# Green circle with UVM tower logo. Text reads, The University of Vermont, Center on Disability & Community InclusionCommunity Advisory Council

# Draft Meeting Minutes

**Wednesday, September 28, 2022, 12:00 to 3:00pm**

**Online Zoom Meeting**

## Handouts:

1. CAC Notice and Agenda (this handout)

CAC Group Agreement (this handout)

CAC Meeting Roles (this handout)

1. Draft Meeting Minutes from June 15, 2022
2. CDCI Annual Priorities

## 12:00 Welcome (20 minutes, David)

Members introduced themselves sharing their name, role, and personal pronoun (they/them, she/her, he/him).

| **CAC Member** | **Present** | **Not Present** | **Self-Advocate or Family Member** |
| --- | --- | --- | --- |
| David Frye (Co-chair) | X |  | Self-advocate |
| Melissa Houser (Co-chair) | X |  | Family |
| June Bascom |  | X |  |
| Hasan Ko | X |  |  |
| Kristofor Medina | X |  | Self-advocate |
| Kirsten Murphy | X |  |  |
| Lindsey Owen |  | X |  |
| Persephone Ringgenberg | X |  | Self-advocate |
| Meagan Roy |  | X | Family |
| Michael Shor | X |  | Self-advocate |
| Arline Seiler |  | X | Self-advocate |
| **11 Members** | **7** | **3** | **5** |
|  | **64%** |  | **50%** |

### CDCI personnel also introduced themselves: Rachel Cronin, Adrienne Miao, Valerie Wood, Audrey Homan, and Jesse Suter.

* Public: Matthew LeFluer and Skye Peebles. They have both applied to join the council.
* Members chose meeting roles: (Kirsten agreed to everything)
	+ Facilitator: David
	+ Recorder: CDCI Staff
	+ Timekeeper: Adrienne
	+ Jargon-buster: Valerie
	+ Keeper of the rudder: Kirsten
	+ Equalizer: Mel
	+ Processor: Valerie
* Cooking with David!
	+ David led an activity from his cooking show, Cooking with David! People were split into two groups. Each group was given a list of ingredients. Instructions were to name as many recipes as they can using those ingredients.
	+ Groups returned to the main meeting to share their recipes.
* Melissa made a motion to approve minutes from the last meeting. David seconded the motion.

| **CAC Member** | **Roll Call Vote** |
| --- | --- |
| June Bascom | Not present |
| David Frye (Co-chair) | Yes |
| Melissa Houser (Co-chair) | Yes |
| Hasan Ko | Yes |
| Kristofor Medina | Yes |
| Kirsten Murphy | Yes |
| Lindsey Owen | Yes |
| Persephone Ringgenberg | Yes |
| Meagan Roy | Not present |
| Michael Shor | Yes |
| Arline Seiler | Not present |

* **VOTE to approve meeting minutes passed with 9 Yes votes, 0 No votes, and 0 abstain.**

## 12:20 CAC role helping make new 5-year plan (15 minutes, Jesse)

1. Jesse gave an update on making a new 5-year plan.
2. CDCI must make a new plan every 5 years.
3. Federal law says the CAC must:
	1. Give advice every 5 years to make a new CDCI plan.
	2. Give advice every year on how the plan is going.
4. This year we make a new plan for CDCI. The new plan must include needs of people with disabilities and their families.
5. The plan must be finished March 2023. It will start July 2023.
6. We will use advice CAC members have given CDCI. There will be more opportunities to give advice before March.

**12:35 How CAC meets and works together (30 minutes, Mel)**

* Mel led discussion about how the council meets. Goal is to make our group accessible so people can give advice to Center.
* Mel shared a few slides with examples of types of access needs.
	+ Physical – environment, mobility, sensory
	+ Emotional
	+ Communication – information format, processing time / speed, sensory-related
	+ Interpersonal / social
	+ Technology
	+ Allergies / other medical
	+ Any others?
* Persephone shared 3 hours is long time to sustain attention. Suggested having more meetings during the year that are shorter.
* Kirsten shared hearing people’s stories about disability experiences. More Story Time!
* Mel shared can be hard to sit still for long meetings. Hope we can set a norm to allow people to move whenever they want.
* David had previously shared meeting in smaller groups or breakouts can help.
* Hasan shared important that everyone knows what question is so people know what to talk about.
* Asked Jesse to share the survey questions on the screen. Group discussed the question about how long meetings should be.
* Discussion that it is hard to meet on Zoom or in hybrid.
* Another suggestion was to have a long break during the meeting. This could give people time to engage.
* Michael said online and hybrid meetings make it difficult to talk more naturally with people during meeting.
* Mel suggested setting up breakout rooms ahead of time that people could join. Also could allow members to create their own breakouts.
* Michael suggested individual laptops for people meeting in-person. This would allow people to focus on individual faces.
* David and Mel offered to create a new committee on bylaws and how CAC meets. Members in this committee would explore other ways of meeting.

## 1:05 Giving advice on core functions (45 minutes)

1. Core function coordinators will discuss priorities. Your advice last year helped create priorities.
2. Core function coordinators will share ways to give advice this year. They will ask CAC for questions and ideas.

**Academics**

Jesse shared Academics priorities. These have been chosen based on CAC and CDCI feedback.

1. Partner with people from diverse backgrounds to teach.
2. Improve accessibility of online teaching at UVM.
3. Support career development through courses and internships.
* Mel asked how Winnie chooses topics. Jesse said they were created from CAC feedback and other people with disabilities.
* Michael said good for CDCI to spark discussion about mental health and disability.
* Kirsten – would this new online system be for free or paid courses? It will be for both.
* Kirsten shared that Developmental Disabilities Council is creating a community of practice. One focus is on customized employment.
* Michael said it would be good for community trainings to also be for college credit. This would be important for equity. Need to develop credentials that are viable for everyday people.

**Community Service**

Adrienne shared community service priorities. These are draft priorities.

1. Improve our skills in accessibility. [new]
2. Better understand diversity of who we serve and how our work helps people. [continue from last year]
3. Support growth of public health and service projects. [continue from last year]
* Mentioned new project 24-Hour Postural Care is now its own project.
* Recognize that need to grow in ways that people at CDCI can support.
* Adrienne shared there is a need to do a better job asking people about disability. She invited CAC members to join one meeting to discuss. (Persephone, Mel, and Michael volunteered).

**Research**

Valerie shared research priorities. All priorities are continued from last year. Announced that she worked with Audrey to choose a new icon to represent research at CDCI.

1. Share our research and evaluation in many ways.
2. Strengthen research partnerships at UVM, in Vermont, and nationally.
3. Review how diversity, equity, and inclusion is part of CDCI research.
* New initiative this year. Valerie is creating a CDCI Data Inventory. Idea is to meet with all projects to understand data they collect and use. Goals are to learn what data we have, how it is used, and what is needed.,
* Michael suggested more community participation in research process. Mentioned he is part of the Vermont Autism Collaborative which is working on this. Need to have supports so more community partners can participate. Michael said UVM’s bureaucracy makes participation and employment very difficult.
* Valerie asked who is interested in being on a research committee to provide feedback on research. She said could help write a new grant.
	+ Persephone, Kirsten, Michael, Mel, and David said they are interested in joining a committee.
* Mel said Autism Collaborative is interested in finding new ways to work with UVM’s bureaucracy that are more accessible.

## 1:50 Break (10 minutes)

## 2:00 Giving advice on core functions continued (40 minutes)

* Core function coordinators continue discussion with CAC.
* Audrey led conversation about communication priorities. These priorities have not been chosen yet. There are six (6) options.
* They shared feedback from people at CDCI.
* Persephone asked who would be on community panels. Audrey shared topics would be chosen by CAC. Then we would invite people to join panel who have expertise on topic.
	+ They shared example of employment could include Bryan Dague.
	+ Another topic could be identity first vs. people first language.
* Matthew shared that Vermont Democratic Party is reaching out to people with disabilities. Also has connections in Department of Labor. He would be happy to talk about this more outside meeting.
* Kristofor wrote in chat, “I love the idea of community panels with self advocates and their family members and the accessibility events guide would be very helpful to know what I’d being offered.”
* Michael said could be helpful to have priority re: online person to person communication and collaboration. Need more flexible online and hybrid meetings. Need more cohesive way of sharing things online.
* Audrey wondered if this could be part of the accessible events guide. They also offered to talk more with Michael after the meeting.
* Mel mentioned that the Larner College of Medicine is holding a reunion next month that is in-person only. University needs more infrastructure for accessibility. Shared in chat, “I love the idea of community panels with self advocates and their family members and the accessibility events guide would be very helpful to know what I’d being offered.”
* Audrey shared that the accessible events guide has included feedback and planning from people with disabilities.
* Mel asked whether CDCI Communications should be helping rest of UVM understand relevance of accessibility. Audrey responded this is one of the goals of creating an accessibility website. And that this topic is bigger than just CDCI Communications.
* Michael shared many accessibility issues on campus. Noted that very few places are sensory accessible. Also hard to navigate campus because not many signs.
* Skye asked how do we connect with other Centers across the country? For example, Maine UCEDD has a great guide on accessible event planning. Audrey shared there are groups focused on different documents. Jesse shared some other Centers even asked us for our bylaws!
* Valerie said she has a goal to interview autistic students at UVM to learn what barriers they face.

**Infrastructure**

Jesse shared 3 priorities.

Mel recapped new opportunities to give feedback:

* David and Mel offer for bylaws and meetings
* Adrienne 1 meeting
* Valerie committee on research
* Mel wanted to confirm how to reach me.
* Michael asked if there are more individual opportunities. For example, want researchers to focus on specific topics to meet. Also individual AT needs for people to participate.

## 2:40 New members! (15 minutes)

1. 2 people applied to join CAC. They are Matthew Lawrence LeFluer (self-advocate) and Skye Peebles (family member).
2. Membership committee will talk about Matthew and Skye.
3. CAC will discuss their applications.
4. **VOTE: Should Matthew and Skye join CAC?**
* Kirsten said that she and Mel are on the membership committee.
* They interviewed Skye and Matthew separately. They use a standard set of questions.
* Melissa and Kirsten shared what they learned about the two candidates.
* **Skye**: In LEND, family member of Stirling who works at Center. Both recommended
* **Matthew**: Kirsten shared he is on many councils. Very active and has even run for political office.
* Mel and Kirsten shared that need to make sure our we meet all members access needs. Council members agreed this is important and committed to supporting all members so they can participate.
* Unfortunately, by the end of the discussion we no longer had a quorum. This meant we could not vote on new members. Decided to bring vote to next meeting.

## 2:55 Process (5 minutes)

1. Discuss how the meeting went today.
2. Decide what we should change for next meeting.