



**Minutes of Meeting  
July 26, 2012  
AmericInn, Chamberlain**

Members Present:

Jolon Beck  
Monica Burgess  
JoAnne Cleveland  
Dawn Hahn  
Robert Kean  
Janice Knutsen  
Lisa Merchen  
Judy Struck  
Mark Way  
Cindy Roan Eagle

Valere Beeck  
Rebecca Carlson  
Teresa Geraets  
Jackie Juhala  
Grady Kickul  
Dan Lusk  
Josh Nankivel  
Peggy Waltner  
Ted Williams

Others Attending:

Arlene Poncelet  
Julie Lewandowski, NHTC

Jennifer Krieger

INTRODUCTIONS

Valere Beeck called meeting to order at 8:13 AM, introduced the new members and asked the council to introduce themselves. Valere then read the mission statement: "To assist people with developmental disabilities and their families in achieving the quality of life they desire."

AGENDA & MINUTES

Jackie Juhala made a motion to accept the meeting agenda, seconded by Mark Way. Motion passed.

On page 7 of the April 27<sup>th</sup> minutes, the information under Future Requests for Funding should be moved to the Division of DD Update section and the word “state” should be changed to Division. It was also requested to put the location of the meeting on the minutes.

Mark Way made a motion to approve the minutes of the April 27, 2012 Council meeting as corrected, seconded by JoAnne Cleveland. Motion passed.

### ACCEPT REPORT AND RATIFY ACTIONS OF EXECUTIVE COMMITTEE MEETING

The following actions were taken at the July 2 meeting of the Executive Committee:

1. Mini-Grant – TLCPCP Portland Trainer Gathering, Ability Building Services – approved \$2,857.48
2. Mini-Grant – Beneficiary Training on SSA Benefits and Employment, SD Coalition of Citizens with Disabilities – approved \$5,000
3. Unsolicited Request for Funding – Empowering Self-Advocates Using Person-Centered Planning, SD Achieve – recommended to present at July meeting
4. Unsolicited Request for Funding – Disability Awareness, Break Through Inc. – recommended to present at July meeting
5. Unsolicited Request for funding – Self-Advocacy Traveling Team, Transition Services Liaison Project – recommended to submit a proposal in the future
6. Unsolicited Request for Funding – Mines Buddies Program, Post-Secondary LIFE Options - recommended to submit a proposal for a second year of funding.

At the last meeting the Council approved the salary increase for Arlene for the contract that began June 1, 2012. At that time, it was recommended that the Executive Committee meet with John

Hanson, Department of Human Services, and review the process for the state budget request and the timelines. This meeting was held on July 18, 2012.

Based on discussions at the July 18 meeting, the Executive Committee recommended the 2014 budget request for the contractual services area be increased by 5% to allow for any possible salary increase or change in benefits during the SFY2014.

This is just a recommendation for the budget request and any salary increase will have to be approved next April. The reason for the recommendation is so the general fund match can be requested. Dan stated that the recommendation is no different than any other recommendation made by other state agencies that have to be approved by the Governor.

Arlene shared a handout with the state budget process & timeline and the Council's process and timeline. Expenditure Authority information was also shared.

JoAnne Cleveland made a motion, seconded by Jackie Juhala, to accept the reports and ratify the actions of the Executive Committee at meetings held July 2, 2012, and July 18, 2012. Motion passed.

### GRANTS POLICY

Arlene shared comments made by John Hanson regarding some wording in the policy and were outlined in the July 18 Executive Committee minutes. Arlene noted that most of the policy was taken from other Council's grant policies. The Council went through the draft policy to review comments and new sections.

Page 3, 2c – change to use language from the Role & Authority of the Executive Committee policy.

Page 3, 3e – change to read: “The council may choose to develop an RFP based upon general concepts from an unsolicited proposal.”

Page 6, F – In the first sentence, it was decided to change the words “rules require otherwise” to read “policies allow otherwise”.

Page 6, F2 – It was recommended that the Executive Committee make the decision if there is a difference in the match. Delete and renumber.

Page 6, F3 – There was discussion about the reduction or ability to waive the matching requirement of individual grant projects. It was explained that usually there is a 75/25 match but in a poverty area that can be changed to a 90/10 match. Recently, when the Council has asked an agency to do a project for the council no match was requested. We have been able to do this because of overmatch provided by other grantees (such as Partners in Policymaking).

It was decided to change the wording to: “The Executive Committee may reduce or waive the matching requirement of individual grant projects of \$5,000 or less.”

Page 6, F5 – Arlene shared information regarding the range of indirect costs allowed by Councils. South Dakota has always limited the amount of indirect administrative costs to 5%. If the grantee is using an approved indirect rate, anything over the 5% could be used as match. This will definitely be stated in the grant application packet that Arlene develops based on the Council’s final policy. Also, in a past the Council set the match rate for equipment at rate of 50% cash and not in-kind. This was stated in the Request for Proposals as approved by the Council.

Page 7, F10 – Change the wording from “on forms” to read “in the format”

Pages 7-10 - The policy should stay consistent with the phrase “working days” unless the grant agreement or another policy states otherwise. It was noted that on page ten is the only place in the policy that calendar days is used and not working days.

Page 7, H2 – It was noted that the policy says ten working days after the end of the reporting period but that there could be extenuating circumstances and the time frame could be changed or adjusted with permission. Currently, the time frame of when the reports will be submitted is determined by each grant recipient and the Executive Director.

Page 8-10 - The appeals process is completely new and there was discussion on whether to open it up to the full Council or use electronic voting to make a decision. It was decided to leave the wording as is and if the Executive Committee is unsure then some kind of discussion can take place.

Other discussions that took place were questioning what would happen if the council chose not to ratify the actions of the Executive Committee. Arlene stated that she emphasizes to the applicants that the approval by the Executive Committee must also be approved by the full Council. Options such as doing electronic voting or a conference call with roll call if timing is an issue were discussed.

It was asked if there is anything that stipulates that the Council should be given credit for funding. Arlene stated that it is not in the policy but it is in the grant agreement but that is something that can be added to the policy.

The changes recommended by the Council will be made to the policy and time allowed at the September meeting for further discussion.

### NEXT MEETING

In past years the Council meeting was held in conjunction with the GreenStar Symposium. This year Arlene asked the Council to consider having a joint meeting with the Family Support Council. The location would be in the western part of the state.

### GRANT APPLICATION – DISABILITY AWARENESS BREAK THROUGH INC

Ben Anderson introduced himself and Dee, his wife, driver and bookkeeper then presented his proposal for outreach to schools related to bullying, disabilities and speaking out against the “R” word.

Jolon Beck made a motion, seconded by Jackie Juhala, to approve \$12,110 of federal funds for this project. Following discussion of what would happen if he was unable to schedule the minimum of 10 speaking events, the council asked to have a complete schedule of events by September 1 so that the schedule can be shared with other organizations. Motion passed.

### EMPOWERING SELF-ADVOCATES USING PERSON CENTERED PLANNING

Mark Way and Katherine Pudwill presented their proposal to the Council. They explained that People Planning Together is a two day Person Centered Planning workshop that teaches self-advocates to write their own plans. The budget presented to the council was for a two year time period.

JoAnne Cleveland made a motion, seconded by Jackie Juhala, to approve \$37,580 of federal funds for this project. Discussion was held to clarify the difference between Person Centered Thinking,

Person Centered Planning, People Planning Together and Families Planning Together. Past Council funding was used to bring in out-of-state trainers to provide training and certify in-state trainers. This funding will be used by in-state trainers to provide training to people supported and support staff (community support providers, educators and family members). Motion passed. Becca Carlson and Mark Way abstained.

### BUDGET UPDATE

The Council has received the full grant amount for FFY12. Arlene handed out a sheet reflecting information as of the end of May. The sheet gave an overview of how much the Council has available for projects, what the estimated grant award will be for FFY13 and the amounts of potential proposals for FFY13. Arlene also explained that the Council has two years to obligate funds and another year to spend them. Currently, the total federal funds available for projects is \$166,633.

### DIRECTORS REPORT

Arlene asked that everyone fill out the annual conflict of interest forms and give them back to her.

The Alliance for Full Participation sub-committee wanted to provide a mini Partners employment session. This will happen in Rapid City on September 26<sup>th</sup>. Handout available.

Partners in Policymaking are now accepting applications.

Federal funding for DD Councils for FFY13 is still an unknown. No decision is expected until after the elections in November.

Arlene also gave an update on the AIDD TA Institute she attended in June.

## DESIGNATED STATE AGENCY REVIEW

At the last meeting we completed the review of Designated State Agency but the Council did not approve the report as they wanted the Executive Committee and Arlene to meet with John Hanson.

Jackie Juhala made a motion, seconded by JoAnne Cleveland, to recommend that the Department of Human Services, Division of Developmental Disabilities remain as the Council's designated state agency. Motion passed. Abstaining were: Dan Lusk, Grady Kickul and Ted Williams.

## REQUESTS FOR PROPOSALS

### Partners in Policymaking, Year 21

Arlene shared a report on the historical funding for Partners and reminded Council members that this proposal would be for funding for Year 21 and recruitment for Year 22. Theresa Geraets made a motion, seconded by Peggy Waltner, to issue the Request for Proposal for Partners in Policymaking Year 21. Motion carried. Robert Kean abstained.

### South Dakota Advocated for Change

Arlene shared that SDAC will have changes in this year as a new coordinator will be hired and Coalition staff will be asked to provide the staff support for the new coordinator. Dan Lusk made a motion, seconded by JoAnne Cleveland, to issue the Request for Proposal for South Dakota Advocates for Change. Motion passed. Jackie Juhala abstained.

### Mini-Grants for Education and Training for FFY2013

Arlene requested the Council consider issuing the Request for Proposal for Mini-Grants the same as last year but with new submission dates. Mark Way made a motion, seconded by Jackie Juhala, to issue the Request for Proposals for Mini-Grants for Education and Training. Motion passed.



## STATE PLAN FFY 2012-2016

After the State Plan was submitted and reviewed, the Administration on Intellectual and Developmental disabilities make several recommendations that need to be addressed in the amendments that are due August 15, 2012. One was a full list of council staff, the question on the waiting list was missed and they wanted more timelines for the goals and objectives. Also new assurances are needed as the Council has a new Chairperson.

Arlene presented the Council with the changes that she had made to the State Plan and stated that the grants that were just approved will be also added to the appropriate goals. There was only a slight change in the budget from last year due to a decrease in the federal grant award of \$151. Motion was made by Mark Way, seconded by JoAnne Cleveland, to approve the amendments and budget as presented. Motion passed.

## ADJOURNMENT

Mark Way made a motion, seconded by Jackie Juhala, to adjourn the meeting.

Meeting adjourned at 2:27 p.m.