



Meeting Activities
Executive Committee Meeting
Date: October 2, 2019

DISCUSSION:

1. Alicia called the meeting to order at 1:12 P.M.
2. Minutes have been tabled because not completed by the executive director at this time.
3. Recent Successes:
 - Paulette asked that a vote is ratified on the SDM packet.
 - Joelle shared the success of the mandatory grantee meeting with a range of information given to grantees. Bob did an introduction to the DD Act and values. Sue spoke on the Five Year Plan specifically and grantees shared how their grant fits into the plan.
 - Peggy: working very hard on the bylaws.
 - Joe: LPP developed their brief description per the request of the bylaws committee.
4. Bylaws update: Have got to article nine at this point with a lot of suggestive changes and questions. Some bylaws committee members suggest eliminating the executive committee. When it is time to vote on bylaw updates and revision, one suggestion is that voting be done by each article to allow discussion instead of the bylaws overall.
5. ITACC Visit Updates: Sheryl Matney was physically present for two and a half days.
 - Council staff and Alicia, the Council chair, should receive a plan from their findings and suggested recommendations now in October or the beginning of November.
 - Learned we will have a number of opportunities that come out of this and will have fifteen to eighteen months to implement improvements.
 - As of now we know we will have to change the executive order and add one more citizen member and ITACC will talk to the governors' office regarding the amount of membership with ties to autism.
 - Will get information on bylaw updated on the report.
 - Our process for collecting and analyzing data does need improvement.
6. Fiscal Updates:
 - FFY2017 We did not successfully obligate \$166,963.47 by the obligation deadline. EClearance is a system that is used so that all the individuals at the various level of DHS are able to approve at different levels. Our Council was under the assumption that by entering the information into EClearance we were obligating the money correctly. The feds will recoup the \$166,963.47 but none of our grantees will be impacted. Council membership will now need to vote in April so we are not close to the deadline.
 - RQS did not cross the finish line for the 2018 FFY however, we can reclassify the expenses that were approved by 9/30 and assign to the 2018 award. We are not reverting FFY18 money.
 - \$295,000 of RQs that will come out of FFY2019 money. All voting grants from the full July Council meeting.
 - 2018 totally obligated and not reverting any funds.
 - In federal law it states that our budget can be spent as 30% towards administrative budget and 70% on program budget. We had used some of the Council meeting costs towards the program budget, which is

incorrect by federal standards. This now means anytime any members travel all the costs will be administrative costs. Website: Counts as administrative based on the current interpretation.

7. Budget: Document that Mackenzie brought to the executive committee:

- Updates are needed and then will be sent to Council membership.
- Committee wants: Line Items, Final budget for FFY19 by line item and proposed line item will follow next to. Actual 2019 with line items and proposed 2020 Spot for received and obligated.
- Want as much detail as possible. What formula is being used for the 70/30 split. What is the percentage under the program salary?
- Council membership will need to vote on a continuing resolution until the ITACC findings come back and then at the November 20th meeting will vote on ratifying.

8. Working Retreat Agenda:

- Need to add the Five Year Plan
- 15 minutes for bylaws presentation
- Values portion will be one hour: Vision Discussion with values exercise
- Eliminate guest speaker 15 minute break in the morning 45 minute lunch
- Eliminate the team building Eliminate guest speaker
- Alicia will do the discussion on the Council meeting dates for 2020 and will need to create a Voting Item with dates and times:
 - Suggest Zoom meetings be half a day and not an entire day. Do four hours for every Zoom options. Four meetings a year in person to vote and hot topic that need in person discussion.
- Joe made motion to approve the Council Retreat meeting agenda. Paulette seconded. Committee approved.

9. Meeting adjourned at 3:02.

***NEXT MEETING October 30, 2019
1 P.M. until 3:00 P.M.***

ACTION:

- Joelle will double check that the \$166,963.47 can be recouped from a current grant year and not have to pay back.
- Joelle will follow up with Sheryl about the Pennsylvania grant handbook that she was going to email Sue and Paulette.
- Vanessa will check to see if she has access to update the new Council approved Mission on our website.

MOTION:

- Joe made motion to approve the Council Retreat meeting agenda. Paulette seconded. Committee approved.

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Those in attendance: Alicia Eakins, Joe Morrone, Paulette Steinhoff, Peggy Spaulding

Those absent: Kristen Erby, Tara Entwistle

Staff Present: Joelle Brouner, Vanessa Hernandez