



**NCCDD**  
North Carolina Council on  
Developmental Disabilities

**Quarterly Council Meeting  
August 10 & 11, 2017  
Hilton Garden Inn  
Cary, NC**

*Improving the opportunities and lives  
of North Carolinians with I/DD and their families  
through advocacy, capacity building  
and systems change*



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Acronyms Identification Guide

**Hilton Garden Inn**  
**131 Columbus Avenue**  
**Cary, NC 27518**

**Phone: 919-377-0440**

**Fax: 919-377-0445**



**NCCDD  
STAFF ON CALL  
Travis Williams**

**(919) 377-0440 – Hotel Front Desk**

**Please call the hotel front desk  
and ask them to call Travis Williams.**



**NCCDD**  
North Carolina Council on  
Developmental Disabilities

## 2017 COUNCIL COMMITTEE MEMBERSHIP

### EXECUTIVE COMMITTEE

**Alex McArthur: Chair**

Katie Holler: Vice-Chair  
Wing Ng, M.D.: Vice-Chair  
Anna Cunningham: Secretary  
Amanda Bergen: Chair, Financial Asset Development  
Kerri Eaker: Chair, Community Living  
Nessie Siler: Chair, Advocacy Development

Individual with DD  
Parent of Child with DD  
Parent of Child with DD  
Parent of Child with DD  
Parent of Child with DD  
Parent of Child with DD  
Individual with DD

**Staff: Chris Egan**

### FINANCIAL ASSET DEVELOPMENT COMMITTEE

**Amanda Bergen, Chair**

Karen Armstrong  
Wayne Black; Alternate: Teresa Strom  
Anna Cunningham  
Bryan Dooley  
Senator Valerie Foushee  
Myron Michelle Gavin  
William Hussey; Alternate: Dreama McCoy  
William Miller  
Tara Myers; Alternate: Jim Swain  
Dave Richard, Deputy Secretary; Alternate: VACANT  
Kelly Woodall  
Paula Woodhouse

Parent of Child with DD  
Public At Large  
Agency: Div. of Social Services  
Parent of Child with DD  
Individual with DD  
Other: Legislative (Senate)  
Parent of Child with DD  
Agency: Dept. Public Instruction  
Individual with DD  
Agency: Div. of Voc. Rehabilitation  
Agency: DHHS  
Individual with DD  
Parent of Child with DD

**Staff: Travis Williams**

### COMMUNITY LIVING COMMITTEE

**Kerri Eaker, Chair**

Katherine Boeck  
Christina Dupuch; Alternate: Andrea Misenheimer  
Joshua Gettinger, M.D.  
Michael Groves  
Brendon Hildreth  
Aldea LaParr  
Wing Ng, M.D.  
Vicki Smith  
James Stephenson  
Peggy Terhune, Ph.D.  
Sandra Terrell; Alternate: Deb Goda  
Jason Vogler, Ph.D.; Alternate: Mya Lewis

Parent of Child with DD  
Individual with DD  
Non-Profit Agency  
Parent of Child with DD  
Individual with DD  
Individual with DD  
Individual with DD  
Parent of Child with DD  
Agency: Disability Rights NC  
Parent of Child with DD  
Local Non-Governmental Agency  
Agency: Div. Medical Assist.  
Agency: Div. of MH/DD/SAS

**Staff: Philip Woodward**

## **ADVOCACY DEVELOPMENT COMMITTEE**

### **Nessie Siler, Chair**

Eric Chavis  
NaKima Clark  
Mary Edwards; Alternate: Joseph Breen  
Jason Faircloth  
Katie Holler  
Representative Verla Insko  
Kelly Kimple, M.D.; Alternate: Danielle Matula  
Joe Piven, M.D.; Alternate: Deborah Zuver  
Cheryl Powell  
Clare Shocket  
Vacant  
Daniel Smith

Individual with DD  
Individual with DD  
Parent of Child with DD  
Agency: Aging & Adult Services  
Individual with DD  
Parent of Child with DD  
Legislative Representative  
Agency: W/C Health  
Agency: Carolina Institute on DD  
Individual with DD  
Parent of a Child with DD  
Dept. of Public Safety  
Parent of Child with DD

***Staff: Melissa Swartz***

## **STAFF**

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

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



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

**DRAFT**  
**AGENDA**  
**Thursday, August 10, 2017**  
**Bradford D**

- 9:00 – 9:30 AM **WELCOME/AGENDA REVIEW/INTRODUCE NEW MEMBERS**  
.....Alex McArthur and Katie Holler
- 9:30 – 9:45 AM **MEET DHHS DEPUTY SECRETARY SUSAN PERRY-MANNING**
- 9:45 – 10:15 AM **OPIOID ADDICTION-PUBLIC HEALTH PRESENTATION**..... Nidhi Sachdeva
- 10:15 – 11:00 AM **PUBLIC POLICY UPDATE**.....Erika Hagensen and Jill Hinton
- 11:00 – 12:00 PM **CONTINUATION FUNDING PRESENTATIONS**  
The Arc of NC – From Planning to Action  
Vaya Health – Supported Living: Making the Difference
- 12:00 – 12:45 PM **LUNCH BREAK (Lunch Provided)**
- 12:45 – 1:45 PM **INITIATIVE REPORTS/UPDATES**  
NCCDD Communications – 2018 Focus  
Benchmarks – NC Chapter of National Alliance for Direct Support Professionals
- 1:45 – 2:30 PM **RFA UPDATES**  
Innovative Employment: Making Inroads to Long-Term Success through  
Apprenticeships, Pre-Transition Partnerships and Post-Secondary  
Mentoring.....Amanda Bergen  
  
Using Natural Supports to Build Greater Community Engagement  
I Get Around – Improving Transportation Options.....Kerri Eaker
- 2:30 – 3:00 PM **BREAK**
- 3:00 – 5:00 PM **COMMITTEE MEETINGS**  
Financial Asset Development .....Bradford C  
Community Living .....Bradford B  
Advocacy Development.....Bradford A
- 5:00 – 7:00 PM **NEW CHAIR AND MEMBER WELCOME RECEPTION** .....Bradford D  
(Dinner Provided at 5:30 w/screening of Bottom Dollars movie at 6:00)



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

**DRAFT  
AGENDA  
Friday, August 11, 2017  
Bradford C & D**

- 8:30 – 9:00 AM **WELCOME/ CONFLICT OF INTEREST/ SAFETY AND PREPAREDNESS**  
..... Alex McArthur and Wing Ng
- 9:00 – 9:10 AM **ROLL CALL**.....Anna Cunningham
- 9:10 – 9:15 AM **APPROVAL OF MINUTES** ..... Alex McArthur and Wing Ng
- 9:15 – 9:40 AM **DIRECTOR’S REPORT**..... Chris Egan
- 9:40 – 9:45 AM **FINANCE REPORT**..... Alex McArthur and Wing Ng
- 9:45 – 10:00 AM **LEGISLATIVE UPDATE**.....Representative/Senator
- 10:00 – 10:15 AM **PUBLIC COMMENT\***
- 10:15 – 10:45 AM **BREAK**
- 10:45 – 11:45 AM **COMMITTEE REPORTS**  
  - Executive Committee..... Alex McArthur and Wing Ng
  - Financial Asset Development .....Amanda Bergen
  - Community Living .....Kerri Eaker
  - Advocacy Development .....Nessie Siler
- 11:45 – 12:15 PM **NEW BUSINESS**  
  - Approval of 2018 Council Meeting Dates
  - Approval of 2017-2018 Communications Amendment
  - Ad Hoc Committee Updates
    - Five Year State Plan
    - Communications and Member Development
  - DD Network Partners-Update
    - Disability Rights NC
    - Carolina Institute for Developmental Disabilities
- 12:15 – 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.



# Council Minutes



**NCCDD**  
North Carolina Council on  
Developmental Disabilities



**DRAFT**  
**NC COUNCIL ON DEVELOPMENTAL DISABILITIES**  
[www.nccdd.org](http://www.nccdd.org)

**Quarterly Council Meeting Minutes**  
**Hilton Garden Inn, Cary, NC**

**May 12, 2017**

**MEMBERS PRESENT:** Karen Armstrong, Amanda Bergen, Wendy Boyd, Caroline Bradstock, Adonis Brown, Lisa Byrd, Eric Chavis, Anna Cunningham, Bryan Dooley, Kerri Eaker, Mary Edwards, Jason Faircloth, Myron Gavin, Joshua Gettinger, Michael Groves, Katie Holler, Danielle Matula (for Kelly Kimple), Wing Ng, Desiree Peterson, Deb Zuver (for Joseph Piven), Cheryl Powell, I. Azell Reeves, Nessie Siler, Vicki Smith, Jim Swain, Deb Goda (for Sandra Terrell), Mya Lewis (for Jason Vogler), Kelly Woodall, Paula Woodhouse

**MEMBERS ABSENT:** Wayne Black, Christina Dupuch, William Hussey, Representative Verla Insko, Dave Richard, Clare Shocket, Peggy Terhune

**STAFF PRESENT:** Chris Egan, Cora Gibson, Melissa Swartz, JoAnn Toomey, Yadira Vasquez, Travis Williams, Philip Woodward, Letha Young

**CONTRACTORS/GRANTEES PRESENT:** Gordon O'Neill, Devika Rao, Dave Wickstrom

**GUESTS:** Lori Bartholomew, Jennifer Bosk, Karen Cook, Paula Coppola, Rene Cummings, Debbie Hippler, Elizabeth Kahn, Ted Katroscik, John Maney, Jim McAgy, Tara Myers, David Owen

**WELCOME AND ATTENDANCE**

Vice-Chairman Wing Ng 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 recuse, as necessary. He also reminded members of the emergency exits at the Hilton Garden Inn. Anna Cunningham then conducted the roll call.

**APPROVAL OF COUNCIL MINUTES**

Wing Ng asked for approval of the February 2017 Council meeting minutes. A copy of the minutes had previously been made available to Council members.

**MOTION:** Amanda Bergen made a motion to approve the February 2017 Council meeting minutes. Paula Woodhouse seconded the motion. The motion was approved by unanimous vote.

**DIRECTOR'S REPORT**

Chris Egan began his report with the statement "time flies when you're having fun" and described how our perceptions are influenced regarding our sense of the passage of time and he cited a few

studies. He then provided a summary of NCCDD initiatives, including impact, spanning the 2009 to 2017 fiscal years. He then discussed his upcoming annual review and the importance of all members and staff to use the survey to provide input as all perspectives are important. He recognized the members that have completed two full terms of service on behalf of the NCCDD and their impact by being active members leading into an example of the impact members have by showing a video of Bryan Dooley describing his story to educate policymakers about the importance of HCBS Medicaid Waiver supports. He concluded his report by thanking the members and staff for their efforts to influence positive changes for individuals with I/DD, families and communities.

## **FINANCE REPORT**

Wing Ng reminded members to complete their reimbursement forms and submit them to staff. Dr. Ng gave a brief report on the financial status of the Council. A copy of the report had previously been made available and reviewed with Council members.

## **LEGISLATIVE UPATE/PUBLIC POLICY**

Erika Hagensen and Jill Hinton had given a public policy update to the members the day before.

## **PUBLIC COMMENTS**

Dave Wickstrom, Executive Director of the NC Alliance of Disability Advocates shared about a new campaign being started called the "Me Too" initiative. He proceeded to share how this concept moved from idea to action and shared his story and his background.

Jim McAgy shared information about his company "Made Just For Me" that makes furniture out of cardboard. The furniture is built for an individual that is specific to their needs.

## **COMMITTEE REPORTS**

Wing Ng 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.

## **EXECUTIVE COMMITTEE**

The Executive Committee members met February 20, 2017, March 27, 2017 and April 17, 2017. Copies of the minutes were made available to Council members. Dr. Ng asked members to review the minutes.

## **FINANCIAL ASSET DEVELOPMENT COMMITTEE**

Committee chair Amanda Bergen presented the Financial Asset Development Committee report. She thanked all committee members and staff and gave a brief update on the discussions from the Thursday meeting. Updated information concerning their initiatives was provided. It was clarified that motions regarding release of drafted RFAs will be presented at the August meeting for approval. The following motions were presented on the floor for Council consideration:

**MOTION:** Eric Chavis made a motion to approve a 9-month contract cost-extension, to National Disability Institute for the *Upward to Financial Stability/Spanish* initiative. Funding is approved at an additional amount up to \$60,000, with a required minimum of 25% non-federal matching funds

(\$20,000). With this funding increase and contract extension, funding for Year 3 of 3 is \$135,000 with required minimum of 25% non-federal matching funds (\$45,000) for the period of October 1, 2016 to June 30, 2018. Lisa Byrd seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Anna Cunningham made a motion for staff of the Council to have authority to draft the RFA regarding an *Innovative Employment* initiative, in an amount up to \$100,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting. Kelly Woodall seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Paula Woodhouse made a motion for staff of the Council to further research the potential of an in-house initiative regarding an *I/DD Employment Resource Guide* initiative in collaboration with Vocational Rehabilitation and other possible partnerships, for approval of funding at the August 11, 2017 Council meeting. Eric Chavis seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Wendy Boyd made a motion for staff of the Council to research the creation of an in-house initiative regarding an *"Access to Assets" Digital Lookbook* initiative, or to include the digital lookbook in the NCCDD Communications initiative, in an amount up to \$50,000 with required minimum of 25% non-federal matching funds (match requirement only if included in an external initiative) for a period of one year, for approval at the August 11, 2017 Council meeting. Eric Chavis seconded the motion. The motion was approved by unanimous vote.

## COMMUNITY LIVING COMMITTEE

Committee chair Kerri Eaker presented the Community Living Committee report. Updated information concerning their initiatives was given. She thanked all committee members and staff and gave a brief update on the discussions from the Thursday meeting. It was clarified that the motion regarding release of drafted RFAs will be presented at the August meeting for approval. The following motion was presented on the floor for Council consideration:

**MOTION:** Vicki Smith made a motion to approve the Community Living Committee's prioritization of the future investment concepts in this order:

Priority #1: Staff of the Council will have authority to draft the RFA regarding an *I Get Around – Improving Transportation Options* initiative, in an amount up to \$75,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Priority #2: Staff of the Council will have authority to draft the RFA regarding a *Using Natural Supports to Build Greater Community Engagement* initiative, in an amount up to \$75,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Priority #3: Staff of the Council will have authority to draft the RFA regarding a *Community Navigator and Targeted Case Management in a Managed Care Environment* initiative, in an amount up to \$125,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Priority #4: Staff of the Council will have authority to draft the RFA regarding a *Shared Living* initiative, in an amount up to \$50,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Eric Chavis seconded the motion. The motion was approved by majority vote. Azell Reeves abstained from the vote.

#### **ADVOCACY DEVELOPMENT COMMITTEE**

Committee chair Nessie Siler presented the Advocacy Development Committee report. Updated information concerning their initiatives was given. She thanked all committee members and staff and gave a brief update on the discussions from the Thursday meeting. The following motions were presented on the floor for Council consideration:

**MOTION:** Kelly Woodall made a motion to approve a no-cost extension to the In-House *Inclusive Advocacy Leadership Development* initiative, for the period of October 1, 2017 to December 31, 2017. Eric Chavis seconded the motion. The motion was approved by unanimous vote. Bryan Dooley abstained from the vote.

**MOTION:** Adonis Brown made a motion to direct staff to address the targeted disparity statement and Goal 3, Objective B in the NCCDD Five Year Plan by *Outreach to Hispanic/Latino Communities* as described in the one-page document presented to the Advocacy Development Committee. Anna Cunningham seconded the motion. The motion was approved by unanimous vote.

#### **NEW BUSINESS**

Chris Egan reminded the members of the presentations from Thursday of the Council's In-House and Cross-Cutting initiatives that were brought forth for approval of continuation funding. The following motions were presented on the floor for Council consideration:

**MOTION:** Adonis Brown made a motion to approve continuation funding to the Alliance of Disability Advocates, a state independent living center, for the NCCDD "ADA Network Fiscal Agent Initiative" for up to \$40,000, with a 25% required minimum match (\$13,334), for the period of July 1, 2017 – June 30, 2018 for Year 3 of 3. Anna Cunningham seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Eric Chavis made a motion for continuation funding for the In-House NC ADA Network Initiative for the period of July 1, 2017 - June 30, 2018 for an amount up to \$30,000 with match requirement waived since this is an in-house initiative of the Council. Cheryl Powell seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Adonis Brown made a motion to approve the 2017-2018 administrative budget that is \$586,408 federal funds and \$77,973 state funds; and to approve the 2017-2018 program management budget that is \$444,002 federal funds. Eric Chavis seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Adonis Brown made a motion to approve funding for the NCCDD Communications initiative in an amount up to \$135,000 with a required minimum of 25% non-federal matching funds (\$45,000), for Year 1 (of up to 3) from October 1, 2017 to September 30, 2018. Kerri Eaker seconded the motion. The motion was approved by unanimous vote.

#### **DEVELOPMENTAL DISABILALTIY NETWORK PARTNERS-UPDATE**

Vicki Smith gave an update on the authority of Disability Rights NC. Vicki also shared information about the upcoming 10<sup>th</sup> anniversary celebration of Disability Rights, NC. It will be held on July 7, 2017 in Cary, NC. The speaker will be Dave Richard.

Deb Zuver gave an update on the Carolina Institute for Developmental Disabilities (CIDD). CIDD focus is on training, research and services.

#### **OLD BUSINESS**

Mary Edwards shared that it was Vicki Smith's birthday.

#### **ADJOURN**

Wing Ng asked for a motion to adjourn the meeting.

**MOTION:** Amanda Bergen made a motion to adjourn the meeting. Kelly Woodall seconded the motion. Motion was approved by unanimous vote and the meeting was adjourned.

Approved: \_\_\_\_\_

Anna Cunningham, Secretary

Date: \_\_\_\_\_

# Executive Committee



**NCCDD**  
North Carolina Council on  
Developmental Disabilities



**NC Council on Developmental Disabilities**

**FINAL**

**Executive Committee Minutes**

Date: April 17, 2017

Time: 10:30 AM – 12:30 PM

**Members Present:** Kerri Eaker, Katie Holler, Wing Ng, Nessie Siler

**Members Absent:** Amanda Bergen, Anna Cunningham

**Staff Present:** Chris Egan, JoAnn Toomey, Yadira Vasquez

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

**I. Approval of Minutes:**

The draft minutes of the March 27, 2017 Executive Committee meeting were reviewed and considered for approval.

**MOTION:** Katie Holler made a motion to approve the March 27, 2017 minutes. Nessie Siler seconded the motion. The motion was approved.

**II. Financial Report and Expenses/Match Update:**

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2015-2017 FFY balances and initiative expenditures. Members were also provided FFYs 2018-2020 budget summaries and detail reports as requested. Yadira pointed out to the members that there is \$60,000 available for new initiatives in FFY 2016 that began October 1, 2015 and \$98,717 available for new initiatives in FFY 2017 that began October 1, 2016. There will be \$1,603,368 available between FFYs 2018 and 2020.

The members reviewed the initiative report and noted that there were no match issues needing attention. The members thanked Yadira for including notes at the bottom of the initiative budget and expense report that explained legend colored lines, balances and encumbered expenses. Wing asked the members if there were any other questions or comments and there were none.

**III. Council Meeting/Member Survey or Agenda Review**

Chris Egan reviewed the draft May Council Meeting Agenda with the members. They discussed the potential questions that may be asked during DHHS Secretary Mandy Cohen's time on the Thursday agenda. It was suggested that Chris include in his reminder of the May Council meeting that members send him



questions they may want to ask since Secretary Cohen's time is limited that morning.

Wing Ng and Katie Holler discussed their Vice-Chair roles during the May Council meeting and it was decided that Katie would lead the meeting on Thursday and Wing would lead on Friday.

**IV. Conference Funding Requests:**

Members reviewed the request from the North Carolina Fragile X Foundation for the How to Stay Cool, Calm, and Collected Conference being held Saturday, May 13, 2017 at the Reality Ministries, 916 Lamond Avenue, Durham, NC. The request is to fund one speaker (fees & travel) for up to \$3000.

**MOTION:** Katie Holler made a motion to approve funding one speaker's fee and travel expenses at the North Carolina Fragile X Foundation for the How to Stay Cool, Calm, and Collected Conference being held Saturday, May 13, 2017 at the Reality Ministries, 916 Lamond Avenue, Durham, NC for an amount up to \$1,100.00. Nessie Siler seconded the motion. The motion was approved.

The members reviewed the request from Beyond Academics for the Beyond Limits Gala: Changing Education, Changing Lives event being held Wednesday April 26, 2017 at the Alumni House, UNCG Campus, Greensboro, NC. The request is to fund one speaker (fees and travel) for up to \$448.76.

**MOTION:** Kerrie Eaker made a motion to approve funding one speaker's fee and travel expenses at the Beyond Academics for the Beyond Limits Gala: Changing Education, Changing Lives event being held Wednesday April 26, 2017 at the Alumni House, UNCG Campus, Greensboro, NC for an amount up to \$450.00. Nessie Siler seconded the motion. The motion was approved.

**V. Personal Services Contract Review/Approval:**

There were no Personal Services contracts presented for approval.

**VI. Ad Hoc Committees/Updates:**

The members reviewed the recommendations from the Member Recruitment Ad Hoc Committee for the current and upcoming vacancies on the Council from the pool of applications that were rank ordered based on DD Act requirements and information included in their application.

**MOTION:** Kerrie Eaker made a motion to approve the recommendations from the Member Recruitment Ad Hoc Committee and to forward those recommendations to NC Boards and Commissions office for consideration of appointment to the Council by Governor Cooper. Wing Ng seconded the motion. The motion was approved.

**VII. Other:**

Chris Egan reviewed the proposed revisions to the Rossi Fund Guidelines with the members with the intent of increasing our responsiveness for those requesting to use Rossi Funds. Those revisions included reducing the days to apply for in-state and out-of-state events and increasing the maximum amount of funds available for any single in-state and out-of-state event, regardless of how many people apply.

**MOTION:** Katie Holler made a motion to approve the revisions to the Rossi Fund Guidelines, effective July 1, 2017. Nessie Siler seconded the motion. The motion was approved.

Member reviewed the requests to attend NACDD conference in July, 2017 in Utah.

**MOTION:** Kerri Eaker made a motion to approve the requests of two members to attend NACDD conference in July, 2017 in Utah. Katie Holler seconded the motion. The motion was approved.

**VIII. Adjourn**

Wing Ng asked for a motion to adjourn the meeting.

**MOTION:** Katie Holler made a motion to adjourn the meeting. Kerri Eaker seconded the motion. The motion was approved

**NC Council on Developmental Disabilities**

**FINAL**

**Executive Committee Minutes**

Date: May 22, 2017

Time: 10:30 AM – 12:30 PM

**Members Present:** Wing Ng, Amanda Bergen, Kerri Eaker, Nessie Siler

**Members Absent:** Anna Cunningham, Katie Holler

**Staff Present:** Chris Egan, Yadira Vasquez

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

**I. Approval of Minutes:**

The draft minutes of the April 17, 2017 Executive Committee meeting were reviewed and considered for approval.

**MOTION:** Nessie Siler made a motion to approve the April 17, 2017 minutes. Kerri Eaker seconded the motion. The motion was approved.

**II. Council Meeting/Member Survey Review:**

Chris Egan reviewed the responses of the electronic and paper surveys from the May Council meeting. The responses were very positive overall. Chris discussed the Council meeting structure of being balanced between member learning and development opportunities with managing the business of the Council.

In response to one survey comment regarding the process of moving from ideas to potential RFAs, and the concern that people be fully informed regarding their vote, Chris Egan discussed the process currently occurring to engage all members ahead of the potential release of an RFA. The intention is to work together with committee members, followed by sharing information and seeking comments and recommendations from the full membership between the

quarterly meetings (and not just during the quarterly meeting). The efforts to move toward a potential RFA should be a process characterized by engagement, sharing of ideas and for members to be informed about the intended outcomes of each RFA.

Chris went on to discuss the need to consider a staggered release to provide the additional time necessary to have a better understanding of the 2018 Council budget. He discussed the possibility of releasing some RFAs at the August Council meeting and others at the November meeting.

Amanda Bergen then relayed to the group that she had received comments directly from Jack Rogers during the Council meeting. She agreed to provide a typed summary to keep with the Council surveys and then read and discuss Jack Rogers' notes regarding fraud and identity theft. The Financial Asset Development Committee recommended that O'Neill Public Relations create a webpage or resource page in the NCCDD website regarding how to fight fraud, scams, and identity theft.

**III. Conference Funding Requests:**

There were no conference funding requests presented.

**IV. Personal Services Contract Review/Approval:**

There were no personal services contracts presented.

**V. Council Members Attendance at Conferences:**

There were no council member requests for attendance at conferences presented.

**VI. Other:**

Wing Ng asked for an update on the O'Neill Communications contract and for an update on Boards and Commissions regarding new appointments, reappointments and the status of a new chairperson for the NCCDD.

Chris Egan commented that there is nothing new to share at this moment regarding the O'Neill contract and he briefly explained the process with the department. Chris will let the Executive Committee members know the latest update on this contract at the end of June or beginning of July.

Chris Egan commented that the new staff of Board and Commissions are settled in and have been requesting information from the NCCDD. It is expected that appointments and reappointments will occur, including the appointment of a chairperson.

Kerri Eaker then asked about the forum locations and dates for advocacy development and training. Chris Egan will find out this information and forward it to Executive Committee members. He encouraged them to be engaged in this process.

Chris Egan mentioned that Anna Cunningham agreed to take the lead to launch a survey for the members on the Executive Director annual evaluation. He commented on a few of the changes to the survey to reflect 2016/2017 efforts, including modification to a question on the 5-Year State Plan and also incorporating a question on the efforts to strengthen collaboration among the DD network partners. Wing Ng and Katie Holler will use the survey as part of their effort to complete Chris' annual evaluation. Chris encouraged the Executive Committee members to assist Anna in gathering responses of the survey. Nessie Siler, Amanda Bergen and Kerri Eaker agreed to this request.

## **VII. Adjourn**

Wing Ng asked for a motion to adjourn.

**MOTION:** Amanda Bergen made a motion to adjourn the meeting. Nessie Siler seconded the motion. The motion was approved.

# NC Council on Developmental Disabilities

FINAL

## Executive Committee Minutes

Date: June 19, 2017

Time: 10:30 AM – 12:30 PM

**Members Present:** Amanda Bergen, Anna Cunningham, Kerri Eaker, Katie Holler, Wing Ng, Nessie Siler

**Staff Present:** Chris Egan, JoAnn Toomey, Yadira Vasquez

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

### I. **Approval of Minutes:**

The draft minutes of the May 22, 2017 Executive Committee meeting were reviewed and considered for approval. Amanda Bergen requested a correction to the second page, second full paragraph, last sentence to read, "The Financial Asset Development Committee recommended....", instead of, "Amanda Bergen recommended....".

**MOTION:** Amanda Bergen made a motion to approve the May 22, 2017 minutes as amended. Nessie Siler seconded the motion. The motion was approved.

### II. **Financial Report and Expenses/Match Update:**

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2015-2018 FFY balances and initiative expenditures. A detail report was also reviewed. Yadira pointed out to the members that that there is \$139,808 available for new initiatives in FFY 2017 that began October 1, 2016 and \$550,000 available for new initiatives in FFY 2018 that begins October 1, 2017. There will be \$689,808 available between FFYs 2017 and 2018.

The members reviewed the initiative report and noted that there were no match issues needing attention. The members thanked Yadira for including notes at the bottom of the initiative budget and expense report. They also suggested that a refresher on NCCDD fiscal operations be given to the members on an annual basis. Yadira said that there is a fiscal section in the new member orientation and a detailed fiscal report is included in the mailout each year for

the May meeting. Wing asked the members if there were any other questions or comments and there were none.

**III. Council Meeting/Member Survey or Agenda Review**

Chris Egan reviewed the draft August Council Meeting Agenda with the members. He mentioned that the DHHS Secretary's top priority is Opioid addiction and that someone from Public Health will be presenting on this topic after Deputy Secretary Susan Perry-Manning is introduced. There was much discussion and ideas regarding the topics, timing and flow of the agenda to accommodate the agenda items and need for breaks throughout the day on Thursday.

It is expected that we will have the new Chair appointed by the August meeting. Wing Ng and Katie Holler discussed their Vice-Chair roles during the August Council meeting and it was decided that they would assist the new Chair as needed.

**IV. Conference Funding Requests:**

None at this time.

**V. Personal Services Contract Review/Approval:**

JoAnn Toomey advised the members that she would be creating the personal services contracts for Erika Hagensen and Jill Hinton for the upcoming year to send to DHHS for approval. They will then be sent to Erika and Jill for their signature and the contracts will be executed for July 1, 2017. The Council had approved the In-House Public Policy Initiative at the February meeting.

**VI. Ad Hoc Committees/Updates:**

Chris Egan asked JoAnn Toomey to update the members on the Ad Hoc Committees. JoAnn shared with the members that the Communications and Member Development Committee met on June 8<sup>th</sup> and nominated co-chairs and discussed the review of the easy-to-read version of the Council Bylaws. They will meet again July 20<sup>th</sup> to discuss any suggested edits.

The Five-Year Plan Ad Hoc Committee met June 14<sup>th</sup> and reviewed the State Plan update process, including advancing on-going stakeholder input via Council member engagement. The committee also received information

about the Collective Impact model which guides how the Council develops, implements, and evaluates the effectiveness of our initiatives. Because only two members and two staff were present, the need to recruit more members was discussed. The next meeting has been scheduled for June 28<sup>th</sup>.

**VII. Idea Portal on Website/Updates:**

Chris Egan discussed the Idea Portal on the website and reviewed the four ideas received. He reviewed the internal process that will be used to determine the review of ideas with the executive committee as a standing Executive Committee agenda item. In brief, staff will review all information received through the portal. All information will be considered in conjunction with the Five-Year Plan. Staff will share with the EC if ideas received are in-line with the potential to apply for upcoming RFA releases, or if they might be brought forward to the Executive Committee for sole-source approval or for a new RFA release. The members agreed with this process.

**VIII. Other:**

Anna Cunningham gave an overview of the Executive Director's evaluation survey. She will forward the results to Katie Holler and Wing Ng for them to provide a summary to Chris Egan and Deputy Secretary Susan Perry-Manning.

Chris updated the members on the current RFAs that will be presented to the Council in August for approval to release. Those RFAs to be considered will be Transportation, Natural Supports and Innovative Employment. He explained that it will be best to stagger the release of the recommended investments from the May meeting between August and November considering the unknown funding configurations for FFY 2018.

Chris also updated the members on the status of new members and the new chair. Boards and Commissions has contacted him with the Governor's recommended appointments and they are currently vetting these potential members to confirm their interest in serving on the Council.

**IX. Adjourn**

Wing Ng asked for a motion to adjourn the meeting.



**MOTION:** Anna Cunningham made a motion to adjourn the meeting. Amanda Bergen seconded the motion. The motion was approved.

**NC Council on Developmental Disabilities**

**DRAFT**

**Executive Committee Minutes**

Date: July 17, 2017

Time: 10:30 AM – 12:30 PM

**Members Present:** Wing Ng, Amanda Bergen, Kerri Eaker, Katie Holler, Nessie Siler

**Members Absent:** Anna Cunningham

**Staff Present:** Chris Egan, JoAnn Toomey, Yadira Vasquez

**Guest Present:** Alexandra McArthur

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

**I. Approval of Minutes:**

The draft minutes of the June 19, 2017 Executive Committee meeting were reviewed and considered for approval.

**MOTION:** Amanda Bergen made a motion to approve the June 19, 2017 minutes. Katie Holler seconded the motion. The motion was approved.

**II. Financial Report and Expenses/Match Update:**

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2015-2018 FFY balances and initiative expenditures. A detail report was also reviewed. Yadira pointed out to the members that that there is \$139,808 available for new initiatives in FFY 2017 that began October 1, 2016 and \$550,000 available for new initiatives in FFY 2018 that begins October 1, 2017. There will be \$689,808 available between FFYs 2017 and 2018.

The members reviewed the initiative report and noted that there were no match issues needing attention. Wing asked the members if there were any other questions or comments and there were none.

**III. Council Meeting/Member Survey or Agenda Review**

Chris Egan reviewed the draft August Council Meeting Agenda with the members and let them know that the suggestions from the June meeting had been taken into

consideration. The members agreed that with the topics, timing and flow of the agenda on Thursday and Friday. It is expected that we will have the new Chairperson appointed by the August meeting. Wing Ng and Katie Holler discussed their Vice-Chair roles during the August Council meeting and it was decided that Katie would assist the Chair on Thursday and Wing would assist on Friday.

**IV. Conference Funding Requests:**

None at this time.

**V. Personal Services Contract Review/Approval:**

None at this time.

**VI. Ad Hoc Committees/Updates:**

Chris Egan asked JoAnn Toomey to update the members about the Ad Hoc Committees. JoAnn shared with the members that the Communications and Member Development Committee will meet again on July 20<sup>th</sup> to discuss their review of the user-friendly version of the Council Bylaws and possible recommendation of approval to the Executive Committee.

The Five-Year Plan Ad Hoc Committee met June 28<sup>th</sup> and discussed the State Plan update process, along with the Collective Impact model which guides how the Council develops, implements, and evaluates the effectiveness of our initiatives. The next meeting is in the process of being scheduled.

**VII. Other:**

The members reviewed the proposed Council meeting dates for 2018: February 8-9, May 10-11, August 9-10 and November 7-9. There was discussion regarding the possibility of a meeting in the eastern or western parts of the state in either the May or August and it was decided to propose to the Council at the August meeting to have the August, 2018 meeting in the western part of NC.

There was discussion of the upcoming release of three RFAs. Chris Egan asked if Amanda Bergen or Kerri Eaker had received any feedback on the draft RFAs that were sent out last week. Amanda said she had received one inquiry so far and Kerri had not received any. Council members have

until July 24<sup>th</sup> to respond with any comments or questions. Discussion did occur regarding the Using Natural Supports to Build Greater Community Engagement RFA.

**VIII. Adjourn**

Wing Ng asked for a motion to adjourn the meeting.

**MOTION:** Nessie Siler made a motion to adjourn the meeting. Amanda Bergen seconded the motion. The motion was approved.

# Financial Asset Development Committees



**NCCDD**

North Carolina Council on  
Developmental Disabilities



# North Carolina Council on Developmental Disabilities

## Financial Asset Development Committee Agenda

August 10, 2017

3:00 p.m. – 5:00 p.m.

Hilton Garden Inn, Cary, NC

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**3:00 p.m. – 3:20 p.m. Introduction** *Amanda Bergen*

- Welcome
- Approval of May Minutes
- Update on "Cross-Collaboration" recommendation

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**3:20 p.m. – 3:45 p.m. Initiative Updates Part I** *Michael Roush,*  
*National Disability Institute (by*  
*phone)*  
*Donna Gallagher,*  
*The Collaborative*

- Upward to Financial Stability

**3:45 p.m. – 4:05 p.m.** *Pat Keul, Employment Services*  
*Coordinator*

- Expansion of Employment In-House Initiative

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**4:05 p.m. – 4:50 p.m. Draft RFA and research updates** *Amanda Bergen*

- "Innovative Employment: Making Inroads to Long-term Success through Apprenticeships, Pre-Transition Partnerships, and Post-Secondary Mentoring"
- Update on I/DD Employment Resource Guide Research
- Update Communications Initiative (Interactive Digital Lookbook)

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**4:50 p.m. – 5:00 p.m. Wrap Up and Reminders** *Amanda Bergen*

- Completion of Financial Forms
- Reminder: November 15-17, 2017 Council meeting in Cary at Hilton Garden Inn

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### Financial Asset Development Committee

Amanda Bergen, Chair

Karen Armstrong

Wayne Black; Alternate: Teresa Strom

Anna Cunningham

Bryan Dooley

Senator Valerie Foushee

Myron Michelle Gavin

William Hussey; Alternate: Dreama McCoy

William Miller

Tara Myers; Alternate: Jim Swain

Dave Richard, Deputy Secretary; Alternate: VACANT

Kelly Woodall

Paula Woodhouse

Parent of Child with DD

Public At Large

Agency: Div. of Social Services

Parent of Child with DD

Individual with DD

Other: Legislative (Senate)

Parent of Child with DD

Agency: Dept. Public Instruction

Individual with DD

Agency: Div. of Voc. Rehabilitation

Agency: DHHS

Individual with DD

Parent of Child with DD

*Staff: Travis Williams*

**Financial Asset Development  
DRAFT Minutes  
May 11, 2017  
3:00 P.M. – 5:00 P.M.  
Hilton Garden Inn, Cary, NC**

**Members Present:** Karen Armstrong, Amanda Bergen, Adonis Brown, Anna Cunningham, Bryan Dooley, Myron Gavin, Jack Rogers, Jim Swain, Kelly Woodall, Paula Woodhouse

**Members Absent:** Bill Hussey, Dave Richard

**Guests:** David Owen, Brian Beauchamp

**Staff/Contractors:** Donna Gallagher, Pat Keul, Devika Rao, JoAnn Toomey, Yadira Vasquez, Travis Williams

### **Introduction**

Committee Chair, Amanda Bergen, welcomed the members. She asked the members to participate in an ice-breaker where each member said who they might be if they were a character on Sesame Street. They introduced a new character with autism on April 10<sup>th</sup>.

**MOTION:** Jim Swain made a motion to accept the minutes from the February 9, 2017 committee meeting. Adonis Brown seconded the motion. Jim Swain asked that his comment read, "Mr. Swain said micro-enterprise was a former Council initiative, and the...". Anna Cunningham said a correction to the February minutes should read, "Ms. Cunningham asked, 'How do we provide better information through the entire lifespan?'" Karen Armstrong abstained from voting on the February minutes because she participated in a different committee in February. The motion was approved by unanimous vote.

### **Initiative Updates**

#### **Expansion of Employment Opportunities for People with I/DD Initiative**

Employment Services Coordinator Pat Keul updated the committee on the initiative.

#### Element I: Apprenticeships and Pre-apprenticeships

Pat Keul said that certificates will be issued June 7<sup>th</sup>. Vaya Health has expressed interest in participating in the apprenticeships. There is still interest in a feeding assistants program. I/DD peer mentoring was discussed. Adonis Brown mentioned the program in Michigan.

### Element II: Project SEARCH

Pat Keul said North Carolina has 14 Project SEARCH sites and there is hope to continue beyond NCCDD funding to expand new programs. There will be two new sites in 2017.

### Element III: Statewide Employment Coalition

A group was brought together to discuss the issue of a Project SEARCH instructor and funding for the community college programs and identifying sustainable solutions. In three meetings, they were able to come to a decision and determined that a solution to match curriculum will be solved before the project ends. There is a lack of short term, on-demand information, i.e. google searches. A problem noted was who/where the information would be housed and it was suggested that maybe there could be a partnership with another agency. Anna Cunningham said we need to tie correct links to all initiatives.

Future ideas were discussed to strengthen employment opportunities. Pat Keul showed a slide on INReach and I/DD peer mentor apprenticeships and peer support specialists. I/DD peer mentoring is an emerging career as well as feeding assistants for senior care assistance. It may take a long time to develop but should stay in industries with growth potential. Anna Cunningham asked Pat Keul to put together a form in response to the ideas presented.

The members thanked Pat Keul for her update.

### **Upward to Financial Stability Initiative**

Michael Roush of the National Disability Institute (NDI) called in. Donna Gallagher of The Collaborative was present at the meeting. There were four Train-the-Trainer sessions in March and were facilitated in Charlotte, Boone, Fayetteville and Raleigh. There were 156 registered and 96 trainers completed the two-day trainings. Five Master Trainers successfully completed their practicum. Michael Roush said that as of today 27 trainers have completed the follow-up reporting requirement to provide the training to others and that 416 individuals have participated in trainings by the 27 trainers. He also shared some of the personal stories of individuals from the classes that showed how the information provided was beneficial.

Donna Gallagher discussed the webinar topics for 2017 that included one on March 9<sup>th</sup> on the NC ABLE Program where 74 attended and another one on May 4<sup>th</sup> where 25 attended for the Youth in Transition and Financial Stability webinar. The final webinar will take place on August 3<sup>rd</sup> at 10:00 A.M. and the topic will be on Resource Mapping.

The Trainer Support Network meets monthly by phone and is comprised of trainers who come together to discuss best practices, challenges, and opportunities. These calls continue to take place the second Tuesday of the month at 10:00 A.M.



Michael Roush then discussed the lessons learned and potential next steps for the Council to address. This included the need for accurate benefits planning information and access to benefits counselors, more in-depth education on integrated services, enhancing the knowledge of NC ABLE with diverse partners, training additional Master Trainers, translating the curriculum into Spanish and increasing education and awareness on competitive employment.

The members thanked Donna Gallagher and Michael Roush for the update.

### **Future Investments Discussion**

Amanda Bergen asked the members to review and discuss the proposed RFAs and contract extension proposal that was in the May mailout under the Financial Asset Development Committee section.

**MOTION:** Kelly Woodall made a motion to approve a 9-month contract cost-extension to National Disability Institute for the *Upward to Financial Stability/Spanish* initiative. Funding is approved for an additional amount up to \$60,000, with a required minimum of 25% non-federal matching funds (\$20,000). With this funding increase and contract extension, funding for Year 3 of 3 is \$135,000 with required minimum of 25% non-federal matching funds (\$45,000) for the period of October 1, 2016 to June 30, 2018. Myron Gavin seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Anna Cunningham made a motion for staff of the Council to have authority to draft the RFA regarding an *Innovative Employment* initiative, in an amount up to \$100,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting. Adonis Brown seconded the motion. The motion was approved by unanimous vote.

**MOTION:** Adonis Brown made a motion for staff of the Council to further research the potential of an in-house initiative regarding an *I/DD Employment Resource Guide* initiative in collaboration with Vocational Rehabilitation and other possible partnerships, for approval of funding at the August 11, 2017 Council meeting. Jim Swain, Bryan Dooley, and Kelly Woodall seconded the motion. Anna Cunningham left the room before the discussion of the initiative because she is on a board that may be interested in applying. The motion was approved by unanimous vote.

**MOTION:** Paula Woodhouse made a motion for staff of the Council to research the creation of an in-house initiative regarding an *“Access to Assets” Digital Lookbook* initiative, or to include the digital lookbook in the NCCDD Communications initiative, in an amount up to \$50,000 with required minimum of 25% non-federal matching funds (match requirement only if included in an external initiative) for a period of one year, for approval at the August 11, 2017 Council meeting. Kelly Woodall seconded the motion. The motion was approved by unanimous vote.

**Wrap Up and Reminders:** Anna Cunningham made the following recommendation reads as follows, "Whenever any NCCDD initiatives involving consumers, or family members, arrive at a decision point involving financial benefits or specialized financial knowledge, the Financial Asset Development Committee recommends cross-collaboration with the correct and competent sources appropriate to the situation as consumers and families are making life-impacting decisions." The committee agreed with Anna's recommendation and it was referred to the Communications and Member Development Ad Hoc Committee.

Finally, the Financial Asset Development Committee recommends that the Communications and Member Development Ad Hoc Committee work in conjunction with O'Neill Communications to create a page on our website with links to information regarding fraud and other forms of financial crimes. The committee further recommends that this static page is promoted through the usual NCCDD social media outlets.

Amanda Bergen adjourned the meeting at 5:15 P.M.

# Community Living Committees



**NCCDD**  
North Carolina Council on  
Developmental Disabilities



# North Carolina Council on Developmental Disabilities

## Community Living Committee Agenda

August 10, 2017

3:00 p.m. – 5:00 p.m.

Hilton Garden Inn Cary, NC

3:00 p.m. – 3:10 p.m.	<b>Introduction</b>	<i>Kerri Eaker</i>
	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Approval of May minutes</li> <li>• Member Development</li> </ul>	
3:10 p.m. – 3:40 p.m.	<b>Updates and Motion Items</b>	<i>Kerri Eaker, Philip Woodward</i>
	<ul style="list-style-type: none"> <li>• RFA Discussion               <ul style="list-style-type: none"> <li>○ Transportation</li> <li>○ Natural Supports</li> </ul> </li> </ul>	
3:40 p.m. – 4:00 p.m.	<ul style="list-style-type: none"> <li>• Future Investment Priority Discussion               <ul style="list-style-type: none"> <li>○ Community Navigator and Targeted Case Management</li> <li>○ Shared Living</li> </ul> </li> </ul>	<i>Kerri Eaker, Philip Woodward</i>
4:10 p.m. – 4:30 p.m.	<ul style="list-style-type: none"> <li>• From Planning to Action: Integrated, Collaborative Care for People with Intellectual and Developmental Disabilities initiative</li> </ul>	<i>Karen Luken, The Arc of NC</i>
4:30 p.m. – 4:50 p.m.	<ul style="list-style-type: none"> <li>• Supported Living: Making the Difference initiative</li> </ul>	<i>Jesse Smathers, Vaya Health</i>
4:50 p.m. – 5:00 p.m.	<b>Wrap Up and Reminders</b>	<i>Kerri Eaker</i>
	<ul style="list-style-type: none"> <li>• Completion of Financial Forms</li> <li>• Reminder: Next Council meeting – November 15-17, 2017 in Cary at Hilton Garden Inn</li> </ul>	

## COMMUNITY LIVING COMMITTEE

Kerri Eaker, Chair  
 Katherine Boeck  
 Christina Dupuch; Alternate: Andrea Misenheimer  
 Joshua Gettinger, M.D.  
 Michael Groves  
 Brendon Hildreth  
 Aldea LaParr  
 Wing Ng, M.D.  
 Vicki Smith  
 James Stephenson  
 Peggy Terhune, Ph.D.  
 Sandra Terrell; Alternate: Deb Goda  
 Jason Vogler, Ph.D.; Alternate: Mya Lewis

Parent of Child with DD  
 Individual with DD  
 Non-Profit Agency  
 Parent of Child with DD  
 Individual with DD  
 Individual with DD  
 Individual with DD  
 Parent of Child with DD  
 Agency: Disability Rights NC  
 Parent of Child with DD  
 Local Non-Governmental Agency  
 Agency: Div. Medical Assist.  
 Agency: Div. of MH/DD/SAS

**Staff:** Philip Woodward

## **Community Living Committee**

### **DRAFT MINUTES**

Thursday, May 11, 2017

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

Hilton Garden Inn, Cary, NC

**Members Present:** Kerri Eaker, Caroline Bradstock, Lisa Byrd, Mya Lewis, Christina Dupuch, Joshua Gettinger, Michael Groves, Desiree Peterson, I. Azell Reeves

**Members Absent:** Peggy Terhune, Sandra Terrell, Wing Ng, Vicki Smith

**Staff in Attendance:** Philip Woodward

**Guests:** Steve Strom, Karen Luken, Paula Coppola, Linda Kendall-Fields, Kate Walton, Greta Herring, Elizabeth Kahn (audio describer), Caryn Cook (ASL interpreter), Natalie Davis (ASL interpreter), Ted Katroschik (here with Lisa Byrd)

### **Introduction:**

**Welcome:** Ms. Eaker welcomed the members and asked them to introduce themselves and share a story about their mothers for Mother's Day coming up. Steve Strom is now the Money Follows the Person (MFP) Project Director.

Minutes from the February 2017 Community Living Committee meeting were reviewed.

**MOTION:** Dr. Gettinger made the motion to approve the minutes as read, and Mr. Groves seconded the motion. The motion was approved.

### **Future Investments Discussion**

The group considered developing a system of priority if NCCDD cannot fund all four. Mr. Strom incorporated feedback from Ms. Terhune and Ms. Smith into the one-pagers.

#### *I Get Around – Improving Transportation Options*

Ms. Reeves asked if we have an individual from NCCDD serving on the NC Transportation Board. Mr. Strom said no, but the Department of Transportation (DOT) welcomes feedback from the listening sessions. He said NC Partners in Policymaking should push for member inclusion. Dr. Gettinger suggested pushing this to the Advocacy Development Committee, which Mr. Strom said would need to change the scope of this proposal since he did not take an advocacy direction with the research. Dr. Gettinger mentioned the challenges in rural areas. Ms. Reeves proposed ultimately having someone serve on the board. Ms. Eaker asked if we should add this to the proposal or see if the other

committee will take it on. Mr. Strom suggested keeping the initiative in Community Living but also develop outside partnerships. Ms. Goda asked about DOT listening sessions happening now. Mr. Woodward sent the link out, and he will re-send it.

#### *Community Guide and Targeted Case Management in a Managed Care Environment*

Mr. Strom explained the recommendations from the Adult Care Homes initiative and that the system will become more complex. Ms. Dupuch said where people (who are navigating the services system) get their information is a sensitive issue. Ms. Eaker said the community guide is another service – a person and a service. Ms. Dupuch said filling the gap on the ground level is limited. Ms. Goda agrees regarding the care coordination definition, and she added that (B)(3) services mean individuals with I/DD can use services if they are not on the waiver. She also said the community guide is an advocate, but the federal definition says nothing about advocacy; therefore, people think the care coordinators are not doing their jobs if they're not advocating.

Ms. Eaker acknowledged that families have a hard time getting the services they need, and she mentioned the difficulty accessing job services in Buncombe County. Ms. Goda said community guides cross over with community development. Dr. Gettinger said it's hard to keep track of different services. Ms. Reeves mentioned needing to navigate a complex system. Dr. Gettinger said the community guide becomes a navigator. Ms. Reeves mentioned a navigator for every one person, and families are struggling. She asked if the committee focused on what Ms. Smith talked about regarding adult care homes. Mr. Strom said this concept needs work, and Ms. Smith and Disability Rights North Carolina can provide more perspective. The committee agreed to change "Guide" to "Navigator."

#### *Using Natural Supports to Build Greater Community Engagement*

Dr. Gettinger said we need to transition away from thinking of a disability community where the agency provides services. Mr. Strom mentioned Ms. Terhune's comments and the need for evidence-based research. Ms. Reeves mentioned services for transition in college and how amazing and developed university and college-level programs are. Ms. Eaker said this is a big priority.

#### *Shared Living*

Ms. Eaker mentioned shared living pockets in the state and what Asheville is trying to do. Mr. Strom mentioned a Pennsylvania model of having a roommate with a disability and Transitions to Community Living (TCLI); he said Pennsylvania has shared living as a Medicaid waiver. Ms. Goda mentioned Alternate Family Living (AFL) as an option. Ms. Lewis asked if there is a website for people with disabilities needing a roommate – like a match service. Mr. Strom said Pennsylvania has this.

Ms. Eaker mentioned the need to prioritize the initiative concepts and asked each member to rank each initiative 1, 2, 3, 4 on the one-pager. Mr. Strom volunteered to count ballots. The voting numbers were:

I Get Around and Natural Supports received four (4) votes each as priority #1, so another vote was held to break the tie. The results were:

I Get Around: priority #1

Natural Supports: priority #2

Community Guide and Targeted Case Management: priority #3

Shared Living: priority #4

Mr. Strom said Mr. Woodward will contact the members for help reviewing each RFA.

The Community Living Committee voted to prioritize the future investment concepts in this order:

**MOTION:**

Priority #1: Staff of the Council will have authority to draft the RFA regarding an *I Get Around – Improving Transportation Options* initiative, in an amount up to \$75,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Priority #2: Staff of the Council will have authority to draft the RFA regarding a *Using Natural Supports to Build Greater Community Engagement* initiative, in an amount up to \$75,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Priority #3: Staff of the Council will have authority to draft the RFA regarding a *Community Navigator and Targeted Case Management in a Managed Care Environment* initiative, in an amount up to \$125,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Priority #4: Staff of the Council will have authority to draft the RFA regarding a *Shared Living* initiative, in an amount up to \$50,000 per year with required minimum of 25% non-federal matching funds for a period of up to three years, for approval to release the RFA at the August 11, 2017 Council meeting.

Ms. Bradstock made the motion, and Ms. Byrd seconded the motion. The motion was approved by unanimous vote.

**Notes:**

- For the *I Get Around – Improving Transportation Options* concept, the RFA must include adding a Council member to the state Department of

- Transportation (DOT) Board.
- The committee changed the name of priority #3 from *Community Guide and Targeted Case Management in a Managed Care Environment* to *Community Navigator and Targeted Case Management in a Managed Care Environment*.

### **Initiative Updates:**

#### **From Planning to Action: Integrated Collaborative Care for People with Intellectual and Developmental Disabilities**

Karen Luken of The Arc of North Carolina provided an update with a PowerPoint presentation focusing on the first quarter activities and connecting the initiative activities to comments made by DHHS Secretary Mandy Cohen, MD, and comments made during the Public Policy update. Two consultation proposals were selected; meanwhile, the navigation proposal did not score high enough for the initiative to fund a navigation pilot. The University of North Carolina's Treatment and Education of Autistic and Related Communication Handicapped Children (TEACCH) program and Duke were selected for the consultation pilots, and TEACCH hired a nurse practitioner, a first for TEACCH. NCCDD will do a story on the upcoming workshop.

#### **Rethinking Guardianship: Building a Case for Less Restrictive Alternatives**

Linda Kendall-Fields provided a Rethinking Guardianship update. She will speak in the plenary session at the National Association of Councils on Developmental Disabilities (NACDD) Conference this summer – one of four speakers.

Ms. Kendall-Fields said Year One focused on rushed gathering of information, and Year Two focused on action to produce outcomes. Year Three has focused on expanding collaboration with the Administrative Office of the Courts (AOC) through a training video, meeting space, and developing a registration form. Year Three is also focusing on developing a Guardianship Bill of Rights that will assist in achieving comprehensive reform in 2019. She said the initiative will continue to collect stories of people influenced by guardianship. She mentioned the youth transition work being done in Catawba County with the Department of Public Instruction (DPI) that involved bringing a lot of momentum for youth transitions to adulthood. As part of the initiative's sustainability, there is a meeting next week to get stakeholders on board with the Guardianship Bill of Rights.

Dr. Gettinger asked about a possible statutory change at some point after the Guardianship Bill of Rights is drafted. Ms. Eaker said appropriate education regarding guardianship is important.

#### **Emergency Preparedness for People with I/DD or Access and Functional Needs**

Greta Herring from North Carolina Emergency Management (NCEM) provided an update on the initiative and brought a sample of the "I'm Ready" bags with



initiative materials inside. She provided a Hurricane Matthew update about working with disability partners and the Federal Emergency Management Agency (FEMA). She said NC ADA Network Coordinator Karen Hamilton has been very helpful. Ms. Herring announced that "I'm Ready" is live: [www.imready.info](http://www.imready.info). This curriculum was developed by Denise Monkovich and Samantha Royster, and it features pictures that represent people with I/DD accurately. She also mentioned the "Save the Date" flyer for the grant wrap-up event on August 23<sup>rd</sup>.

Ms. Eaker provided a brief update on the Supported Living: Making the Difference initiative NCCDD has with contractor Vaya Health.

The meeting was adjourned at by Ms. Eaker at 5:05.

# Advocacy Development Committees



**NCCDD**  
North Carolina Council on  
Developmental Disabilities

# North Carolina Council on Developmental Disabilities

## Advocacy Development Committee Agenda

August 10, 2017

3:00 p.m. – 5:00 p.m.

Hilton Garden Inn Cary, NC

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<b>3:00 p.m. – 3:15 p.m.</b>	<b>Introductions</b>	<i>Nessie Siler, Chair</i>
	<ul style="list-style-type: none"><li>• Welcome/New Members Introductions/Guide to Productive Meeting</li><li>• Approval of May Minutes</li></ul>	
<b>3:15 p.m. – 3:45 p.m.</b>	<b>Initiative Updates</b>	<i>IALD Co-Coordinators Brandon Matthews Lauren Borchert</i>
	<ul style="list-style-type: none"><li>• Inclusive Advocacy Leadership Development (IALD): Planning Year<ul style="list-style-type: none"><li>○ NC Empowerment Network</li><li>○ IAL Curriculum Development</li></ul></li></ul>	
<b>3:45 p.m. – 4:00 p.m.</b>	<b>NCCDD Easy to Read By-Laws</b>	<i>Nessie Siler</i>
<b>4:00 p.m. – 4:45 p.m.</b>	<b>Future Investments Update</b>	<i>Melissa Swartz, Staff</i>
	<ul style="list-style-type: none"><li>• Outreach to Hispanic/Latino Communities<ul style="list-style-type: none"><li>○ 8/11/2017 RFA Drafts</li><li>○ NCCDD Language Access Plan</li></ul></li></ul>	
<b>4:45 p.m. – 5:00 p.m.</b>	<b>Wrap Up and Reminders</b>	<i>Nessie Siler Committee Members Melissa Swartz</i>
	<ul style="list-style-type: none"><li>• Elevator Speeches</li><li>• Parting Thoughts Round-Robin</li><li>• Completion of Financial Forms</li><li>• Reminder: November 15 - 17, 2017 Council meeting in Cary at Hilton Garden Inn</li></ul>	

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## ADVOCACY DEVELOPMENT COMMITTEE

Nessie Siler, Chair

Eric Chavis

NaKima Clark

Mary Edwards; Alternate: Joseph Breen

Jason Faircloth

Katie Holler

Representative Verla Insko

Kelly Kimple, M.D.; Alternate: Danielle Matula

Joe Piven, M.D.; Alternate: Deborah Zuver

Cheryl Powell

Clare Shocket

Vacant

Daniel Smith

Individual with DD

Individual with DD

Parent of Child with DD

Agency: Aging & Adult Services

Individual with DD

Parent of Child with DD

Legislative Representative

Agency: W/C Health

Agency: Carolina Institute on DD

Individual with DD

Parent of a Child with DD

Dept. of Public Safety

Parent of Child with DD

*Temporary Staff: Melissa Swartz*

**Advocacy Development Committee**  
**DRAFT MINUTES**  
**Thursday, May 11, 2017 3:00 P.M. - 5:00 P.M.**  
**Hilton Garden Inn, Cary, NC**

**Members Present:** Wendy Boyd, Eric Chavis, Mary Edwards, Jason Faircloth, Katie Holler, Cheryl Powell, Nessie Siler, Clare Shocket, Deborah Zuver

**Members Absent:** Kelly Kimple, Rep. Verla Insko

**Staff in Attendance:** Melissa Swartz, Chris Egan

**Guests:** Jennifer Bosk, Lauren Borchert, Karen Hamilton, Brandon Matthews

**Welcome and Introductions:**

Committee Chairperson Nessie Siler called the meeting to order, and welcomed all members and guests.

**Approval of Minutes:**

Eric Chavis made a motion to approve the February, 2017 Advocacy Development Committee minutes with the revision that Clare Shocket was in attendance, not absent. Mary Edwards seconded the motion. The motion was approved.

**Team Building Activity**

The members of the Advocacy Development Committee participated in a team building activity focused on positive leadership skills, characteristics, and qualities. Committee members discussed what they perceive as good leadership as well as the personal leadership qualities/characteristics/skills they have. The purpose of the activity was to emphasize the link to the primary state plan goal of the committee and recognize the complimentary but diverse leadership of committee members.

**Initiative Update Inclusive Advocacy Leadership Development Initiative (IALD):**

Lauren Brochert and Brandon Matthews, co-coordinators provided a detailed update of the of the NCCDD In-House Inclusive Advocacy Leadership Development Initiative (IALD). The two primary activities of the IALD are developing a NC Self-Advocate Collaborative and an Inclusive Leadership Curriculum.

With guidance from Disability Rights NC staff, this quarter, a major achievement of the NC Empowerment Network (NCEN) was taking steps for the transfer of responsibilities of the Association of Self-Advocates of NC (ASANC) 501c3. At the May 10th meeting of the NCEN, Disability Rights NC executive director, Vicki Smith walked-through the existing by-laws and made recommendations for revisions to advance the transfer of responsibilities. Next, again with support from DRNC, the revised by-laws will accompany appropriate documentation submission to the NC secretary of state for the NCEN to acquire non-profit status. The next meeting of the NCEN is Tuesday, June 20 and the primary business item will be revisiting the updated by-laws and coordinating

marketing/outreach to engage listening sessions with self-advocates/self-advocate groups across the state.

The second activity of the IALD initiative involves advocacy leadership training exploration. NC Partners in Policymaking and NC Advancing Strong Leadership graduates, participants, mentors, and program staff make up a core steering committee that met three times this quarter. Primary accomplishments include: identifying a strategic approach to steering committee activities, determining a focus group structure, drafting information gathering tools, determining possible locations across the state for focus groups, and identifying schedule "parameters" for information gathering.

Tentatively, information gathering will occur in July and August and between four and six focus groups will be held between the far east and the north west of the state. The next meeting of the curriculum development steering committee is Tuesday, June 6.

### **Future Investments Discussion**

#### **IALD**

[Major initiative accomplishments and next steps detailed in the previous section].  
Nessie Siler provided the Advocacy Development Committee with a comprehensive overview of the IALD planning initiative activities and next steps since its October 1, 2016 start date. Delayed implementation start related to co-coordinator identification and hiring process, and the unexpected opportunity for transfer of responsibilities of the ASANC 501c3 to the NCEN necessitates a no cost extension to achieve over all initiative intent related to both initiative activities.

Clare Shocket made the motion for a "No Cost Extension" for the Inclusive Advocacy Leadership Development Initiative from October 1, 2017 - December 31, 2017. Eric Chavis seconded. The motion was approved.

#### **Outreach: Hispanic/Latino Developmental Disability Community**

The ADC discussed the development of a NCCDD Language Access Plan that includes internal operations processes and coordinating information gathering opportunities to address this state plan goal objective and federally mandated targeted disparity requirement. Committee members discussed NC Hispanic/Latino population statistics (refer to NCCDD 5-Year Plan Comprehensive Review Analysis), known existing resources and processes of ADC members, and barriers identified by staff during exploration of this topic (e.g., interpretation and translations services costs and cultural "exclusivity" regarding relationship-building).

Wendy Boyd made the motion to approve the Outreach: Hispanic Latino Communities Future Investment recommendations as written [in the one-pager]. Katie Holler seconded. The motion was approved.

#### **Adjournment:**

Motion to adjourn was made by Clare Shocket. The motion was seconded by Cheryl Powell. The motion was approved.

# Ad HOC Committees



**NCCDD**  
North Carolina Council on  
Developmental Disabilities

# NC COUNCIL ON DEVELOPMENTAL DISABILITIES

## Communications and Membership Development Ad Hoc Committee Meeting

**July 20, 2017**

**Members Present:** Amanda Bergen, Mary Edwards, Clare Shocket

**Members Absent:** Caroline Bradstock, Anna Cunningham

**Staff Present:** JoAnn Toomey, Travis Williams

JoAnn Toomey opened the tele-conference meeting by welcoming the members. Travis Williams reviewed a general agenda for the meeting which included discussion and review of the edits to the easy to read bylaws. Council staff also gathered feedback from committee members regarding some sections of the bylaws that required more clarity. A revised version of the easy to read bylaws, that will include accepted changes and revisions, will be sent to the members with these minutes so they can be included in the Council mailout for the August meeting.

Under other agenda items, the following was discussed:

- Amanda Bergen followed up on her request that Anna Cunningham's recommendation be put on the table for the Communications and Membership Development Committee to consider. Anna Cunningham's statement reads as follows, "Whenever any NCCDD initiatives involving consumers, or family members, arrive at a decision point involving financial benefits or specialized financial knowledge, the Financial Asset Development Committee recommends cross-collaboration with the correct and competent sources appropriate to the situation as consumers and families are making life-impacting decisions."
- Clare asked if staff could draft an action item agenda for the next meeting scheduled for August 24, 2017.
- JoAnn Toomey asked Ad Hoc Committee members to be thinking about ways to encourage Council members to attend conferences or other learning opportunities and ways for them to report back on what was learned.

Travis Williams' assignments for the next meeting included:

- Develop action item agenda for our next meeting (8/24/2017)

- Notify Anna Cunningham and Caroline Bradstock of what was discussed in today's meeting
- Other meeting dates scheduled for 09/21/2017 and 10/12/2017- all times are set for 11am to 12pm

Staff thanked those in attendance for their input. Meeting adjourned.



## North Carolina Council on Developmental Disabilities (NCCDD)

### Bylaws Changed by the NCCDD on 7/20/15

### Adopted by the NCCDD on 8/7/15

#### Article 1: Name and Purpose (reason for having the NCCDD)

- A. The name of the Council is the North Carolina Council on Developmental Disabilities (NCCDD).
- B. The NCCDD was created to assist the State of North Carolina in carrying out laws and statutes that affect people with intellectual and other developmental disabilities (I/DD). The laws and statutes the NCCDD is concerned with are:
  - (1) Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act), and
  - (2) the North Carolina General Statute (NCGS), or state rule, 143B 177-179.
- C. The goals of the NCCDD are to promote advocacy and leadership and to help people with I/DD and their communities get involved in activities that push for positive change.

Several ways that the NCCDD gets involved in activities to push for positive change include:

- (1) Working to make sure that everyone adheres with the DD Act,
- (2) Working towards a system that is focused on the person with I/DD and their family, and
- (3) Assisting those with I/DD to receive and keep important services.

Those important services include:

- (a) Being polite and culturally appropriate to those with I/DD and their families,
- (b) Working in the community, and

(c) Helping each person with I/DD receive the supports and assistance they need.

These services are important to help those individuals with I/DD be more self-determined, independent, successful, and included in all parts of the community.

## **Article 2: People Who are NCCDD Members**

A. The Governor picks the NCCDD members. These Council members serve for a term of four years. Council members are allowed to serve for two consecutive or back-to-back terms. This means that a member could serve for up to eight (8) years in a row. The Governor decides which members serve longer than a four-year term. The Governor also has the power to take away a person's membership before their term is over, per the state rule NCGS 143B 179. Federal and state laws say that the NCCDD members have to include the different types of people who live in the state. There are several ways the people of the state are supposed to be included.

These ways are:

- (1) The members should be from all different parts of the state,
- (2) The members should be people who are from different races who live in the state, and
- (3) The members should be made up of people who are from different cultures who live in the state.

B. The Executive Committee can ask the Governor to remove and replace members if they have a very good reason. There are only a few reasons why the Executive Committee is able to ask the Governor to do this:

- (1) A member is not doing the work they are supposed to be doing (Article 8),
- (2) A member has a conflict of interest but did not tell anybody about it (Article 7), or
- (3) A member doesn't follow the rules set up by the NC Board of Ethics, which are the rules that say how members are supposed to behave.

There are a couple of things the Executive Committee is supposed to do before they ask the Governor to remove and choose a new member:

- (1) The Executive Committee has to write to the member and let them know that they are possibly in trouble; and
- (2) The Executive Committee has to give the member the chance to explain their side of the problem, but the member can choose not to do that.

After the Executive Committee does those things, then they can ask the Governor to remove that person and choose a new member.

- C. Members who are representing a state agency are allowed to choose a designated alternate representative to the NCCDD. A designated alternate representative is a person who is chosen by the Council member to take the place of the member at the NCCDD meetings and vote during the Council meeting. The designated alternate must have enough power in their job at the state agency to be able to make a difference. Any member who is allowed to have a designated alternate and wants to designate one must write to the Chair of the NCCDD. The person who is a designated alternate will serve until the agency member who asked for the designated alternate writes to the Chair and says they want somebody else to be the designated alternate. No other person in an agency represented in the NCCDD is allowed to vote except for the agency member or the designated alternate.

### **Article 3: NCCDD Officers**

- A. The officers will be a Chair, two Vice-Chairs, and a Secretary. The Chair will be picked by the Governor and do the job in a way that the Governor expects, per North Carolina state rule: NCGS 143B 179. The two Vice-Chairs and the Secretary are elected by Council members. Article 5 of the Bylaws outlines how the two Vice-Chairs and the Secretary will be elected.
- B. The Chair of the Council will set up and lead all NCCDD and Executive Committee meetings.

- C. The two Vice-Chairs will help the Chair in doing his or her job. If the Chair is absent, then the two Vice-Chairs will perform all the duties the Chair normally does. The Chair can decide what other things the two Vice-Chairs are supposed to do while the Chair is absent.
- D. The Secretary will make sure minutes are written down at all the meetings. The Secretary will perform other duties that a secretary normally does.

#### **Article 4: Regular Meetings**

- A. The NCCDD will:
  - 1. Have four meetings a year; these are called “quarterly meetings”.
  - 2. Make sure the meetings follow Article 33C of the North Carolina General Statutes, which is also called “The Open Meetings Law”.
  - 3. Make sure a quorum is present in order to conduct any business during a meeting. A quorum occurs when at least half of the current members are present, plus one more.
  - 4. Follow the rules in a book that explains how to conduct a meeting. The book is called Robert’s Rules of Order. The NCCDD meetings will follow the rules in the most recent edition of that book.
  - 5. Have the quarterly meeting at the end of the year called the Annual Meeting. That meeting is important because it is when new officers are elected.

#### **Article 5: Elections**

- A. The Chair is not elected. The Governor appoints the Chair.

- B. Other than the Chair, the other officers will be elected by the members at the Annual Meeting. Besides the Chair, the Officers are: the two Vice-Chairs and the Secretary. Chairs of standing committees cannot be Officers, but they are members of the Executive Committee.
- C. The two Vice-Chairs and the Secretary will be officers for two-year terms. The First Vice-Chair is elected in odd-numbered years and the Second Vice Chair is elected in even years. That way, two new Vice-Chairs are not elected at the same time.
- D. If an elected Officer's term as a member on the NCCDD is over before he or she is finished being an Officer, then the Chair will ask for a special election to fill the spot for the rest of the term. If the person leaves the job of being an Officer, the Chair will call a special election to fill the spot for the rest of the term.
- E. Nominations for Officers may be made by any member during the Annual Meeting. The person nominated for the job must accept or decline this nomination before the NCCDD votes on who will be elected.

## **Article 6: Committees**

- A. The NCCDD will have at least one working committee. This committee is called a standing committee. The NCCDD standing committee is the Executive Committee, but there can be other standing committees too.
- B. The NCCDD Executive Committee can create or end other standing committees. The NCCDD Executive Committee can also create or end committees that are made for a set reason or set amount of time. Committees made for a set reason or amount of time are called ad hoc committees. Ad hoc committees are only made when they are needed and they end when they are finished doing what they were made to do. All the other committees will give updates about what they have been doing and send minutes to the Executive Committee and to everybody at the regular Council meetings. The Executive Committee will decide when the updates

from the other committees will be given to the NCCDD at the regular Council meetings.

C. Before the Annual Meeting each year, the Executive Committee will choose the Chairs for the standing committees. The full Council will vote to approve or disapprove those members that the Executive Committee has chosen. The Executive Committee will choose members to serve on the standing committees after the Annual Meeting. Committee members will serve until the next Annual Meeting after they have been chosen or until a committee has ended.

D. The Executive Committee will:

- Be chaired by same person who is the NCCDD Chair. The members will be the officers and the chairs of any standing committees.
- Have at least one member who is a person with I/DD. If no member of the Executive Committee is a person with I/DD, the Chair will choose a member with I/DD to serve on the Executive Committee.
- Only be made of members who have I/DD or members who have family members with I/DD or are guardians of people with I/DD. Members who represent an agency cannot be on the Executive Committee.
- Be able to make decisions for the NCCDD during the time between the four quarterly meetings every year.
- Meet whenever the Chair needs to have a meeting. The Chair will decide whether these meetings will be by phone or in person.
- Conduct business by voting in accordance with whatever more than half of the Executive Committee members vote to do. They will follow the rules in the book, Robert's Rules of Order. The Executive Committee will present minutes to the NCCDD at the next regular, quarterly meeting. The NCCDD will look over the minutes, but the

NCCDD doesn't have to vote to approve Executive Committee meeting minutes.

### **Article 7: Conflict of Interest**

- A. The NCCDD will obey the rules about conflict of interest. The rules to follow are from: (1) the DD Act, (2) the NCCDD policies and rules, (3) State statute NCGS 138A, and (4) policies and rules of the State of North Carolina.
- B. Every year, each member will submit a paper to the NCCDD that states that they do not have any conflicts of interest.
- C. Each member must always announce to the other members of the NCCDD if they have a conflict of interest, even if it is just a *possible* conflict of interest.
- D. It is important for members to say something if they think another member may be doing something that is wrong and does not follow the laws, policies, or rules about conflicts of interest. If a member thinks somebody else is not following the rules about conflicts of interest, the member must speak up right away. The member speaks up by telling the Chair about the problem. If the member thinks the Chair is the person who has a conflict of interest, then the member must tell the Executive Committee.
- E. The decision of the Chair about a member that has a possible conflict of interest is final. If the Chair is the member with the conflict of interest, the decision made by the Executive Committee is final.

### **Article 8: Members who are not Active**

Members are called "inactive" when they have missed three quarterly meetings in a row. Member attendance is determined by the quarterly meeting minutes. The Executive Committee will look at Article 2 of the Bylaws and the rules of the Governor's Office of Boards and Commissions. The Executive Committee will use those rules to decide what to do about members who are inactive.

## **Article 9: Amendments, (or Changes)**

The Bylaws may be changed at any time during a regular quarterly meeting, but some things also have to happen first:

1. Changes, or amendments, to the Bylaws that members want to make have to be looked at ahead of time by the Executive Committee.
2. After the Executive Committee looks over the proposed changes, or amendments, the changes will be given out to the NCCDD membership at least 14 calendar days (2 weeks) before a quarterly meeting. The meeting agenda must include time for the members to talk about the proposed changes to the Bylaws.
3. When the NCCDD discusses the proposed changes, there must be a quorum present. Of the members present at the meeting, at least two-thirds must vote *yes* for the changes to the Bylaws to be approved.
4. The Bylaws will state the date the amendment was approved by the members.



# 5 Year State Plan

## FFY 2016-2021

Year 1: Oct. 1, 2016 thru Sept. 30, 2017



**Listen. Gather. Act.**



Committee or Venue	State Plan ID	Activity Description
<b>MEMBER DEVELOPMENT SESSION</b>		
	<b>All Goals</b>	Opioid Addiction-Public Health Presentation
<b>POLICY UPDATE</b>		
	<b>All Goals</b>	Public Policy Update
<b>MEMBER DEVELOPMENT SESSION</b>		
		<b>Continuation Funding/Updates</b>
	2B	From Planning to Action/Arc of NC
	3B	Supported Living: Making the Difference/Vaya Health
	<b>All Goals</b>	Update: NCCDD Communications - 2018 Focus Update: NC Chapter of National Alliance for Direct Support Professionals/Benchmarks
	3A	
<b>Request for Applications (RFA) Updates</b>		
	<b>Goal 1</b>	<b>Increase Financial Security</b>
	1B	RFA Draft: Innovative Employment: Making Inroads to Long-Term Success through Apprenticeships
	1C	RFA Draft: Pre-Transition Partnerships and Post-Secondary Mentoring
	<b>Goal 2</b>	<b>Increase Community Living</b>
	2C	RFA Draft: Using Natural Supports to Build Greater Community Engagement
	2A	RFA Draft: I Get Around-Improving Transportation Options
<b>ADVOCACY DEVELOPMENT</b>		
	3A	Initiative Update: Inclusive Advocacy Leadership Development (IALD)
	<b>All Goals</b>	NCCDD Easy to Read By-Laws
	3B/ <b>Targeted Disparity St. Pl. Section</b>	Outreach to Hispanic/Latino Community via accessible communications. Language Access Plan
<b>COMMUNITY LIVING</b>		
	2A	RFA Draft: I Get Around-Improving Transportation Options
	2C	RFA Draft: Using Natural Supports to Build Greater Community Engagement
		<b>Future Investments Discussion</b>

- 2B Community Navigator and Targeted Case Management
- 2A Shared Living  
Update: From Planning to Action: Integrated, Collaborative
- 2B Care for People with I/DD Initiative
- 2C Update: Supported Living Making a Difference

**FINANCIAL ASSET  
DEVELOPMENT**

- 1A Update: Upward to Financial Stability  
Update: Expansion of Employment Opportunities for People  
with I/DD Initiative
- 1B RFA Draft: Innovative Employment: Making Inroads to Long-  
Term Success through Apprenticeships
- 1B/1C Update: IDD Employment Resource Guide  
RFA Draft: Pre-Transition Partnerships and Post-Secondary  
Mentoring
- 1C Update: NCCDD Communications Initiative and "Access to  
Assets" Digital Lookbook

All Goals/1A

**Member Development and  
Evening Reception**

*New Chair and Member Welcome Reception*

**FULL COUNCIL MEETING**

**New  
Business**

**All Goals** 2017-2018 Communications Initiative Amendment

**All Goals** 2015 NCCDD Ad Hoc Committee Updates:

Five Year State Plan

Member Recruitment

Communications and Member Development

**All Goals** NC DD Network Partners' Updates

Disability Rights North Carolina

Carolina Institute for Developmental Disabilities



Listen. Gather. Act.

# 2017 – 2021 Five Year State Plan Goals and Objectives

The NCCDD will advance the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) expectations of self-determination, independence, productivity, integration and inclusion in community life for individuals with intellectual and other developmental disabilities (I/DD) and their families.



**GOAL 1: Increase  
Financial Security**

## **GOAL 1: By 2021, INCREASE FINANCIAL SECURITY THROUGH ASSET DEVELOPMENT FOR INDIVIDUALS WITH INTELLECTUAL AND OTHER DEVELOPMENTAL DISABILITIES (I/DD)**

**Increase financial asset development for individuals with intellectual and developmental disabilities (I/DD) so that they and their families have greater opportunities for choice, self-determination, independence and productivity.**

**OBJECTIVE A: Increase financial asset development and security by increasing knowledge, developing financial plans and implementing the plan's goals.**

*Measurement:* More individuals with I/DD will have a financial plan, leading to greater security.

**OBJECTIVE B: Increase integrated competitive employment and careers**

*Measurement:* More individuals with I/DD will have integrated, competitive employment and careers through collaboration which will include education, workforce development, employment supports, employer engagement and barrier reduction.

**OBJECTIVE C: Increase educational expectations for employment and careers**

*Measurement:* More individuals with I/DD will have educational expectations and education regarding employment and career goals, as will their families and other stakeholders through increased knowledge and meaningful collaborations.



## 2017 - 2021 Five Year State Plan Goals and Objectives

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### GOAL 2: Increase Community Living

#### **GOAL 2: By 2021, INCREASE COMMUNITY LIVING FOR INDIVIDUALS WITH INTELLECTUAL AND OTHER DEVELOPMENTAL DISABILITIES (I/DD)**

Throughout their lifespan, more individuals with intellectual and developmental disabilities (I/DD) will be fully included, respected, valued and supported in their communities.

##### **OBJECTIVE A: Increase community housing and transportation**

*Measurement:* More individuals with I/DD will choose where and with whom to live in their community and will have transportation options to support community living and employment.

##### **OBJECTIVE B: Increase health access and wellness opportunities**

*Measurement:* More individuals with I/DD will have access to, and continuity of healthcare and wellness opportunities through individual and family education and provider capacity building.

##### **OBJECTIVE C: Increase healthy community relationships**

*Measurement:* More individuals with I/DD will have healthy relationships and positive community connections that will support personal choice and decision making.

# 2017 - 2021 Five Year State Plan Goals and Objectives



**GOAL 3: Increase  
Advocacy**

**GOAL 3: By 2021, INCREASE ADVOCACY FOR INDIVIDUALS WITH INTELLECTUAL AND OTHER DEVELOPMENTAL DISABILITIES (I/DD)**

**More individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.**

**OBJECTIVE A: As mandated by the DD Act, increase support to a statewide self-advocacy organization(s) through leadership development and coalition participation by:**

- (I) establishing or strengthening a program for the direct funding of a state self-advocacy organization(s) led by individuals with I/DD,
- (II) supporting opportunities for individuals with I/DD who are considered leaders to provide leadership training to individuals with I/DD who may become leaders and,
- (III) participation in cross-disability and culturally diverse leadership coalitions.

**Measurement:** More individuals with I/DD will knowledgeably advocate and take part in decisions that affect their lives, the lives of others and/or systems.

**OBJECTIVE B: Increase individual, family, public and system knowledge and engagement to provide system advocacy for the financial security and community living opportunities of individuals with I/DD; with additional specific emphasis to increase the knowledge and engagement of members of the NC Hispanic/Latino community**

**Measurement:** More individuals with I/DD and their families will knowledgeably advocate and take part in decisions that affect their lives, the lives of others and/or systems; with additional specific emphasis to produce accessible communication so more Hispanic/Latino individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.

**OBJECTIVE C: Increase professional development to improve expectations and supports for individuals with I/DD**

**Measurement:** More I/DD professionals, other professionals and community leaders will receive leadership development to support collective impact to advance the financial security and community living opportunities of individuals with I/DD.



2017 - 2021

**The Council has identified Collective Impact as the model to develop, implement, and evaluate initiatives to produce systems change**

To effectively measure systems change is difficult. By employing a measurement tool, the Council is able to measure its decisions against a reliable systems change strategy and realize a greater force for positive change within the State. The Council is uniquely positioned in State government to work in collaboration to effect change. To be successful, the Council must work together with many organizations in government, nonprofit, faith communities, and the business sectors to address change. And the Council must use a proven tool that can help members develop standard performance requirement and standards and evaluate the effectiveness of their investments in each initiative. The Council has identified Collective Impact as the model to develop, implement, and evaluate initiatives to produce systems change.

**There are five essential elements to a Collective Impact Project, which include:**

- 1) **Common Agenda:** All participants share a vision for change that includes a common understanding of the problem and a joint approach to solving the problem through agreed-upon actions.
- 2) **Shared Measurement:** All participating organizations agree on the *ways success will be measured and reported, with a short list of common indicators identified and used for learning and improvement.*
- 3) **Mutually Reinforcing Activities:** A diverse set of stakeholders, typically across sectors, *coordinate a set of differentiated activities* through a mutually reinforcing plan of action.
- 4) **Continuous Communication:** All players engage in frequent and structured open communication to build trust, assure mutual objectives, and create common motivation.
- 5) **Backbone Support:** *An independent, funded staff* dedicated to the initiative provides ongoing support by guiding the initiative's vision and strategy, supporting aligned activities, establishing shared measurement practices, building public will, advancing policy, and mobilizing resources.

### **Communities Are Ready or Near-Ready for Collective Impact When:**

- 1) There is a “**champion**” for this cause who has the ability to engage and encourage multiple sectors in the community and is willing to use that ability to help the community solve this problem;
- 2) There is some **local funding** available to begin this effort **or in-kind resources** (protected time for selected staff members) to begin working to obtain funding;
- 3) There is a **history** of other kinds of successful collaboration in the community among at least some of the relevant stakeholders;
- 4) The **general public is aware** of this problem and **cares** about it, or can be readily made aware and will care if they are aware.

### **Methodology to determine needs being met and Council results being achieved:**

Formative strategies are used throughout the Council's work. These are complemented by rigorous data gathering, as well as independent evaluation of funded initiatives. Principal among these is the regular meeting between *contractors and Council staff*, for review of activity plans, successes and barriers, and adjustments that might be required for the project to move forward as planned.

The NCCDD inputs are the resources used to support achieving goals; these resources are countable. They may be Council resources (funding, staff or NCCDD member time, technical assistance); or activities conducted outside NCCDD that are consistent with Council goals and objectives, but which the NCCDD does not sponsor. For example, if the NCCDD were conducting a needs assessment it would count as an input the funding staff time needed, and the number of survey responses. If at the same time, a professional association in the state decided to develop an online survey in the topical area for the needs assessment, the Council could count that effort as an input toward its goal. Outputs are also counted. Some outputs will be immediate. Others will be longer term and reflect the complex process of achieving Council goals.

An outcome or systems change is hard to measure. In fact, it may be necessary to look at many outputs over several years to see if attitude change, knowledge level, research results, the work of diverse stakeholders and champions, and the many unforeseen happenings along the way have actually achieved Council goals. Has the work of the Council accomplished its goals, embodied its mission and achieved long-term societal benefits that are identified in the DD Act?

**Contractors report activities throughout the contract cycle, and the staff reports contractor efforts, consistent with the Five-Year Plan.** The DD Suite tool enables the Council to track efforts to assure alignment with this plan. In addition to formal



reporting to AIDD, contractors update Council members at quarterly meetings in addition to the written reports which are reviewed regularly by the Council committees and associated staff, so that members are fully informed about the activities, outputs, and outcomes of the initiative. The contractors serve as content experts and resources and provide their knowledge outside the initiative in other systems change efforts. The NCCDD meets quarterly along with its committees; its executive committee meets on a monthly basis, and the ad-hoc committees meet regularly outside the Council meetings. Of particular importance are those areas where implementation may be going less well. For initiatives that find barriers to implementation and for other efforts that experience less success than expected, reports made to the Council engage the expertise of both its members and staff in collaboration with Contractors to identify solutions. When substantive changes are required, these are reported in the annual update and amendment to the Plan.

In this area, program staff familiar with the Collective Impact model provide technical assistance to the contractors and assist members in understanding that barriers are inevitable but not “deal breakers”. Contractors are encouraged to focus their efforts on targeted system change activities. There is clarity from the beginning of an initiative about the nature of its work, its intended inputs, outputs, outcomes, and a clear sense of how the initiative contributes the Council’s State Plan resulting in system change. Committee and Council members know what to expect from each initiative and are prepared for the potential obstacles that may arise.

This breadth of activity serves the NCCDD in another way. Because of the broad scope and background of Council members, each is able to make linkages between NCCDD’s work and work outside Council resources. A Council member that, e.g., sits on an advisory board for a state organization can facilitate connections between the Council initiative and the relevant organization’s efforts, fostering collaboration and maximizing Council resources. Some systems are complex; it may be beyond the power of the Council alone to bring about needed system change. By ensuring that all NCCDD members and staff have good knowledge about the broad array of the Council’s work, the NCCDD can connect members to serve as resources to initiatives, as well as encourage work on activities outside the NCCDD related to its goals and objectives.

**How the annual review identifies trends and needs and for updating the Comprehensive Review and Analysis section:**

Council members are ideally positioned to develop perspectives that range from the very broad, national level to the very detailed - what is happening in one of the North Carolina counties or local communities. The NCCDD staff regularly informs Council

members about national initiatives, national issues, and provides information about any state policy and practice. There are regular Member Forums at each Council meeting where new information is shared; additionally, interested Council members are encouraged to participate in national and state venues and bring their perspective back to the Council.

The North Carolina Council, with support from the NCCDD's Council Development Fund, the Information and Technical Assistance Center for Councils (ITACC), and AIDD itself, periodically hosts and attends national meetings, as well as meetings of neighbor Councils, to discuss issues at the regional and national level.

Members and staff take what they learn back to their committees and the Council as a whole as well as their local communities. Connections are made at these conferences and events so that an informal network develops and is able to share information.

Participation on the Council of state and regional agency representatives, along with legislators, further enables NCCDD to access policy and practice decisions that are being made at the agency level. Dialogue with agency staff broadens the forum for discussion. This broader perspective contributes to realizing the Council's mission - to enable inclusive communities, not just for people with I/DD but for all people in North Carolina. By reflecting the issues that face people with I/DD, in the context of their communities, the Council is able to influence the viewpoint of the agencies responsible for the delivery of services and supports.

Added to these broad points of view is the data that emerges from Council initiatives and the personal experiences of Council members. This combination of quantitative and qualitative material provides a powerful and comprehensive "state of the state" in North Carolina and a backdrop against which to review new findings from Council initiatives. The opportunity to compare and contrast the "big picture" with personal experience, or what's happening in two different parts of the state, or what an initiative planned and what the initiative is finding during implementation, enables NCCDD to explore the reasons for differences, the power of the data, and to share what it learns with policy makers. With the constants of the DD Act and the Council mission, members and staff identify what works, what should work, and what does not work in North Carolina, and discuss these issues with the national experience as the point of reference.

## Outreach: Hispanic/Latino Communities

**GOAL 3:** By 2021 increase advocacy for individuals with intellectual and other developmental disabilities (I/DD). More individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.

**OBJECTIVE B:** Increase individual, family, public, and system knowledge and engagement to provide system advocacy for the financial security and community living opportunities of individuals with I/DD; with additional specific emphasis to increase the knowledge and engagement of members of the Hispanic/Latino community.

**TARGETED DISPARITY STATEMENT:** In collaboration with individuals with intellectual and other developmental disabilities (I/DD), their families and other stakeholders, the NCCDD will increase engagement and involvement of Hispanic/Latino individuals and families. The NCCDD will (minimally) focus on initiatives involving demographic areas in the state where larger numbers of individuals of Hispanic/Latino ethnicity live, including Mecklenburg, Wake, and Forsyth Counties. NCCDD initiatives in these areas will be expected to focus on accessibility of information and will recruit and include Hispanic/Latino collaborators and others concerned with inclusion and sustained participation of NC Hispanic/Latino (Spanish speaking) citizens with I/DD.

*NCCDD 5 Year State Plan 2017-2021*

Staff research efforts revealed that Spanish interpretation and translation costs varied but are consistently expensive. Addressing this objective and the targeted disparity mandate require funding discussions. For example, initiative contract budgets must include a line item for outreach/inclusion of the Hispanic/Latino I/DD community, as would NCCDD administrative budget for translator and written translation services.

### **Language Access Plan (LAP)**

In the May Council Meeting, staff proposed the development of an NCCDD Language Access Plan (LAP) for people with low/limited English proficiency. The plan could be drafted by staff, Council members, and stakeholders, and then monitored by the 5-Year State Plan Ad Hoc Committee (5YSP AHC), or a workgroup of the ad hoc committee.

Areas for consideration related to funding might include eliciting ideas/input from the NC Hispanic disability community via listening sessions, time-limited think tank, or a learning community.

### **Internal operations processes** (including but not limited to):

1. Update RFA Processes:
  - Notice of Funding (NOFA) deliverables section will include standardized verbiage for outreach/inclusion of the Hispanic/Latino IDD community, including the workplan section of the DD Suite application.
  - RFA selection committee member position dedicated for Hispanic/Latino stakeholder, partner, topic expert.
2. Continuation funding processes for active initiatives updated to reflect a Hispanic/Latino IDD community outreach/inclusion strategy in the workplan of DD Suite application.
3. Develop and maintain a Hispanic/Latino resources list.
4. Internal telephonic interpretative services.

# New Business



**NCCDD**  
North Carolina Council on  
Developmental Disabilities



## **Possible Council Meeting Dates for 2018**

February 8 & 9, 2018

May 10 & 11, 2018

August 9 & 10, 2018

November 7 – 9, 2018

FYI



**NCCDD**  
North Carolina Council on  
Developmental Disabilities



## ACRONYMS IDENTIFICATION GUIDE

AA -	Alcoholics Anonymous
AAA -	Area Agency on Aging
AAS -	Division of Aging and Adult Services
ABA -	Applied Behavior Analysis
AC -	Advisory Council
ACA -	Affordable Care Act
ACC -	Alternative Augmentative Communication
ACF -	Administration for Children and Families
ACH -	Adult Care Home
ACL -	Administration on Community Living
ACT Team -	Assertive Community Treatment Team
ADA -	Americans with Disabilities Act
ADD -	Attention Deficit Disorder
ADHD -	Attention Deficit Hyperactivity Disorder
ADL -	Activities of Daily Living
ADR -	Alternative Dispute Resolution
AG -	Attorney General
AIDD -	Administration on Intellectual and other Developmental Disabilities
ALF -	Assisted Living Facility
ALJ -	Administrative Law Judge
A&N -	Abuse and Neglect
AOC -	Administrative Office of the Courts
AOD -	Attorney of the Day
APS -	Adult Protective Services
ASD -	Autism Spectrum Disorders
ASL -	American Sign Language
AT -	Assistive Technology
BD -	Behavior Disorder
BIP -	Behavior Intervention Plan
BOD -	Board of Directors
CAP/C -	Community Alternatives Program for Children
CAP/DA -	Community Alternatives Program for Disabled Adults
CAP/I-DD -	Community Alternatives Program for Persons with Intellectual and Developmental Disabilities (Innovations Waiver)
CAP -	Client Assistance Program
CC4C -	Care Coordination for Children
CCME -	Carolinas Center for Medical Excellence
CCNC -	Community Care of North Carolina
CFAC -	Consumer and Family Advisory Committee
CFR -	Code of Federal Regulations
CHIP -	Children's Health Insurance Program
CIL -	Center for Independent Living
CLA -	Carolina Legal Assistance
CM -	Case Manager/Case Management

CMHS -	Center for Mental Health Services
CMI -	Chronic Mental Illness
CMS -	Centers for Medicare & Medicaid Services
COB -	Close of Business
COPD -	Chronic Obstructive Pulmonary Disease
CP -	Cerebral Palsy
CPS -	Child Protective Services
CRP -	Community Rehabilitation Program
CSU -	Crisis Stabilization Unit
CWIC -	Community Work Incentive Coordinator
DD -	Developmental Disabilities (also known as IDD -Intellectual & other DD)
DD Act -	Developmental Disabilities Assistance and Bill of Rights Act
DDS -	Disability Determination Services
DHHS -	Department of Health and Human Services
DHSR -	Division of Health Service Regulation
DMA -	Division of Medical Assistance
DME -	Durable Medical Equipment
DMHDDSAS -	Division of Mental Health Developmental Disabilities Substance Abuse Services
DOJ -	Department of Justice
DOL -	Department of Labor
DPI -	Department of Public Instruction
<b>DRNC -</b>	<b>Disability Rights North Carolina (but prefer to be called Disability Rights)</b>
DSA -	Designated State Agency
DSB -	Division of Services for the Blind
DSOHF -	Department of State Operated Healthcare Facilities
DSS -	Department of Social Services (local county)
EC -	Exceptional Children
ED -	Emotional Disturbance/Disability
EEOC -	Equal Employment Opportunity Commission
EPSDT -	Early Periodic Screening, Diagnosis and Treatment
ERISA	Employee Retirement Income Security Act
ESL -	English as a Second Language
ESY or EYS -	Extended School Year or Extended Year Services
FAPE -	Free Appropriate Public Education
FBA -	Functional Behavioral Assessment
FCH -	Family Care Home
FCSR -	Facility Client Service Request
FERPA -	Family Education Rights and Privacy Act
FMLA -	Federal Medical Leave Act
FOIA -	Freedom of Information Act
FOP -	Flash Operator Panel
FY -	Fiscal Year
GACPD -	Governor's Advocacy Council for Persons with Disabilities (Decommissioned 7/07)
HAVA -	Help America Vote Act
HCBS -	Home and Community Based Services



HCBW -	Home and Community-based Waiver
HCWD -	Health Coverage for Workers with Disabilities Act
HIPAA -	Health Insurance Portability and Accountability Act
ICF -	Intermediate Care Facility
ID -	Intellectual Disability
IDEA -	Individual with Disabilities Education Act
IDT -	Interdisciplinary Team
IEP -	Individual Education Program
IFSP -	Individualized Family Service Plan
IHP -	Individual Habilitation Plan
ISP -	Individualized Service Plan
IVC -	Involuntary Commitment
I&M -	Investigations and Monitoring
I&R -	Information and Referral
JCAHO -	Joint Commission on Accreditation of Healthcare Organizations
LANC -	Legal Aid of North Carolina
LEA -	Local Education Agency
LD -	Learning Disability
LHC -	Liberty Healthcare Corporation of North Carolina
LM -	Left Message
LME -	Local Management Entity
LRE -	Least Restrictive Environment
LSSP -	Legal Services of Southern Piedmont
MA -	Mental Age
MCO -	Managed Care Organization
MD -	Muscular Dystrophy
MDD -	Major Depressive Disorder
MDR -	Manifestation Determination Review
MFP -	Money Follow the Person program
MH -	Mental Health
MI -	Mental Illness
MID -	Medicaid Identification Number
MPD -	Multiple Personality Disorder
MR -	Mental Retardation
MS -	Multiple Sclerosis
NAMI -	National Alliance for the Mentally Ill
NCCDD -	North Carolina Council on Developmental Disabilities
NCHC -	North Carolina Health Choice for Children
NDRN -	National Disabilities Rights Network
NHeLP -	National Health Law Program
NIH -	National Institutes of Health
NIMH -	National Institutes of Mental Health
NPRM -	Notice of Proposed Rule Making
NVRA -	National Voter Registration Act
OAH -	Office of Administrative Hearings
OCD -	Obsessive-Compulsive Disorder

OCR -	Office of Civil Rights
ODD -	Oppositional Defiant Disorder
OMB -	Office of Management and Budget
OSERS -	Office of Special Education and Rehabilitation Services
OT -	Occupational Therapy
<b>P&amp;A -</b>	<b>Protection and Advocacy</b>
<b>PAAT -</b>	<b>Protection and Advocacy for Obtaining Assistive Technology</b>
<b>PABSS -</b>	<b>Protection and Advocacy for Beneficiaries of Social Security</b>
PACE -	Program of All-inclusive Care for the Elderly
<b>PADD -</b>	<b>Protection and Advocacy for Persons with Developmental Disabilities</b>
<b>PAIMI -</b>	<b>Protection and Advocacy for Individuals with Mental Illness</b>
<b>PAIR -</b>	<b>Protection and Advocacy for Individual Rights</b>
PAS -	Personal Assistance Services
PASS -	Plan for Achieving Self Support
PASSR -	Preadmission Screening and Resident Review program
<b>PATBI -</b>	<b>Protection and Advocacy for Persons with Traumatic Brain Injury</b>
<b>PAVA -</b>	<b>Protection and Advocacy Voting Accessibility</b>
PCA -	Personal Care Attendant
PCP -	Person Centered Plan / Primary Care Physician
PCS -	Personal Care Services
PD -	Physical Disability
PII-	Personally Identifiable Information
PNA -	Personal Needs Allowance
POA -	Power of Attorney
PPR -	Program Performance Report
PR -	Public Relations
PRTF -	Psychiatric Residential Treatment Facility (for kids)
PT -	Physical Therapy
PTSD -	Post-Traumatic Stress Disorder
PWD -	Person with Disability
QMHP -	Qualified Mental Health Professional
QP -	Qualified Professional
RC -	Return Call
RCF -	Residential Care Facility
Rehab Act -	Rehabilitation Act
Rep Payee -	Representative Payee – a fee for services responsibility determined by the Social Security Administration
RFP -	Request for Proposal
RIF -	Reduction in Force
RSA -	Rehabilitation Services Administration
RSDI -	Retirement, Survivors, Disability Insurance
RTC -	Residential Treatment Center
RTF -	Residential Treatment Facility
SA -	Substance Abuse
SAA -	Self Advocacy Assistance (formerly STA – Self Advocacy Technical Assistance or Short-term Assistance)

SAMHSA -	Substance Abuse and Mental Health Services Administration
SAS -	Supplementary Aids and Services
SCL -	Supported Community Living
SED -	Serious Emotional Disturbance
SFC -	Specialized Family Care
SGP -	Statement of Goals & Priorities
SHO -	State Hearing Officer
SLD -	Specific Learning Disability
SPOA -	Specific Power of Attorney
S&R -	Seclusion and Restraint
SR -	Service Request
SRO -	School Resource Officer
SSA -	Social Security Administration
SSDI -	Social Security Disability Insurance
SSI -	Supplemental Security Income
TANF -	Temporary Assistance for Needy Families
TAR -	Technical Assistance Request
TASC -	Training and Advocacy Support Center
TBI -	Traumatic Brain Injury
TDD -	Telecommunication Device for the Deaf
Title I -	Part of ADA covering employment discrimination
Title II -	Part of ADA covering state and local government programs
Title III -	Part of ADA covering places of public accommodation
Title XIX -	Medicaid
TTY -	Tele-Typewriter
UCEDD -	University Centers for Excellence in Development Disabilities
UCP -	United Cerebral Palsy
UM -	Utilization Management
USC -	United States Code
VA -	Veterans Administration
VI -	Visual Impairment
Voc Ed -	Vocational Education
VR -	Vocational Rehabilitation
VRS -	Vocational Rehabilitation Services
WIOA -	Work Incentives Opportunity Act replaces the Rehabilitation Act

NC DHHS Acronyms Glossary:

[http://cstdata.com/admin/modules/document\\_repository/docs/2bdfa402a6f6370ec3fed5b4a970588f.pdf](http://cstdata.com/admin/modules/document_repository/docs/2bdfa402a6f6370ec3fed5b4a970588f.pdf)

NC DHHS Abbreviations/Acronyms/Form Titles

<http://info.dhhs.state.nc.us/olm/manuals/dsb/mec/man/Abbrev-acronyms-titles.htm>

CMS Acronym List:

<https://www.cms.gov/apps/acronyms/listall.asp?Letter=ALL>