



**Minutes of Meeting
July 21, 2014
Governor's Inn, Pierre**

Members Present:

Jolon Beck	Valere Beeck
JoAnne Cleveland	Melissa Flor
Teresa Geraets	Dawn Hahn
Jackie Juhala	Tim Neyhart
Janice Knutsen	Dan Lusk
Lisa Merchen	Wendy Parent-Johnson
Peggy Waltner	Mark Way
Eric Weiss	Ted Williams

Others Attending:

Arlene Poncelet	Jennifer Krieger
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INTRODUCTIONS

Valere Beeck called meeting to order at 8:30 a.m. Valere then read the mission statement: "To assist people with developmental disabilities and their families in achieving the quality of life they desire." Val reviewed the meeting agreements. A round of introductions was completed.

Arlene informed everyone that there would be a break at 11:00 to travel to the Capitol for a grant presentation at 11:15.

AGENDA & MINUTES

The agenda was accepted by consensus.

Mark Way made a motion to approve the minutes of the April 25, 2014, Council meeting seconded by JoAnn Cleveland. Motion passed.

BUDGET UPDATE

Arlene provided a report on the current status of the Council's budget for FFY13 and FFY14. The current funds available for grants are \$132,476.05. Arlene reminded Council members that there are two years to obligate the funds and one additional year to spend them. Also shown on the budget update is the estimated grant award for FFY15 of \$453,609. Those funds are generally not received until January.

Also handed out were pie charts showing the FFY13 and FFY14 expenditures and how the expenditures fall under each objective. Arlene explained how the Administrative costs were lowered from 33% on pie charts passed out in April to 8% currently showing. Changes were made after additional review of expenditures and pro-rating Arlene's salary based on the amount of funds allocated to each goal and objective.

REVIEW AND ACCEPT THE REPORT OF THE EXECUTIVE COMMITTEE

Dan Lusk made a motion to accept the reports of the Executive Committee meeting July 20, 2014, seconded by Mark Way. Motion passed.

REVIEW AND APPROVE THE ACTIONS OF THE EXECUTIVE COMMITTEE

The following actions were taken at the July 20, 2014, meeting of the Executive Committee;

1. Unsolicited Proposal – GreenStar Symposium - \$10,000 – present at the meeting
2. SD 2014 Fall Conference - \$2,500.00 – Duplicate from April meeting

3. Feel the Joy Retreat – \$4,999.20
4. Computer Lab/Learning Center - \$5,000.00

Concerns were expressed about how to make sure the equipment being asked for is being used for the intention of the grant. Arlene explained that follow up reports are due and if it is discovered that the equipment is not being used, they will be required to follow state guidelines for disposal of the equipment. JoAnne Cleveland made a motion to approve the actions of the Executive Committee, seconded by Jackie Juhala. Motion passed.

UPDATE FROM AIDD TECHNICAL ASSISTANCE INSTITUTE

Arlene and Valere attended the Administration on Intellectual and Developmental Disabilities (AIDD) Technical Assistance Institute in Washington, DC. Valere and Arlene each talked about the different sessions that they had attended. Arlene talked to the Council members about the training for DD Suite. A web-based application for Councils and grantees to utilize for grants management and reporting. This is something that she currently uses for reports to AIDD and is something that could be used more in the future. Discussion was held about working with the DHS Budget and Finance to look at requirements to host this data and also with BIT to access DD Suite.

Dan told the council about the National Core Indicators (NCI) Project that the Division is looking at participating in yearly. He explained that AIDD is funding states to join NCI because of the use of the data they collect on a federal level.

DEPARTMENT OF HUMAN SERVICES UPDATE

Secretary Pearson from the Department of Human Services joined the council members to introduce herself and also learn more about council members. Gloria gave an update on the different initiatives that are going on in the department and answered questions regarding the initiatives.

REVIEW MISSION STATEMENT

At the last meeting it was requested that the mission statement be changed to add “through advocacy, systems change and capacity building.” Janice made a motion to add the statement to the mission statement, seconded by Jackie. After discussion it was decided to give all council members a chance to review the new statement. Janice withdrew her motion.

Discussion was also held about the Council’s Statement of Principles. It was decided that the third bullet should read “People with developmental disabilities have full and timely access to opportunities and supports to be included in community life and make contributions to their families, community, state and nation.” The fourth bullet that will be added should read “People with developmental disabilities should have opportunities for employment, homes of their choice, lifelong learning, and relationships.” These changes will also be shared with all Council members and finalized at the next meeting.

CULTURAL DIVERSITY

Arlene asked the members for suggestions to increase the Council’s outreach to other cultures. One question asked was “What do we want to accomplish?” The responses were 1) to educate ourselves on the number of people and ethnicities; and 2) what issues do they face that are different for people with disabilities.

The council would like further information on what different cultures are in South Dakota. Discussion was held about how to obtain that information. Ideas for obtaining statistical information or possible presenters were the Multicultural Center in Sioux Falls, Lutheran Social Services, universities, Department of Education, Indian Education Coordinator and Department of

Social Services (specifically about citizenship and eligibility for Medicaid).

Also discussed were ideas of how to encourage participation from people from other cultures. What do they need to participate? How can we develop leaders among different cultures? It has been found that having a trusting relationship with others within the culture is key. Ideas such as partnering with community health representatives, vocational rehab counselors and family support coordinators whom already have that relationship with families were brought up.

It was suggested to begin by identifying the needs of people from other cultures as it relates to disabilities. We can do this by 1) have people who we have relationships with come and share with the Council and 2) find places where we can go to meet people from other cultures.

POST SECONDARY PILOT PROJECT UPDATE

Dan provided the council with an updated Post-Secondary Education Flyer that now has the DD Council logo on it. Dan also updated the council on progress of the Request for Proposal.

GREENSTAR SYMPOSIUM

Brandy Kowalczyk explained that GreenStar is an educational conference and forum that offers breakout sessions and out of the box thinking. Brandy informed the members that 287 people attended last year and shared what some of the breakout sessions will be for this year. LifeScape tries to keep the symposium affordable by offering scholarships for people with developmental disabilities and usually receive seven to ten scholarship applications each year.

Questions were asked about other sources of funding, participation from the western part of the state, possible change in location, current registration fee seems low.

Eric Weiss made a motion, seconded by Teresa Geraets to approve \$10,000 in federal funds for the GreenStar Symposium. Motion passed. During discussion of the proposal, Council members spoke highly of the event and want to continue to support it however most likely not at the same financial level. Members also would like to see more scholarships for parents and people with developmental disabilities. They highly recommended that LifeScape begin looking for other sources of funding such as other Community Support Providers or the Division of Developmental Disabilities and consider raising the registration fee to cover more of the costs.

STATE PLAN

Arlene asked for questions from the performance measures sheets that were distributed in April. Arlene explained the significant difference in some of the numbers and answered questions about systems change activities.

REQUEST FOR PROPOSALS (RFPs)

Education and Training Mini Grants

Arlene explained that the information on the mini-grant has not changed from last year. She did note that on page two there was a requirement for the registration fee to be no more than \$25. It was requested to remove the registration amount and change it to “Any registration fee being charged should be kept to a minimum to allow for the fullest participation possible by people with developmental disabilities or their families.”

Partners in Policymaking

Arlene explained that \$10,000 of the grant is to cover the costs of the Council attending the meeting and graduation and also to assist with lodging costs for some past graduates. Tim explained how some of the money is raised for Partners and also the other grants that are received to fund the project. Melissa noted that the application materials available should be changed from cassette to disk.

Youth Leadership Forum

The Council requested “The applicant must address how they plan to reach currently unserved or underserved populations through this project (i.e. Native Americans, Hispanics, rural, etc.)” be included in all RFPs.

SD Advocates for Change

Arlene explained the timeline was changing because there were dollars carried over in 2013. Questions were asked about who makes up the leadership team, how often they meet, and how it is structured. One of the things that they would like to do again is have another state conference in Chamberlain.

Public Information & Awareness

Arlene explained the change for this year is taking away from some of the printing of hard copies of the handbooks to develop an employment magazine focusing on success stories.

SD Coalition of Citizens with Disabilities

Arlene explained that a few of the things the Coalitions assists her with is providing information, mailing, and printing.

Janice wanted to know if multicultural could be built into the RFP’s to address needs in the future.

Peggy Waltner made a motion, seconded by Joann Cleveland to issue the Non-Competitive Requests for Proposals after minor changes were made. Motion passed. Abstaining were Tim Neyhart, Wendy Parent-Johnson, Eric Weiss and Melisa Flor.

Competitive Request for Proposal

At the last Council meeting there was discussion of a project that would be for youth; or possibly for families with newly diagnosed and young children. Arlene provided a draft RFP to start today's discussion.

Discussion included:

- Members were excited to focus on younger age students.
- What about SD Advocates for Change mentoring younger students with disabilities?
- Need to have a specific outcome in mind –
 - To provide training for younger students
 - For self-advocates to train other younger self-advocates
 - Preparation of a guide for special education teachers or parents and family members
 - Develop a model curriculum that can be shared
 - Start empowering kids at a younger age
 - Do we want this to be for one school or one classroom or a regional approach?
 - Do we want to see an increase in the use of SD MyLife (grades 7 and up)? Active participation in Life Plans? Ability to demonstrate certain skills
 - Are we asking for expansion of the activity after completion of the project
- what specifications members liked or not
- how much funding should be made available and how it should read on the RFP
- that the outcome is the most important thing to have in mind before issuing the RFP

- Some were concerned that if we direct the applicant where to go it will limit the creativity

NEXT MEETING

The next meeting will be held in Rapid City on September 26th.

ADJOURNMENT

Mark Way made a motion, seconded by Jackie Jahula to adjourn the meeting at 2:35 p.m.