment packet was signed by Department of Human Service directors and moved to the governor's office for review.
7. Planning for July Council Meeting:
  - Need to have two agendas; one if the new appointed Council members are selected and an alternative if the members are not appointed
  - Plan member orientation for both current and new members
  - Voting Items from planning and grants
  - Need to Vote on Additional Meeting Dates: Asking for approval for September meetings only since the remaining meetings were originally approved.
  - Meetings and membership: Need to have a conversation about why people are not attending meetings overall and how adding more meetings will impact Council progress.
  - Five Year Plan review and what it is based on and various components. Remind and inform Council members this is the structure based on what we do.
8. Five Year Plan:
  - The Five Year Plan is the work of the entire Council. Issue with putting the Five Year Plan on the full Council is difficult and the work cannot be delayed because progress has to be made. Communication that staff has with ITACC shows that the Council is on track with future planning.
  - Five Year Plan- should be thinking in two ways: Current plan and the plan that will follow. We should finish strong on the current plan.

- Received feedback from the feds that the by August the goal should be to start the comprehensive analysis (details on the document passed out during meeting) to help with planning for the next Five Year Plan.
- The Five Year Plan and all related activities that go into it would be released from the Planning and Grants committee.

9. Council Immediate Priorities Activity:

- Five Year Plan: Alicia nominated Bruce and Peggy to work together to tackle. Peggy suggested Stacey Alles, with the Office of State Controller, to train on grants.
- Training can be found under Department of Personal → grants → called grants manager 101 for state staff. The other piece is working with Mandy Zila with procurement directly on RFP's. Grant manager training 101 will be offered next week for state staff specifically and another training will be held in September.
- Five Year Plan point people: Bruce Cline to lead with Peggy

10. New Membership Orientation and Materials:

- Everyone would have a binder as a resource
- Alicia volunteered to take the lead on this with Tara as support.
- Share past successes (examples are Employment First and Jeff Santelli)
- Background on I/DD world and I/DD in Colorado
- Master Calendar: Meeting dates for full Council and committees, schedule training and invites from current grantees
- Member guidance about interaction with grantees and maybe create a handout for members on expectations when visiting a grantee site (Sue can drive)
- Since many of the Council members are family members a resource such as the COFI model to help with the sphere
- The San Luis Valley member contract example that Willie shared at a Council meeting could be something the Council does
- Alicia will work on an outline of above information and have it done by Monday

7. Meeting adjourned at 3:05 P.M.

***NEXT MEETING July 3, 2019  
1 P.M. until 3:00 P.M.***

**ACTION:**

1. October Council retreat should be made two full days and not half days.
2. Vanessa and Sue work on master calendar with Council meeting dates, committee dates, and member guidance with grantees.
3. Joelle will work with Joe on Vision and Mission statements.

**MOTION:**

May 6, 2019 and May 29, 2019 meeting minutes approved with amendments.

Those in attendance: Alicia Eakins, , Bruce Cline, Paulette Steinhoff, Peggy Spaulding

Absent: Joe Morrone

Staff Present: Joelle Brouner, Robert Lawhead, Vanessa Hernandez

Guest: Tara Entwistle

Draft minutes June 19, 2019 meeting E.C.