December 2020 Council Meeting

Day One: Thursday, December 17th, 2020
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
Break
Business Meeting

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

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**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.
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
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.

- **White/Non-Hispanic**: 77%
- **Asian/Pacific Islander**: 7%
- **Black/African-American**: 4%
- **Hispanic/Latino**: 4%
- **Multiracial/Other**: 8%
Council membership should represent the racial, ethnic, and geographic diversity of Oregon’s population.
Seven Open Council Positions

- #6 Self Advocate
- #8 Self Advocate
- #11 Family Member
- #19 OHA
- #24 Community Partner
- #31 APD/DHS
- #32 Self Advocate
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**

<table>
<thead>
<tr>
<th>Estimated Income</th>
<th>Federal Grant Only</th>
<th>Oct '20 Fed Grant Expen.</th>
<th>% of Fed Budget</th>
</tr>
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<tbody>
<tr>
<td><strong>Federal ACL Grant</strong></td>
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<td><strong>Subtotal</strong></td>
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<td><strong>Oregon DHS Match</strong></td>
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<td>State DHS FFY 2020 match adjustment (cash)</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<tr>
<td><strong>Interagency Agreements</strong></td>
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<tr>
<td>Family Networks (last qtrly payment through 12/31/20)</td>
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<tr>
<td>Inclusive Partners (ODE Grant)</td>
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<tr>
<td>Autism Commission (OCASD)</td>
<td>$49,025</td>
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<tr>
<td>NCI (estimated--new contract in process)</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$796,172</td>
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<tr>
<td><strong>Estimated Total income</strong></td>
<td>$1,718,468</td>
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<table>
<thead>
<tr>
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<td>Salary and benefits (5 Council Staff FTE) estimated at $631,079</td>
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<td>Grant personnel costs paid by AIDD</td>
<td>$589,676</td>
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<td>$38,440</td>
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<tr>
<td>Personnel costs paid by IAAs</td>
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<td><strong>Subtotal</strong></td>
<td>$631,079</td>
<td>$589,676</td>
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</table>
Meeting Minutes and Vote

Presented by Daniel Alrick
SB 1606 Video
Introduction to the 3 Buckets of Support

By Nicholas Kaasa
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
- Networks & Relationships
- Goods & Services
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
Thank You!

ANY QUESTIONS?
Developing our next Five-Year Plan Goals

Day Two: Friday, December 18th, 2020
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

**February 2020**
Begin Review of systems, current 5 year plan & determine work that needs to continue.

**May 2021**
Approve Plan
The Council will approve the final plan.

**August 2020**
Determine Goals
Objectives and annual work plan activities. Council approves.

**February 2021**
Public Comment
Council develops, approves and releases draft for public comment.

**April 2021**
Review Comments
And determine if changes are needed or if we need to repeat comment activities.

**August 2021**
Final Plan Due

2022-2026 OCDD State Plan Development Timeline

**OCDD**
Oregon Council on Developmental Disabilities
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.
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?

1987
- Establishing IDD Advocacy Community
- DD Coalition

1993
- Training Leaders
- Partners in Policymaking

1999
- Supporting Self-Advocacy
- SAWL & OSAC

2000
- Ending Segregation
- Fairview Training Center Closed

2016
- Promoting Job Integration
- Lane v Brown Settlement

2012
- Building Community
- Public Private Partnership Driven by Peer Support Networks

2008
- Raising Children at Home
- Children's Inclusive In Home Supports Program

2000
- Designing Community Supports
- Staley Settlement

OCDD
Oregon Council on Developmental Disabilities
Goals: How We Spend Money and Staff Time
## 3 Lenses for Creating Our State Plan

<table>
<thead>
<tr>
<th>Focus</th>
<th>Systems Change</th>
<th>Advocacy</th>
<th>Capacity Building</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Remove barriers</td>
<td>Building new leaders</td>
<td>Improving support people with DD get from people, provider organizations and communities</td>
</tr>
<tr>
<td></td>
<td>Increase systems’ ability to support people with DD and their families</td>
<td>Supporting current leaders</td>
<td></td>
</tr>
<tr>
<td>Government Agency Policies</td>
<td></td>
<td>People with DD and their Families</td>
<td>People and organizations that provide support to people with DD</td>
</tr>
</tbody>
</table>

**OCDD**
Oregon Council on Developmental Disabilities
"What changes do we want to see in 5 years?"

<table>
<thead>
<tr>
<th>Big Question: what do we want to be different in 5 years?</th>
<th>Systems Change</th>
<th>Advocacy</th>
<th>Capacity Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>What are we doing to change systems to work better for people with DD and their families?</td>
<td>What barriers need to be removed?</td>
<td>How are we building new leaders and supporting current leaders?</td>
<td>How are we helping individuals, provider organizations and communities improve how they support people with DD and their families?</td>
</tr>
<tr>
<td>Where does there need to be increased resources?</td>
<td></td>
<td>How are we informing advocates to make sure leaders are equipped with accurate, accessible values anchored information?</td>
<td></td>
</tr>
</tbody>
</table>

OCDD Oregon Council on Developmental Disabilities
<table>
<thead>
<tr>
<th>Information and Discovery (Learning and Skill Building)</th>
<th>Systems Change</th>
<th>Advocacy</th>
<th>Capacity Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>What do we need to better understand before we can change the policies above?</td>
<td>What kinds of information do people need?</td>
<td>What kinds of information do people need?</td>
<td></td>
</tr>
<tr>
<td>Who will be vital partners in this work?</td>
<td>What connections do people need?</td>
<td>What connections do people need?</td>
<td></td>
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<tr>
<td></td>
<td>Who do they need to hear from?</td>
<td>Who do they need to hear from?</td>
<td></td>
</tr>
<tr>
<td>Goods and Services</td>
<td>What may cost us out of pocket money? Contractors? Subscriptions? Travel to attend meetings?</td>
<td>What skills and tools do people need?</td>
<td>What skills and tools do people need?</td>
</tr>
<tr>
<td></td>
<td>What support will people need to access those experiences?</td>
<td>What support will people need to access those experiences?</td>
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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?

2022-2026 OCDD State Plan Development Timeline

- **February 2020**: Begin Review
  - of systems, current 5 year plan & determine work that needs to continue.

- **August 2020**: Determine Goals
  - objectives and annual work plan activities. Council approves.

- **February 2021**: Public Comment
  - Council develops, approves and releases draft for public comment.

- **April 2021**: Review Comments
  - and determine if changes are needed or if we need to repeat comment activities.

- **May 2021**: Approve Plan
  - the Council will approve the final plan.

- **August 15, 2021**: Final Plan Due

- **2022-2026 OCDD State Plan Development Timeline**
Public comment & 1 word closing
### FFY 2021 Approved Budget

**Update 12-17-2020**

#### Estimated income

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#### Oregon DHS Match

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<tr>
<th>Match</th>
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<th>FFY 2021 match adjustment (cash)</th>
<th><strong>Subtotal</strong></th>
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<tr>
<td>State DHS FFY 2020 match adjustment (cash)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Estimated income</strong></td>
<td>$1,718,468</td>
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#### Estimated expenses

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<td>$631,079</td>
<td>$38,440</td>
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<tr>
<td><strong>Operating expenses</strong></td>
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<td>6.52%</td>
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<tr>
<td>DSA (Cost Allocations)</td>
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<td>Out of State Travel</td>
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<td>Council meetings/events/stipends/mileage</td>
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<td>In State Travel</td>
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<td>Office expenses</td>
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<td>Dues and subscriptions (NASDDDS, LifeCourse CoP)</td>
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<td>Professional development</td>
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<td>Mail/postage</td>
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<td>Sponsorships</td>
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<td><strong>Contracts and Professional Services</strong></td>
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<td>5.51%</td>
</tr>
<tr>
<td>Translation, captioning and interpretation</td>
<td>$40,000</td>
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<td>Website and media</td>
<td>$15,000</td>
<td>$15,000</td>
<td>$15,000</td>
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<tr>
<td>1.1 Niko Boskovic Blog</td>
<td>$3,956</td>
<td>$3,956</td>
<td>$3,956</td>
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<tr>
<td>1.4 Implementation of Equity Comm Rec (contractor)</td>
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<tr>
<td>2.1 OSAC (through 3-31-21)</td>
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<td>$50,000</td>
</tr>
<tr>
<td>2.1 Proposed new OSAC contract (4/1/21 to 9/30/21)</td>
<td>$50,000</td>
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<td>2.3 AEI</td>
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<td>2.5 Proposed new contracts w/cultural brokers</td>
<td>$0</td>
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<td>$0</td>
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<tr>
<td>2.7 Graphic Recording--Aniko Adany</td>
<td>$10,000</td>
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<tr>
<td>Other Professional Services (using 2020 carryover)</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td>$188,956</td>
<td>$188,956</td>
<td>$22,221</td>
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<tr>
<td><strong>Interagency agreements--expenditures</strong></td>
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<td>11.76%</td>
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<tr>
<td>Family Network contracts (8 contracts; expiring 12/31/20)</td>
<td>$118,703</td>
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<td>Inclusive Partners agreement w/ODE (incl 5 FTE/Progr Staff)</td>
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<td>OCASD agreements with ODE &amp; DHS</td>
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<td>National Core Indicators (NCI)</td>
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<tr>
<td><strong>Subtotal</strong></td>
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Total Estimated income $1,718,468 $961,296 $961,296

Total Estimated expenses $1,630,404 $834,232 $63,726

Estimated Reserve $88,064 $127,064