

December 2020 Council Meeting

Day One: Thursday, December 17th, 2020



Oregon Council on
Developmental Disabilities

Agenda Review

Agenda: Thursday, December 17, 2020

- 12:00 Support getting logged on to Zoom
- 12:30 Welcome new Executive Director!
- 12:45 Brief Introductions: Staff, Council members and guests
- 1:00 Agenda Review (Daniel)
- 1:15 Community-Building Activity
- 2:00 Break
- 2:15 Business Meeting:
 - Executive Committee Reflections & Expectations
 - Attendance Policy
 - Leave of Absence Policy
 - Council Member Re-Commitment (vote)
 - Membership Updates (Lynn & Ava)
 - Vacancies
 - Virtual Orientation
 - Onboarding & Paperwork
 - Procedures for reimbursement
- Budget update (Ava)
- Meeting minutes & vote (Daniel)
- 3:15 Share SB1606 Video
- 3:25 Applying LifeCourse Buckets to our work (Nick Kaasa)
- 4:00 Closing



Agenda Review

Agenda: Friday, December 18, 2020

- 12:00 Support getting logged on to Zoom
- 12:30 Welcome and new guest introductions if needed
- 12:45 Five-Year Plan
 - Review of OCDD Mission
 - Work together to complete matrix
- 2:45 Break
- 3:00 Five-Year Plan Work (continued)
 - Continue work on answering questions and completing of matrix leading into development of overarching goals
- 4:30 Public Comment and Closing (Daniel) - guests' opportunity to speak



Welcome!

- New Executive Director, Leslie Sutton!



Community-Building Activity!

Hosted by the Inclusive Partners Team



Oregon Council on
Developmental Disabilities

Break



Oregon Council on
Developmental Disabilities

Business Meeting

Executive Committee Reflections & Expectations
Membership Updates (Lynn & Ava)
Budget update (Ava)
Meeting minutes & vote (Daniel)



Oregon Council on
Developmental Disabilities

Executive Committee Reflections & Expectations

Thanks to everyone for your hard work over the last year!



A Review of OCDD's:

- Attendance Policy
- Council Member Re-Commitment (vote)



Meeting Attendance Trajectory

Created October 18, 2019

Wants

We have a quorum (half+1)
Members to be present to vote throughout the meeting
To know when votes are happening during meeting
At least a 24 hour notice when you cannot attend a meeting
Come to the meetings and be on board with what we do
Instructions on how to use Zoom/phone so people can participate
Email changes to agenda and more emails between meetings
Survey at end of meeting about meeting experience
Review attendance policy during annual retreat
Include attendance policy in member orientation
Support attendance before people are asked to resign
For people to know they are supported to attend
Members want to be here
Find out why people do not attend

Want to Avoid

To stop the work because we don't have quorum
To spend extra money when people are absent
People to miss information and become emotional
separated from the group
Sacrifice quality time (culture and relationship)
Ask people to resign without supporting them to
participate better first
No way to address people that refuse to resign



Oregon Council on
Developmental Disabilities

August, 2019

OCDD Meeting Attendance Policy

Updated October 4, 2019

1. Members are expected to attend all regularly scheduled meetings of the full Council either in person or electronically.
2. Members are required to contact staff within 24 hours of the meeting when they know they will not be able to attend.
3. 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.
4. A Member that misses three meetings in a calendar year will be asked to resign.
5. Agency representatives may send another member of their agency to a Council meeting in their absence, although only officially appointed Council members can vote.
6. The Council Chair, at his or her discretion, may grant a leave of absence for up to 12 months to any Council member.
7. At each Executive Committee meeting, members will review Council meeting attendance records to determine if any action needs to be taken.



2020 Council Member Commitment Form

As Council Members, your experience, opinions and voices are critical to our work. Your role is to attend all Council meetings, vote to make decisions, and developing our five-year strategic plan, annual work plans and budgets.

By agreeing to become a Council member, you commit to the following:

- Attend a new member orientation.
- Attend each Council meeting, arrive on time and stay until the meeting is over.
- Get to know each other and welcome new members.
- Be respectful and accepting of all Council members **and Council staff**, regardless of their race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.
- Help us understand how to support you. Ask for help when you need it.
- Participate in discussions, ask questions and read materials.
- Work together to develop the Council's five-year strategic plan and annual work plans and budgets.
- Vote to approve plans, budgets and make business decisions.
- Complete any responsibilities you are assigned on a committee or workgroup.
- Inform the Council of any potential conflict of interest (financial benefit) related to being on the Council.
- Contact us no less than 24 hours in advance if you cannot attend a meeting.



OCDD Membership Updates

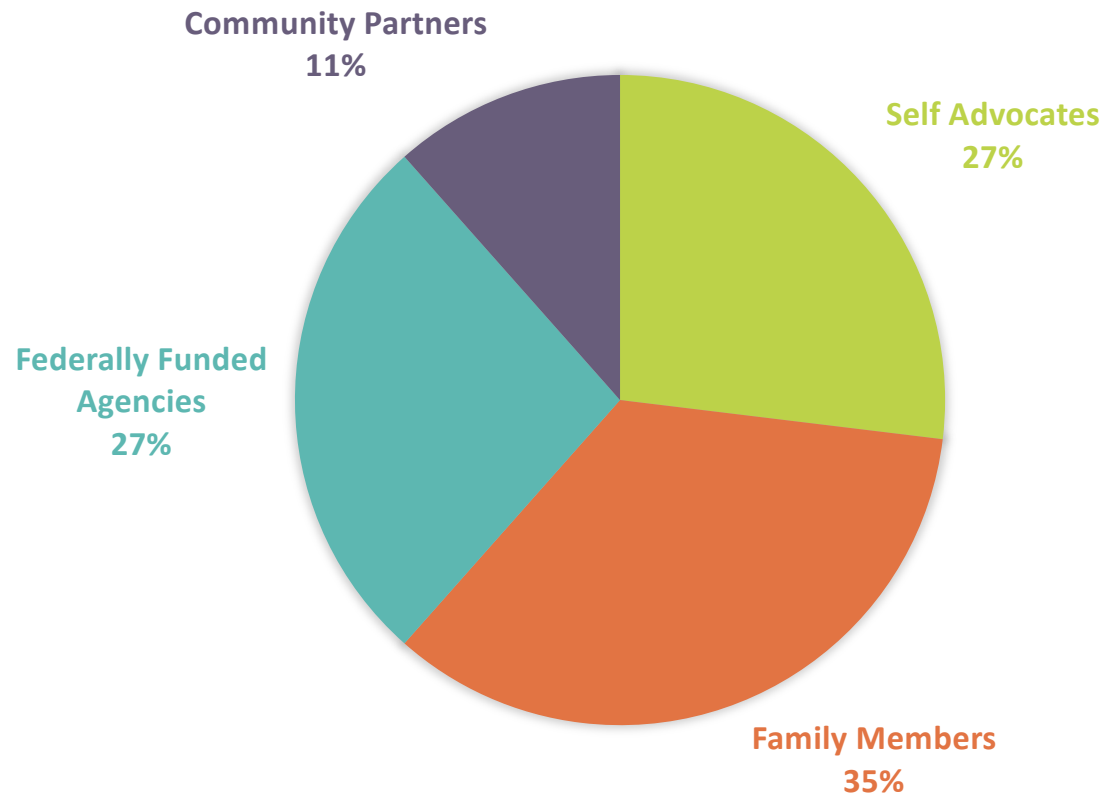
Presented by
Lynn Russell and Ava Bartley



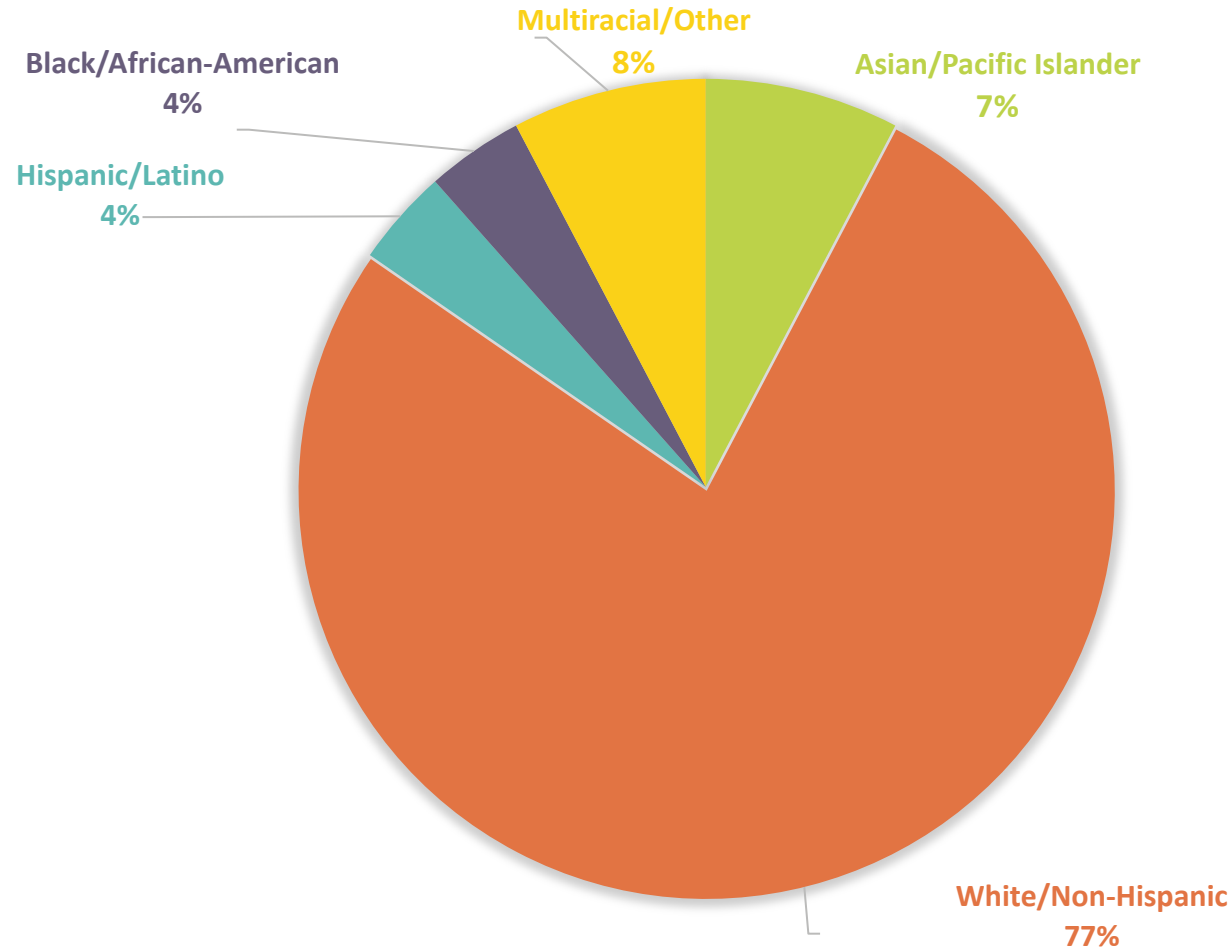
Oregon Council on
Developmental Disabilities

Council membership shall consist of at least 60% **Self Advocates** or **Family Members**, plus representatives from **Federally Funded Agencies** (University Centers for Excellence; the state Protection & Advocacy, Disability Rights Oregon; Vocational Rehabilitation; APD/DHS; ODDS; ODE; and OHA), and **Community Partners** (non-governmental organizations).

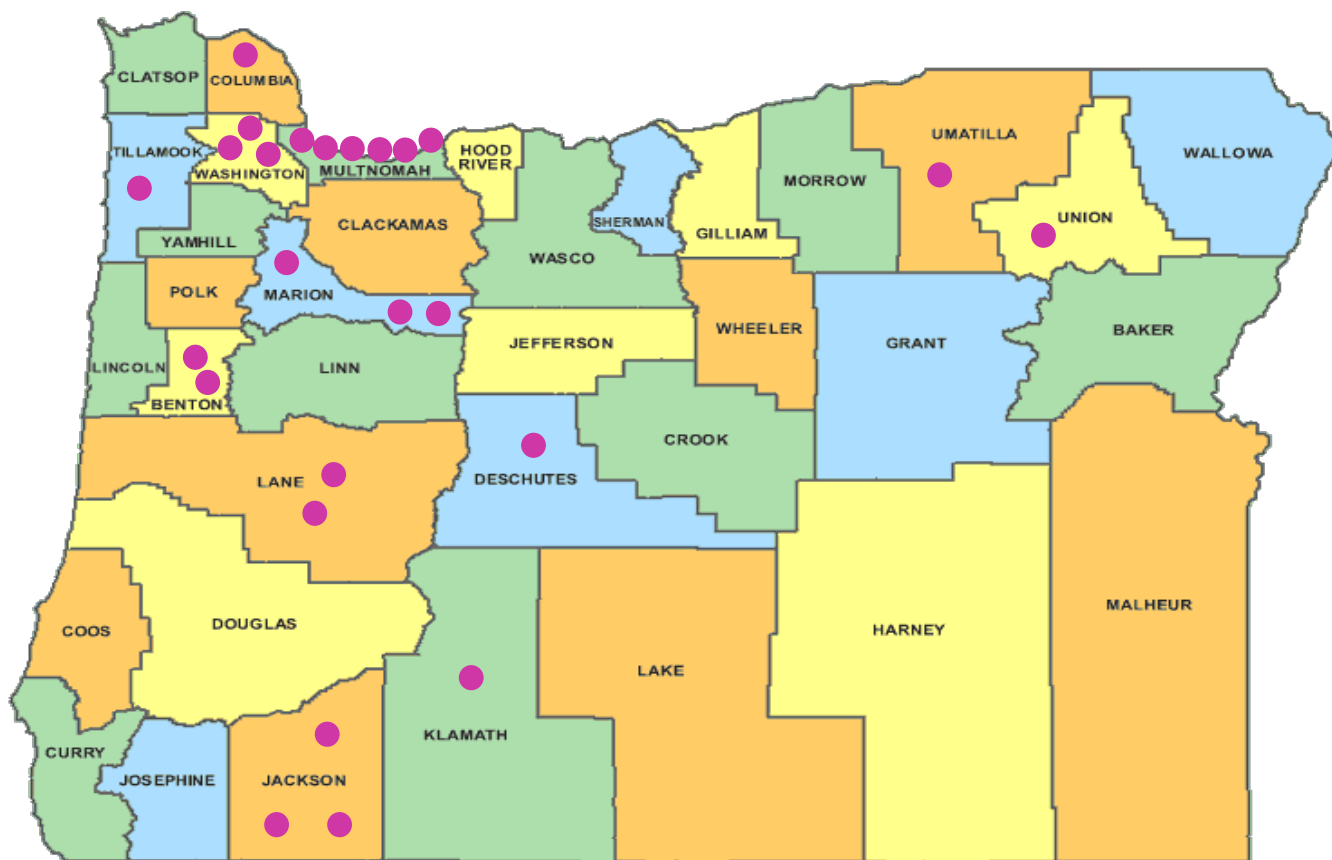
We currently have
26 council members
and **7 open positions**.



Council membership should represent the racial, ethnic, and geographic diversity of Oregon's population.



Council membership should represent the racial, ethnic, and geographic diversity of Oregon's population.



© 2017 WaterproofPaper.com



Oregon Council on
Developmental Disabilities

Seven Open Council Positions



Appointment Process & Paperwork

- Appointment Process
 - Complete **Executive Appointment Interest Form**
 - Submit **Interest Form, resume, cover letter and bio** to Council Staff
 - Council emails scan of new member application to executive.appointments@Oregon.gov
 - Governor appoints new Council member!
 - New member takes **oath** before notary; returns signed/notarized oath form to Governor's Office & Council Staff



Onboarding Paperwork

- Paperwork you need to complete or sign:
 - **HRA Action Form** (DE 0109) (to assign position and OR number for reimbursements)
 - **Form W-9** (providing your taxpayer ID #)
 - **Council Member Commitment**
 - **Media Release**
- Other information we ask you to provide:
 - **Bio** and **picture** (for announcement on Facebook, other social media, or in newsletter)



Welcome Packet for New Members

- OCDD Council Member Handbook (being updated)
- Highlights of Council History
- Ethics Summary
- DD Act
- Executive Order 13-14
- Current Council Bylaws
- List of Council Meetings for current year
- Current Council Member contact list/roster
- Printout of Online Board and Commission Training Info



Training and Orientation

- New Council members need to complete **Overview of Boards, Commissions, & Small Entities** training in state training system (iLearn)
- New Council members will be scheduled for a **Virtual New Council Member Orientation**



Other Onboarding Activities

- Signed up for GO! Bulletin
- Added to calendar invites for Council meetings
- Added to Council member email list
- Added to Council Member contact list/roster
- Signed up for Council newsletter
- Matched with current members for coffee, carpool and meeting partner (optional)



\$30 Daily Stipend Payments

- Self-advocates and family members may be paid daily stipends of **\$30 for each day** they attend Council meetings if:
 - The Council member is not employed in full-time public service, or
 - The Council member must forfeit wages or salary from other employment to attend Council meetings and/or to perform other Council duties



Other Payments (ORS 292.500)

- Actual and necessary **travel or other expenses** incurred in the performance of the member's official duties and not reimbursed from other sources. (Subject to state limits.)
- Actual cost of **personal assistant services** necessary for a member of the council to perform official duties of the member.
- Actual cost of **care for children or family members with disabilities**.
- Expenses not exceeding \$25 for each day that are incurred by a member of the council in **employing another person to perform duties**, including personal duties, normally performed by the member that the member is unable to perform because of other official duties that cannot be delayed without risk to health or safety.



Tax Treatment of Payments

- Stipend payments are treated as wages (income) subject to federal income tax withholding up front.
- ***IMPORTANT:*** *If you 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.
- We do not automatically issue stipends to Council members.
- Per DHS, childcare and other care stipends are also considered income.
- Travel reimbursement is not treated as income.



Process for Payments

Stipend, Child Care or Personal Assistance

Council member lets us know during onboarding that they want stipend(s)

Council member needs to be set up in Workday and have OR# and W-9 on file

Within a week after a Council meeting, **Council staff will confirm attendance and prepare and submit individual invoices** for stipend reimbursement for meetings held during previous month.

Travel or other Out-of-Pocket Expenses

Council member needs to be set up in Workday and have OR# and W-9 on file

Council member files claim in TRIPS
(Travel Reimbursement Information Processing System)

Claims can be submitted once expenses are incurred.



October 2020 Budget Recap

FFY 2021 Approved Budget		Federal	Oct '20 Fed	% of Fed
Update 12-17-2020		Grant Only	Grant Expen.	Budget
Estimated income				
Federal ACL Grant				
FFY 2020 rollover (*incl add'l \$39,000 allotment fr 8-11-20)	\$144,848	\$183,848		
Estimated FFY 2021 annual award	\$777,448	\$777,448		
Subtotal	\$922,296	\$961,296		
Oregon DHS Match				
State DHS FFY 2020 match adjustment (cash)	\$0			
FFY 2021 match adjustment (cash)	\$0			
Subtotal	\$0			
Interagency Agreements				
Family Networks (last qtrly payment through 12/31/20)	\$144,106			
Inclusive Partners (ODE Grant)	\$592,041			
Autism Commission (OCASD)	\$49,025			
NCI (estimated--new contract in process)	\$11,000			
Subtotal	\$796,172			
Estimated Total income	\$1,718,468	\$961,296		
Estimated expenses				
Salary and benefits (5 Council Staff FTE) estimated at \$631,079				
Grant personnel costs paid by AIDD	\$589,676	\$589,676	\$38,440	
Personnel costs paid by IAAs	\$41,403			
Subtotal	\$631,079	\$589,676	\$38,440	6.52%



Meeting Minutes and Vote

Presented by Daniel Alrick



Oregon Council on
Developmental Disabilities

SB 1606 Video



Oregon Council on
Developmental Disabilities

Introduction to the 3 Buckets of Support

By Nicholas Kaasa



Oregon Council on
Developmental Disabilities

People have all these kinds of needs

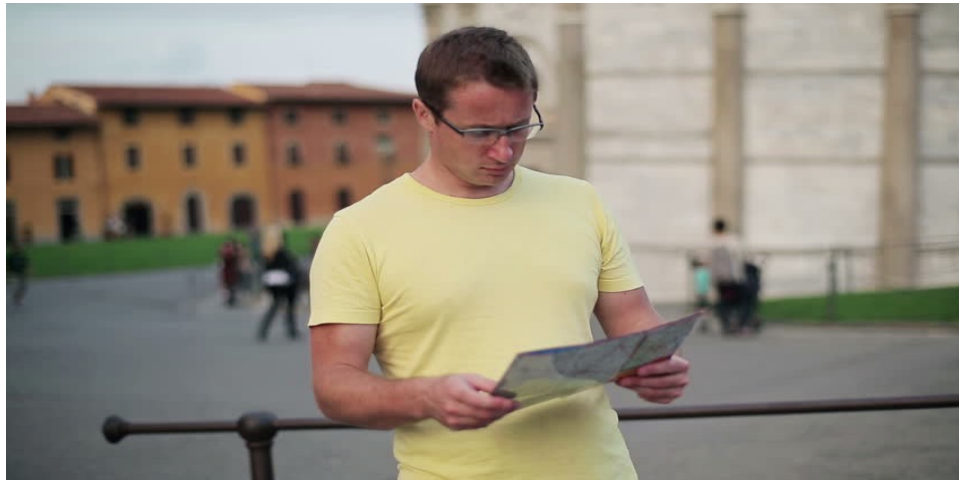
The strategies that make up this tool can be categorized into three different buckets of support.



Information & Training



Having the information to navigate life. Sometimes, we don't need anything except information about a certain topic so we can make a decision or simply know what's going on.



Networks & Relationships



Making connections with people and resources, to help you learn about Who's navigated a similar experience.



Goods & Services



The day-to-day items we buy or use from public or private organizations in our communities. These are the things that we connect with to make our daily lives possible.



Nick's Story



Oregon Council on
Developmental Disabilities

Thank You!



Oregon Council on
Developmental Disabilities

Developing our next Five-Year Plan Goals

Day Two: Friday, December 18th, 2020



Oregon Council on
Developmental Disabilities

Agenda Review

Agenda: Friday, December 18, 2020

- 12:00 Support getting logged on to Zoom
- 12:30 Welcome and new guest introductions if needed
- 12:45 Five-Year Plan
 - Review of OCDD Mission
 - Work together to complete matrix
- 2:45 Break
- 3:00 Five-Year Plan Work (continued)
 - Continue work on answering questions and completing of matrix leading into development of overarching goals
- 4:30 Public Comment and Closing (Daniel) - guests' opportunity to speak



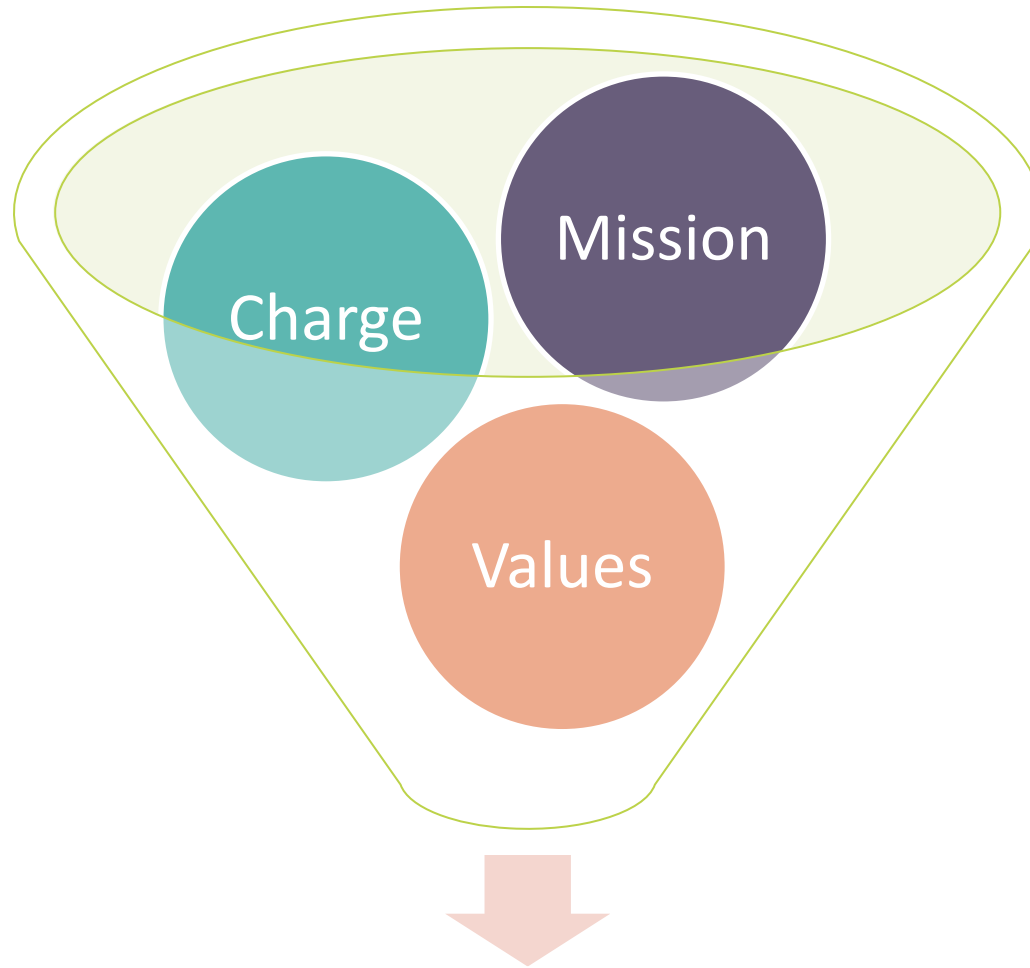
2022-2026 State Plan Development Timeline



How do we develop our next Five Year Plan Goals?

- Look at
 - our mission
 - our charge from the DD Act (Federal law)
- Talk about
 - our values
 - how we walk our values
- Create Goals by thinking about how we spend:
 - our money
 - our staff time





Goals: How We Spend Money
and Staff Time

What is our Mission?

Advance social and policy change so that

people with developmental disabilities,
their families and communities

may live, work, play, and learn together.



What is the Purpose of the DD Act?

- Assure that individuals with developmental disabilities and their families participate in:
 - the design of and
 - have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life,
 - through culturally competent programs



What is our charge from the DD Act?

- engage in advocacy, capacity building, and systemic change activities that—
 - are consistent with the purpose and policies of the DD Act
 - contribute to a coordinated, consumer- and family-centered, consumer- and family-directed, comprehensive system that includes
 - needed community services,
 - individualized supports,
 - and other forms of assistance that promote self-determination for individuals with developmental disabilities and their families;



What are our values for people with DD and their families?

1. We believe disability is a natural part of the human experience.

2. We believe people with developmental disabilities and their families...

- Define their own families and sources of support.
- Are successful when they make informed choices and control their lives.
- Are most effective when they work together for social and policy change.
- Are more likely to succeed when we expect them to succeed.



What are some examples of how we walk our values for people with DD and their families?

Better Together

Leading Change in Developmental
Disability Policy Over the Past 20 Years

Oregon Council on Developmental Disabilities



Communities are strongest when everyone contributes

Disability policy is relevant when it is built with people with disabilities.



Oregon Council on
Developmental Disabilities

What are our values for communities and support service systems?

3. We believe communities...

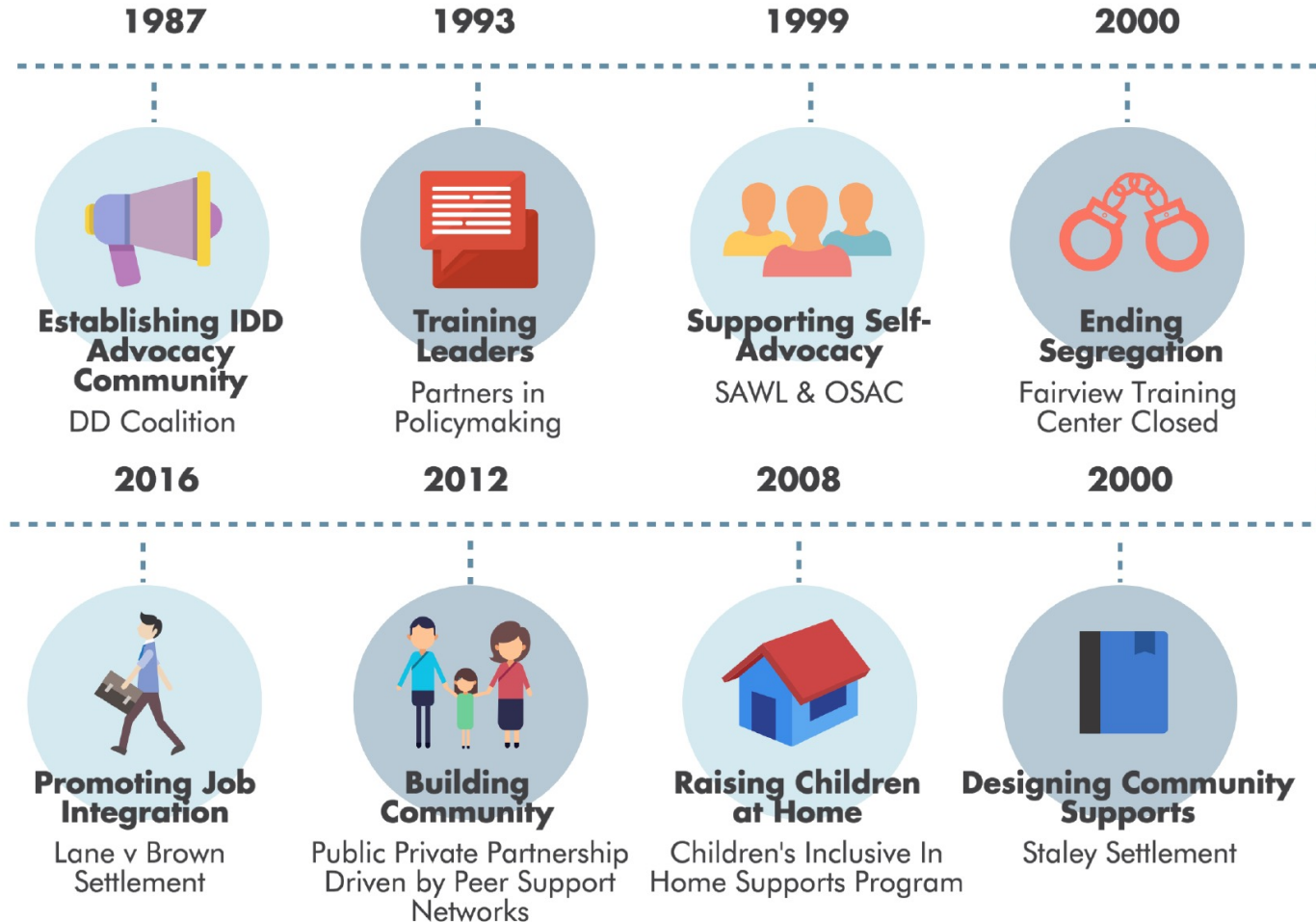
- Are welcoming when everyone is valued.
- Are better when members act together.
- Thrive when everyone contributes.

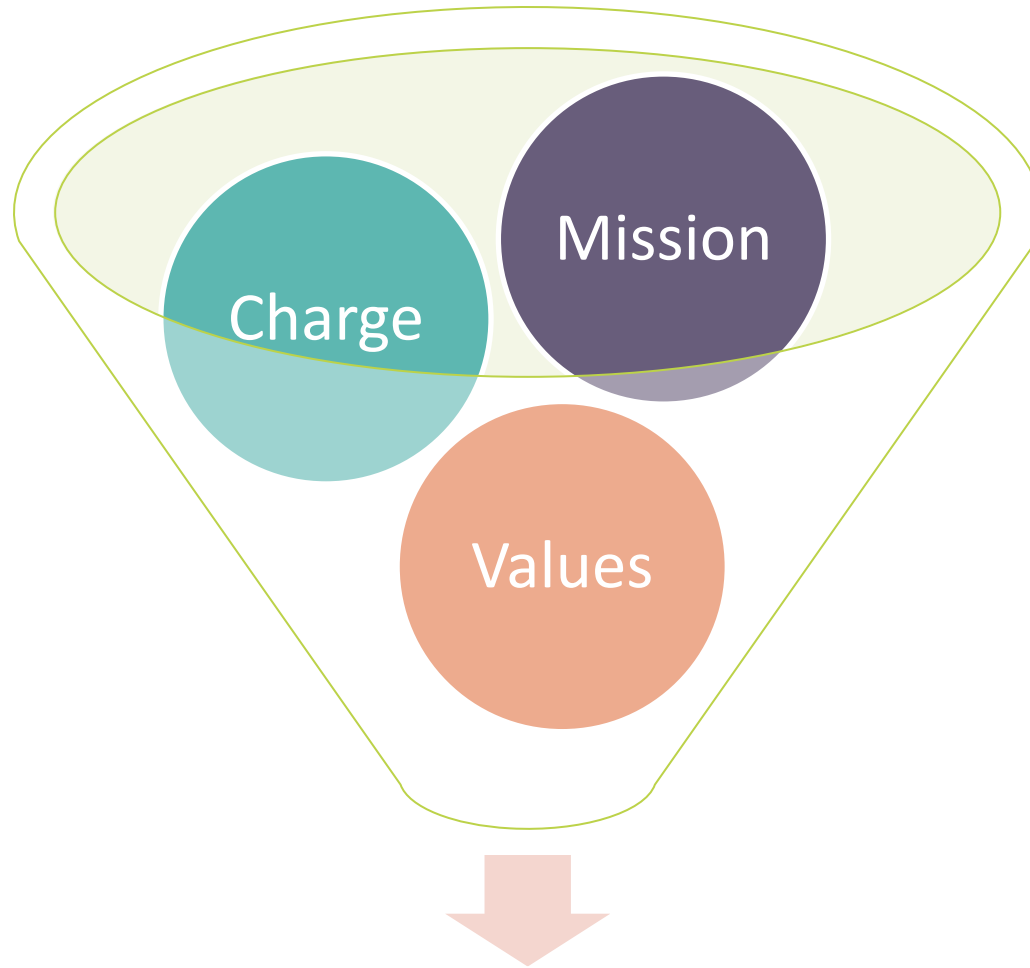
4. We believe support service systems are most effective when...

- Families are supported to raise children in stable and loving homes.
- People are supported to live the lives they want in their communities.
- Supports are based on individual strengths, goals and community.
- They are accountable to the people they serve.



What are some examples of how we walk these values for communities and service systems?





Goals: How We Spend Money
and Staff Time

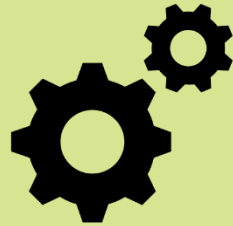


3 Lenses for Creating Our State Plan

Systems Change

Remove barriers

Increase systems' ability to support people with DD and their families



Advocacy

Building new leaders

Supporting current leaders



Capacity Building

Improving support people with DD get from people, provider organizations and communities



Focus

Government
Agency Policies

People with DD
and their Families

People and
organizations that
provide support
to people with DD



Oregon Council on
Developmental Disabilities

"What changes do we want to see in 5 years?"

**Big
Question:
what do we
want to be
different in
5 years?**



Systems Change

What are we doing to change systems to work better for people with DD and their families?

What barriers need to be removed?

Where does there need to be increased resources?

Advocacy

How are we building new leaders and supporting current leaders?

How are we informing advocates to make sure leaders are equipped with accurate, accessible values anchored information?

Capacity Building

How are we helping individuals, provider organizations and communities improve how they support people with DD and their families?



What do we need to do to make the changes we want to see?



Systems Change

Advocacy

Capacity Building

Information and Discovery (Learning and Skill Building)

What do we need to better understand before we can change the policies above?

What kinds of information do people need?

What kinds of information do people need?

What kinds of opportunities and experiences do people need to build leadership skills?

What kinds of opportunities and experiences do people need to build leadership skills?

Connecting and Networking

Who will be vital partners in this work?

What connections do people need?

What connections do people need?

Who do they need to hear from?

Who do they need to hear from?

Goods and Services

What may cost us out of pocket money?
Contractors?
Subscriptions? Travel to attend meetings?

What skills and tools do people need?

What skills and tools do people need?

What support will people need to access those experiences?

What support will people need to access those experiences?

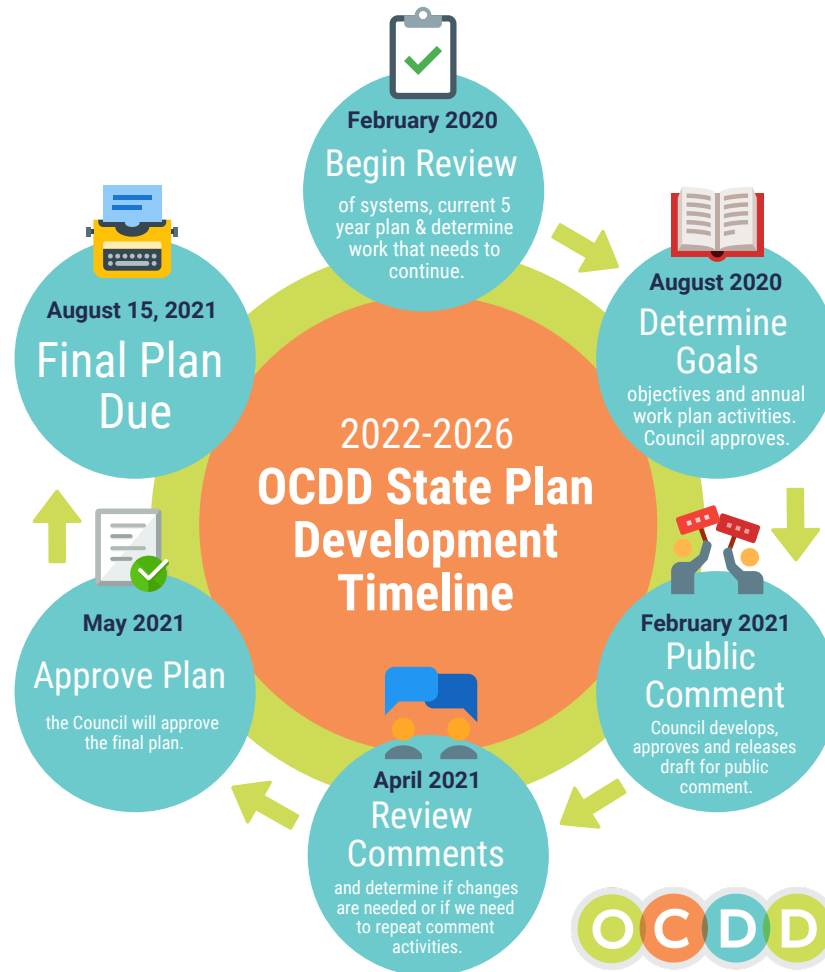


Next Steps

- Small Groups
 - Ask yourselves the “big question” of what we want to be different in five years for systems change and advocacy
 - Keeping your answers to the “big question” in mind, ask yourselves the “three buckets” questions for systems change and advocacy
- Take a Break at 2:45, come back at 3:00
- Stay in your small groups
 - Ask yourselves the “big question” of what we want to be different in five years for capacity building
 - Keeping your answers to the “big question” in mind, ask yourselves the “three buckets” questions for capacity building
- Back to the large group at 3:50 to share back your ideas



What's Next for OCDD's State Plan Timeline?





Public
comment
& 1 word
closing



Oregon Council on
Developmental Disabilities

FFY 2021 Approved Budget Update 12-17-2020		Federal Grant Only	Oct '20 Fed Grant Expen.	% of Fed Budget
Estimated income				
Federal ACL Grant				
FFY 2020 rollover (*incl add'l \$39,000 allotment fr 8-11-20)	\$144,848	\$183,848		
Estimated FFY 2021 annual award	\$777,448	\$777,448		
Subtotal	\$922,296	\$961,296		
Oregon DHS Match				
State DHS FFY 2020 match adjustment (cash)	\$0			
FFY 2021 match adjustment (cash)	\$0			
Subtotal	\$0			
Interagency Agreements				
Family Networks (last qtrly payment through 12/31/20)	\$144,106			
Inclusive Partners (ODE Grant)	\$592,041			
Autism Commission (OCASD)	\$49,025			
NCI (estimated--new contract in process)	\$11,000			
Subtotal	\$796,172			
Estimated Total income	\$1,718,468	\$961,296		
Estimated expenses				
Salary and benefits (5 Council Staff FTE) estimated at \$631,079				
Grant personnel costs paid by AIDD	\$589,676	\$589,676	\$38,440	
Personnel costs paid by IAAs	\$41,403			
Subtotal	\$631,079	\$589,676	\$38,440	6.52%
Operating expenses				
DSA (Cost Allocations)	\$0	\$0		
Out of State Travel	\$0	\$0		
Council meetings/events/stipends/mileage	\$5,000	\$5,000		
In State Travel	\$5,000	\$5,000	\$65	
Office expenses	\$4,000	\$4,000		
Telecommunications & Tech	\$8,000	\$8,000	\$925	
Dues and subcriptions (NASDDDS, LifeCourse CoFP)	\$16,500	\$16,500	\$2,016	
Professional development	\$7,500	\$7,500	\$60	
Mail/postage	\$1,000	\$1,000		
Membership fees (NACDD, ORFWA)	\$6,600	\$6,600		
Sponsorships	\$2,000	\$2,000		
Subtotal	\$55,600	\$55,600	\$3,066	5.51%
Contracts and Professional Services				
Translation, captioning and interpretation	\$40,000	\$40,000	\$1,647	
Website and media	\$15,000	\$15,000		
1.1 Niko Boskovic Blog	\$3,956	\$3,956	\$839	
1.4 Implementation of Equity Comm Rec (contractor)	\$10,000	\$10,000	\$6,750	
2.1 OSAC (through 3-31-21)	\$50,000	\$50,000	\$9,583	
2.1 Proposed new OSAC contract (4/1/21 to 9/30/21)	\$50,000	\$50,000		
2.3 AEI	\$5,000	\$5,000		
2.5 Proposed new contracts w/cultural brokers	\$0	\$0		
2.7 Nick Kaasa	\$10,000	\$10,000	\$1,171	
2.7 Graphic Recording--Aniko Adany	\$5,000	\$5,000		
Other Professional Services (using 2020 carryover)	\$0	\$0	\$2,231	
Subtotal	\$188,956	\$188,956	\$22,221	11.76%
Interagency agreements--expenditures				
Family Network contracts (8 contracts; expiring 12/31/20)	\$118,703			
Inclusive Partners agreement w/ODE (incl 5 FTE/Progr Staff)	\$592,041			
OCASD agreements with ODE & DHS	\$34,025			
National Core Indicators (NCI)	\$10,000			
Subtotal	\$754,769			
Total Estimated Expenses	\$1,630,404	\$834,232	\$63,726	7.64%
Total Estimated income	\$1,718,468	\$961,296	\$961,296	
Total Estimated Expenses	\$1,630,404	\$834,232	\$63,726	6.63%
Estimated Reserve	\$88,064	\$127,064		