



Meeting Minutes  
January 14, 2019  
Planning and Grants (P&G) Committee

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| 1). | Welcome, Introductions and What We Need to Accomplish Today | Paulette Steinhoff |
| 2). | Review and Approve Previous Meeting Minutes                 | All                |
| 3). | Budget Review   | Mackenzie Helton   |
| 4). | Update on Housing Resources in CO                           | Chris Roe          |
| 5). | Discussion of Potential Voting Items                        | All                |
| 6). | Public Comment  |                    |
| 7). | Adjournment   | Paulette Steinhoff |

**NEXT MEETING: February 11, 2019 – 1:00 – 3:00 PM**

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DISCUSSION:

1. Paulette called the meeting to order at 1:04 pm.
  - Have a total of six voting items that will be voted on after Chris does his presentation.
2. **Minutes: December:** Katie made motion to approve. Peggy seconded. Minutes approved.
3. Voting Items: Final Review
  - Presenter at the Annual Aging Disability Resource Center (ADRC) Conference:
    - Concept Cost is \$3,000.00
    - Would like to bring in a speaker
    - Would like the speaker to be someone who graduated from the Youth Leadership Forum or a Council funded program.
    - Would be a 45 minute presentation of an introduction of what the DD Council is
    - Speaker will also need to do a 30 minute webinar
    - Peggy suggested the cost be changed from \$3000 to \$1500.00
    - Peggy made motion to move this forward to the full Council meeting next week. Jennifer Martinez seconded. Committee unanimously approved.
  - Research and Training Development – Suspension, Expulsion, and Restraint:
    - To encumber money to hire a research organization to find out if there is already training out there targeted to ethnic groups and what can be done.
    - What is best practice to educate families on explore behavior.
    - Advocacy.

- First step is to do some research and find out if there is reliable training out there for families.
- Alternatives to Restraint Research.
- Are there research tools out there for families and host home providers that identify the way someone is communicating and how to explore behaviors and methods.
- Peggy would like to see performance measures entered for these voting items. Listing of the top methods that work or a comparison of what worked and what did not work. Something that shows the work was actually accomplished.
- Jen also suggested the outcome include a recommendation from the research.
- Could even bring down cost if the same.
- Committee suggested merging these two voting items to one since these are very similar the main difference is the listed age range.
- Committee members asked that these two voting items be combined as one with a cost of \$24,500.00 with a performance measure.
- Katie made motion to move the Research and Training Development – Suspension, Expulsion, and Restraint voting item to the full Council. Paulette seconded. Committee unanimously approved.
- Self Advocacy (SA) Summit:
  - Sue has not done any outreach at this point but can if the voting item is approved.
  - The first summit had over 100 people attend.
  - Audience is specifically self-advocates of any age who would like to attend.
  - Peggy would like something added for performance measurement where participant takes a survey to share what they learned and maybe follow up again a year later to see who is using skills that they learned.
  - Committee members are okay with the \$30,000 cost amount.
  - Council will use a documented quote (DQ).
  - Will add performance measures for a participant survey.
  - Peggy made motion to move forward. Rowdy seconds. Committee unanimously approved.
- Scholarships and Reasonable Accommodations for Participation in the PEAK Inclusion Parent Conference:
  - Money would be used to provide scholarships or supports for self-advocates or families of a self-advocate to attend the PEAK 2019 Conference.
  - Outcomes: -Committee would feel comfortable seeing outcomes.
  - Questions asked about the scholarship from committee:
    - a. Is there a waitlist and if so how many have shown an interest?
    - b. What is the criteria to receive a scholarship?
    - c. Is this an individual with an ID/D or a family member?
  - Ask for first name or a description of who received a scholarship.
  - Complete a survey to share what they learned.
  - Need a way to track funding.
  - Jen made motion to move forward with the changes. Peggy seconded. Committee unanimously approved to move this voting item forward to the full Council.
- Dale DiLeo Employment First Video Project:
  - Video will be 3-5 minutes.
  - Will not record the entire presentation.
  - Can we have a link to live streaming so people can watch live if they like in addition to the 3-5 video?

- Money included in the Voting Item is only for the 3-5 video clarification is needed.
- Committee would like to include subtitles, sign language, version in Spanish, to ensure accessible for everyone.
- What does the \$4250 include? Need to confirm with Joelle
- Email vote will need to be done on this after the grant amount questions are answered and to verify a link to the live streaming on the Council's website. Is this \$4250 will comply with accessibility concerns?

4. Housing Discussion lead by Chris Roe:

- Not enough housing in Colorado right now and there is not enough affordable housing.
- Housing Types: Group Homes and Adult Foster Care.
- Emergency Shelter: To Jen's knowledge on behalf of HCPF Adult Foster Care was taken away but unsure where it was distributed to. She can find out.
- Hard to label a certain setting one way and really depends on who is managing the group home.
- Goal is to have integrated housing with different groups of individuals living there with different income brackets.

5. Budget:

- FFY 2017 is completely obligated.
- Office rent, computer rent, and Xerox printer rent have been encumbered.
- \$120,000 listed on the budget report will be used to pay for the voting items discussed today.
- Got notice of award letter last week.
- Next month a new user budget document format will be updated.

6. Peggy motioned to adjourned. Rowdy seconded. Meeting adjourned at 3:09.

Motions:

1. Voting Items:

- a. Peggy made motion to the Annual Aging Disability Resource Center (ADRC) Conference this forward to the full Council meeting next week. Jennifer Martinez seconded. Committee unanimously approved.
- b. Katie made motion to move the Research and Training Development – Suspension, Expulsion, and Restraint voting item to the full Council. Paulette seconded. Committee unanimously approved.
- c. Peggy made motion to move the Self Advocacy Summit voting item forward to the full Council. Rowdy seconds. Committee unanimously approved.
- d. Jen made motion to move the Scholarships and Reasonable Accommodations for Participation in the PEAK Inclusion Parent Conference voting item forward with the changes. Peggy seconded. Committee unanimously approved.

Actions:

1. Quorum was not present and minutes will need to be approved over email.
2. Sue will get clarification from Joelle on Dale DiLeo Employment First Video Project and Scholarships and Reasonable Accommodations for Participation in the PEAK Inclusion Parent Conference voting items.
3. Please email or call Sue on Tuesday to provide any suggestions on performance measures for voting items.
4. Future Agenda Item: Add 30-40 minutes for Jen to speak about HCPF, waivers, updates, and share information.

Present: Paulette Jean Steinhoff, Peggy Spaulding, Katie Oliver, Rowdy LeMaster, Jennifer Martinez

Absent: Bruce Cline (excused), Sandra Friedman (Excused: On a family leave of absence for six months),

Staff: Susan Fager, Mackenzie Helton, Vanessa Hernandez