

## 23 1020 OCDD Executive Committee Meeting

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

Reviewed ground rules

Reviewed agenda, added the brief update on the family networks

- Kristen made main motion and Alisha seconded. Unanimous yes.

Review and approve minutes

- Committee took time to review minutes
- Motion to approve Kristen moves, Paulina seconds. Unanimous yes

Facilitation

- Purry Consultants
  - o \$5,000 for the December meeting, then \$15,000 for the other five meetings? They didn't answer what they can deliver for \$20,000 over this year.
  - o Feels this is too much money for the December meeting and we don't know what is possible for the other meetings or what the rest of the year's facilitation would be and how that could meet the \$20,000 for the year.
  - o The work for the December meeting includes start up work that may not need to be repeated for other council meeting preparation.
  - o Acknowledge that it can take time to ramp up as not part of this group. That may reduce over time.
- Portland State University
  - o More of a facilitation, mediator type facilitator service.
  - o Question about setting boundaries around note taking, audio/visual needs, etc.
    - Material development, notes, audio/visual support are clearly staff roles
  - o Support that using this group could be helpful
  - o Looking for facilitator now because the Governor's office has asked us to pursue this to address Council meeting dynamics.
    - Council voted to approve the Facilitation services in the budget in August.
- Discussion of the proposals
  - o Do we need to go with PSU because they are on the price agreement?
    - Price agreements put together by Department of Administrative Services (DAS) for use across all state agency. Any state agency is supposed to look at the price agreements if you are contracting for something. The purpose of the agreement is to pre-approve the potential contractors.
    - Translation services example: state agencies use language access. DAS has a solicitation that allows groups to be approved an "award" price agreement. They meet it to be part of the pool in a way that needs to be done.

- Do the price agreement first because DAS has said they can do the work. PSU is part of the price agreement so that tells us that they would be prepared to do the type of work we need to have done.
  - Obligation to work with groups on the price agreement. Need to reach out and give them an opportunity to give us a proposal. Don't have to select them but need to back that up about why we can't back that up.
    - If it is in the ballpark, need to have the opportunity to give them the proposal
  - If we think Oregon Consensus would do what we need to have done, inclined to work with them because of their status in the price agreement. Other reasons to prefer them.
  - Leslie's understanding is similar to Kristen's outlined above.
- How did we get to these groups? Intermediate procurement allows for us to move with different procurement .
- Groups need to have an understanding of how they can work with people with disabilities.
- PSU group may have a better understanding of rules/regulations around state boards and commissions that it makes more sense to go with them. Didn't hear that from Purry Consultant. Sitting on boards is different than having background information and knowing how these work and where to look to understand to include it in facilitation in a way that everyone on the council can understand.
- Make sure that whoever comes in can work with the whole council in its diversity.
- If we are not happy with the group, the contract could have an "out"
- Leaning toward PSU because they have a better understanding of the state councils and statutes around them. Want to ensure that they facilitate in a way that makes it accessible for everyone on the Council.
  - Want to focus on making meetings accessible for many. Can write that into the contracts.
  - Help them understand that Disability Equity and Inclusion (DEI) included disability and not just race/ethnicity. Can talk about Disability is natural and in this Council we consider diversity to include disability and support needs.
- Paulina has worked with Oregon Kitchen Table and has known about Oregon Consensus and have worked well and have worked with diverse communities.
- Need to be clear that we have a financial limit.
- Group is comfortable with the information we have.
- Make sure the accessibility and developmental disability diversity are part of the scope. Need to have an understanding of how to navigate these issues and that they need to reach out if they need help navigating the situation. Include language around using statutes/rules, etc. relating to boards and commissions.
  - Would also have to meet regularly with Chair, ED and Executive Committee
- Kristen moves to approve Oregon consensus group at PSU for our facilitation and begin contracting work to make that happen, Paulina seconds. Unanimous yes.

Paulina left the meeting 11:30. Rejoined to meet quorum at 11:45.

Finalizing the full council agenda can be done later. Removing that from the agenda.

Ad Hoc and standing committees:

- At April meeting, DOJ said if committees have quorum or make recommendations then it needs to be a public meeting.
  - o Question for DOJ: does the quorum mean you have to have a quorum of the council or the committee?
- DOJ question from Julie: Can we remove “making recommendations” from the ad hoc then have them not need to be public meetings. In committees, they are networking and sometimes private information comes up. Hard to have that come up in a public meeting.
  - o Want to understand the context our standing and ad hoc committees are operating under.
- DOJ question from Julie: bylaws ad hoc committee to make bylaws accessible. To make that, they will need to produce those documents on computers.
  - o Concern about having official documents on home computers. If someone is producing work before staff have it and before the Council has it.
  - o Can the Council purchase computers? Would the state provide computers to loan out and return. Could loan to contractors in the future.
  - o Issue of role clarity. What is the role of staff versus council members in doing this work? Ask DOJ about purchasing computers for council business that we are clear about what activities and actions are things that the staff should take versus what is the role appropriate to council members.
    - Julie feels like this is too much for Leslie and wants to get this done by Council members and then give it back to staff.
    - Leslie mentioned that bylaws say that staff would be involved with committees. That is to provide context to the work and access to council documents. Saves time when staff can be involved. Concerned that committees are meeting without staff.
    - It is Alisha’s understanding that the bylaws say staff provide support. Could be providing zoom, notes that are being taken. Doesn’t say staff have to be present in their meetings themselves. It is Alisha’s understanding that the caucus chair is the interim between the Family Caucus, Council, Chair and Executive Director. Alisha says family members conversations are personal. Time to share the emerging issue without having to completely redact every piece of information. Can we have a family rep meeting that is not an open meeting, where they don’t discuss council business but where they can discuss things like emerging issues then the chair can then facilitate that in an open family caucus meeting. See Article 6(a)(9)
      - Executive Committee will have further discussion about this topic. The last sentence above does not reflect Alisha’s intent.
- Update on staffing

- Have interviewed the first round of Communications and Community Engagement Coordinators. Committee included Eddie Plourde. The committee is meeting next week to determine what the next round looks like.
- Operations position – closed, it took some time to get the applicants from recruiting. Have a few to connect with before determining next steps
- Policy Director position – Leslie received a draft posting from the recruiter this week.
- Leslie said Council members are a valuable part of the interview process. Please reach out to her if you would like to participate.

Wednesday 10/25 1:30 will have our next meeting.

Kristen moves to adjourn, Alisha seconds, unanimous yes.