

NC Council on Developmental Disabilities

FINAL

Executive Committee Minutes

Date: July 18, 2022

Time: 10:30 AM – 12:30 PM

Members Present: Aldea LaParr, Cheryl Powell, Marjorie Serralles-Russell, Donna Spears

Members Absent: Bryan Dooley (Chair), Tony Hall, Charlrean Mapson, D. Min., Ryan Rotundo

Staff Present: Chris Hendricks, David Ingram, La'Quadia Smith, Talley Wells, Tamira White, Shar'ron Williams, Philip Woodward, Letha Young

Guests/Council members Present: Christopher Smith

I. Call to Order

Cheryl Powell called the meeting to order and welcomed the members calling in.

II. Approval of Minutes

MOTION: Donna Spears made a motion to table the June 20, 2022 Executive Committee (EC) meeting minutes to include edits incorporating discussion during the June 20, 2022 EC meeting on ongoing evaluation on initiatives. Marjorie Serralles-Russell seconded the motion. The motion was approved by unanimous vote.

- There was further discussion on the need to improve evaluations of initiatives.

III. ED Update

Talley Wells provided an update on the following that included discussion:

- Council membership - open positions

[2 Vacant Positions (N. Clark) and (K. Locklear)] NCCDD

Council Category of Membership: 'Individuals with I/DD' and/or

'Parents or Immediate Relatives/Guardians of Individual with I/DD'

[1 Vacant Position (A. Dodson)] 'Parent or Immediate Relatives/Guardians of Individual with I/DD'

MOTION: Aldea LaParr made a motion for the NCCDD Executive Committee (EC) to authorize a Council Membership Ad Hoc Committee to conduct an in-depth review of applications and potentially interview candidates and improve our onboarding processes for membership prior to a vote on vacant membership positions (e.g., inviting Council Membership Applicants to attend our next Council Meeting). The EC's intention is to heighten focus on increasing diversity, equity, and inclusion and ensure the Council's needs are met. Marjorie Serralles-Russell seconded the motion. The motion passed unanimously.

- Discussion of open positions at MHDDSAS in leadership (Director, Section Chief, and Team Lead). This is a significant concern.
- Update that Stephanie Williams who has led Housing Strategic Plan to come to Community Living Committee in August.
- Update on potential names for Unmet Needs Initiative being considered and upcoming engagements for Unmet Needs Initiative.
- Update on finances: as we come out of Covid, the Council's finances will be more limited for multiple reasons. We also have received notification that SCM positions are paid at the low range for their positions now and are working to raise those. There were also staff salary increases. We also do not anticipate funds due to Puerto Rico and Covid related funds.
- RFAs - Updates & Motions
 - Roommate Matching
 - Self-Advocate and Family Employment Campaign

MOTION: Aldea LaParr made a motion to amend the end-dates for the Roommate-Matching Service RFA and Self-Advocate and Family Employment Campaign DRAFT RFA to December 31, 2023 instead of September 30, 2023 to reflect and permit needed additional time to engage in a robust

competitive bid process for the RFAs. Donna Spears seconded the motion. The motion was approved by unanimous vote.

IV. Financial Report and Expenses/Match Update: Shar'ron Williams reviewed the financial reports for the NCCDD.

V. Council Meeting/Member Survey Review

David Ingram reviewed the draft agenda for the August 2022 Council Meeting.

EC reminded staff of the June 20th discussion of surveys. That discussion needed to be added to the minutes for the June 20 meeting. There was additional discussion of how to improve the process and timing for collecting surveys, including paper surveys, and to have EC members discuss the importance the surveys.

VI. Conference Funding Request

The conference request submitted for the North Carolina Down Syndrome Virtual Speaker Series was considered for approval.

MOTION: Donna Spears made a motion to approve the Conference Funding request from North Carolina Down Syndrome Alliance (NCDSA) in the amount of \$1,319.90 to support costs of meeting space (Zoom) and improving accessibility through additional related zoom enhancements (i.e., 4 additional licenses, increased cloud recording storage, increased Zoom attendee limits, and adding Zoom Webinar features) for its NC Down Syndrome Virtual Speakers Series from July 2022 through June 30, 2023. Cheryl Powell seconded the motion. The motion was approved by unanimous vote.

The EC discussed the need to have this funding be part of an improved process for evaluating/surveying initiatives. This initiative has agreed to use a survey.

VII. Ad Hoc Committees/Updates

None at this time

VIII. Personal Services Contract Review/Approval

None at this time

IX. Other

The Idea Proposals that were sent to NCCDD via email were discussed, including NCCDD's Systems Change Managers' planned outreach in response to each proposal. EC discussed NCCDD working to include Idea Proposal information in Committee Meetings, where reasonable/possible.

Discussion occurred regarding a potential **March EC Minutes – Amendment** on a *Roommate Matching Tax Guidance Update* motion not included in the March 21, 2022 minutes. EC recommended discussion occur during the next EC meeting due to limited time.

X. Adjourn

Cheryl Powell asked for a motion to adjourn.

MOTION: Aldea LaParr made a motion to adjourn the EC meeting. The motion passed. The meeting adjourned at 12:23 PM.