



NCCDD
North Carolina Council on
Developmental Disabilities

Quarterly Council Meeting
February 11 & 12, 2016
Hilton Garden Inn
Cary, NC



**HILTON GARDEN INN
131 COLUMBUS AVENUE
CARY, NC 27518**

PHONE: 919-377-0440

FAX: 919-377-0445

TABLE OF CONTENTS



Hotel Information	1
Emergency Contact Person	2
Agenda	3-4
Committee Assignments	5-6
Council Meeting Minutes	7-11
Executive Committee Minutes	12-26
Advocacy and Leadership Committee	27
Agenda.....	28
Minutes.....	29-30
Other Items of Interest	31-39
Community Capacity Building Committee	40
Agenda.....	41
Minutes.....	42-46
Disability Systems Change Committee	47
Agenda	48
Minutes.....	49-52
Fiscal Information	53-69
New Business	70-74
Old Business	75-81
5 Year State Plan FFY 2017-2021	82-90
5 Year State Plan	91
5 Year State Plan Activities.....	92-93
5 Year State Plan Goals, Objectives & Activities Timelines....	94-111
Comprehensive List of Funded Initiatives	112-115
For Your Information	116-121



**NCCDD
STAFF ON CALL
JoAnn Toomey**

(919) 377-0440 – Hotel Front Desk

**Please call the hotel front desk
and ask them to call JoAnn Toomey.**



NCCDD

**North Carolina Council on
Developmental Disabilities**





**Meeting: NC Council on Developmental Disabilities
Location: Hilton Garden Inn, Cary NC**

**DRAFT
AGENDA
Thursday, February 11, 2016
Bradford Ballroom**

- 12:30 – 12:45 PM **WELCOME AND AGENDA REVIEW**
- 12:45 – 1:15 PM **INITIATIVE UPDATES & CONTINUATION FUNDING:**
ADA Network Fiscal Agent
- 1:15 – 3:00 PM **COMMITTEE MEETINGS:**
 - Advocacy & LeadershipBradford A
 - Community Capacity Building.....Bradford B
 - Disability Systems ChangeBradford C
- 3:00 – 3:30 PM **BREAK**
- 3:30 – 4:45 PM **NCCDD STATE PLAN**
 - ~FFY 2017-2021 Public Comment/Goals and Objectives
 - ~Committee Alignment and member preferences
 - ~Availability of Funds
- 4:45 – 5:15 PM **MEMBER DEVELOPMENT**
- 5:15 – 6:30 PM **PUBLIC POLICY UPDATE AND BUFFET DINNER –Bradford D**



DRAFT
AGENDA
Friday, February 12, 2016
Bradford C&D

- 9:00 – 9:05 AM **WELCOME/ CONFLICT OF INTEREST/ SAFETY AND PREPAREDNESS**Ron Reeve
- 9:05 – 9:10 AM **ROLL CALL**.....Anna Cunningham
- 9:10 – 9:15 AM **APPROVAL OF MINUTES**Ron Reeve
- 9:15 – 9:25 AM **DIRECTOR'S REPORT**..... Chris Egan
- 9:25 – 9:35 AM **FINANCE REPORT**.....Ron Reeve
- 9:35 – 10:00 AM **LEGISLATIVE UPDATE**.....Senator or Representative
- 10:00 – 10:15 AM **PUBLIC COMMENT***.....Ron Reeve
- 10:15 – 10:45 AM **BREAK**
- 10:45 – 11:20 AM **COMMITTEE REPORTS:**
 - a) Executive Committee..... Ron Reeve
 - b) Advocacy and Leadership Committee.....Caroline Ambrose
 - c) Community Capacity Building Committee.....I. Azell Reeves
 - d) Disability Systems Change Committee.....Adonis Brown
- 11:20 – 11:45 PM **AD HOC COMMITTEE UPDATES:**
 - Governance Ad Hoc Committee Update
 - Membership & Development Ad Hoc Committee Update
 - Communications Ad Hoc Committee Update
 - Five Year State Plan Development Ad Hoc Committee Update
 - Approval of State Plan Goals and Objectives
- 11:45 – 12:25 PM **NEW BUSINESS**
 - In-House Funding Approvals
 - ADA Network
 - Council Development Fund
 - Public Policy
 - Conference Funding
- 12:25 – 12:30 PM **OLD BUSINESS**
- 12:30 PM **ADJOURN**

*The North Carolina Council on Developmental Disabilities (NCCDD) is committed to offering members of the general public an opportunity to make public comments. NCCDD members who would like to comment during this period of the meeting must be recognized by the Council Chair and are limited to three minutes per speaker.

2016 COUNCIL COMMITTEE MEMBERSHIP

EXECUTIVE COMMITTEE

Ronald Reeve, Chair	Parent of Child with DD
Caroline Ambrose: Chair, Advocacy and Leadership	Individual with DD
Katie Holler: Vice-Chair	Parent of Child with DD
Adonis Brown: Vice-Chair	Individual with DD
I. Azell Reeves: Chair, Community Capacity Building	Parent of Child with DD
Anna Cunningham: Secretary/Treasurer	Parent of Child with DD
Vacant: Chair, Disability System Change	Parent/Individual with DD

Staff: Chris Egan

ADVOCACY AND LEADERSHIP COMMITTEE

Caroline Ambrose, Chair	Individual with DD
Karen Armstrong	Public at Large
Wayne Black; Alternate: Rick Zechman	Agency: Div. of Social Services
Lisa Byrd	Individual with DD
Michael Groves	Individual with DD
Mary Edwards/Alternate: Joseph Breen	Agency: Div. of Aging & Adult Servs.
Lourdes M. Fernandez	Parent of Child with DD
Crystal L. Foreman	Individual with DD
Joshua Gettinger	Parent of Child with DD
Katie Holler	Parent of Child with DD
Cheryl Powell	Individual with DD
Senator Tommy Tucker	Other: Legislative
Clare Shocket	Parent/Individual with DD

Staff: Melissa Swartz

COMMUNITY CAPACITY BUILDING COMMITTEE

I. Azell Reeves: Chair	Parent of Child with DD
Amanda Bergen	Parent of Child with DD
Adonis Brown	Individual with DD
Anna Cunningham	Parent of Child with DD
Kerri Bennett Eaker	Parent of Person with DD
Jason Faircloth	Individual with DD
Representative Verla Insko	Other: Legislative
David White	Parent/Person with DD
Jim Swain; Alternate: Gina Price	Agency: Div. of Voc. Rehab.
William Hussey/Alternate: Dreama McCoy	Agency: Dept. Public Instruc.
Sandra Terrell /Alternate: Deb Goda	Agency: Div. Medical Assist.
VACANT	Agency: Dept. Public Safety
VACANT	Agency: Div. of W/C Health

Staff: Philip Woodward

SYSTEMS CHANGE COMMITTEE

Adonis Brown: Interim Chair
Kelly Woodall Beauchamp
Wendy Boyd
Courtney Cantrell; Alternate: Mya Lewis
Christina Carter; Alternate: Andrea Misenheimer
Eric Chavis
Wing Ng, M.D.
Desiree Peterson
Joe Piven, M.D.; Alternate: Deb Zuver
Dave Richard, Deputy Secretary; Alternate: VACANT
Nessie Siler
Vicki Smith
Peggy Terhune, Ph.D.

Staff: Steve Strom

STAFF

Chris Egan
Cora Gibson
Steve Strom
Melissa Swartz
JoAnn Toomey
Yadira Vasquez
Shar'ron Williams
Philip Woodward
Letha Young

Individual with DD
Individual with DD
Parent of Child with DD
Agency: Div. of MH/DD/SAS
Non-Profit Agency
Individual with DD
Parent/Person with DD
Individual with DD
Agency: Carolina Institute for DD
Agency: DHHS
Individual with DD
Agency: Disability Rights NC
Local Non-Governmental Agency

Executive Director
Administrative Assistant
Systems Change Manager
Systems Change Manager
Director of Operations
Business Officer
Business Services Coordinator
Systems Change Manager
Office Assistant

Council Minutes



NCCDD

North Carolina Council on
Developmental Disabilities



DRAFT
NC COUNCIL ON DEVELOPMENTAL DISABILITIES

Quarterly Council Meeting Minutes
North Raleigh Hilton, Raleigh NC

November 20, 2015

MEMBERS PRESENT: Caroline Ambrose, Karen Armstrong, Amanda Bergen, Eric Zechman (for Wayne Black), Wendy Boyd, Adonis Brown, Lisa Byrd, Shayna Simpson-Hall (for Courtney Cantrell), Eric Chavis, Anna Cunningham, Kerri Eaker, Mary Edwards, Jason Faircloth, Crystal Foreman, Joshua Gettinger, Michael Groves, Katie Holler, Samuel Miller, Rep. Verla Insko, Wing Ng, Desiree Peterson, Cheryl Powell, Deb Zuver (for Joseph Piven), Ron Reeve, I. Azell Reeves, Clare Shocket, Nessie Siler, Vicki Smith, Peggy Terhune, Jim Swain, Kelly Woodall

MEMBERS ABSENT: Christina Carter, William Hussey, Lourdes Fernandez, Dave Richard, Sandra Terrell, Senator Tommy Tucker, David White

STAFF PRESENT: Pam Dickens, Chris Egan, Cora Gibson, Steve Strom, Melissa Swartz, JoAnn Toomey, Yadira Vasquez

CONTRACTORS/GRANTEES PRESENT: Karen Hamilton, Jill Hinton, Gordon O'Neill, Devika Rao

GUESTS: DHHS Secretary Rick Brajer, Laura Guidry, DSP from Maxim, Fred Johnson, Susi Michelau, Walter Weeks

WELCOME AND ATTENDANCE

Chairman Ron Reeve asked that any Council member with a potential conflict of interest regarding any item on the agenda, to identify that conflict, for documentation in the minutes and acted upon, as necessary. He also reminded members of the emergency exits at the North Raleigh Hilton. Anna Cunningham then conducted the roll call.

APPROVAL OF COUNCIL MINUTES

Ron Reeve asked for approval of the August 2015 Council meeting minutes. A copy of the minutes had previously been made available to Council members.

MOTION: Eric Chavis made a motion to approve the minutes. Lisa Byrd seconded the motion. The motion was approved.

DIRECTOR'S REPORT

Chris Egan provided his report to the members which included updates of major activities of the previous quarter beginning with the importance and recognition that all people are life-long learners. He described the various ways that people learn and the importance of experiencing a variety of opportunities to learn and become more informed. He applied this to individuals with I/DD as this relates to the range of choices available in community and that a person's preferences will change over time through experiencing different aspects of community life. He

continued his report with his personal learning journey of the work of the NCCDD, more recently the budget, including expectations for achieving the federal match requirement. He summarized the efforts occurring to meet our federal match expectations, including working with initiatives regarding their match. In one situation, this created a need to revisit the Stakeholder Engagement initiative with the National Association of State Directors of Developmental Disabilities Services (NASDDDS) and the match expectation that was added for year three. It was determined however, that a match requirement should not have been included in the third year contract without additional discussion and prior agreement. The Executive Committee was engaged to review and did approve removal of a match expectation for year three. Mr. Egan summarized that while the Council had not been fully achieving match over the last several years, the gap in federal match has been closed.

FINANCE REPORT

Anna Cunningham reminded members to complete their reimbursement forms and submit them to staff. Mrs. Cunningham gave a brief report on the financial status of the Council. Members requested an update on the fiscal graphics to be clearer and show a long-term projection and outlook for the Council. A copy of the report had previously been made available and reviewed with Council members.

EXECUTIVE COMMITTEE REPORT

The Executive Committee members met September 21, 2015, October 19, 2015, October 29, 2015 and November 3, 2015. Copies of the minutes were available to Council members. Mr. Reeve asked each member to review the minutes.

COMMITTEE REPORTS

Mr. Reeve requested presentation of committee reports. Please refer to the committee minutes for a detailed description of the committee's work, including motions made in committee.

DISABILITY SYSTEMS CHANGE COMMITTEE

Committee chair Sam Miller presented the Disability Systems Change Committee report. Background information concerning the funding requests are in the committee minutes. There was a lengthy discussion on the Guardianship Initiative. Vickie Smith called to question the discussion. The following is a motion presented on the floor for Council consideration:

MOTION: Claire Shocket made a motion that we not continue funding for the upcoming year for the Guardianship Initiative. Crystal Foreman seconded the motion. Motion was not approved.

Due to the motion failing, it was agreed that the Disability Systems Change Committee hold a special meeting to review a draft final report from the Division of Aging on Year 1 of the Guardianship initiative and decide if a recommendation for continuation funding be forwarded to the Executive Committee.

REPORT FROM DHHS SECRETARY RICK BRAJER

Secretary Rick Brajer gave a brief report and introduction as he addressed the Council, sharing about his background and the foundation of his beliefs, as well as his vision for DHHS. Secretary Brajer then took questions from the Council members.

COMMUNITY CAPACITY BUILDING COMMITTEE

Committee chair I. Azell Reeves presented the Community Capacity Building Committee Report. Updated information concerning their initiatives were given. Chair Azell thanked all committee members and staff and gave a special thanks to former staff person Shayna Simpson-Hall. There were no motions presented on the floor.

ADVOCACY AND LEADERSHIP COMMITTEE

Committee chair Caroline Ambrose presented the Advocacy and Leadership Committee report. She gave a brief update on the discussions from the Thursday meeting. There were no motions presented on the floor.

PUBLIC COMMENTS

Joshua Gettinger shared information about a childhood study that was conducted in Asheville, NC. A copy of the presentation is available upon request.

Walter Weeks from Wake Enterprises, advocated for employment. Walter expressed his concern about people being left behind. He asked that the Council advocate for the elderly.

Fred Johnson with Alliance thanked the Council for allowing three of their youth to participate, through the Jean Wolf-Rossi Fund, and attend the Association of Independent Living Conference.

LEGISLATIVE UPDATES

Representative Verla Insko gave a brief legislative update and addressed some of the member questions and concerns. Representative Insko shared that she has been inspired by the work that the Council does.

NEW BUSINESS

MOTION: Sam Miller made a motion to hold the elections by secret ballot. Eric Chavis seconded the motion. Motion was approved.

In an open count of votes on the floor of the Council, Adonis Brown (1 year term) and Katie Holler (2 year term) were re-elected Vice-Chairs and Anna Cunningham was elected Secretary (2 year term). Committee Chairs are: Samuel Miller, Disability Systems Change; I. Azell Reeves,

Community Capacity Building; and Caroline Ambrose, Advocacy and Leadership. Ron Reeve congratulated the returning officers.

MOTION: Lisa Byrd made a motion to release the draft of the FFY 2017-2021 Five Year Plan for public review and comment for the period of December 1, 2015 through January 23, 2016. Nessie Siler seconded the motion. Motion was approved.

MOTION: Adonis Brown made a motion that the standing committees of the Council be re-named in order to align with the goals of the FFY 2017-2021 Five Year Plan to: Financial Asset Development, Community Living, and Advocacy Development. Kelly Woodall seconded the motion. Motion was tabled until public comment was received and reviewed.

AD HOC COMMITTEE UPDATES

Co-chairs Crystal Foreman and Peggy Terhune gave an update on the recent meetings of the Governance Ad Hoc Committee. Carrie Ambrose gave an update on the progress of the Membership and Development Ad Hoc Committee. Adonis Brown and Nessie Siler gave an update on the Five Year State Plan Development Ad Hoc Committee and Anna Cunningham updated the members on the Communications Ad Hoc Committee.

OLD BUSINESS

The 2016 meeting dates are February 11 & 12, May 12 & 13, August 11 & 12, and November 16-18, 2016. The location will be at the Hilton Garden Inn, Cary NC.

Ron Reeve made a motion for the meeting to adjourn. Meeting was adjourned.

Approved: _____

Ron Reeve, Chair

Date: _____

Executive Committee



NCCDD

North Carolina Council on
Developmental Disabilities



**NC Council on Developmental Disabilities (NCCDD)
FINAL**

Executive Committee Minutes

Monday, October 19, 2015

10:30 AM – 12:30 PM

Members Present: Adonis Brown, Anna Cunningham, Sam Miller, I. Azell Reeves, Ron Reeve

Members Absent: Carrie Ambrose, Katie Holler

Staff present: Chris Egan, JoAnn Toomey, Yadira Vasquez

I. Approval of Minutes:

The draft minutes of the September 21, 2015 Executive Committee meeting were discussed.

MOTION: Sam Miller made a motion to approve the September minutes. Anna Cunningham seconded the motion. The motion was approved.

II. Financial Update:

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2014-2016 FFY balances and initiative expenditures. Members were also provided FFYs 2017-2018 budget summaries and detail reports as requested. The members reviewed a graph/chart that provided a visual of the FFYs and provided suggestions for edits. Ron asked the members if there were any further questions and there were none.

III. Conference Funding Requests:

No requests were received.

IV. Update on the 5-Year Plan:

The members all agreed that progress was made at the Winston-Salem meeting last month with Sheryl Matney from ITACC and they looked forward to the all-day meeting that is scheduled for the next day, October 20th, again with Sheryl Matney. They feel that the goals and objectives are on track to be drafted and ready for full Council review at the November meeting. Sheryl plans to be at the November Council meeting.

V. Ad Hoc Committee Updates:

Five Year Plan Ad Hoc – Adonis Brown reiterated the progress made earlier in the meeting.

Communications Ad Hoc – Anna Cunningham updated the members that the ad hoc committee met the week before and discussed at length the Hefner and Riddle nominations and that their recommendations will be presented to the Executive Committee later in the meeting. The committee also discussed the possibility of other NCCDD awards, specifically for self-advocates.

Governance Ad Hoc – Azell Reeves and JoAnn Toomey updated the members on the last meeting and that the members have begun reviewing and updating the 22 policies that have already been combined into a total of 16 policies.

Membership and Development Ad Hoc – No update was given.

VI. Discuss November Council Meeting Agenda:

Chris Egan reviewed with the members the draft November Council meeting agenda. He reminded the members that we will be at the North Raleigh Hilton.

VII. Review Nomination Recommendations for Hefner and Riddle Awards:

Anna Cunningham reviewed with the members the recommendations of the Communications Ad Hoc Committee.

MOTION: Sam Miller made a motion to approve the recommendation made by the Communications Ad Hoc Committee for Mike Mayer to receive the 2015 Helen C. "Holly" Riddle Distinguished Service Award at the November Council meeting. Adonis Brown seconded the motion. The motion was approved.

MOTION: Sam Miller made a motion to approve the recommendation made by the Communications Ad Hoc Committee for Becky Garland Hopper to receive the 2015 Jack B. Hefner Memorial Award at the November Council meeting. Adonis Brown seconded the motion. The motion was approved.

VIII. From the New/Revised By-Laws:

In the new/revised by-laws it states in Article 6. C.:

"Prior to the Annual Meeting, the Executive Committee will designate chairs for the standing committees. The full Council will approve/disapprove the designations. The Executive Committee shall appoint members to the standing committees following the Annual Meeting. Committee members shall serve until the next Annual Meeting following their appointment or until a committee is disbanded."

MOTION: Anna Cunningham made a motion that if the full Council approves the draft goals and objectives for release, the three standing committees will align with the three goals: Financial Asset Development, Community Living and Advocacy Development. Adonis Brown seconded the motion. The motion was approved.

MOTION: Anna Cunningham made a motion that if the full Council approves the three new standing committees, that I. Azell Reeves will chair the Financial Asset Development committee, Sam Miller will chair the Community Living committee and Caroline Ambrose will chair the Advocacy Development committee. Sam Miller seconded the motion. The motion was approved.

IX. Other:

Anna Cunningham updated members on a letter DMA (Medicaid) sent out regarding transfer of primary care physicians and some of the possible complications. She shared that it is possible if you get caught in some of these complications to still be able to see doctors by getting overrides authorized if needed.

The next meeting will be December 21st at 10:30 a.m. Ron Reeve asked for a motion to adjourn the meeting.

MOTION: Anna Cunningham made a motion to adjourn the meeting. Adonis Brown seconded the motion. The motion was approved.

NC Council on Developmental Disabilities (NCCDD)
FINAL

Executive Committee Minutes

Thursday, October 29, 2015

3:00 – 4:30 PM

Members Present: Carrie Ambrose, Adonis Brown, Anna Cunningham, Sam Miller, I. Azell Reeves, Ron Reeve

Members Absent: Katie Holler

Staff present: Chris Egan, Steve Strom, JoAnn Toomey

The Executive Committee of the Council held a special meeting today with six members present, reflecting a quorum.

I. NASDDDS Stakeholder Engagement Initiative:

A request was received from NASDDDS to amend the Council's decision for Year 3 of their funding due to the contractual precedent waiving NASDDDS matching funds for Year 1 and 2 of the initiative. Due to this request, the contract start and end dates will also be revised. NASDDDS states they cannot proceed without the continuing waiver.

MOTION: Ron Reeve made a motion to amend the August, 2015 Council decision for continuation funding to the National Association of State Directors of Developmental Disabilities Services (NASDDDS) for the Enhancing Disability Stakeholder Engagement in Managed Long-Term Services/Supports and Primary/Acute Care Systems Coordination Initiative. Approve funding for up to \$100,000 (Beginning November 1, 2015 to October 31, 2016) for Year 3 (of 3) with required minimum of 25% non-federal matching funds, to:

Approve funding for up to \$100,000 for Year 3 (of 3) with matching funds waived per precedent of Years 1 and 2. The period of funding for this contract is revised to begin December 1, 2015 and end November 30, 2016. Anna Cunningham seconded the motion.

Verbal counted votes were: three Yes, two No, and there was one Abstention. It was thought in that meeting that according to Robert's Rules of Order (that the NCCDD By-Laws state the Council be guided by), that a majority vote of the members present (versus a majority of those voting) must be achieved to approve or reject a motion. Since six members were present, a majority vote requires four votes in favor or against the motion for a decision. Therefore, the motion was judged to have failed.

Members agreed to have another special meeting the following week when all seven members would have the opportunity to be present in order to reach a majority decision if a quorum exists. The meeting will be scheduled at least 48 hours out to comply with the NC Open Meetings Law.

II. December and January Executive Meeting dates:

The next scheduled meeting is December 21st at 10:30 a.m. Since that is the week of Christmas, members agreed to reschedule the meeting to Friday, December 18th, 10:30 a.m. to 12:30 p.m. The meeting in January is scheduled for January 18th. Since that falls on Martin Luther King, Jr. Day, the members agreed to reschedule it to Friday, January 15th, 10:30 a.m. to 12:30 p.m.

Ron Reeve adjourned the meeting.

NC Council on Developmental Disabilities (NCCDD)
FINAL

Executive Committee Minutes

Tuesday, November 3, 2015

4:00 – 5:30 PM

Members Present: Carrie Ambrose, Adonis Brown, Anna Cunningham, Katie Holler, I. Azell Reeves, Ron Reeve

Members Absent: Sam Miller

Staff present: Chris Egan, Steve Strom, JoAnn Toomey

The Executive Committee of the Council held a special meeting today with six members present, reflecting a quorum, to make a final decision on the NASDDDS Year 3 contract. Members reviewed the draft minutes from October 29, 2015.

MOTION: Anna Cunningham made a motion to accept the October 29, 2015 minutes as amended. Adonis Brown seconded the motion. The motion was approved.

I. NASDDDS Stakeholder Engagement Initiative:

A request was received from NASDDDS to amend the Council's decision for Year 3 of their funding due to the contractual precedent waiving NASDDDS matching funds for Year 1 and 2 of the initiative. Due to this request, the contract start and end dates will also be revised. NASDDDS states they cannot proceed without the continuing waiver.

MOTION: Adonis Brown made a motion to amend the August, 2015 Council decision for continuation funding to the National Association of State Directors of Developmental Disabilities Services (NASDDDS) for the Enhancing Disability Stakeholder Engagement in Managed Long-Term Services/Supports and Primary/Acute Care Systems Coordination Initiative. Approve funding for up to \$100,000 (Beginning November 1, 2015 to October 31, 2016) for Year 3 (of 3) with required minimum of 25% non-federal matching funds, to:

Approve funding for up to \$100,000 for Year 3 (of 3) with matching funds waived per precedent of Years 1 and 2. The period of funding for this contract is revised to begin December 1, 2015 and end November 30, 2016. Anna Cunningham seconded the motion. After discussion and a vote of three Yes, one No and there were two abstentions, the motion was judged to have passed since there was four actual votes with the majority carrying: three Yes and one No.

MOTION: Anna Cunningham made a motion that if there is not a clear Robert's Rules of Order definition of a majority vote and therefore, the finality of the vote taking place today, it is proposed that a vote on waiving NASDDDS matching funds be taken to the full Council at the November meeting. Katie Holler seconded the motion. The motion was approved.

Chris Egan stated that staff will seek a parliamentarian to rule on the first motion vote. If it is determined by the parliamentarian that the motion failed, Ron asked Chris to contact NASDDDS to see if they are willing to delay the contract until the full Council makes a decision regarding the requirement for matching funds to a January 1, 2016 start date.

Ron Reeve adjourned the meeting.

**NC Council on Developmental Disabilities (NCCDD)
FINAL**

Executive Committee Minutes

Tuesday, December 8, 2015

6:00 – 6:10 PM

Members Present: Adonis Brown, Katie Holler, Sam Miller, Ron Reeve, I. Azell Reeves

Members Absent: Carrie Ambrose, Anna Cunningham

Staff present: Chris Egan, JoAnn Toomey

The Executive Committee of the Council held a special meeting today with five members present, representing a quorum, to make a final decision on the Guardianship Year 2 continuation funding, based on a recommendation from the Disability Systems Change Committee at their special meeting held previous to this Executive Committee meeting.

MOTION: Sam Miller made a motion to approve continuation funding to the NC Division of Aging and Adult Services for the NCCDD Guardianship initiative for up to \$75,000 (beginning January 1, 2016 to December 31, 2016) for Year 2 (of 3) with required minimum of 25% non-federal matching funds. Adonis Brown seconded the motion. Motion was approved.

Ron Reeve adjourned the meeting. Katie Holler seconded the motion.

NC Council on Developmental Disabilities (NCCDD)
FINAL

Executive Committee Minutes

Friday, December 18, 2015

10:30 AM – 12:30 PM

Members Present: Carrie Ambrose, Adonis Brown, Anna Cunningham, Katie Holler, Sam Miller, I. Azell Reeves, Ron Reeve

Staff present: Chris Egan, JoAnn Toomey, Yadira Vasquez

I. Approval of Minutes:

The draft minutes of the October 19, 2015, November 3, 2015 and December 8, 2015 Executive Committee meetings were discussed.

MOTION: Adonis Brown made a motion to approve the October 19, 2015 minutes. Katie Holler seconded the motion. The motion was approved.

MOTION: Adonis Brown made a motion to approve the November 3, 2015 and December 8, 2015 minutes. Katie Holler seconded the motion. The motion was approved.

II. Financial Update:

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2014-2016 FFY balances and initiative expenditures. Members were also provided FFYs 2017-2019 budget summaries and detail reports as requested. The members reviewed a graph/chart that provided a visual of the FFYs and Katie asked that it be noted that there were positive comments on the fiscal reports and she appreciated the colors. Anna wanted it noted that the Executive Committee is making every effort to be responsive to member comments and suggestions. Ron asked the members if there were any further questions or comments and there were none.

III. Conference Funding Requests:

The members reviewed a request from the Autism Society of North Carolina for their annual conference "Autism Through the Ages" being held March 11-12, 2016 at the Hilton University Place Hotel, Charlotte, NC. The request is to fund one speaker for up to \$2,000. Katie Holler recused herself from the discussion and motion.

MOTION: Anna Cunningham made a motion to approve the request from the Autism Society of North Carolina for their annual conference – Autism Through the Ages – being held March 11-12, 2016 at the Hilton University Place Hotel, Charlotte, NC to fund one speaker for up to \$2,000. Carrie Ambrose seconded the motion. The motion was approved.

The members next reviewed a request from the Orange County Human Relations Commission for their 2016 Human Relations Forum entitled "A Focus on Disability Awareness" being held on Sunday, January 31, 2016 at the Whitted Human Services Building, 300 West Tryon Street, Hillsborough, NC. The request is to fund one speaker for up to \$500.

MOTION: Anna Cunningham made a motion to approve the request from the Orange County Human Relations Commission for their 2016 Human Relations Forum entitled "A Focus on Disability Awareness" being held on Sunday, January 31, 2016 at the Whitted Human Services Building, 300 West Tryon Street, Hillsborough, NC to fund one speaker for up to \$500. Katie Holler seconded the motion. The motion was approved.

IV. Update on the 5-Year Plan:

Chris Egan updated the members on the progress of the Five Year Plan and the public comments received to date.

V. Ad Hoc Committee Updates:

Five Year Plan Ad Hoc – Adonis Brown reiterated the progress made earlier in the meeting.

Governance Ad Hoc – Azell Reeves and JoAnn Toomey updated the members that at the last meeting the members completed the review and update of the 22 policies that had been combined into a total of 16 policies. The next step will be to share the updated policies with the Executive Committee and then the full Council.

Membership and Development Ad Hoc – Carrie Ambrose stated that the committee will meet again when needed. No current update or meetings.

Communications Ad Hoc – Anna Cunningham updated the members that the committee will continue to look at the website for accessibility and will meet again in the near future.

VI. Review November Council Meeting:

The members reviewed the surveys received from the November meeting. They were mostly positive, commenting on the need for longer breaks, and an appreciation of keeping the members informed.

VII. February 2016 Council Meeting:

Chris Egan will have a draft February Council meeting agenda available for the members at the January Executive Committee meeting.

VIII. Prep for meeting with DHHS Secretary Rick Brajer scheduled for January 11, 2016 at 8:00 a.m.:

This meeting will be held in the NCCDD Conference room. Members discussed the upcoming meeting with Secretary Brajer and that a draft internal agenda will be prepared for the members. The meeting with Secretary Brajer will be followed by the official January meeting of the Executive Committee.

IX. Guardianship Initiative:

The members were updated with the progress of the Guardianship initiative and that the contract will be executed as soon as possible.

X. Other:

Chris Egan informed the members that Philip Woodward started work on December 3rd as NCCDD's new Systems Change Manager. He also updated the members that we are making progress with Beyond Academics, UNC-Greensboro, to bring in a couple interns.

Anna Cunningham asked that it be noted we are being responsive in working with DHHS on the State Plan.

The next meeting will be January 11, 2016 directly following the meeting with DHHS Secretary Brajer at 8:00 a.m. in the NCCDD conference room.

Ron Reeve adjourned the meeting.

NC Council on Developmental Disabilities (NCCDD)

DRAFT

Executive Committee Minutes

Monday, January 11, 2016

9:00 AM – 11:00 AM

Members Present: Carrie Ambrose, Adonis Brown, Katie Holler, I. Azell Reeves, Ron Reeve

Members Absent: Anna Cunningham

Staff present: Chris Egan, JoAnn Toomey, Yadira Vasquez

Chairman Ron Reeve began the meeting by sharing his disappointment that Sam Miller was not reappointed but informed the members that he was pleased to announce that Sam's replacement is Paula Woodhouse. Azell Reeves asked if we had received a reason from Boards and Commissions why Sam was not reappointed and Ron stated we hadn't and that we usually don't receive that information. He did let the members know of Paula Woodhouse's qualifications and experience that she will bring to the Council.

I. **Approval of Minutes:**

The draft minutes of the December 18, 2015 Executive Committee meetings were discussed.

MOTION: Adonis Brown made a motion to approve the December 18, 2015 minutes. Carrie Ambrose seconded the motion. The motion was approved.

II. **Financial Update:**

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2014-2016 FFY balances and initiative expenditures. Members were also provided FFYs 2017-2019 budget summaries and detail reports as requested. There was some discussion about the current initiatives and which ones would be coming up for continuation funding at the February Council meeting. Ron asked the members if there were any further questions or comments and there were none.

III. **Conference Funding Requests:**

The members reviewed a request from the Frank Porter Graham Child Development Institute for the 2016 National Early Childhood Inclusion

Institute – being held May 10-12, 2016 at the Friday Center for Continuing Education, Chapel Hill, NC. The request is to fund one speaker for up to \$2,485.

MOTION: Katie Holler made a motion to approve the request from the Frank Porter Graham Child Development Institute for the 2016 National Early Childhood Inclusion Institute – being held May 10-12, 2016 at the Friday Center for Continuing Education, Chapel Hill, NC to fund one speaker for up to \$2,485. Carrie Ambrose seconded the motion. The motion was approved.

The members next reviewed a request from The Arc of Davidson County for the Fourth Annual Self Advocates Conference, "Riding the Wave to My Future" being held March 19, 2016 at the Great Wolf Lodge, Concord, NC. The request is to fund one speaker for up to \$1,650. Adonis Brown recused himself from the discussion and motion since he sits on the board of the Arc.

MOTION: J. Azell Reeves made a motion to approve the request from The Arc of Davidson County for the Fourth Annual Self Advocates Conference, "Riding the Wave to My Future" being held March 19, 2016 at the Great Wolf Lodge, Concord, NC to fund one speaker for up to \$1,650. Carrie Ambrose seconded the motion. The motion was approved.

IV. Update on the 5-Year Plan:

Adonis Brown asked Chris Egan to update the members on the progress of the Five Year Plan. Chris gave some examples of the public comments received to date and they are mostly positive. He does not anticipate any changes made to the proposed goals and objectives. There will be new committee preference forms handed out at the February Council meeting that will give a description of the new committees with the new committee names. The Executive Committee will review the preference forms at their March meeting and will decide on new standing committee chairs and the members who will be in each of the three committees.

V. Ad Hoc Committee Updates:

Five Year Plan Ad Hoc – Adonis Brown reiterated the progress made earlier in the meeting and stated that the committee will set a date to meet prior to the February Council meeting.

Governance Ad Hoc – Azell Reeves and JoAnn Toomey updated the members that the next meeting will be scheduled soon to review the updated policies with the Executive Committee and then the full Council.

Membership and Development Ad Hoc – Carrie Ambrose stated that the committee will schedule a new meeting to review membership and discuss possible member development ideas.

Communications Ad Hoc – Chris Egan updated the members that the committee continues to look at the website for accessibility and they have scheduled another meeting for February 4, 2016.

VI. Review February Council Meeting draft agenda:

The members reviewed the draft agenda and suggested that the new/revised committee preference forms, along with a brief description of each committee, be put in the committee packets for the members to review and fill out after the discussion in the afternoon. Adonis Brown offered to be the interim chair of the Disability Systems Change Committee in February.

VI. Other:

Chris Egan informed the members that we are looking to continue member orientations with at least two dates this year. A possible member development opportunity will be to have a parliamentarian come in to review with members the role of boards, etc. He updated the members that the year-end reports to AIDD were submitted on time and that staff have also been working on a DHHS Strategic Plan/SWOT analysis that is due to the department on January 13th. A copy will be sent to the members.

It was suggested by I. Azell Reeves that we have webinars or create YouTube videos that can be seen across the state of the impact NCCDD has had on initiatives and outreach and that it be emphasized that we are also the funders – especially on initiatives that are ending.

Ron Reeve adjourned the meeting.

Advocacy & Leadership Committee



NCCDD

North Carolina Council on
Developmental Disabilities



Advocacy and Leadership Committee Agenda - DRAFT

February 11, 2015

1:15 p.m. – 3:00 p.m.

Hilton Garden Inn Cary, NC

1:15 p.m. – 1:25 p.m.

Introduction

Caroline Ambrose

- Welcome
- Approval of Minutes

1:25 p.m. – 2:25 p.m.

Informational Session

Chris Egan

- Follow-up: Nov. RFA Topics
 - NC PIP and ASLiDD Initiatives
 - NC AIDD Network Collaboration
 - NCCDD Internship

NCCDD Interns

2:25 p.m. – 2:35 p.m.

Fiscal Update

Yadira Vasquez

2:35 p.m. – 3:00 p.m.

Wrap Up and Reminders

Caroline Ambrose

- Committee renaming to reflect Five Year Plan Goals/Member Preference Forms
- Completion of Financial Forms

ADVOCACY AND LEADERSHIP COMMITTEE

Caroline Ambrose, Chair
 Karen Armstrong
 Wayne Black; Alternate: Rick Zechman
 Lisa Byrd
 Michael Groves
 Mary Edwards
 Lourdes Fernandez
 Crystal L. Foreman
 Joshua Gettinger
 Katie Holler
 Cheryl Powell
 Clare Shocket
 Senator Tommy Tucker
Temporary Staff: Melissa Swartz

Individual with DD
 Public at Large
 DSS
 Individual with DD
 Individual with DD
 DAAS
 Parent of child with DD
 Individual with DD
 Parent of child with DD
 Individual with DD
 Individual with DD
 Parent of a child with DD
 Legislative Representative
NCCDD

Advocacy and Leadership Committee

DRAFT MINUTES

Thursday, November 19, 2015

3:00pm-5:00pm

North Raleigh Hilton, Raleigh

Members Present: Caroline Ambrose, Karen Armstrong, Rick Zechman, Lisa Byrd, Mary Edwards, Katie Holler, Cheryl Powell, Clare Shocket, Crystal Foreman, Michael Groves, Ron Reeve

Members Absent: Lourdes Fernandez, Senator Tommy Tucker

Staff in Attendance: Pam Dickens, Melissa Swartz, Yadira Vasquez

Guests: Devika Rao

Welcome and Introductions:

Chairperson Caroline Ambrose called the meeting to order, welcomed all members and provided an opportunity for members to introduce themselves. Caroline led a 'get to know you' activity to help members learn more about each other.

Approval of Minutes: Michael Groves made a motion to approve the August 2015 Advocacy and Leadership Committee minutes. Mary Edwards seconded the motion. Motion carried.

Initiative Update:

Pam Dickens gave an update of the A & L Committee initiatives: Sibling Support, Partners in Policymaking, Advancing Strong Leadership in DD (ASLiDD), Safety and Security, and State Chapter of the National Alliance for Direct Support Professionals. Committee members asked staff to provide additional detail about ASLiDD prior to the February Council meeting.

Fiscal Report:

Yadira Vasquez gave a financial overview of the A & L Committee initiatives. The new format for presenting the information was well received.

Potential RFA Topics:

Committee members had a discussion about future RFA topics. Related to advocacy development, staff will research and present information in February about employment, self-advocacy and communication.

Wrap up and Reminders:

The NCCDD Emergency Preparedness initiative is bringing the functional assessment service teams (FAST) model to NC emergency shelters. The model advances strategic disaster and emergency sheltering planning for people with disabilities and others. A & L Chairperson, Caroline Ambrose and five other initiative advisors go to California in December for train the trainer education.

Committee members were reminded to turn in reimbursement forms and that the February 11 – 12 Council meeting will be at the Hilton Garden Inn in Cary.

Clare Shocket motioned for the meeting to adjourn. Crystal Foreman seconded the motion. The meeting was adjourned.

December 2, 2015

Per request by NCCDD Advocacy and Leadership Committee, more information about the **Advancing Strong Leaders in Developmental Disabilities initiative**:

- 1) Does the program pay for the training of each participant?

There is a fee for participants of \$300 each for the 18 month program. The application that explains how people were selected is here:

<https://www.regonline.com/aslapp2015-16>

We accepted all but one applicant who was not affiliated with an organization and therefore not an appropriate participant.

- 2) Have you done any follow up over last couple of years regarding outcomes of participation?

Yes – see attached.

- 3) Can you send a list of the participants?

See attached.

- 4) How were the participants selected?

The opportunity was marketed to lists statewide. People applied; we accepted all but one applicant who was not appropriate for the program.

ADVANCING STRONG LEADERSHIP 2015-2016 PARTICIPANTS

Last	Title	Company	City	Email
Bausell	/DD Clinical Consultant	Division of Medical Assistance	Durham	Kenneth.Bausell@gmail.com
Branham	/DD Olmstead Care Coordinator	Smoky Mountain LME/MCO	Asheville	jen.branham@smokymountaincenter.com
Carrington	Qualified Professional	Turning Point Services Inc	Matthews	catlyncarrington@gmail.com
Chavis	Program Director	Monarch	Albemarle	amy.chavis@monarchnc.org
Crumpton	QA/QI Director	Developmental Disabilities Resources	Charlotte	rosannycrumpton@ddrinc.org
Doolley	Board Member/Journalist	Adaptables, CL, Inc./Carnel City Dispatch	Lewisville	doolleybg@gulford.edu
English	Intell. Dev. Dis. Utilization Management Mgr.	Eastpointe MCO/LME	Beulaville	aenglish@eastpointe.net
Frederick	QM Director	Community Innovations	Whiteville	mfrederick@communityinnovations.com
Gardocki	Program Director	Autism Society of North Carolina	Raleigh	kgardocki@autismsociety-nc.org
Gray	Senior Community Services Coordinator	Autism Society of NC	Asheville	hgray@autismsociety-nc.org
Guidry	Support Employment Specialist	The Arc of the Triangle	Chapel Hill	lguidry@arctriangle.org
Hall	IDD Care Reviewer	Smoky Mountain LME/MCO	Sylva	carrie.hall@smokymountaincenter.com
Ikall	/DD Care Coordinator	Smoky Mountain Center	Boone	amy.ikall@smokymountaincenter.com
Lambert	Quality Enhancement Director	Monarch	Mt. Pleasant	christi.lambert@monarchnc.org
Laplaca	/DD Care Coordinator	Smoky Mountain LME/MCO	Asheville	lindsay.laplaca@smokymountaincenter.com
Lester	Residence Manager	Tammy Lynn Center for Developmental Disa	Raleigh	mlester@tammylynncenter.org
Marcum	Trillium Health Resources	ECBH	Greenville	jaime.marcum@trilliumnc.org
Merritt	Lead Individual Services Supervisor	The Arc of The Triangle	Chapel Hill	mmerritt@arctriangle.org
Pluff	Associate Executive Director	Beyond Academics @ UNC-G	Greensboro	lpluff@beyondacademics.org
Portee	Program Manager	Monarch nc	winston salem	Sarah.portee@monarchnc.org
Price-Ferrell	Executive Director	F I R S T	Asheville	janet@firstparentcenter.org
Reid	Regional Director	The Arc of North Carolina	Asheville	dreid@arcnc.org
Smith	Program Director	Monarch	Albemarle	jennifer.smith@monarchnc.org
Soderlund	Social Services Coordinator	UMAR	Huntersville	AlyssaS@UMARinfo.com
Stills	Programs Director	Reach for Independence, Inc.	Fletcher	katelynstills@yahoo.com

Meeting Dates/Topics – Advancing Strong Leadership *Proposed Topics/Speakers*

Two ½ day meeting - noon on Wednesday through Friday at 3 pm: March 18, 19, 20, 2015

- Introductions
- Chris Egan - Welcome
- Group's expectations of the year and a half – Elizabeth Vasquez
- Arrows and Values- Nancy Weiss
- Starting From Ground Zero – Nancy Weiss
- What's Happening in the Field
- History of the Field – Steve Eidelman
- Person Centered Supports - Mary Lou Bourne
- Panel of past participants
- Duncan Munn – Mentor selection and process; using your mentoring relationship to its best advantage
- Levels of Work; Making Time for Transformative Leadership
- Skill Simulation/strengths feedback
- Begin work on Leadership Challenges
- Book discussions

Homework: By April 15; confirm mentor

One day meeting (9-3): May 14, 2015

- Lynne Seagle: Example of an agency that made the shift; the nuts and bolts of accomplishing change
- Language Exercise
- Leadership Challenge groups

Webinar – Wednesday July 30, 2015 3 - 4:30 pm

- Time Management, Burnout and Maintaining your Values – Duncan Munn

One day meeting (9-3): September 17, 2015

- Mary Lee Fay – On new CMS Rules and trends and the need for a focus on family services
- North Carolina insights on trends from Mya Williams DMH/DD/SAS
- Conversations with Mentors (mentors invited for full day)
- Leadership Challenge groups with mentor participation

Homework (for next time): Read Kouzes, J. & Posner, B. (2012). *The Leadership Challenge: How to Make Extraordinary Things Happen in Organizations*, 5th Edition. Jossey-Bass.

Two day meeting starting 10 am on Thursday, ending Friday at 3: October 15 – 16, 2015

- Leadership Practices Inventory
- Review - Levels of Work: Making Time for Transformative Leadership
- The LEAD and TKI (self-assessment tools on conflict styles and delegation)
- In Box – Self-assessment of productivity, organizational skills, execution
- Organizational Change and Positive Inquiry – Jim Gardner

- Leadership Challenge groups

Homework (for next time): – Read a leadership book from the provided list and provide personal leadership development challenge

One day meeting (9-3): December 10, 2015 (Elizabeth and Caitlin)

- Exercise: Strengthening Core Skills
- Share/Discuss Personal Leadership Goals
- Plan for Next Steps with Mentors
- Outcomes presentation - Caitlin
- Leadership Challenge Discussion
- Book groups

Homework (for next time): Complete or review: Collins, J. (2005) *Good to Great and the Social Sectors: A Monograph to Accompany Good to Great*. New York, NY: HarperCollins Publishers, Inc. (this is a small 35 page monograph)

One day meeting (9-3): February 11, 2016

- How to effect public policy – Panel discussion (Kerry Erb, Beth Stalvey, Erika Hagensen – to be invited - and Duncan Munn)
- Panel of directors of DD Council funded and other NC Projects

Webinar – March 16, 2016 – 3 - 4:30 pm – Elizabeth Vasquez

- How to hire and support quality staff

One day meeting (9-3): April 14, 2016 – Elizabeth Vasquez

- Problem solving
- Four Corners Exercise
- Decision making
- StrengthsFinder
- Discussion – Good to Great and the Social Sectors

One day meeting (9-3): June 16, 2016

- Ann and Rud Turnbull
- Exercise: Understanding issues from a family perspective
- Alternatives to Guardianship

Homework (for next time): Complete or review: Kotter, John P., (2012) *Leading Change*. Boston, MA: Harvard Business School Press.

Two day meeting: August 11 and 12, 2016 - starting 10 am on Thursday, ending Friday at 3:

- Cathy Ficker Terrill - on Organizational Change
- Leadership vs. Management
- Discuss: *Leading Change*
- Managing Change and Influencing Others
- Leadership Challenges; Developing Compelling Case presentations
- Discussion/Feedback
- Graduation!

Advancing Strong Leadership is supported through funds from:



ASL has helped me become more confident in my leadership abilities, as well as opened my eyes to the broad range of issues and topics in the disability world. It has encouraged me to see the big picture of what is happening and to get involved.

Tonya Gillham, Director of Development and Marketing, National Inclusion Project

I have made such wonderful connections with others who are doing this work across North Carolina! It's been beneficial to connect and share together. I am also applying to go to graduate school as a result of this program. My mentor has been fantastic! She has invited me to attend different seminars and trainings and she helped me talk through grad school ideas and served as a reference for me. I am learning to speak up and take more calculated risks in my work.

Krysta Gougler Reeves, Communications & Programs Coordinator, First In Families of North Carolina

I have learned a lot about my strengths in the Leadership Program. I have enjoyed the face-to-face time and interacting with and meeting new people in the IDD field. I have been able to apply the information back at my job. This program has improved my supervisory and leadership skills.

Melissa Hall, Regional Director, Monarch

I have most enjoyed the exposure to the variety of professionals and their insights from across the field. Our world can become a bit narrow as we become engrossed in our day-to-day duties and having the chance to step outside of this and hear different perspectives is a big benefit and very refreshing.

Kaitlin Breckinridge, Regional Manager, Autism Society of North Carolina

The program has provided excellent insight regarding my strengths and abilities as a leader and how I can use those to benefit relationships in my work. I have enjoyed developing relationships with peers at the sessions and learning more about the state of IDD services in our state. Our agency has made great strides in promoting inclusion in quality child care settings. I have been more assertive in my management role.

Alex Shreve, Disabilities and Health Coordinator, Onslow County Partnership for Children, EHS

I have learned about my style of management. I have learned how to find what I'm good at and to build on those skills. My relationship with my mentor has enlightened me to the concept of mentoring others to develop management skills.

Shanita Jackson, Qualified Professional, Monarch

I've learned a lot about myself and my own leadership styles during this program. My relationship with my mentor has been helpful since she really understands employment services. We communicate often. I have made more progress on my personal leadership challenge and am trying to use the things that I am learning in Advancing Strong Leadership in my own program.

Casey Corder, Program Supervisor, Employment Services, Easter Seals UCP NC & VA

My relationship with my mentor has been invaluable. She has been a listening ear and a grounding force during stressful times. My mentor provides me with an unbiased opinion and a fresh perspective. I feel fortunate to have made, what I consider, a lifelong connection.

Stacy Sorrells, CFAC/HRC Liaison, QP, Smoky Mountain Center

I have learned more about my personal strengths and weaknesses as a leader than I would have ever imagined. I have also built a large inventory of resources and networks pertaining to leadership and management.

Tyler Oakes, Beyond Academics

I have shed the belief that leaders are born and not made and have started to accept my own leadership potential. I am much more mindful of how I lead my team. I have used strategies and skills learned as a manager. My mentor has been very receptive to outreach I have made and has provided valuable feedback and advice on my leadership project.

Rachel Smith, IDD Care Management Supervisor, Smoky Mountain Center

How has your relationship with your mentor been helpful?

Working with my mentor has given me a truly unbiased opinion on my career growth and development. My mentor has given me opportunities to attend events for continuing education as well as networking. In addition, she has given me insight into her organization and other opinions/ideas in the ID/DD field.

Gabrielle Martino
Advocate, Disability Rights NC

I have learned so much from ASL so far. I am learning more of my strengths, focusing less on my weaknesses, and am learning more about how the service delivery system works in North Carolina. I am fostering connections and relationships with a myriad of wonderful people who I never would have met without the program. Organizationally, I have started work with a small committee at CenterPoint Human Services to disseminate surveys about the Community Guide service and how it is being used, as well as how it can be improved, better defined, and more effectively utilized by CenterPoint and possibly other MCOs in the future. Without ASL, I never would have accomplished any of this, and I firmly believe it is not only helping me directly, it is also helping me to help others.

Matt Potter

The ASL program has been a tremendous experience. The information I've learned from the exceptional presenters and organizers, from the insightful exercises and resources, as well as from my interactions and collaborations with the other participants has given me a greater understanding of what kind of leader I am and how I can grow into an even more effective leader in our field.

Joe Dunkleman
I/DD Program Manager, New Bern Community
Easter Seals UCP, North Carolina & Virginia, Inc.

This program has opened my eyes to see myself and my profession in a different light. The leadership exercises, books, and tools that we have utilized have been the driving force behind my new perspective of me. The best part is that it is all positive. Strengths, skills, and personal characteristics are the very things that each professional in our profession should be thinking about when working with individuals from day to day. Seeing my own strengths, skills, and personal characteristics have been beneficial in regards to projecting this skill onto other situations at work and in the community.

This program has also opened my eyes to this profession due to diversity of the people we worked alongside of through trainings and presentations. The organizational leadership challenge and my mentor has been valuable in the sense that I am accomplishing many things for others and myself. I can see my own growth in patience; the academic world moves slowly, positive changes are happening...slowly. I can also see my growth in skills and collaborative practices that have been a

part of the efforts leading to the accomplishments within my organizational challenge. This program has been wonderfully dynamic, beneficial, and enjoyable along the way.

Lindsey Brake

It has been really helpful to work with an experienced mentor who can assist with my organizational leadership project. Connie has been an executive director for more than 30 years, so her experience and insight have been invaluable throughout the process. Though we've only met in person twice, we have had marathon meetings, and she has helped me see things from a larger, more objective perspective.

Selene Johnson, M.Ed., BCBA
Executive Director

- 1) What have you gotten out of the Advancing Strong Leadership program so far?

I have learned a lot about myself with this process – most specifically how I have grown as a supervisor. Since I started this program, my work life has changed dramatically. I have learned the most from the Inventory we took before we started because it gave me a specific place to begin my changes. As difficult as it was to see some of the comments, it made me more aware of my interactions with the staff I supervise. I have learned to really draw on their strengths (because we hired them for a very good reason J) to ensure that we are doing the job we need to do. I believe I was confident before the program, but I think that now I feel more confident in my presentation because I have consistently learned about my styles, and the knowledge that certain personality traits respond a certain way have lead me to do things differently. And for me professionally: although in my job I have a lot of interactions with providers and are able to hear their frustrations and concerns, to be able to sit in a room and hear the frustrations from other providers with their MCO really makes me come back here and work to make sure that Care Coordination within SMC is a collaborative and cooperative process with individuals, families and providers as we are all working in the best interest of the individual we serve. So, the networking and learning about their own processes is good. It would be good to be able to share from an MCO prospective as well because we are all working with what we have and we all experiences challenges.

- 2) How has your relationship with your mentor been helpful?

I enjoy having a mentor and when we are able to connect, it has been a very helpful connection.

- 2) What progress have you made on either your organizational leadership challenge or your personal leadership challenge?

For both of these, I'm continuing to work diligently on. My leadership challenge will take longer than the year we are in the program, but it is picking up steam within the organization. My organization truly strives to be person centered and ensuring that the most appropriate

services are available. We have service gaps that we are committed to identifying and covering. I am at least given the opportunity to share my ideas and expectations with my executive leadership who will truly listen. For my personal leadership challenge, this has been a challenge that I have been able to work on more and more with each of our meetings- based on what we have learned about ourselves.

Christy H. Pruess, MA, LPC
I/DD Care Coordination Director
Smoky Mountain Center

From: Swartz, Melissa
Sent: Friday, January 15, 2016 10:26 AM
To: Swartz, Melissa

2016 NC Partners in Policymaking (NCPIP) Session Dates and Topics

- February 20 & 21 —History of I/DD
- March 5 & 6 —Education
- April 9 & 10 —Government-funded benefits;
Boards & commissions; Public Policy
- May 14 & 15 —Self-Determination; Assistive Tech;
Behavior
- June 4 & 5 —Federal Legislation
- July 23 & 24 —Mock Testimony; State Legislation; Media
- August 20 & 21 —Community Organizing; Employment
- September 10 & 11 —Housing; Guardianship; GRADUATION

2016 sessions will be held at the DoubleTree Hotel in Raleigh-Cary
500 Caitboo Ave, Cary, NC 27518

All Sessions begin at 8:00am on Saturday and end at 3:30pm on Sunday.

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties by an authorized State official. Unauthorized disclosure of juvenile, health, legally privileged, or otherwise confidential information, including confidential information relating to an ongoing State procurement effort, is prohibited by law. If you have received this email in error, please notify the sender immediately and delete all records of this email.

Community Capacity Building Committee



NCCDD
North Carolina Council on
Developmental Disabilities



North Carolina Council on Developmental Disabilities

Community Capacity Building Committee Agenda **DRAFT**

February 11, 2016

1:15 p.m. – 3:00 p.m.

Hilton Garden Inn, Cary, NC

1:15 p.m. – 1:30 p.m.	Introduction <ul style="list-style-type: none"> Welcome Approval of Minutes 	<i>I. Azell Reeves</i>
1:30 p.m. – 1:45 p.m.	Old Business <ul style="list-style-type: none"> ACCESS North Carolina 	<i>Committee Members</i>
1:45 p.m. – 1:55 p.m.	Fiscal Report	<i>Yadira Vasquez, Staff</i>
1:55 p.m. – 2:15 p.m.	Initiative Review/Update <ul style="list-style-type: none"> Project SEARCH 	<i>Linda Emery, Project Director</i>
2:15 p.m. – 2:45 p.m.	Discussion of potential RFA topics and continuation funding for NC ADA Network and Fiscal Agent/Intermediary initiatives	<i>Committee Members</i>
2:45 p.m. – 3:00 p.m.	Wrap Up and Reminders <ul style="list-style-type: none"> Completion of Committee Preference and Financial Forms Reminder: May 12-13, 2016 Council meeting in Cary at Hilton Garden Inn 	<i>I. Azell Reeves</i>

Community Capacity Building Committee

I. Azell Reeves: Chair

Amanda Bergen

Anna Cunningham

Kerri Bennett Eaker

Representative Verla Insko

Jason Faircloth

David White

Jim Swain; Alternate: Gira Price

Bill Hussey; Alternate Dreama McCoy

Sandra Terrell/Deb Goda

VACANT

VACANT

Parent of Child with DD

Parent of Child with DD

Parent of Child with DD

Parent of Person with DD

Other: Legislative

Individual with DD

Parent/Person with DD

Agency: Div. of Voc. Rehab.

Agency: Dept. Public Instruc.

Agency: Div. of Medical Assist.

Agency: Dept. Public Safety

Agency: Div. of W/C Health

Staff: Philip Woodward

Community Capacity Building
DRAFT Minutes
November 19, 2015
3:00 p.m. – 5:00 p.m.
North Raleigh Hilton, Raleigh, NC

Members Present: I. Azell Reeves (Chairperson), Adonis Brown, Jason Faircloth, Joshua Gettinger, Anna Cunningham, Kerri Bennett-Eaker, Jim Swain, Beverly Colwell, Amanda Bergen

Members Absent: Bill Hussey, Representative Verla Insko, and David White

Guests: Danielle Matula, Michael Roush (on phone)

Staff/Contractors: Karen Hamilton, Gordon O'Neill, JoAnn Toomey and Yadira Vasquez

Welcome and Introduction:

Chairperson I. Azell Reeves welcomed all members. Members introduced themselves and the meeting began.

Approval of Minutes: Chairperson I. Azell Reeves asked for approval of the August 6, 2015 minutes.

MOTION

Adonis Brown made a motion to accept the August 6, 2015 Community Capacity Building Committee minutes. Amanda Bergen seconded the motion. The motion was approved.

Initiative Review/Update:

Karen Hamilton, NCCDD contractor, reviewed with the committee the ADA Network initiative and their partnership with the Southeast ADA Center. SE ADA Center provides ADA training, technical assistance, publications (for readability) and links to national initiatives and collaborations. Alliance of Disability Advocates is the fiscal manager. They have been working with grassroots groups and advocates in 36 counties, that includes 16 new counties. Grassroot groups include cross disability groups and they are any group that is led by people with disabilities. They provide supports for local groups, mini grants, monthly ADA teleconferences, ADA publications, technical assistance, statewide meetings and the National ADA Symposium. Local ADA project members develop project plans that address specific ADA issue. They pick a measurable outcome or change that they want to happen and develop action steps to achieve that outcome or change and ways to measure the change.

One project is the People First of NC, consisting of four (4) self-advocacy groups from across the state: Charlotte, Wilmington, Chapel Hill and Winston-Salem.

They talked to businesses about heavy restroom doors. It should only take five (5) pounds or less of force to open a door and they used a door pressure gauge for testing. To date, nine (9) businesses adjusted the tension on restroom doors.

Other activities include collaboration with statewide partners and participation on boards and committees.

Outcomes include: provided ADA technical assistance for 956 individuals and businesses. Conducted or hosted 44 ADA trainings, serving 602 individuals. Disseminated over 2300 ADA publications to over 1100 people and conducted 35 public awareness events.

Grassroots groups conducted 26 ADA projects addressing: service animals, medical offices, recreation, parking, employment, public transportation, theater ticketing, emergency preparedness, local government services, effective communication and facility accessibility.

ADA projects resulted in policy changes (effective communication, service animals, theater ticketing). Facility Accessibility improvements (recreation trails, medical offices, restrooms, accessible parking). Better access to public services (improved public transportation, etc.).

National ADA Symposium had 11 NC ADA Network members attending. Jaci Harris led a symposium session. She was the first self-advocate to be a speaker at a National ADA Symposium.

Opportunities for 2016 include NC self-advocates assisting National ADA Network to develop a plain language "ADA & Your Employment Rights" publication. They are also invited to coordinate an access team to give feedback on state government websites.

Committee members asked questions regarding recreation and also about how members participating in ADA training get reimbursed for their travel expenses. The network includes people ready to take action. The members asked how they could support this initiative more - if the Council was able to provide additional funding. The Council members also encouraged collaboration with Disability Rights NC and the Council's Communications initiative and other new initiatives that are funded in the new state plan. New initiatives should include the cost for self-advocates to be involved. We also talked about the need to have some self-advocates as ADA certified coordinators.

Initiative Review/Update:

Michael Roush, Director of National Disability Institute, and Donna Gallagher, Executive Director of The Collaborative, called in remotely to update the committee on the Upward to Financial Stability initiative. They thanked the members for their support over the first year. The summit was hosted in October

and Council members Anna Cunningham, Crystal Foreman and Adonis Brown attended. The state treasurer, Janet Cowell, also attended and there were 74 participants in total. The disability community was able to learn more about how to build financial assets and bring more information to NC. Next steps to enhance will be the creation of an action plan over the next year. They will do a webinar when the report is ready. Adonis felt the Summit was useful and Azell shared that Crystal reported to the full Council on the Summit at the November 18 meeting. There will be an Advisory committee meeting December 9th. They have taken the feedback from May very seriously. Train the Trainer events will be held in Asheville, Charlotte, Raleigh and Greenville. They've done a lot of outreach: 357 individuals in the first year.

Committee members asked if people requesting information are getting quick responses. They are getting in-depth questions that require federal research. There is currently not a specific NC e-mail. Regarding the train the trainer model, what's the capacity? There are 25 trainers in each program and they will train 100 people this year with eight (8) master trainers getting an additional two (2) day training to enhance their knowledge even more. Third year will have more people trained. Will there be corporate sponsors to help with the cost of the training? The training itself is free but there is an application process. The training is not designed to charge or be used elsewhere. Michael will contact Chris Egan and staff to talk about sustainability, branding and copyright issues. It's branded with the NCCDD logo.

Fiscal Report:

Yadira Vasquez updated the members with the fiscal information. Members asked if any of the initiatives that are pending Council approval are not funded, would the funds be available then for other initiatives. The answer is yes. Azell asked the members if there were any further questions and there were none.

News from members:

Joshua Gettinger talked about Asheville's medical health homes and capacity to take care of people with disabilities. Kerri Eaker talked about a patient/family centered support services unit and how families are getting their needs met. She also mentioned that her son has an application in with the state for a micro enterprise for building bird houses.

Discussion of Potential RFA Topics:

Azell asked the members if they had any additional topics, other than increasing ADA grassroot groups that was discussed earlier. The Access NC book was discussed and if the book can be accessed through technology. It is available through pdf – but that is a large download. Perhaps an app would be more accessible. Cost of an app can be expensive. Other discussion included: the number of paid ADA coordinators and how sustainability can occur in all 100 counties. The need to have an additional staff person hired to assist with the work of our ADA Network initiative and the grassroot groups lead by self-

advocates across the state. The need to ensure monies are in all our initiatives for self-advocates to be involved – for them to be able to travel and get reimbursed.

"Nothing about us, without us" was quoted from SABE. Train the Trainers for Upward to Financial Stability and funding their travel was discussed. Getting there is expensive – Rossi fund a possibility? Make it a requirement to have self-advocates on the boards or involved in the DD Council initiatives. Road to Learning and Earning – a method to help train and support families and self-advocates at a younger age. Sibling education is also important. Include self-advocate participation/travel reimbursement in RFA releases. Project Search sustainability? Data that comes back will inform the Council on how to move forward. Need more collaboration across the agencies. Aging caregivers are having to take care of their parents and we need to better address this quicksand.

Wrap Up and Reminders:

Chairperson I. Azell Reeves reminded members to check their packets and fill out the committee preference forms, the conference announcements and the minutes from meetings that didn't make it into the mail out. She asked that if members are interested, to please respond promptly when they receive notification from Cora Gibson, NCCDD staff member, regarding upcoming conferences or other events.

Announcements/Adjournment:

Jim Swain announced that their director is retiring at the end of the year. Danielle Matula shared that their director position has been vacant for some time. Azell asked for a motion to adjourn the meeting. Anna made a motion to adjourn. Motion carried. Chairperson I. Azell Reeves adjourned the meeting at 5:05 p.m.

In-House Initiative: **Alliance of Disability Advocates**

Amount: **\$40,000**

Number of Years: **Year 2 of 3**

Purpose

- Support the grassroots efforts of local ADA affiliates by providing timely and accurate response for the funding of travel and training expenses for Network Affiliate Group ADA initiative participants, Council members, and Jean Wolff-Rossi Fund for Participant Involvement participants.

Activity

- Process expense requests and reimbursement/in-kind match documentation from the NC ADA Network.

Outcome

- Build local compliance with the accessibility policies outlined in the Americans with Disabilities Act.

Disability Systems Change Committee



NCCDD

North Carolina Council on
Developmental Disabilities



North Carolina Council on Developmental Disabilities

Disability Systems Change Committee Agenda - DRAFT

February 11, 2016

1:15 p.m. – 3:00 p.m.

Hilton Garden Inn Cary, NC

1:15 p.m. – 1:20 p.m.	Introduction <ul style="list-style-type: none"> • Welcome • Approval of Minutes 	<i>Adonis Brown</i>
1:20 p.m. – 1:30 p.m.	Fiscal Update	<i>Yadira Vasquez</i>
	Initiative Updates/Requests	
1:30 p.m. – 1:50 p.m.	<ul style="list-style-type: none"> • Guardianship Initiative 	<i>Nancy Warren, Division of Aging and Adult Services</i>
1:50 p.m. – 2:10 p.m.	<ul style="list-style-type: none"> • Medical/Health Home 	<i>Karen Luken, Easter Seals/UCP</i>
2:10 p.m. – 2:30 p.m.	<ul style="list-style-type: none"> • Adult Care Homes 	<i>Cas Shearin, Disability Rights NC</i>
2:30 p.m. – 2:50 p.m.	<ul style="list-style-type: none"> • Stakeholder Engagement 	<i>Barb Brent, NASDDDS</i>
2:50 p.m. – 2:55 p.m.	Informational Session <ul style="list-style-type: none"> • Future Initiative/RFA Ideas 	<i>Adonis Brown</i>
2:55 p.m. – 3:00 p.m.	Wrap Up and Reminders <ul style="list-style-type: none"> • Committee renaming to reflect Five Year Plan Goals • Completion of Committee Preference and Financial Forms 	<i>Adonis Brown</i>

SYSTEMS CHANGE COMMITTEE

Adonis Brown: Interim Chair
 Kelly Woodall Beauchamp
 Wendy Boyd
 Courtney Cantrell; Alternate: Mya Lewis
 Christina Carter; Alternate: Andrea Misenheimer
 Eric Chavis
 Wing Ng, M.D.
 Desiree Peterson
 Joe Piven, M.D.; Alternate: Deb Zuver
 Dave Richard, Deputy Secretary; Alternate: VACANT
 Nessie Siler
 Vicki Smith
 Peggy Terhune, Ph.D.
 Paula Woodhouse

Individual with DD
 Individual with DD
 Parent of Child with DD
 Agency: Div. of MH/DD/SAS
 Non-Profit Agency
 Individual with DD
 Parent/Person with DD
 Individual with DD
 Agency: Carolina Institute for DD
 Agency: DHHS
 Individual with DD
 AIDD Partner: Disability Rights NC
 Local Non-Governmental Agency
 Parent of Child with DD

Staff: Steve Strom

Disability Systems Change Committee

DRAFT MINUTES

Thursday, November 19, 2015

3:00 p.m. to 5:00 p.m.

North Raleigh Hilton, Raleigh, NC

Members Present: Samuel Miller, Wendy Boyd, Eric Chavis, Desiree Peterson, Shayna Simpson-Hall (for Courtney Cantrell), Kelly Woodall Beauchamp, Wing Ng, Vicki Smith, Nessie Siler, Peggy Terhune

Members Absent: Christina Carter, Joe Piven, Dave Richard

Staff in Attendance: Steve Strom, Chris Egan, Yadira Vasquez

Guests: Nancy Warren, Tamara Norris, Elizabeth Kahn, and Pam Woodall

Introduction:

Welcome: Samuel Miller called the meeting to order, welcomed all members, and provided an opportunity for new members and guests to introduce themselves.

Dr. Miller called for a motion to approve the August 2015 Disability Systems Change Committee minutes. Eric Chavis made a motion to approve the minutes. Desiree Peterson seconded the motion. Motion carried.

Fiscal Update:

Council Staff Yadira Vasquez presented a review of the Disability Systems Change initiative budgets and explained the details. Ms. Vasquez's fiscal update provided budget information on the initiatives, *"Adult Care Home Transition"*, *"Medical and Health Home with I/DD"*, *"Medicaid Reform Stakeholder Engagement"*, and *"Rethinking Guardianship"*. Following the presentation of the initiative budgets, Ms. Vasquez presented the current and projected budgets and expenses by Federal Fiscal Years showing the awards by year, identified initiatives pending Council approval, and the unexpended balances in each fiscal year. Vicki Smith asked that the minutes reflect the Committee's appreciation for Ms. Vasquez's reports and the way that the fiscal information is presented to make the reports easier to understand.

Dr. Miller and members thanked Ms. Vasquez for her fiscal presentation.

Initiative Updates and Motions to Approve Continuation Funding:

Motion for Continuation Funding for Rethinking Guardianship Initiative for year 2

Dr. Miller opened the floor for discussion on the NC DHHS Division of Aging year 2 continuation funding for the Rethinking Guardianship initiative. Nancy Warren and Tamara Norris, guardianship initiative contacts, presented a brief overview and answered member questions about the initiative. Members had several questions and comments regarding the initiative. After the guests left the room, the members discussed the initiative's merits. The committee decided to task the Council staff member, Steve Strom, to follow up with the contractor to ask for additional information that would be distributed to the Committee members before making a decision on continuation funding. Dr. Miller asked Mr. Strom to poll the group on potential meeting dates in December following the Council meeting when the members could review the additional information provided by the contractor and make a recommendation to the Executive Committee on continuation funding.

Wrap Up and Reminders:

Following the discussion and action on the initiatives, Dr. Miller asked members to complete their travel forms and send to Cora Gibson. Dr. Miller thanked the members for their input and adjourned the meeting.

**Disability Systems Change Committee
DRAFT MINUTES OF SPECIAL MEETING**

Tuesday, December 8, 2015

5:00 p.m. to 6:00 p.m.

Conference Call

Members Present: Samuel Miller, Christina Carter, Deb Zuver, Courtney Cantrell, Kelly Woodall Beauchamp, Vicki Smith, Nessie Siler

Members Absent: Wendy Boyd, Eric Chavis, Desiree Peterson, Wing Ng, Dave Richard, Peggy Terhune

Executive Committee Members Present: Ron Reeve, Caroline Ambrose, Katie Holler, Adonis Brown

Staff Members in Attendance: Steve Strom, Chris Egan, JoAnn Toomey

Introduction:

Welcome: Chris Egan welcomed the members to the conference call and made sure everyone could hear the other members on the call. Samuel Miller, chair, asked a point of order to Mr. Egan if all members present on the call can contribute to the discussion, since the first part of the call was for Disability Systems Change committee members. Mr. Egan answered the question that as Chair, Dr. Miller could call on other members as he chose. Dr. Miller then called the meeting to order, welcomed all members and opened up the meeting by asking Steve Strom to provide an overview of the Guardianship initiative. Mr. Strom summarized the original RFA, the contractor's application, quarterly reports, and a draft year end report from the contractor.

Following the overview of the initiative, Dr. Miller opened the floor for discussion. Members provided feedback on their review of the quarterly reports and the draft year end report. They discussed the benefits of the initiative and complimented the work of the group so far. Several members also expressed concern that the work of the initiative was moving slower that they expected it to move in the first year. Dr. Miller provided feedback from his review of the RFA, the application, and the contractor's quarterly reports and called attention to areas from the RFA that still needed to be addressed. Members acknowledged their concerns and instructed staff to include deliverables in the second year contract to address:

- Presenting the common agenda by the May Council meeting including long term expected outcomes and short term solutions;
- Identifying pilot demonstration site(s) by March; and
- Providing additional documentation in the draft year end report on the activities and expected outcomes.

Motion to Approve Continuation Funding:

Motion for Continuation Funding for Rethinking Guardianship Initiative for Year 2

Following the discussion on the initiative, Dr. Miller called the question. Kelly Woodall made a motion for continuation funding to the NC Division of Aging and Adult Services for the NCCDD Guardianship Initiative. Approve funding for up to \$75,000 (Beginning January 1, 2016 to December 31, 2016) for Year 2 (of 3) with required minimum of 25% non-federal matching funds. Nessie Siler seconded the motion. Motion was carried.

Wrap Up and Reminders:

Dr. Miller thanked the members for their input and discussion. Dr. Miller then called on Chairman Reeve. Mr. Reeve thanked the members for their hard work and preparation for the call to discuss continuation funding. Dr. Miller adjourned the meeting.

NCCDD Fiscal Information



NCCDD

North Carolina Council on
Developmental Disabilities



OUTLINE

1. Operations Organization Chart – NC Council on Developmental Disabilities
2. Where Do Council Funds Come From?
3. What is a budget?
4. What are the major purpose of a budget?
5. How does the budget get approved?
6. Types of Fiscal Years
7. Funding Levels
8. Federal Award Requirements
9. Federal Award – Council budget structure
10. Internal and External Initiatives
11. Finance Reports – Areas of Consideration
12. Current and Projected Budgets and Expenses Report by Federal Fiscal Years (FFYs)
13. Identified Initiatives Council Pending Approval Report – Example
14. Committee Initiative Report – Example
15. Travel Policy and Requirements
 - Subsistence
 - Per Diem and Transportation
 - Policy for Reimbursement of Expenses for Personal Assistants
 - Policy for Reimbursement of Childcare Expenses
 - Travel Reimbursement Process for Council Members
 - Reimbursement of Travel and Other Expenses Incurred Form
16. Operations Team – Contact Information



**OPERATIONS ORGANIZATION CHART
NC COUNCIL ON DEVELOPMENTAL DISABILITIES**



WHERE DO COUNCIL FUNDS COME FROM?



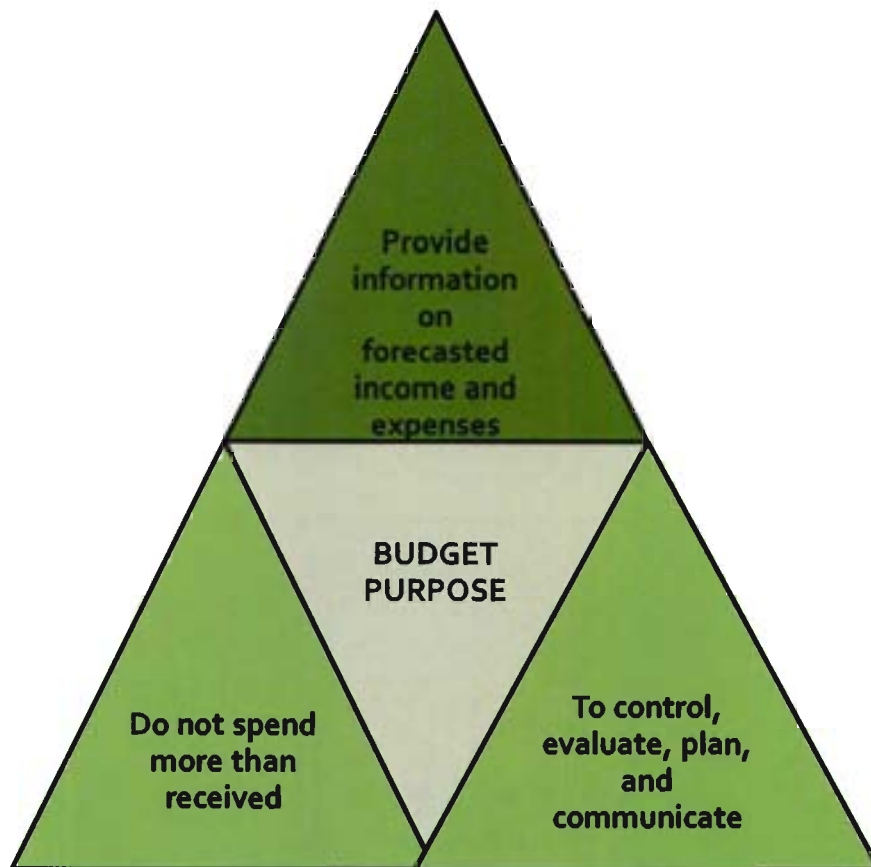
NC DHHS approves purchases, payments and contracts after Council approval. All payments (checks) are sent by NC DHHS not by NCCDD.

Each October 1st, the Council receives an award amount from AIDD

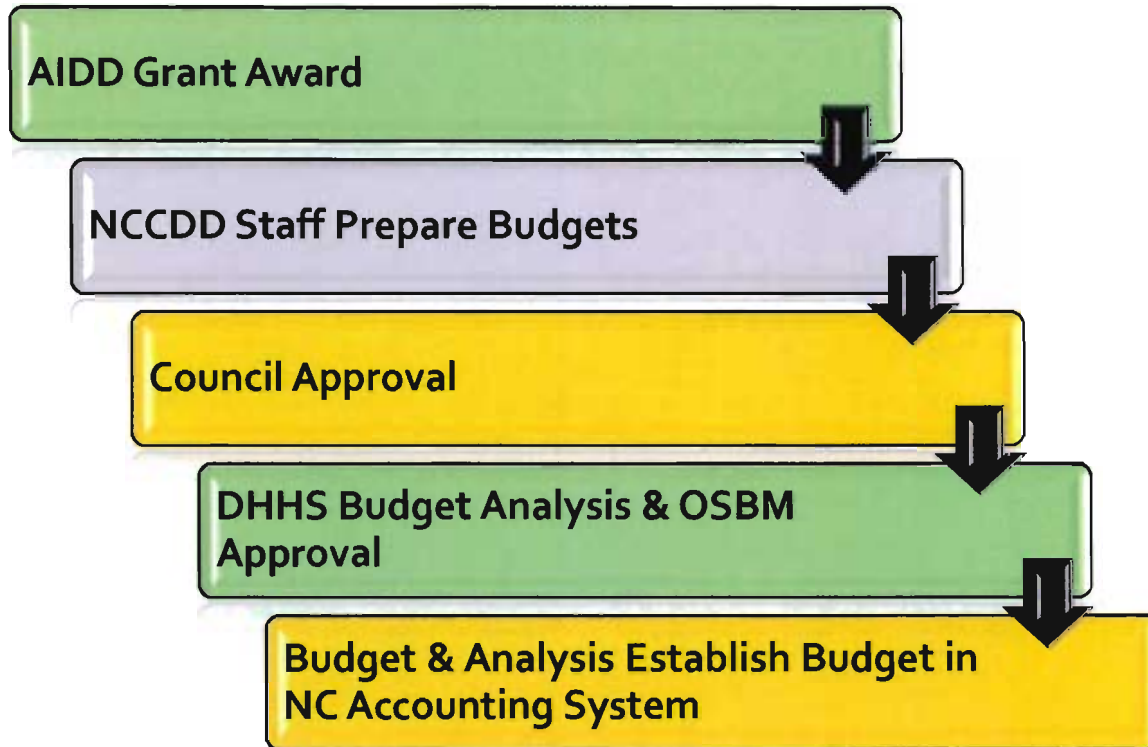
WHAT IS A BUDGET?

It is an estimated plan for the amount of funds that an agency actually receives (revenue) and estimated expenses during a specific period (fiscal year).

WHAT ARE THE MAJOR PURPOSES OF A BUDGET?



HOW DOES THE BUDGET GET APPROVED?

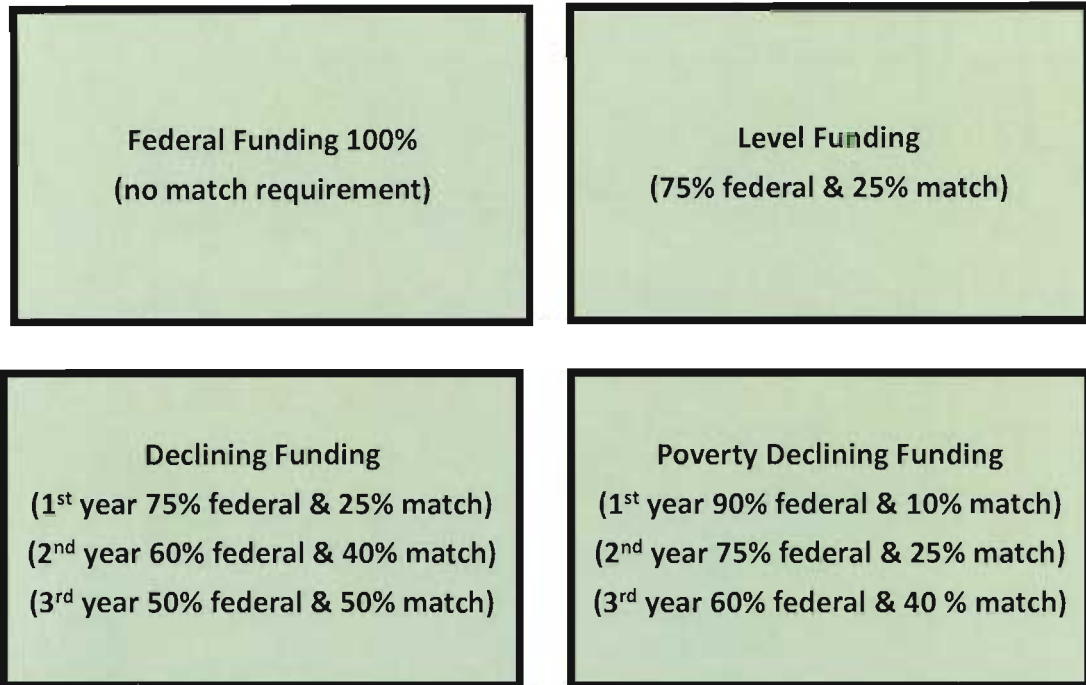


TYPE OF FISCAL AND CALENDAR YEARS

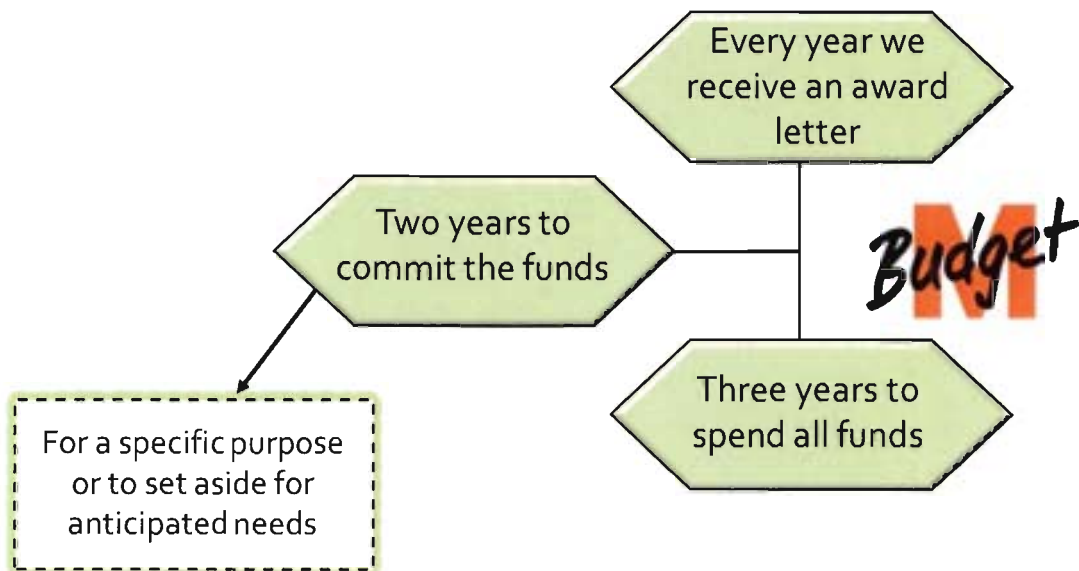
- **State Fiscal Year**
July 1 through June 30
- **Federal Fiscal Year**
October 1 through September 30
- **Calendar Year**
January 1 through December 31



FUNDING LEVELS

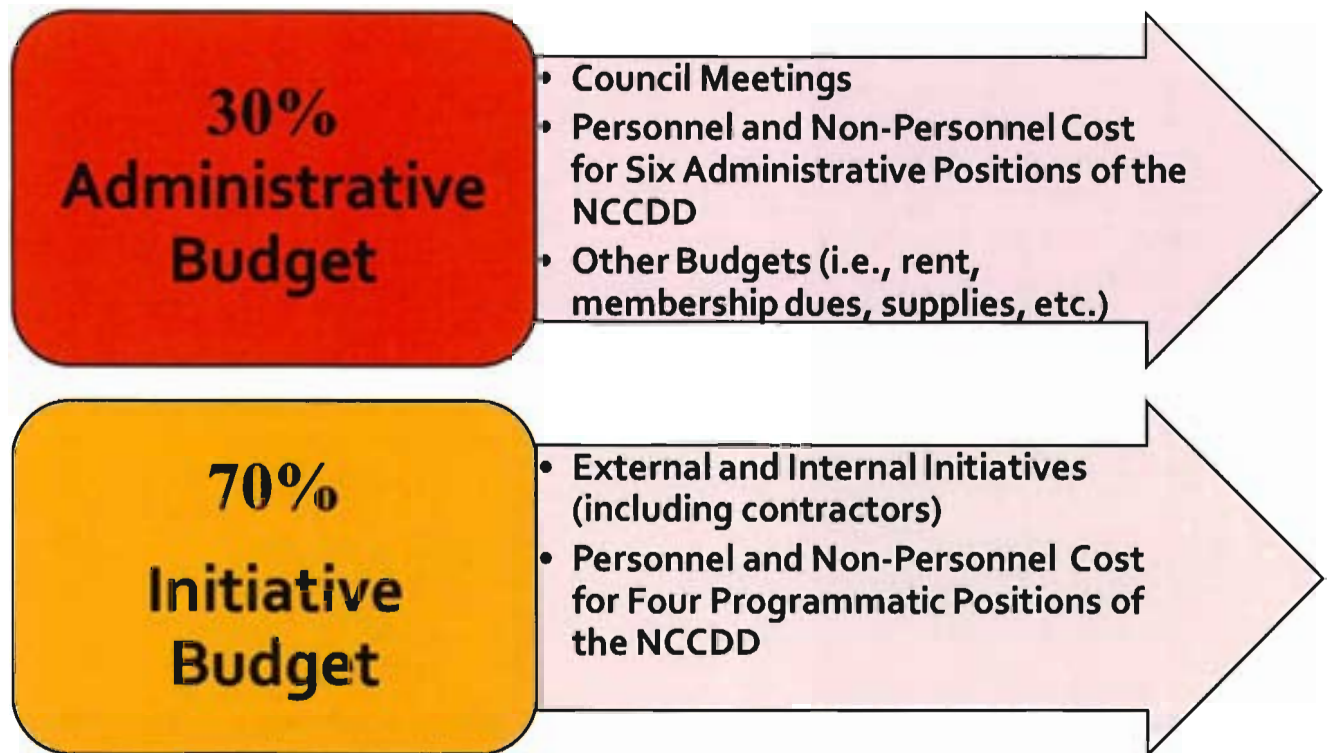


FEDERAL AWARD REQUIREMENT



If funds do not get spent by the 3rd year, the balance will revert back to the Federal Government, which may have an effect on next year's award amount.

FEDERAL AWARD COUNCIL BUDGET STRUCTURE



INTERNAL AND EXTERNAL INITIATIVES

Internal Initiative

- The internal initiatives are managed by the NCCDD staff and may or may not include contractors.
- These initiatives may be funded for more than one year for various programs.

External Initiative

- An external initiative is one that is bid competitively, through a Request for Application (RFA) or Request for Proposal (RFP), approved by the Council and DHHS.
- Sole Source can be described as services that are available from only one agency or organization, college or university, or unit of government which possesses unique characteristics or performance capability, approved by the Council and DHHS.

FINANCE REPORTS AREAS OF CONSIDERATION

Example of areas for consideration when reviewing a Fiscal Report:

What plan does the Council have for the available funds for future initiatives?

Are the initiatives submitting their invoices in a timely manner?

Are the initiatives spending right on target? If not, why?

Do we have funds from prior years that must be spent? If so, what is the plan?



CURRENT AND PROJECTED BUDGETS AND EXPENSES REPORT BY FEDERAL FISCAL YEARS (FFYs) – EXAMPLE

The NC Council on Developmental Disabilities (NCCDD) Federal Award is 100% federal dollars. The NCCDD total Federal Award amount is allocated as 70% for **Program budget** and 30% for the **Administrative budget**. The **Program budget** includes the budgets for all internal and external initiatives including contractors, personnel and non-personnel related costs for four programmatic positions of the NCCDD. The **Administrative budget** includes the budget for Council Meetings, personnel and non-personnel related costs for six administrative positions of the NCCDD.

						Initiatives Unexpended Balance	
Federal Fiscal Year	Encumber Period (2 Years)	Spent by Year 3	Federal Award	Expenses	Unexpended Balance	Identified Pending Council Approval	Available for New Initiatives
FFY 2014	10/1/13 - 09/30/15	9/30/2016	\$2,001,972	\$1,627,630	\$374,342	\$0	\$0
FFY 2015	10/1/14 - 09/30/16	9/30/2017	\$1,976,156	\$910,219	\$1,065,937	\$175,000	\$0
FFY 2016	10/1/15 - 09/30/17	9/30/2018	\$1,976,156	\$52,429	\$1,923,727	\$119,000	\$0
Total						\$294,000	\$0
FFY 2017	10/1/16 - 09/30/18	9/30/2019	\$1,976,156	\$0	\$1,976,156	\$719,000	\$180,000
FFY 2018	10/1/17 - 09/30/19	9/30/2020	\$1,976,156	\$0	\$1,976,156	\$379,000	\$485,316
FFY 2019	10/1/18 - 09/30/20	9/30/2021	\$1,976,156	\$0	\$1,976,156	\$379,000	\$451,316
Total						\$1,477,000	\$1,116,632

Note:

The **current** Federal Fiscal Year awards are FFY 2014, FFY 2015 and FFY 2016. The amount of \$294,000 is **identified** for future initiatives **pending** Council approval from current Federal Fiscal Years.

The **projected** Federal Fiscal Year awards are FFY 2017, FFY 2018 and FFY 2019. The amount of \$1,477,000 is **identified** for future initiatives **pending** Council approval. The amount of \$1,116,632 is available for **new Initiatives** from projected Federal Fiscal Years.

IDENTIFIED INITIATIVES PENDING COUNCIL APPROVAL REPORT EXAMPLE

Grantee Name	initiative Name	Contract Year	Award Amount	Committee
CURRENT FEDERAL FISCAL YEARS				
FFY 2015				
Division of Aging/Adult Svcs.	Guardianship	2 of 3	\$75,000.00	DSC
In-House	NC ADA Network	on-going	\$60,000.00	CC
In-House	Council Development Fund	on-going	\$40,000.00	CC
FFY 2016				
Alliance of Disability Advocates	NC ADA Network - Fiscal Agent	2 of 3	\$35,000.00	CC
In-House	Conference Funding	on-going	\$24,000.00	CC
In-House	Public Policy	on-going	\$60,000.00	CC
TOTAL FFY 2015 & 2016			\$294,000.00	
PROJECTED FEDERAL FISCAL YEARS				
FFY 2017				
Alliance of Disability Advocates	NC ADA Network - Fiscal Agent	3 of 3	\$35,000.00	CC
Division of Aging/Adult Svcs.	Guardianship	3 of 3	\$75,000.00	DSC
First in Families	Sibling Support	3 of 3	\$50,000.00	A&L
National Disability Institute	Upward to Financial Stability	3 of 3	\$75,000.00	CCB
NC Dept. of Public Safety	Emergency Preparedness	3 of 3	\$105,000.00	CCB
O'Neill Public Relations	NCCDD Communications	3 of 3	\$135,000.00	CC
In-House	Conference Funding	on-going	\$24,000.00	CC
In-House	Council Development Fund	on-going	\$50,000.00	CC
In-House	NC ADA Network	on-going	\$60,000.00	CC
In-House	Public Policy	on-going	\$60,000.00	CC
In-House	Jean Wolff-Rossi Fund	on-going	\$50,000.00	CC
FFY 2018				
Alliance of Disability Advocate	NC ADA Network - Fiscal Agent	on-going	\$35,000.00	CC
In-House	Conference Funding	on-going	\$24,000.00	CC
In-House	Council Development Fund	on-going	\$50,000.00	CC
In-House	NC ADA Network	on-going	\$60,000.00	CC
In-House	Public Policy	on-going	\$60,000.00	CC
In-House	Jean Wolff-Rossi Fund	on-going	\$50,000.00	CC
TBD	NCCDD Communications	TBD	\$100,000.00	CC
FFY 2019				
Alliance of Disability Advocate	NC ADA Network - Fiscal Agent	on-going	\$35,000.00	CC
In-House	Conference Funding	on-going	\$24,000.00	CC
In-House	Council Development Fund	on-going	\$50,000.00	CC
In-House	NC ADA Network	on-going	\$60,000.00	CC
In-House	Public Policy	on-going	\$60,000.00	CC
In-House	Jean Wolff-Rossi Fund	on-going	\$50,000.00	CC
TBD	NCCDD Communications	TBD	\$100,000.00	CC
TOTAL FFY 2017, 2018 & 2019			\$1,477,000.00	

LEYEND:

A&L = Advocacy & Leadership
 CCB = Community Capacity Building
 CC = Cross Cutting Function
 DSC = Disability Systems Change
 TBD = To Be Determined

COMMITTEE INITIATIVE REPORT EXAMPLE

**NC COUNCIL ON DEVELOPMENTAL DISABILITIES
COMMUNITY CAPACITY BUILDING
As of November 2015**

Grantee Name:	<u>Children's Hospital Medical</u>	Contract Period:	01/01/15 - 12/31/15
Initiative Name:	<u>Project Search</u>	Last Invoice Received:	September 30, 2015
Current Year:	Year 2 of 3	NCCDD Staff:	Steve Strom*
Paid From:	2014 FFY		
Purpose:	To implement a high school transition initiative which is a business-led, one-year, school-to-work program that combines classroom instruction, career exploration, and relevant job-skills training through strategically designed internships for students with I/DD.		
GRANT AWARD AMOUNT	\$ 100,000.00		
EXPENDED AMOUNT	\$ 79,015.81		
BALANCE	\$ 20,984.19		
TARGET %	83%		
% SPENT	79%		
ACTUAL MATCH	\$ 22,942.12		
NOTE:	This initiative target is 83% and the current spent is 79%. The actual match amount for this initiative is \$22,942.12. The October Request for Reimbursement is due November 15, 2015.		

This report will show a page for each of your committee initiatives and will be presented by the NCCDD Business Officer at the Council Meetings.

TRAVEL POLICY AND REQUIREMENTS

Purpose

Statutory regulations for per diem, transportation, and subsistence allowances for members of state boards, commissions, committees, and councils are contained in G.S.138-5.

The travel policy and regulations are located in the Office of State Budget and Management (OSBM) website.

<http://www.osbm.nc.gov/budget/budget101>

SUBSISTENCE

Subsistence is a daily, lump-sum payable per day (less subsistence rate for any meal furnished). Effective July 1, 2015, meals and lodging are to be reimbursed as follows:

In-State Travel		Out-of-State Travel	
Meals*	Lodging	Meals*	Lodging
\$8.30 Breakfast \$10.90 Lunch \$18.70 Dinner \$37.90 Total	\$67.30 per night	\$8.30 Breakfast \$10.90 Lunch \$21.30 Dinner \$40.50 Total	\$79.50 per night
* No overnight stay is required for meal reimbursement			
Actual expenses up to the amount of lodging per night rate require documentation by a receipt of actual lodging expenses. Excess lodging rates must be approved by DHHS.			

PER DIEM AND TRANSPORTATION

Per Diem Compensation

Non-state employees who are members of the state boards, commissions, committees, and councils shall receive **\$15 per day** of official service.

Mileage

Transportation policies and regulations are the same as for those for state employees, except that a mileage reimbursement rate set by any other law by reference to G.S. 138-6(a)(1) is established at **25 cents per mile**, not the IRS rate.

A Per Diem is a daily allowance, usually for living expense while traveling in connection with one's work. It is paid by the day.

Ground Out-of-State

Can usually not be made through a direct bill arrangement to NCCDD and members will be responsible to pay for those costs and be reimbursed after the event, with original receipt attached to the travel request for reimbursement form.

Ground In-State

If necessary, accessible and other private ground transportation may be arranged by NCCDD staff when a direct bill arrangement is available for in-state travel. If that is not available the member will be reimbursed.

Airfare

Airfare transportation will be arranged by NCCDD staff through a direct bill with a state-approved agent upon request.

POLICY FOR REIMBURSEMENT OF EXPENSES FOR PERSONAL ASSISTANTS

The Council will reimburse members for payment for personal assistance at the current Medicaid reimbursement rate for up to 8 hours of assistance per 24-hour period for the type of assistance required by the Council member.

Original invoice is required for reimbursement for all personal assistance expenses that were not already paid for by another source.

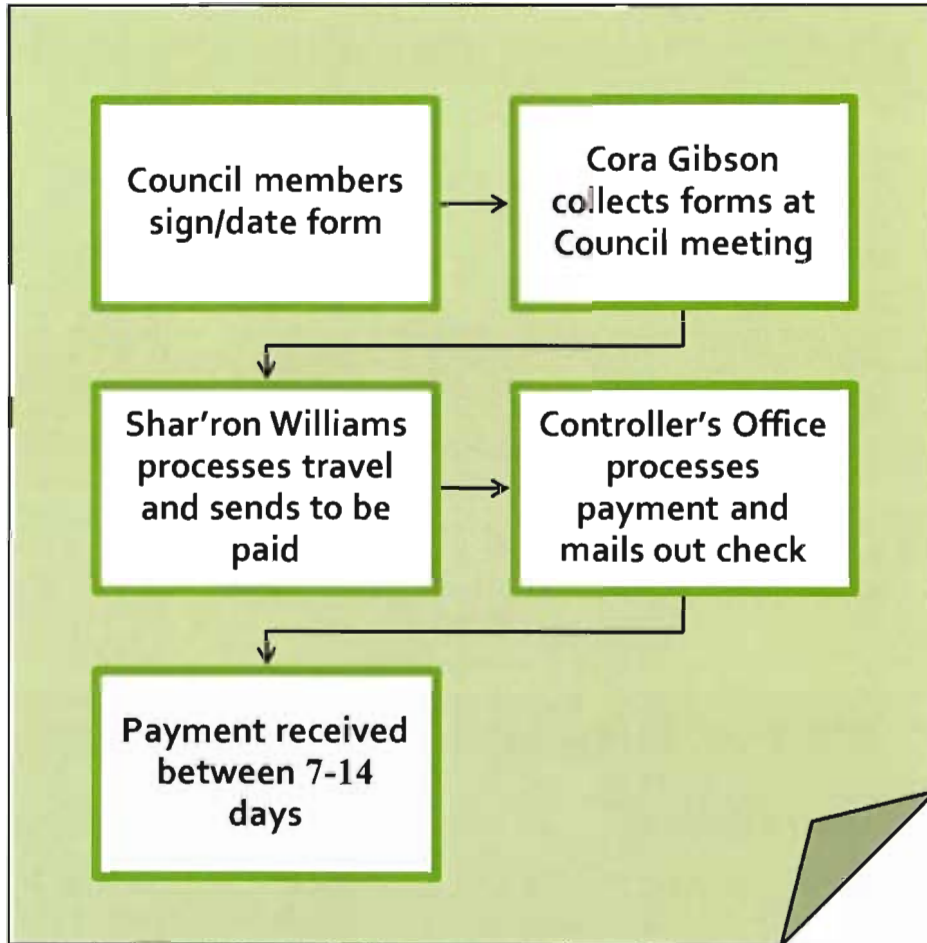
The Medicaid rate changes per the Personal Care Services Fee Schedule found on the Division of Medical Assistance (DMA) website at <http://www.ncdhhs.gov/dma/fee/index.htm>.

Copy of the Council's Policy for Reimbursement of Expenses can be found in Section 6 of the Council Member Handbook.

POLICY FOR REIMBURSEMENT OF CHILDCARE EXPENSES

1. The Council will reimburse members for childcare expenses for in-home, out-of-home, and center-based respite care and specialized care based on the current Medicaid rates.
2. The Council will reimburse members for childcare expenses for baby-sitter care based on the minimum wage and additional 10% for each additional child.
3. Reimbursement for child care expenses is available for up to 3 children per family.
4. Total cost of care for any 24-hour period is capped at \$150.00, not to exceed \$500.00 per event.
5. Original invoice is required for reimbursement for all childcare expenses that were not already paid for by another source.
6. Copy of the Council's Policy for Reimbursement of Expenses can be found in Section 6 of the Council Member Handbook.

TRAVEL REIMBURSEMENT PROCESS FOR COUNCIL MEMBERS



OPERATIONS TEAM CONTACT INFORMATION

	NCCDD Office: (919) 850-2901
	JoAnn Toomey JoAnn.Toomey@dhhs.nc.gov
	Yadira Vasquez Yadira.Vasquez@dhhs.nc.gov
	Shar'ron Williams Sharron.Williams@dhhs.nc.gov
	Cora Gibson Cora.Gibson@dhhs.nc.gov
	Letha Young Letha.Young@dhhs.nc.gov

E-mail!



New Business



NCCDD
North Carolina Council on
Developmental Disabilities



In-House Initiative: **ADA Network**

Amount: **\$60,000**

Number of Years: **On-going**

Purpose

- Support grassroots groups, led by people with disabilities, to conduct projects that promote voluntary compliance with the Americans with Disabilities Act (ADA) in their local communities.

Activity

- Consult with grassroots groups to develop ADA project plans.
- Provide technical assistance and training to grassroots groups to carry out their plans.
- Conduct leadership and ADA training for two grassroots groups.
- Coordinate activities with NCCDD's ADA Network Fiscal Intermediary Initiative.

Outcome

- Build local compliance with the accessibility policies outlined in the Americans with Disabilities Act.



In-House Initiative: **Council Development Fund**

Amount: **\$40,000**

Number of Years: **On-going**

Purpose

- Enhance NCCDD membership decision-making skills and abilities regarding board participation, and state and national practices and policies affecting people with I/DD and their families.

Activity

- Reimburse members to attend conferences and training opportunities, other than Council meetings.
- Coordinate presentations for quarterly Council meetings by local, state, and national experts on topics related to the NCCDD State Plan.
- At least annually, provide board membership training to new and existing members.

Outcome

- Ongoing education of Council members to ensure that State Plan and subsequent initiative funding decisions are based on best practices and represent well-timed opportunities and action for systems change.

In-House Initiative: **Public Policy**

Amount: **\$60,000**

Number of Years: **On-going**

Purpose

- Provide public policy analysis, enabling the Council to utilize the best available data, research, and practical experiences to inform and advance its mission.

Activity

- Monitor and analyze state and national legislation and regulations.
- Partner with other policy organizations. Provide technical assistance to self-advocates and grass roots organizations.
- Work with Council funded grantees and initiatives to identify policy implications and advocate for systems change.
- Develop multi-year research and policy development plan consistent with Council mission.
- Support the Council, staff, and communications team on public policy and best practice models.
- Prepare papers, articles, policy briefs and other policy documents as directed.

Outcome

- Ensure people with I/DD and their families have the information and supports necessary to affect public policy at the local, state, and national levels.



In-House Initiative: **Conference Funding**

Amount: **\$24,000**

Number of Years: **On-going**

Purpose

- Ensure high quality training events and conferences through support for expert presentations on best practices and cutting edge policy I/DD issues.

Activity

- Provide funding for expert presentations at various conferences and training events.

Outcome

- Educate professionals, self-advocates, family members, and the general public about best practices and policies that impact the ability of individuals with I/DD to achieve their life goals.

