

## 23 1003 OCDD Executive Committee Minutes

Attending: Kelly McCauley, Kristen Darmody, Paulina Larenas, Julie Farrell, Alisha Overstreet, Leslie Sutton

Note in the minutes: EC stands for Executive Committee

Julie called meeting to order. Reminder that this is a public meeting. Recording started.

Ground rules:

- Keep personal items private
- Be polite

Agenda reviewed. Julie would like a break every 20-40 minutes. Will take a break after about 20 minutes then 40 minutes after that. Eddie moves to approve the agenda, Paulina seconds, unanimous vote to approve.

Reviewed Gantt chart on EC duties that was developed by the previous EC based on the EC duties outlined in the bylaws. Leslie reviewed that the previous EC met more than quarterly because they provide general direction to the ED per the bylaws. It was helpful to have support between Council meetings as a new Executive Director. Leslie also shared that the Executive Director Review timeline outlined in the document were from 2021 which was before the federal technical assistance provider supported the previous Executive committee and the Council with developing a policy and survey for the Executive Director review. So the timelines outlined in the document are not reflective of that work. Discussed that the bylaws changes would be discussed in April and the policy changes would be discussed in October so as to spread out the work.

Previous EC committee minutes review

- Leslie reviewed the Executive Committee topics from the past EC meetings.
- Discussed that our Federal technical assistance provider has recommended that we address conflict of interest within our Council. We need to collect conflict of interest information from members on an annual basis. The Council needs to review and approve the draft form and policy. This should be addressed at the October meeting.

Alisha moves. Kristen seconds as follows:

- Table approval of past EC minutes to determine if we need to approve them because this committee is made up of different members
- Between now and next EC meeting, need to seek clarification about if the current EC can approve the minutes if they didn't attend the meeting.
- Unanimous support for motion

Committee took at 10 minute break. Back at 11:01.

#### Discussion of the Workplan (Leslie)

- Update on the Federal Fiscal Year 24 budget and workplan plus Federal Fiscal year 25 work plan.
- Success in working with OHSU UCEDD to determine reporting structures for our annual federal reporting. This has been something that has been difficult for staff for many years because we have not had procedures in place to collect the data. Now, we are building momentum in streamlining our reporting procedures. This will help staff report the impact the Council has in our state.
- Reviewed the August PPT for the workplan.
  - o Mentioned that we have done the first round of interviews for the communications position and are waiting for recruitment to get us to the next step of two interviews. Leslie appreciates Council member and community member input on the interview panels and thanks those committee members who have been on our panels previously.
- Discussed RFP process to remind Committee members the process
- PIP
  - o In the solicitation process with the contracts office at ODHS
  - o Discussion that we need to include language about diversity of presenters and participants. Discussed the funding source required a Spanish speaking and also English speaking tract with different curricula and speakers
  - o Provide environment and experience where people feel welcome to come and feel welcome to share their experiences. State contracting process allows a requirement to reach out to vendors that are owned by certified minority owned. That happens from contract side. Also have power in way the contracts are written in the way that the contract is written and which work product is created.
- Discussed the communications project will need an RFP
  - o Have had conversations with the Council at the August meeting and also with community members to get input into what people would like to see from this project.
  - o Reviewed that we need to be careful in these conversations when organizations are represented that may be interested in applying for the funds. These conversations are very general with community members so as not to prevent them or their organizations from applying under the RFP.
- Discussed the resource guide project has had Spanish Speaking leaders discussions before the council meeting and since. Having a final conversation with them today generally about what they would like to see in the project.

#### Ad hoc committees:

- Ad Hoc committees generally:
  - o Need to have legal advice about if council members can be creating public documents on their personal computers
  - o Julie would like to run these three ad hoc committees through DOJ to make sure they are in compliance with state laws
- Julie has sent three ad hoc committees to the full council

- Membership
- Bylaws
  - Biggest concern is making sure that the bylaws are accessible. Wants a visual document.
- Budget and finance review
  - Make sure the template is clear and streamline the conversation that happen at the Council meetings.
- Other ad hoc committees that Julie would like to set up but isn't quite ready to send it out
  - Intersectionality, diversity ad hoc committee.
    - Wants non-council members to be part of the committee. Extensive list is gathering demographics, identifying groups of people with diversity, identifying inequities and solutions.
    - Inform the five year plan
  - Emergency response ad hoc committee
    - Experts who are involved in emergency preparedness and response are important
    - DEMAC committee is a joint ODHS and OHA project. Council staff have been appointed to it in the past. Paulina is a member of DEMAC and there is another member from the IDD community on the committee as well
  - Executive Director Evaluation Ad Hoc
    - Has been running into some issues to set that up
    - Julie shared a PPT she created as a beginning working document that needs to be compared to previous minutes.
      - Process steps.
      - DD Act requires annual ED review
      - Executive Order says Council would review the Executive Director
      - iTACC process – identify responsible persons and state law, process, general process and timeline
      - DSA provides support to Council around this if requested
        - State laws: ORS 659A, unlawful discrimination, employment.
      - Work together to establish the process and timeline
        - What does the process look like?
        - What is the timeline for each step?
      - Can include
        - Highlights/accomplishments
      - Proposed process
        - Create modify anonymous survey to each council member. EC will approve to approve and make recs to full council. Council will modify the survey and vote to approve
        - In person council meeting survey council and collect survey results
        - Summary of survey results on letter along with other paragraphs to ODDS
        - Forward to EC for approval or modifications

- EC would modify and present to Council and forward to Executive Director
- Executive Director will:
  - Read survey results plus other comments
  - Add highlights, professional development plans, goals for coming year and dispute if needed
  - Return to chair
- Chair adds last comments
  - Presents to full council for review
  - Present Executive Director
  - Forward to DSA and ODDS.
- Develop a timeline to get it going. Ad hoc committee will have to review the comments from the April meeting to make sure full council is participating in this.
  - Is this EC okay with presenting this to the full council for suggestions? Can be modified
- Questions: legal counsel comes with pricetag. Asking Council to approve expenditure to get legal advice
  - How does the process outlined in the PPT differ from what the process that was proposed in the April meeting?
    - Julie wants an ad hoc committee to compare this process with other minutes, etc.
- Question: task of the ad hoc committee is synthesize and bring together different elements that were discussed in other areas. TA and proposed review process, looking at previous EC and April full council meeting on this topic and the proposed PPT to identify points of agreement and difference. Then coming with a process that moves forward.
- Question: We need a policy and then the survey. Does the PPT replace the policy which the Council discussed in April? Julie wants to have the timeline and process then create the policy.
- Question: Sheryl Matney was looking at the EC. Would like to see Sheryl work with the Ad hoc committee as well. Julie says this is a great idea
  - Julie wants ad hoc committee and have Sheryl Matney use Julie's PPT to develop it further based on previous minutes. Sheryl could help to make sure we are doing things the way she envisions them from her perspective as the federal technical assistance provider
- What does this committee think about the PPT and should Julie present this to the full Council. Will this EC give Julie the okay to set up an ad hoc committee to do the work.
  - Alisha welcomes the presentation. Will be a good way to ground the conversation around what exactly is this.
    - Would like to see the evaluation just be a survey, like it is with other Councils Alisha is involved with
    - Presentation allows a grounding in exactly what we need to do per the DD Act and Executive order.

- Discussion that the Executive Committee members didn't understand that DOJ advice can cost the Council money
  - Paulina thinks the PPT is helpful
    - Ad hoc membership?
      - Sheryl Matney invited for TA
      - Eddie is the chair
      - Em Braman is the co-chair
      - Kristen Darmody
      - Corissa Neufeldt
      - Joe Carroll
      - May need to invite the DSA to provide support or identify state laws that stand out.
  - Kelly – PPT is helpful
  - Kristen supports presenting it to the Full Council. But moving this forward to a conclusion, agreeing on process and moving forward to move onto the rest of the business.
  - Did not vote on this PPT because it was not replacing the previously discussed policy
- Leslie had a question about the other ad hoc committees, but there was not time to ask it given the agenda.
- Eddie has left the meeting

#### Full Council agenda items from Julie

- Membership review
- Old business
  - Executive Director review
- New business
  - Ad hoc committees report during each Council meeting
  - Each standing and ad hoc committee would provide a report.
    - Membership
    - Bylaws
    - Budget
- PPT on the ED review
  - Asking Council to approve the timeline and process
- DD Awareness poster
  - Use it this year or next year? Would like to have the Council discuss this
- Budget review
  - Leslie would like to talk to the Council about having a temp position for self advocate to support the council. Would like to reallocate the \$50,000 from the summit follow up projects to be allocated to this.
  - To get staff positions at the Council, the position description has to be reviewed by the classification unit. This takes over a year. Then you have to get position authority (including proving you have the budget) to have that position. This can take some time too.

- This is a preapproved Position Description. We cannot change it because it has already been through classifications. Any changes would mean we would have to wait for it to get through classifications again. The position has flexible duties that the Council could use.
  - The next step would be the Council would approve the budget change
  - Then Leslie can work on getting the temporary position authority to have the position.
- Website Mock up is ready when the Council is ready to see it. This would be updating our Council website. We have been working with a contractor to get this work done. The work is in a place where the Council can review it now.
- Julie would like to review the Designated State Agency (DSA). She would like to start a conversation with the Council about this at the next meeting.
- Council meeting schedules
  - Meet too often, not enough?
  - Zoom versus in person.
  - Julie would like to have a conversation with the Council about how often we meet and in what format (in person v Zoom)
- Need to add the Fairview Trust applications (we have two to discuss)
- Minutes approval
- FFY 23 budget review

How often the ad hoc and standing committees report to the full council. Julie would like them to be each meeting.

Kristen moves, Alisha seconds: approved unanimously to make this the Council meeting agenda.

EC meeting schedule:

- Meet before each Council meeting
- Next time we meet Julie will give a document on the purpose of the EC.
- If we meet each month, it must be shorter meeting. Can't spend three hours in each meeting. If meet more often, it would be shorter
- Until we decide as a council if we will have more meetings, suggest the EC meets before the Council meeting and then after the Council meeting to address any follow up needed.
  - If Council decides to meet more often than four times a year, then can reevaluate the number of time the EC meets.
- Wait and discuss further next time we meet.

Council meeting agenda will include a workplan review to give the Council an opportunity to see the work that is happening.

Council meeting agenda:

- Julie says she needs to put it together
- Kristen will send a template for agenda development

## FACILITATOR DISCUSSION

- Kelly left, quorum still exists

Went through the two proposals. Asked for support to determine the selection process.

Highest needs should guide the decision making process. Can't compare them at this point. Need to understand the differences between the two so we can set up a rubric to compare them.

Need to discuss this with the full council? The Council has set budget. Usually council staff do the contracting process.

- Executive committee guiding the process and getting input from full council.
- Need a one hour EC meeting to discuss how to present this to the council
  - o Goal: develop list of things to consider as part of the selection process.
- Leslie's next steps:
  - o Ask proposers to give more information about what they can do within the \$20,000 approved by the Council at the August meeting.
- Unanimous to end the meeting, Kristen moves, paulina seconds.