



Oregon Council on  
Developmental Disabilities

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**Executive Committee**  
**Feb. 12, 2024, 9-12 a.m.**

<https://www.zoomgov.com/j/1603013450?pwd=VnpROWFZK2FzSWVSThSRIhsWjg5Zz09>

Meeting ID: 160 301 3450 Passcode: 893555 --- One tap mobile +16692545252,,1603013450# US

**Minutes:**

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

9:00-9:05 Welcome – agenda review and approval  
Kristen moves, Paulina seconds. Unanimous.

9:05-9:10 Minutes approval

- Page 3 remove the indented comment from Alisha.
- Add that the previous Executive Committee had the position description
- Strike “as state employee this happens.”
- Motion to approve minutes with edits: Kristen moves, Kelly seconds.  
Unanimous, Paulina abstains.

Reconsidered the agenda order to move the Council meeting agenda up to be considered first as a priority for this meeting.

- Alisha moves, unanimous

February Council Meeting Agenda Approval

- Reviewed draft Council meeting
- Discussed the required training portion is what Hannah made accessible for our Council members. This is one of the three required trainings for our Council.
- National Policy Consensus Center: Council meeting facilitator, but they are only observing this meeting. Will make recommendations moving forward. Julie will be facilitating this meeting. They will have a short presentation

followed by question and answer session time. Moved this to the first item on the agenda so people know why they are in the room and who they are.

- Discussion about the Business meeting in the afternoon. Some people prefer the business meeting in the morning. Discussion that years ago (pre pandemic), people were leaving in the afternoon and we would lose quorum. Moved the business meeting to the end and have not had quorum problem since then. But the voting can be heavy at the end of the day.
- Discussion of keeping the business meeting where it is in the afternoon.
- Moved the Executive Director Evaluation Development to the business meeting because there will be a vote for that
- Alisha moves to approve agenda as is. Paulina seconds. Unanimous.

#### Executive Director Review Survey Review

- Questions 1 and 2 are fine as completed.
- Question 3 discussion that policies is really broad. Brake this up into a.,b.,c.,d. sections with ratings for each section. Need to define DD Network efforts in the definitions section.
  - o Removed “policy” to create a new question
- Move the policy question out to its own question centered on public policy. Approved the question.
- Discussion about how Council members will get the updates on the work plan.
  - o Leslie mentioned the workplan updates are something we’ve asked the facilitator for help on. Haven’t had a work plan update historically except for Aug, June each year. Starting last February, Leslie has tried to get that information to the Council members each meeting and ask for input on a few projects at that time. People forget the materials between meetings.
  - o Discussion about if survey says “ED asks me” ...for budget, policies, etc. That implies there is an obligation for the ED to be calling each Council member individually and asking them for input when we are supposed to do our work in the public.
  - o Discussion that the position description does not require Council member input to the level discussed in these questions.

- New number 5 ED uses Council member input while making the Five Year Plan projects, budget, and DD Network Efforts.
- Number 7, moved “in Oregon” to the end
- Number 8, not everyone knows the mission/vision of the Council. We can include the mission/vision in the introduction.
- Numbers 9, 10 are approved
- Number 11 – Council doesn’t know the federal requirements and don’t have a way to know if ED is following them. Council members don’t know if the ED submits the reports. Not sure this question adds any new information to the survey. This is more relevant for the Executive Committee rather than Council members. Removed this question.
- New number 11 changed to national level policies that impact people with I/DD rather than just DD Services.
- Number 12: discussion about if this question is really about representing the Council on workgroups, task forces rather than speaking to policymakers. Will come back to this one.
- Number 13: Cut the question: not clear what policy leadership is.
- Reviewed all questions again. Break up 4 and 5 to include a, b, c
- Materials PPT for process and timeline plus the survey in question form (without the scoring).
- Number 12 – leave as is and ask Council for input on Friday.

12:00                      Adjourn  
Kristen moves, Paulina seconds. Unanimous