



Oregon Council on  
Developmental Disabilities

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## Council Meeting Minutes

Thursday, December 17, 2020

Zoom Meeting: <https://us02web.zoom.us/j/692819440>

Meeting ID: 692 819 440

One tap mobile 669-900-9128 Meeting ID: 692819440#

**Present:** Daniel Alrick, Rosa Belem Ochoa, Mack Beatty, Emily Braman, Julie Chick, Julie Farrell, Ben Hoffman, Chris Knowles, Anna Lansky, Rhonda Eppelsheimer (proxy for Alice Miller), Kelly McCauley, Sarah Noack, Eddie Plourde, Caitlin Shockley, Sally Simich, Jasper Smith, Nicola Spears, Lindsay Stephens, Daniel Tucker, Stephanie Utzman, Che Walker, Emilie Wylde Turner

**Guests:** John Griffiths; Nick Kaasa

**Interpreters:** Joy

**Staff:** Ava Bartley, Melinda Benson, Susie Goodell, Sieu Inac, Beth Kessler, Ryley Newport, Dominic Paz, Trish Roussel, Lynn Russell, Leslie Sutton

**Absent:** Jake Cornett, Monica Cox, Heather Lindsay, Ruth Morris (medical LOA)

Daniel Alrick called the meeting to order at 12:33 pm. Quorum is met.

### ***WELCOME AND INTRODUCTIONS***

**Welcome new Executive Director, Leslie Sutton!**

**Introductions:** Council Roles and Responsibilities, Staff, Council members and guests.

Beth reminded those present of the roles Council Members, Staff Members and Guests play at Council Meetings:

- **Council Members** have the responsibility of attending meetings, voting, participating in committees as appropriate. As a government organization,

Council Meetings are public unless the Council goes into Executive Session (usually reserved for personnel issues). Executive Session is not open to the public.

- **Staff** are support during meetings whether it is technology, facilitation, taking notes, etc. Staff do not vote.
- **Guests** are observers at meetings. They do not vote. They have the opportunity to speak during the Public Feedback portion of each meeting.

Rosa thanked Beth for leading the Council as the Interim Director. Eddie shared about a book the Council put together for Beth as a “Thank You”. Ryley will be mailing to Beth.

**Review agenda and announcements** Daniel reviewed the agenda for today and tomorrow.

**Community-Building Activity** – Trish introduced the community-building activity by acknowledging that 2020 has been a difficult year. There has been a lot of anxiety and stress, a lot of uncertainty and a lot of loss. It has been so hard! To begin the last Council meeting of 2020, we want to talk about what we have learned, what has helped us cope and what has brought us through so far. In small groups, we had the opportunity to share together and learn from each other.

### ***BUSINESS MEETING***

Daniel opened the business meeting.

**Executive Committee Reflections & Expectations-** Thank you for everyone’s hard work this year! Meeting Attendance Trajectory- Ryley and Daniel talked about the trajectory, member attendance, which has greatly improved, and support.

**Daniel went through the OCDD Meeting Attendance Policy (updated 10-4-19) as a reminder to everyone about attendance expectations:**

- Members are expected to attend all regularly scheduled meetings of the full Council either in person or electronically.
- Members are required to contact staff within 24 hours of the meeting when they know they will not be able to attend.
- A Member with two absences in a calendar year will be notified by the Director or Chair that they are at risk of being asked to resign.
- A Member that misses three meetings in a calendar year will be asked to

resign.

- Agency representatives may send another member of their agency to a Council meeting in their absence, although only officially appointed Council members can vote.
- The Council Chair, at his or her discretion, may grant a leave of absence for up to 12 months to any Council member.\*
- At each Executive Committee meeting, members will review Council meeting attendance records to determine if any action needs to be taken.

*\*Note: The Executive Committee might be revising and clarifying the Leave of Absence Policy in the future.*

**Council Member Re-Commitment (vote).** Council Members are asked to sign a Council Member Commitment form when they join the Council. Council staff recommended the addition of the words “and Council Staff” to the fourth bullet, and there was general discussion of a few suggested additional changes and updates to the form. Eddie moved to approve the RE-commitment form with noted changes. Caitlin seconded. 22 in favor, 0 opposed, 0 abstain. ***Motion to approve carried.***

### **Membership Updates:**

Lynn shared information about current Council Membership, number of open positions, information about Council Member diversity in relation to Oregon’s population, and information about Council Member geographic diversity. There was a general discussion about the information presented and about the seven open council positions and the process for recruiting new members and filling them going forward.

Ava discussed the **Appointment Process** and paperwork involved in getting appointed as a new member to the Council. She also reviewed the onboarding paperwork and other information that needs to be completed or provided once a new Council member has been appointed. While COVID is still a concern, new Council members will have a **Virtual Orientation** that will occur with the new member and Council Staff to help with Onboarding & Paperwork.

New members also receive a “**Welcome Packet**” consisting of the OCDD Council Member Handbook (currently being updated), highlights of Council history, Ethics summary, DD Act, Executive Order 13-14, Current Council Bylaws, a list of Council meetings for the current year, a current Council Member contact list/roster, and a printout of the Online Board and Commission Training information. Because there are current members who might not have received this information, Council

Staff plans to send the electronic packet out to everyone sometime in January 2021.

New Council members need to complete an online “Overview of Boards, Commissions, & Small Entities” training in the state training system (iLearn). This is a fairly new requirement, so there may be existing Council members who have not take it. Council staff will be reaching out to each Council member in the next few weeks to determine if any additional paperwork is needed, if the online training needs to be completed, etc.

### **Reimbursements/Stipends**

Ava also went over the guidelines and procedures related to payment of stipends and the other types of reimbursements that Council members may be eligible for and the process that will be followed for receiving reimbursements going forward. Because of staffing transitions, these payments have not been made for the last few Council meetings, so Council Staff will be reaching out to Council members individually and determining what amounts for stipends or reimbursements may need to be submitted for payment.

### **Tax Treatment of Stipend Payments**

Stipend payments are treated as wages (income) subject to federal income tax withholding up front. ***Important: For those who are on SSI or other means-tested programs, you need to include these payments in income.*** You will receive a statement at end of the year for your income taxes. Because of this tax treatment, the Council does not automatically issue stipends to Council members; members need to decide if they want to receive stipends and other reimbursements. There are two different processes for payments, depending on whether they are for stipends or other reimbursements. Council Staff will help Council Members to set up and/or complete submission of requests for payment.

### **October 2020 Budget Recap**

Ava reported on the budget as of October with a reminder that there will be an update with every Council Meeting. Beth added that the Executive Committee will be making recommendations for the Council regarding what the Executive Director can move around as needed for updated needs. Those recommendations will always lead to a vote with the Full Council.

### **Approval of Meeting Minutes from October 2020**

Sarah moved to approve October 2020 meeting minutes as presented. Eddie seconded. 20 in favor, 0 opposed, 1 abstain. ***Motion to approve the October 2020***

***minutes carried.***

**Applying LifeCourse Buckets to our work** (Nick Kaasa- guest)

The three buckets of support are Information & Training, Networks & Relationships, Goods & Services. This will be the framework used as the Council makes decisions tomorrow about the 5-year plan. Nick used his recent wheelchair needs to show how the three buckets can be used in any kind of strategic planning work. He gathered information needed to make an informed decision about a new insurance and a new wheelchair vendor. Using his networks and the new insurance supports, he found a new vendor who has become a really good fit to assuring that the new chair meets all of his support needs. Using the three buckets will be our lens for tomorrow's important work.

**Closing-** Daniel dismissed the group at 3:55 pm.

**Friday, December 18, 2020**

**Present:** Daniel Alrick, Rosa Belem Ochoa, Emily Braman, Julie Chick, Jake Cornett, Julie Farrell, Ben Hoffman, Chris Knowles, Anna Lansky, Rhonda Eppelsheimer (proxy for Alice Miller), Kelly McCauley, Sarah Noack, Eddie Plourde, Caitlin Shockley, Sally Simich, Jasper Smith, Nicola Spears, Lindsay Stephens, Daniel Tucker, Che Walker, Emilie Wylde Turner

**Guests:** None

**Interpreters:** Joy

**Staff:** Ava Bartley, Melinda Benson, Susie Goodell, Sieu Inac, Beth Kessler, Ryley Newport, Dominic Paz, Trish Roussel, Lynn Russell, Leslie Sutton

**Absent:** Mack Beatty, Monica Cox, Heather Lindsay, Ruth Morris (medical LOA), Stephanie Utzman

**Welcome and Introductions-** Daniel Alrick called the meeting to order at 12:32 pm and reviewed the agenda. Quorum was met.

**SB 1606 Video** (from yesterday's agenda): Council Staff shared the recently produced SB 1606 video. Lynn took the lead on this project and made introductory remarks, and there was discussion about healthcare discrimination and providing supports for family members and caregivers who are supporting individuals in the hospitals (e.g., food, restroom, etc.). Leslie pointed out that SB 1606 makes it clear that if a support person is at hospital, the hospital can provide PPE to them if they need it. Rhonda also brought up that we have work to do making it clear that a support person is NOT a visitor.

## **Five-Year Plan Work**

We are starting to develop **goals** for our next five-year plan. The work will be ongoing for the next several Council meetings. Leslie and Ryley presented some background information that will help the council do further work on goals as a group.

Leslie went over the timeframe for developing the Council's next five-year plan (2022-26). She noted we are a little behind schedule due to the pandemic and executive director search and other things, so dates have been adjusted. Working on goals in December. In February, we will approve goals and work on our objectives. Our goals and objectives will then be shared broadly for public comment. The Council will approve the new five-year plan and we will submit it by August 2021.

Goal development—we will be taking the following steps:

- 1) Looking at our mission and charge from the DD Act.
- 2) Talking about values and how we “walk” our values.
- 3) Create goals by thinking about how we want to spend our money and staff time.

Leslie and Ryley shared some helpful information on each of the steps above to help Council members prepare for working on development of goals for the next five-year plan. They also went over an **infographic** showing several big changes the Council has been involved in over the last 20 years (e.g., closure of Fairview Training Center, implementation of the brokerage system, etc.). These are examples of how we, as a Council, walk our values for communities and service systems. Council members who participated in some of those efforts shared their experiences.

Went through the **three lenses** we will use in creating the state plan (based on our charge in the DD Act):

- 1—Change systems**
- 2—Engage in advocacy**
- 3—Build capacity**

Council members then worked together as a **large group** to complete the

brainstorming matrix, utilizing the “three bucket” approach (that was introduced by Nick Kaasa yesterday), focusing on the **Systems Change** area.

After the **break at 2:45 pm**, Council members were divided into **smaller groups** to brainstorm and continue work on answering the questions and completing the matrix on the Advocacy and Capacity-Building areas, using the “three bucket” approach, which will help lead to the development of overarching goals for the Council’s next five-year plan.

**Announcements:** Leslie made an announcement about the upcoming OHA COVID listening session/webinar on December 21 at 6:30 pm, and Lynn shared flyer. The webinar has a capacity of 500 people, and there is still room for about a hundred more people.

**Public Comment**—no guests were present to provide public comment.

**Closing—one word that describes how you’re feeling right now:** Grateful, tired, overwhelmed, progress, progress, excited, brainstrain, hope, together, enthusiastic, happy, tired, planning, overwhelmed, new, excited, advocacy, partnership, Navidad, onward, ch-ch-changes, surviving, relationships, accomplished.

**Daniel adjourned the meeting at 4:28 pm.**