

Center on Disability and Community Inclusion

Community Advisory Council Meeting

Draft Minutes

Date: October 26, 2018

Time: 12:00-3:00

Place: Vermont Association for the Blind and Visually Impaired
60 Kimball Ave, South Burlington, VT

CAC members Present: Max Barrows, Karen Topper, Ed Paquin, Mary Alice Favro, Nicole Villemaire, Liliane Savard

Unable to attend: Kirsten Murphy, Meagan Roy, June Bascom

CDCI Members Present: Jesse Suter, Lisa Hurst Bouffard

Meeting Agenda:

12:00



Lunch

- Have some food, and say hello.
- Review agenda and handouts.

12:15



Max: Welcome & roles.

- Please volunteer for meeting roles.

12:20



Max: Review Minutes.

- Review minutes from August 2018.
 - Ask questions and make changes
 - **Vote to approve minutes.**
-

12:30



Max: What did we learn from members leaving CAC?

- Ask questions and discuss members who have left.
- What did we learn, and how we can improve?

12:45



Max: Potential new members.

- Membership committee will share updates about new interviews.
- Summaries of potential members were sent to CAC before meeting.
- Ask questions and discuss.
- **Vote on new members.**

1:30

Break

1:40



Max: Bylaws Changes.

- Bylaws changes have been proposed, and were sent to CAC before meeting.
- **Choice: We can discuss and vote on bylaws changes OR if too much, create committee to review changes and make recommendations to CAC at future meeting.**

2:10



Max: Feedback on CDCI Priorities

- CDCI conducted survey to get feedback from CDCI personnel on annual priorities.
 - Summary sent to CAC before meeting.
 - Discuss summary and give feedback.
-

2:55



Max: What went well and what we should change for next time?

- How did it go?
 - What should we change?
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Meeting Minutes:

Agenda Item #1 Welcome and roles:

Meeting Roles	Assigned Person
Timekeeper	Mary Alice
Recorder	Lisa Hurst Bouffard
Facilitator	Max
Jargon Buster	Ed Processor
Keeper of the Rudder	Karen

Agenda Item #2: Approve agenda

Key Points

- Can we move to discuss the Bylaws by committee or look at a section at a time?
- Max wanted to discuss COLA and CAC CDCI representative to the AUCD conference instead of deep conversation about bylaws

Action Items

- Nicole is going to the AUCD conference as a CAC CDCI representative.
- We will review the Bylaws later in the meeting as much as time allows.

Agenda Item #3: Review Minutes

Key Points

- Review August 2018 minutes
- Ask questions make changes

Action Items

- No changes were made to August minutes, minutes were accepted.
- Vote to approve
Approve 3
Abstain 2

Agenda Item #4: What did we learn from members leaving?

Key Points

- René was upset and left because he felt he had no opportunity to provide guidance. He felt the Deafblind Project was dropped. Was concerned he was not included in decision to not apply for Deafblind grant again.
- At the end of the last meeting René agreed to meet with Jesse to share concerns, but after the meeting decided he wanted to leave the CAC instead.
- Jesse followed up with and Emma Nelson, Susan Edelman, and Susan Kimmerly Nine East Network.
- Jesse provided some details about the change:
- As of 10/1, CDCI no longer manages the grant for Vermont. The grant is now managed by the New England Consortium of Deaf-Blind Projects (<http://www.nec4db.org>) which already included Connecticut, Maine, Massachusetts and New Hampshire. Through

the grant (Tracy Evans Luiselli is main contact) they contract with Vermont's Nine East Network who hired Greg Weisel. He is providing the training and TA to Vermont schools (and at least two other states). The I-Team and I-Team EI continue to support many deafblind students in Vermont (about half), so they will work directly with Greg and Susan Kimmerly at Nine East to coordinate support.

What did we learn, and how we can improve?

- Several shared it was a real loss for CAC and for CDCI because René is an important advocate in the community and he will be greatly missed.
- Also discussion about how people who are deafblind often do not get supports, so CAC recommends CDCI continue to find ways to support this community. Jesse agreed and will share with core function coordinators for annual priorities.
- There was some discussion about the role of the CAC as compared to a Board of Directors. Not decision makers, but CAC is connection to the community.
- Based on this discussion, several members requested that we create a better process for sharing big changes to projects like this.
 - Email updates.
 - Flow chart of the projects and who is responsible for each project. There is an existing chart (shared with CAC in annual report summary) that could help with this. Possibly add end dates to show when grants are ending.
 - Previously CAC members chose to work directly with CDCI projects. We could explore doing this again.

Action Items

- Major changes should be brought to CAC.
- Give CAC a flow chart of Center with grant and projects each year. Add project end date to chart.
- Do we want to have each member take on a project and learn about and follow that project?

Agenda Item #5: Potential new members.

Key Points

Membership committee will share updates about new interviews.

Summaries of potential members were sent to CAC before meeting.

- David Frye and Karen Price are the new potential members.
- Another applicant had to reschedule their interview with the membership committee.
- Mary Alice and Liliane shared summaries of each of the two applicants and recommended to the CAC that both be accepted as new members.
- Some of the discussion included that the applicants will bring both strong self-advocate (David) and family (Karen) voices to the CAC, and they will also increase diversity.
- June sent an email prior to the meeting saying she supported both candidates, but wondered if there's a conflict of interest if an applicant is working with CAC.
 - Ed question is she likely to vote on anything that directly affects her and her employer. She should recuse from that vote.

- Ed recommended that a brief paragraph on conflict of interest could be added to the bylaws.

Vote on new members.

David:

Approve 6

Abstain 0

Do not approve 0

Karen:

Approve 6

Abstain 0

Do not approve 0

Both new members approved and added to the CAC membership.

The CAC now has 11 members, and 5 (45%) identify as people with developmental or related disabilities (3) or family members (2). CAC needs to be more than 50%. We have one more candidate who identifies as self-advocate, and if they are accepted we will be at exactly 50%.

Action Items

- Lisa to add new members to the listserv.
- Liliane will contact David Frye
- Mary Alice will contact Karen Price
- Add conflict of interest wording to the bylaws.

Agenda Item #6: Bylaws Changes.

Key Points

- Bylaws changes have been proposed, and were sent to CAC about one month before meeting.
- Because there are so many proposed changes we cannot discuss them all today.
 - Max, proposed to move the bylaws discussion to a committee for the CAC. The committee could then provide recommendations the full CAC could vote on.
 - After some discussion, CAC members decided they wanted to review bylaws changes together
 - To do this in meetings, bylaws must be revised to be accessible.

Discussion of bylaws followed:

- Liliane propose to accept the article 1 and 2
- All Approved articles 1 and 2.

Article IV: read by Ed to council both old and new.

- Recommended change to language about members can only have one role. People have many roles, so need to clarify this is only for counting purposes.
- Labels of agencies need to be more generic version of the agencies.

Article XII: Ed recommended change in quorum for voting.

- Concern that we won't have enough members to vote, so recommended making easier.

Action Items

- Emphasizing self-identifications and reword to be 6th to 8th grade level wording.
- Work on bylaws with CAC at meetings section by section so not too much at once.
- Next section to review is membership section.
- Send plain language version to Karen Topper and GMSA will help with accessible language.

Agenda Item #7: Feedback on CDCI Priorities

Key Points

CDCI conducted survey to get feedback from CDCI personnel on annual priorities. This is new for the new 5-year work plan.

- This is a new process to get feedback from CAC.
- CAC members were provided with the annual survey and a summary with questions from core function coordinators.
- CDCI Work Plan goals were discussed one at a time:

Goal 1 (Teaching) summary was read members gave feedback on questions:

- What topics should be covered?
 - Deaf/Blind modules, how to meet needs

- Understanding disability through different cultural perspectives. Recommended having guest lectures from community partners with lived experience of those cultures.
- Make sure online training that used to be available is on new CDCI website.
- Disability Law project guardianship- have tools and definition
- Supportive decision making (John Spinny working on it)
- Parent support, teaching, self-advocates
- Training for professionals on how to engage with self-advocates to get their feedback.
- Not simply trying to create more credit-bearing courses at UVM, but finding creative ways to hold trainings that some can take for credit, others just to learn.

Goal 5 (Infrastructure) summary was reviewed next because of focus on Inclusive Excellence.

- Mary Alice recommended a key place to start for working on cultural and linguistic competency is for individuals at CDCI to explore their own identities (e.g., self-assessment). And have expectation that this is reviewed as part of annual review.
- Karen offered that at GMSA they started a book discussion to help explore topics of race and privilege and understanding diverse perspectives.

Goal 3 (Research) summary and questions were read to group.

- Most members prioritized the research topic: Students with disabilities placed out of district or state.

- The second most prioritized topic was research on adults with disabilities.
- The third was health indicators.

Action Items

- Jesse will take this feedback back to core function coordinators, and choose priorities for professional development this year.
- Karen offered to send document on how to create more accessible office space to CAC members.

Agenda Item #8: What went well and what we should change for next time?

What went well?

- A few shared they appreciated efforts to make documents more accessible, and need to continue making progress on this.

What should change?

- Ed pointed out that we should use rudder a little more.
- We talk about process more than disabilities.
- We need to review the documents off line. Ways to move the stuff along quicker and look more at the substance. More useful fulfilling.
- Ed, suggested people meeting before CAC meeting. Max and Nicole already do this.
- Kirsten does a video for the self-advocates to help to explain and prepare for meetings.
- Make documentation more accessible