

23 1109 OCDD Executive Committee Minutes

Attending: Kristen Darmody, Eddie Plourde, Leslie Sutton, Julie Farrell, Paulina Larenas

Julie reviewed the agenda:

Leslie clarified that the agenda item for “using OSAC Leadership Summit funds to pay for new staff position” is not accurate. The proposal is to move the Vision Summit Follow Up Projects to pay for temporary part time limited duration employee who is a self advocate. Need to have a conversation with Council about this and be clear about setting expectations. This would still need to go through the ODHS personnel process which takes time.

Eddie motions, Kristen seconds to amend the agenda to only address the December meeting agenda. Unanimous yes

Minutes approval from Oct. 20, 2023 Executive Committee Minutes

- Correcting Kristen’s name spelling
- Committees would update council at each Council meeting.
- Eddie abstains because he was not at the meeting
- Will wait to fully approve the minutes until have quorum to complete the vote
- Kristen moves, Paulina seconds to accept the amended minutes.
 - o 3 votes to approve and 1 abstention

December Council meeting agenda:

Reviewed draft. Amendments:

- At 10:15 Business meeting rather than afternoon. Want the committee reports including the ad hoc committees after the break
- Discussion about if Executive Director Review belongs in the business meeting. This is really an update because we are still waiting on clarity about the process.
- Moved lunch to 11:30
- Discussed the training for Council members required by Oregon. This is something we tried to do in 2021-2022 with existing state materials, but they were not successful. Leslie worked with Council members and ODHS and Department of Administrative Services and the Governor’s Office to find a path forward. The path is that the Council staff can create trainings from the alternative materials that will be in plain language. Hannah has been doing this for the Boards and Commissions training. That is the first of the three required trainings we have approval to work on at this point. It will be a good test for the Council to look at this.
- Moving minutes approval to the beginning of the business meeting

- Meeting calendar for 2024: if we are changing the frequency of the meetings, that is a longer conversation. May need more time on the Council meeting agenda for that discussion. If we are keeping six meetings a year, then we can likely fold into the business meeting in the time allotted.
 - o If we are considering changing the frequency of the meetings, the Executive Committee needs to meet to determine the proposal that explains what the proposal is and the reasons for it. Then have two draft calendars, one with six meetings, one with the revised schedule.
 - o Proposal to have an Executive Committee meeting in early December to discuss the meeting schedule in 2024.
 - o Proposal to discuss about if this is after the full December meeting. Can have a temporary date for February meeting, then follow up later with a deeper discussion with the Council at the February meeting
 - o Need to have a Council discussion about which meetings are in-person
 - o We will put this back in our postponed items
 - o Changed the agenda item to read “next Council meeting date”. Discussion that it is helpful to have the full year’s calendar set sooner rather than later.
 - o May want to postpone our conversation on this to the next Exec Committee meeting
 - o Base dates are 3rd Friday every other month. Can identify those with the Council members. Can discuss change that later in the year. Can modify future meetings if needed.
 - o Recommendation: schedule meetings 3rd Friday Feb, April, June, August, October, December. Discussed that although the 3rd Friday has typically been the date for Council meetings, we see changes for the retreat depending on venue availability/cost plus the December meeting sometimes is pushed forward to accommodate holidays. Then have the conversation about future meetings in 2024. Do most of the meetings on Zoom, with an in person August retreat.
- Discussion about moving the Council member appreciations after lunch. Keeping it in the morning made some sense to allow people to join and then sign off. Having it be the first thing so we prioritize it and then move to other stuff
- Discussion about introductions. Important to do ice breakers to connect people. Then having a really focused ice breaker that is something people won’t need to talk a lot about. Can let them know ahead of time what the ice breaker is.
 - o Trivia: people introduce themselves, then have a Zoom survey and they have to choose a multiple choice. People loved it in a non-Council meeting.
- Question: do we want the workplan update before or after the business meeting?
 - o Discussion about keeping the votes in the business meeting. In the past, having the business meeting all at once is helpful for people to schedule their days around the vote if they can’t be at the meeting the whole day
 - o Time management to make sure we get through the full agenda is an issue. We will need to make sure we can accomplish the full agenda.

DOJ guidance received thus far related to ad hoc committees

- Ad hoc committees need to be public meetings and have staff present

- Per DOJ: If an ad hoc committee is convening for the purpose of deliberating on a topic that will result in a decision by the council or involves a quorum on a matter of Council business, it is subject to Public Meetings law requirements
 - Per DOJ: The bylaws require that each Ad Hoc Committee be supported by at least one council staff.
- Leslie is going to ask for further DOJ guidance about the public records issues created by Council members creating public documents on their personal computers

Moved the workplan to after Lunch

Eddie motion to approve agenda content as it is, Kristen seconds. All in favor.

Will schedule another Executive Meeting for before the Council meeting. Dec. 4 from 2-3 Tentative.

Eddie, Kristen motions to adjourn. Meeting Adjourned.