



NCCDD
North Carolina Council on
Developmental Disabilities

Quarterly Council Meeting
May 11 & 12, 2017
Hilton Garden Inn
Cary, NC

*Improving the opportunities and lives
of North Carolinians with I/DD and their families
through advocacy, capacity building
and systems change*



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**NCCDD
STAFF ON CALL
Melissa Swartz**

(919) 377-0440 – Hotel Front Desk

**Please call the hotel front desk
and ask them to call Melissa Swartz.**



NCCDD
North Carolina Council on
Developmental Disabilities

Hilton Garden Inn
131 Columbus Avenue
Cary, NC 27518

Phone: 919-377-0440

Fax: 919-377-0445

2017 COUNCIL COMMITTEE MEMBERSHIP

EXECUTIVE COMMITTEE

VACANT: Chair	Parent or Individual
Katie Holler: Vice-Chair	Parent of Child with DD
Wing Ng, M.D.: Vice-Chair	Parent of Child with DD
Anna Cunningham: Secretary	Parent of Child with DD
Amanda Bergen: Chair, Financial Asset Development	Parent of Child with DD
Kerri Eaker: Chair, Community Living	Parent of Child with DD
Nessie Siler: Chair, Advocacy Development	Individual with DD

Staff: Chris Egan

FINANCIAL ASSET DEVELOPMENT COMMITTEE

Amanda Bergen, Chair	Parent of Child with DD
Karen Armstrong	Public at Large
Wayne Black; Alternate: Jack Rogers	Agency: Div. of Social Services
Adonis Brown	Individual with DD
Anna Cunningham	Parent of Child with DD
Bryan Dooley	Individual with DD
Myron Michelle Gavin	Parent of Child with DD
William Hussey; Alternate: Dreama McCoy	Agency: Dept. Public Instruction
Dave Richard, Deputy Secretary; Alternate: VACANT	Agency: DHHS
Jim Swain; Alternate: VACANT	Agency: Div. of Voc. Rehabilitation
Kelly Woodall	Individual with DD
Paula Woodhouse	Parent of Child with DD
VACANT	Other: Legislative (Senate)

Staff: Travis Williams

COMMUNITY LIVING COMMITTEE

Kerri Eaker, Chair	Parent of Child with DD
Caroline Bradstock	Individual with DD
Lisa Byrd	Individual with DD
Jason Vogler; Alternate: Mya Lewis	Agency: Div. of MH/DD/SAS
Christina Dupuch; Alternate: Andrea Misenheimer	Non-Profit Agency
Joshua Gettinger	Parent of Child with DD
Michael Groves	Individual with DD
Wing Ng, M.D.	Parent of Child with DD
Desiree Peterson	Individual with DD
I. Azell Reeves	Parent of Child with DD
Vicki Smith	Agency: Disability Rights NC
Peggy Terhune, Ph.D.	Local Non-Governmental Agency
Sandra Terrell; Alternate: Deb Goda	Agency: Div. Medical Assist.

Staff: Philip Woodward

ADVOCACY DEVELOPMENT COMMITTEE

Nessie Siler, Chair
Wendy Boyd
Eric Chavis
Mary Edwards; Alternate: Joseph Breen
Jason Faircloth
Katie Holler
Representative Verla Insko
Kelly Kimple, M.D.; Alternate: Danielle Matula
Joe Piven, M.D.; Alternate: Deb Zuver
Cheryl Powell
Clare Shocket
VACANT
VACANT

Individual with DD
Parent of Child with DD
Individual with DD
Agency: Div. of Aging & Adult Servs.
Individual with DD
Parent of Child with DD
Other: Legislative
Agency: W/C Health
Agency: Carolina Institute for DD
Individual with DD
Parent of Child with DD
Dept. of Public Safety
Parent of Child with DD

Staff: Melissa Swartz

STAFF

Chris Egan
Cora Gibson
Melissa Swartz
JoAnn Toomey
Yadira Vasquez
Shar'ron Williams
Travis Williams
Philip Woodward
Letha Young

Executive Director
Administrative Assistant
Systems Change Manager
Director of Operations
Business Officer
Business Services Coordinator
Systems Change Manager
Systems Change Manager
Office Assistant



Meeting: NC Council on Developmental Disabilities
Location: Hilton Garden Inn, Cary NC

DRAFT
AGENDA
Thursday, May 11, 2017
Bradford D

- 9:00 – 9:30 AM **WELCOME AND AGENDA REVIEW**.....Katie Holler
- 9:30 – 10:30 AM **MEET DHHS SECRETARY MANDY COHEN, M.D.**
- 10:30 – 11:00 AM **BREAK**
- 11:00 – 11:30 AM **MEET GREG RICHARDSON, EXECUTIVE DIRECTOR, COMMISSION OF INDIAN AFFAIRS**
- 11:30 – 12:00 PM **PUBLIC POLICY UPDATE**.....Erika Hagensen and Jill Hinton
- 12:00 – 12:30 PM **STAKEHOLDER ENGAGEMENT GROUP (SEG) FINAL REPORT**

- 12:30 – 1:15 PM **LUNCH BREAK (Lunch Provided)**

- 1:15 – 1:45 PM **CONTINUATION FUNDING PRESENTATIONS**
Administrative/Program Budgets/Fiscal Report
Alliance of Disability Advocates-ADA Fiscal Agent
ADA Network In-House Initiative
Communications Initiative
- 1:45 – 2:30 PM **FUTURE INVESTMENTS – DISCUSSION FOR COMMITTEES**
Committee Chairs and Staff Liaison
- 2:30 – 3:00 PM **BREAK**
- 3:00 – 5:00 PM **COMMITTEE MEETINGS**
Financial Asset DevelopmentBradford C
Community LivingBradford B
Advocacy Development.....Bradford A
- 5:00 – 7:00 PM **EVENING RECEPTION (Dinner Provided)**Bradford D
Farewell to Out-Going Members



**Meeting: NC Council on Developmental Disabilities
Location: Hilton Garden Inn, Cary NC**

**DRAFT
AGENDA
Friday, May 12, 2017
Bradford C & D**

- 8:30 – 9:00 AM **WELCOME/ CONFLICT OF INTEREST/ SAFETY AND PREPAREDNESS**
..... Wing Ng
- 9:00 – 9:10 AM **ROLL CALL**.....Anna Cunningham
- 9:10 – 9:15 AM **APPROVAL OF MINUTES** Wing Ng
- 9:15 – 9:40 AM **DIRECTOR'S REPORT**..... Chris Egan
- 9:40 – 9:45 AM **FINANCE REPORT**..... Wing Ng
- 9:45 – 10:00 AM **LEGISLATIVE UPDATE**.....Representative Insko
- 10:00 – 10:15 AM **PUBLIC COMMENT***
- 10:15 – 10:45 AM **BREAK**
- 10:45 – 11:45 AM **COMMITTEE REPORTS**
 - Executive Committee.....Wing Ng
 - Financial Asset DevelopmentAmanda Bergen
 - Community LivingKerri Eaker
 - Advocacy DevelopmentNessie Siler
- 11:45 – 12:15 PM **NEW BUSINESS**
 - Approval of Cross-Cutting Initiatives.....Wing Ng
 - Administrative/Program Budgets
 - Alliance of Disability Advocates-ADA Fiscal Agent
 - ADA Network In-House Initiative
 - Communications Initiative
 - Ad Hoc Committee Updates
 - Five Year State Plan
 - Member Recruitment
 - Communications and Member Development
 - DD Network Partners-Update
 - Disability Rights NC
 - Carolina Institute for Developmental Disabilities
- 12:15 – 12:30 PM **OLD BUSINESS**
- 12:30 PM **ADJOURN**

*The North Carolina Council on Developmental Disabilities (NCCDD) is committed to offering members of the general public an opportunity to make public comments. NCCDD members who would like to comment during this period of the meeting must be recognized by the Council Chair and are limited to three minutes per speaker.

Council Minutes



NCCDD
North Carolina Council on
Developmental Disabilities

DRAFT
NC COUNCIL ON DEVELOPMENTAL DISABILITIES
www.nccdd.org

Quarterly Council Meeting Minutes
Hilton Garden Inn, Cary, NC

February 10, 2017

MEMBERS PRESENT: Karen Armstrong, Amanda Bergen, Wendy Boyd, Caroline Bradstock, Adonis Brown, Lisa Byrd, Eric Chavis, Anna Cunningham, Bryan Dooley, Christina Dupuch, Kerri Eaker, Mary Edwards, Jason Faircloth, Myron Gavin, Joshua Gettinger, Michael Groves, Kelly Kimple, Wing Ng, Desiree Peterson, Deb Zuver (for Joseph Piven), I. Azell Reeves, Dave Richard, Clare Shocket, Nessie Siler, Vicki Smith, Jim Swain, Sandra Terrell, Mya Lewis (for Jason Vogler), Kelly Woodall, Paula Woodhouse

MEMBERS ABSENT: Wayne Black, Katie Holler, William Hussey, Representative Verla Insko, Cheryl Powell, Peggy Terhune

STAFF PRESENT: Chris Egan, Cora Gibson, Steve Strom, Melissa Swartz, JoAnn Toomey, Yadira Vasquez, Philip Woodward, Letha Young

CONTRACTORS/GRANTEES PRESENT: Lauren Borchert, Karen Hamilton, Jill Hinton, Brandon Matthews, Gordon O'Neill, Devika Rao

GUESTS: Jennifer Bosk, Karen Cook, Paula Coppola, Natalie Davis, Kathy Dooley, Elizabeth Kahn, Danielle Matula, Tara Myers, David Owen, David Taylor, Jr., Judy Taylor

WELCOME AND ATTENDANCE

Vice-Chairman Wing Ng asked that any Council member with a potential conflict of interest regarding any item on the agenda to identify that conflict for documentation in the minutes and recuse, as necessary. He also reminded members of the emergency exits at the Hilton Garden Inn. Anna Cunningham then conducted the roll call.

APPROVAL OF COUNCIL MINUTES

Wing Ng asked for approval of the November 2016 Council meeting minutes. A copy of the minutes had previously been made available to Council members.

MOTION: Clare Shocket made a motion to approve the November 2016 Council meeting minutes. Paula Woodhouse seconded the motion. The motion was approved by unanimous vote.

DIRECTOR'S REPORT

Chris Egan provided his report to the members with a brief review of the historical evolution and progress of important and significant protections for individuals with disabilities and families since the late 1960's. He went on to compare the fast pace of technological change in that same timeline and provided references and examples regarding the increasing speed and complexity of innovation, particularly in technology. However, the pace of change to fully implement the Americans with Disabilities Act and opportunities for people be fully included has not occurred nearly as quickly. He discussed and shared the image of a geodesic dome structure, drawing on a comparison to the lessons that we can take from this structure in the energy and strength of the design and connected this to the efforts of the Council to foster a broader range of choices and opportunities for individuals with I/DD and families in their communities.

He concluded with a congressional statement included in the DD Act that disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to live independently, to exert control and choice over their own lives, and to fully participate in and contribute to their communities through full integration and inclusion in the economic, political, social, cultural and educational mainstream of United States society.

FINANCE REPORT

Wing Ng reminded members to complete their reimbursement forms and submit them to staff. Dr. Ng gave a brief report on the financial status of the Council. A copy of the report had previously been made available and reviewed with Council members.

LEGISLATIVE UPATE/PUBLIC POLICY

Wing Ng reminded the members of the policy update presentation by Erika Hagensen on Thursday. Jill Hinton gave a brief review of the report that was provided to the Council.

MOTION: Anna Cunningham made a motion for the Council to accept the 2017 Public Policy Priorities. Eric Chavis seconded the motion. The motion was approved by unanimous vote.

PUBLIC COMMENTS

Christina Dupuch shared information about the Supportive Living Kickoff meeting coming up on March 28 and 29, 2017 and thanked the members for their support of this grant on behalf of Vaya Health.

Wendy Boyd shared information that the Triangle Down Syndrome Network is inviting everyone to participate in the inaugural Down Syndrome Advocacy Day celebrating World Down Syndrome Day at the NC General Assembly Legislative Building in Raleigh, NC on Tuesday, March 21, 2017.

Paula Coppola gave an update on the housing location for homeless people in Raleigh and some meetings she's been attending.

Jason Faircloth shared information about the fundraiser being held by the US Disabled Golfers Association for golfers with disabilities on May 5, 2017 at the Neuse Golf Club in Clayton. Also, the golfers will be helping the City of Clayton build an inclusive playground for kids.

David Taylor, Jr., shared information about the SABE and the SABE conference being held in September, 2017 in Arkansas.

Vicki Smith shared the final Adult Care Home report and reviewed the role of Disability Rights NC.

COMMITTEE REPORTS

Wing Ng requested presentation of committee reports. Please refer to the committee minutes for a detailed description of the committee's work, including motions made in committee.

EXECUTIVE COMMITTEE

The Executive Committee members met December 19, 2016 and January 17, 2017. Copies of the minutes were made available to Council members. Dr. Ng asked members to review the minutes.

FINANCIAL ASSET DEVELOPMENT COMMITTEE

Committee chair Amanda Bergen presented the Financial Asset Development Committee report. Updated information concerning their initiatives was given. She thanked all committee members and staff and gave a brief update on the discussions from the Thursday meeting. The following motion was presented on the floor for Council consideration:

MOTION: Amanda Bergen made a motion for NCCDD staff to pursue and research the following topics for potential permission to draft Request(s) for Application(s) (RFAs) at the May Council meeting:

1. To address the employment needs of post-transition adults ages 22-64.
2. To develop a new I/DD employment resource guide (including the Upward to Financial Stability curriculum) and template as well as a new distribution system to integrate with existing network channels.
3. To create an interactive digital look book to highlight how North Carolina's I/DD community maximizes their assets to access community life.

Kelly Woodall seconded the motion. The motion was approved by unanimous vote.

COMMUNITY LIVING COMMITTEE

Committee chair Kerri Eaker presented the Community Living Committee Report. Updated information concerning their initiatives was given. She thanked all committee members and staff and gave a brief update on the discussions from the Thursday meeting. The following motion was presented on the floor for Council consideration:

MOTION: Kerri Eaker made a motion for NCCDD staff to pursue and research the following topics for potential permission to draft Request(s) for Application(s) (RFAs) at the May Council meeting:

1. Intensive Case Management Model after transition to less restrictive environment.
2. Natural supports.
3. Transportation.

4. Affordable Supportive Housing.

Eric Chavis seconded the motion. The motion was approved by unanimous vote.

ADVOCACY DEVELOPMENT COMMITTEE

Committee chair Nessie Siler presented the Advocacy Development Committee report. Updated information concerning their initiatives was given. She thanked all committee members and staff and gave a brief update on the discussions from the Thursday meeting. The following motion was presented on the floor for Council consideration:

MOTION: Nessie Siler made a motion for NCCDD staff to pursue and research the following topics for potential permission to draft Request(s) for Application(s) (RFAs) at the May Council meeting:

1. Explore outreach to the Latino/Spanish speaking communities per Goal 3, Objective B.

Kelly Woodall seconded the motion. The motion was approved by unanimous vote.

NEW BUSINESS

Chris Egan reminded the members of the presentations from Thursday of the Council's in-house initiatives that were brought forth for approval of continuation funding. The following motions were presented on the floor for Council consideration:

MOTION: Wendy Boyd made a motion for continuation funding of the In-House Conference Funding Initiative for the period of July 1, 2017 - June 30, 2018 for an amount up to \$24,000 with match requirement waived since this is an in-house initiative of the Council. Eric Chavis seconded the motion. The motion was approved by unanimous vote.

MOTION: Nessie Siler made a motion for continuation funding of the In-House Council Development Fund Initiative for the period of July 1, 2017 - June 30, 2018 for an amount up to \$40,000 with match requirement waived since this is an in-house initiative of the Council. Anna Cunningham seconded the motion. The motion was approved by unanimous vote.

MOTION: Kerri Eaker made a motion for continuation funding of the In-House Public Policy Initiative for the period of July 1, 2017 - June 30, 2018 for an amount up to \$60,000 with match requirement waived since this is an in-house initiative of the Council. Joshua Gettinger seconded the motion. The motion was approved by majority vote.

MOTION: Eric Chavis made a motion for continuation funding of the In-House Jean Wolff-Rossi Fund for Participant Involvement Initiative for the period of July 1, 2017 - June 30, 2018 for an amount up to \$30,000 with match requirement waived since this is an in-house initiative of the Council. Wendy Boyd seconded the motion. The motion was approved by unanimous vote.

OLD BUSINESS

Chris Egan reminded members to sign up for one of the three Ad Hoc Committees: Member Recruitment, Five Year Plan, and Communications and Member Development.

ADJOURN

Wing Ng asked for a motion to adjourn the meeting.

MOTION: Anna Cunningham made a motion to adjourn the meeting. Amanda Bergen seconded the motion. Motion was approved by unanimous vote and the meeting was adjourned.

Approved: _____

Anna Cunningham, Secretary

Date: _____

Executive Committee



NCCDD
North Carolina Council on
Developmental Disabilities

**NC Council on Developmental Disabilities
FINAL**

Executive Committee Agenda and Notes

Date: January 17, 2017

Time: 10:30 AM – 12:30 PM

Members Present: Amanda Bergen, Kerri Eaker, Katie Holler, Wing Ng, Nessie Siler

Members Absent: Anna Cunningham

Staff Present: Chris Egan, JoAnn Toomey, Yadira Vasquez

Contractors Present: Erika Hagensen and Jill Hinton

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

I. Approval of Minutes:

The draft minutes of the December 19, 2016 Executive Committee meeting were reviewed and considered for approval.

MOTION: Amanda Bergen made a motion to approve the December 19, 2016 minutes. Nessie Siler seconded the motion. The motion was approved.

II. Financial Report and Expenses/Match Update:

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2015-2017 FFY balances and initiative expenditures. Members were also provided FFYs 2018-2019 budget summaries and detail reports as requested. Members noted that there is \$54,417 available for new initiatives in FFY 2017 that began October 1, 2016 and \$1,094,312 will be available between FFYs 2018 and 2019. The members reviewed the initiative report and noted that there were no match issues needing attention at this time. Wing asked the members if there were any other questions or comments and there were none.

III. Council Meeting/Member Survey Review:

The draft agenda for the February Council Meeting was reviewed. Several suggestions were made and will be incorporated into the next draft of the agenda. Member surveys will be reviewed at the February meeting after the Council meeting.

IV. Conference Funding Requests:

The members reviewed the request from East Carolina University (ECU) for the 9th Annual Brighter Futures for All Children Conference being held Friday, February 24, 2017 at the ECU Murphy Center in Greenville, NC. The request is to fund two speaker's fees and travel for up to \$1,560. The request was revised to adhere to state rates for hotel and meals.

MOTION: Nessie Siler made a motion to approve funding East Carolina University's (ECU) 9th Annual Brighter Futures for All Children Conference being held Friday, February 24, 2017 at the ECU Murphy Center in Greenville, NC for two speaker's fees and travel expenses in an amount up to \$1,496.60. Katie Holler seconded the motion but did want staff to follow-up with ECU regarding their promotion of the conference since attendance last year was low. The motion was approved.

The members reviewed the request from The Arc of Davidson County for the 5th Annual NC Self-Advocates Conference being held March 24-26, 2017 at the Embassy Suites in Greensboro, NC. The request is to fund one speaker's travel expenses for up to \$700. The request was revised to adhere to state rates for hotel and meals.

MOTION: Kerrie Eaker made a motion to approve funding The Arc of Davidson County's 5th Annual NC Self-Advocates Conference being held March 24-26, 2017 at the Embassy Suites in Greensboro, NC for one speaker's travel expenses in an amount up to \$560.40. Amanda Bergen seconded the motion. The motion was approved.

The members reviewed the request from The Autism Society of North Carolina's for their 2017 Annual Conference titled Building a Better Future being held March 24 and 25, 2017 at the Hilton University Place Hotel in Charlotte, NC. The request is to fund two speaker's fees and travel expenses for up to \$2,490. The request was revised to adhere to state rates for hotel and meals. Katie Holler recused herself from the discussion.

MOTION: Kerri Eaker made a motion to approve funding The Autism Society of North Carolina's for their 2017 Annual Conference titled Building a Better Future being held March 24 and 25, 2017 at the Hilton University Place Hotel in Charlotte, NC in an amount up to \$2,360. Amanda Bergen seconded the motion. Katie Holler recused herself from the vote since she is employed by the Autism Society. The motion was approved.

V. Personal Services Contract Review/Approval:

There are currently no personal services contracts to review at this time but Chris Egan did update the members that the second co-coordinator for the Advocacy Leadership Development initiative was hired through Temporary Solutions. Brandon Matthews will work alongside Lauren Borchert as co-coordinator for this initiative.

VI. Ad Hoc Committees/Updates:

Chris Egan updated the members that staff have been drafting descriptions to update ad hoc committees for the Council. The 2017 NCCDD Ad Hoc Committees will be:

- Communications and Member Development
- Member Recruitment
- 5-Year State Plan

Chris will draft a memo for Katie and Wing to go out before the February Council meeting that will describe to the members the intention of the ad hoc committees and to let them know that sign-up sheets will be available at the Council meeting for member interest to serve on these committees.

VII. Other:

The members reviewed the need to reschedule March 2017 EC Meeting due to Disability Policy Seminar in Washington, DC.

MOTION: Katie Holler made a motion to reschedule the March Executive Committee meeting from March 20th to March 27th, 2017. Nessie Siler seconded the motion. The motion was approved.

The members also reviewed and approved the 2017 Committee Assignments list. It will be included in the February Council meeting mail out.

In the absence of a Chair, the procedure for approving Council member attendance at events other than Council meetings was moved to the Executive Committee for approval. The Executive Committee reviewed member and staff interest for both the Self Advocate Conference in Greensboro, NC, March 25, 2017 and for the Disability Policy Seminar in Washington DC, March 20-22, 2017.

MOTION: Kerri Eaker made a motion to approve four Council members to attend the Self Advocate Conference in Greensboro, NC, March 25, 2017. Nessie Siler seconded the motion. The motion was approved.

MOTION: Kerrie Eaker made a motion to approve four Council members and two staff members to attend the Disability Policy Seminar in Washington DC, March 20-22, 2017. Katie Holler seconded the motion. The motion was approved.

The members then discussed with Erika Hagensen and Jill Hinton the NCCDD 2017 Policy Priorities. They suggested that the document be included in the February mail out, along with the 2016 Policy Priorities.

VIII. Adjourn:

Wing Ng asked for a motion to adjourn the meeting.

MOTION: Amanda Bergen made a motion to adjourn the meeting. Kerri Eaker seconded the motion. The motion was approved.

**NC Council on Developmental Disabilities
FINAL**

Executive Committee Minutes

Date: February 20, 2017

Time: 10:30 AM – 12:30 PM

Members Present: Amanda Bergen, Anna Cunningham, Kerri Eaker, Wing Ng, Nessie Siler

Members Absent: Katie Holler

Staff Present: Chris Egan, JoAnn Toomey, Yadira Vasquez

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

I. Approval of Minutes:

The draft minutes of the January 17, 2017 Executive Committee meeting were reviewed and considered for approval.

MOTION: Amanda Bergen made a motion to approve the January 17, 2017 minutes. Kerri Eaker seconded the motion. The motion was approved.

II. Council Meeting/Member Survey Review:

Chris Egan reviewed the responses of the electronic and paper surveys from the February Council meeting. The responses were 99% positive overall. Breaks were needed in the morning; it was a long day on Thursday although the farewell dinner for Ron Reeve was noted as very enjoyable. The members discussed the comments made regarding the public policy session and Chris told them that he has addressed this with the coordinators. The committee meeting feedback was also very positive overall, with suggestions to consider committee timing at future meetings. Members discussed the survey comment regarding the number of out-going members having served their second term and that a certificate of appreciation might be nice to present to them at the May meeting.

Chris also let the members know that the hotel had responded to almost all the issues that were brought to their attention and a note was sent to hotel staff letting them know that their attention to those matters was appreciated. Members also noted on the surveys that they strongly agree with being satisfied with the current venue and service provided by the hotel.

III. Conference Funding Requests:

The members reviewed the request regarding the North Carolina Association of Persons Supporting EmploymentFirst (NC APSE) 2017 Spring Conference: *Right Time, Right Now!* – being held April 26-28, 2017 at the Courtyard Carolina Beach in Carolina Beach, NC. The request is to fund one speaker (fees & travel) for up to \$1600.30.

MOTION: Anna Cunningham made a motion to approve funding one speaker's fee and travel expenses at the North Carolina Association of Persons Supporting EmploymentFirst (NC APSE) 2017 Spring Conference: *Right Time, Right Now!* – being held April 26-28, 2017 at the Courtyard Carolina Beach in Carolina Beach, NC for an amount up to \$1,600.30. Nessie Siler seconded the motion. The motion was approved.

The members reviewed the request for the NC Division on Career Development and Transition (NCDCDT) Spring Conference: *Charting the Course through Transition* – being held April 5-7, 2017 at the Embassy Suites in Greensboro, NC. The request is to fund one speaker (fees & travel) for up to \$705.50.

MOTION: Anna Cunningham made a motion to approve funding one speaker's fee and travel expenses at the NC Division on Career Development and Transition (NCDCDT) Spring Conference: *Charting the Course through Transition* – being held April 5-7, 2017 at the Embassy

Suites in Greensboro, NC for an amount up to \$705.50.
Kerri Eaker seconded the motion. The motion was approved.

The members next reviewed the request regarding the Frank Porter Graham Child Development Institute: 2017 National Early Childhood Inclusion Institute – being held May 9-11, 2017 at The William and Ida Friday Center for Continuing Education Conference Center in Chapel Hill, NC. The request is to fund one speaker (fees & travel) for up to \$2,400.00.

MOTION: Anna Cunningham made a motion to approve funding one speaker's fee and travel expenses at the Frank Porter Graham Child Development Institute: 2017 National Early Childhood Inclusion Institute – being held May 9-11, 2017 at The William and Ida Friday Center for Continuing Education Conference Center in Chapel Hill, NC for an amount up to \$2,000.00. Nessie Siler seconded the motion. The motion was approved.

Chris Egan read the response from East Carolina University regarding Katie Holler's request at the January Executive Committee meeting that staff follow up on the attendance at their conference last year. Chris will share the response with Katie.

The members also asked that conference approvals include a request that the brochures/e-mails regarding the conference include information about the Jean Wolff-Rossi Fund for Participant Involvement application for assistance with funding to attend those conferences.

IV. Personal Services Contract Review/Approval:
None at this time

V. Council Members Attendance at Conferences
The members reviewed requests from Council members to attend the following conferences:

Upward to Financial Stability Training in Raleigh, March 14-17 and March 21-24, 2017. Up to three members were approved to attend.

NC APSE Conference in Carolina Beach, April 26-28, 2017. Up to three members were approved to attend.

Disability Rights NC Conference in Chapel Hill, April 20, 2017. Up to three members were approved to attend.

2017 Spring Policy Forum in Raleigh, June 5-6, 2017. Up to three members were approved to attend.

VI. Other

Chris Egan informed the members that he would be meeting with Boards and Commissions staff this week to review membership and introduce the Council. He also updated the members regarding the Systems Change Manager vacancy and potential hiring of staff to fill that position within the next month.

VII. Adjourn

Wing Ng asked for a motion to adjourn.

MOTION: Anna Cunningham made a motion to adjourn the meeting. Amanda Bergen seconded the motion. The motion was approved.

**NC Council on Developmental Disabilities
FINAL**

Executive Committee Minutes

Date: March 27, 2017

Time: 10:30 AM – 12:30 PM

Members Present: Amanda Bergen, Anna Cunningham, Katie Holler, Wing Ng, Nessie Siler

Members Absent: Kerri Eaker

Staff Present: Chris Egan, JoAnn Toomey, Yadira Vasquez

Contractors Present: Erika Hagensen and Jill Hinton

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

I. Approval of Minutes:

The draft minutes of the February 20, 2017 Executive Committee meeting were reviewed and considered for approval. A typo was pointed out on page 2 and will be corrected.

MOTION: Anna Cunningham made a motion to approve the February 20, 2017 minutes. Amanda Bergen seconded the motion. The motion was approved.

II. Financial Report and Expenses/Match Update:

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2015-2017 FFY balances and initiative expenditures. Members were also provided FFYs 2018-2020 budget summaries and detail reports as requested. Members noted that there is \$68,717 available for new initiatives in FFY 2017 that began October 1, 2016 and \$1,543,368 will be available between FFYs 2018 and 2020.

The members reviewed the initiative report and noted that there were no match issues needing attention. They questioned the balances of two in-house initiatives including the Council Development Fund and the Jean Wolff-Rossi Participant Involvement Fund and it was explained that the

balances did not include the approved and encumbered expenses. The members asked that those amounts be noted on the initiative report for future meetings. Wing asked the members if there were any other questions or comments and there were none.

III. Council Meeting/Member Survey Review:

Chris Egan reviewed the draft May Council Meeting Agenda with the members. They discussed the potential questions that may be asked during DHHS Secretary Mandy Cohen's time on the Thursday agenda. It was suggested that Chris include in his reminder of the May Council meeting that members send him questions they may want to ask since Secretary Cohen's time is limited that morning.

Anna Cunningham suggested that perhaps the Communications and Membership Development Ad Hoc Committee, along with O'Neill Communications develop an official resource map/guide or an outreach toolkit for NCCDD to give to visitors and other officials at Council meetings and other events.

IV. Conference Funding Requests:

There were no requests presented for consideration.

V. Personal Services Contract Review/Approval:

There were no Personal Services contracts presented for approval.

VI. Ad Hoc Committees/Updates

- Communications and Member Development Ad Hoc: No update at this time.
- Five Year Plan Ad Hoc: No update at this time.
- Member Recruitment Ad Hoc: Katie Holler and Nessie Siler are representing the EC on the committee. Dates for the first meeting were discussed to begin reviewing member applicants to provide recommendations to NC Boards and Commissions to identify possible candidates for upcoming vacancies in accordance with

DD Act expectations. JoAnn Toomey said that she will contact Eric Chavis and Kelly Woodall to see if they are also available on April 13th for a meeting of this ad hoc committee.

VII. Other

- The members were updated by Erika Hagensen and Chris Egan on the Disability Policy Seminar held in Washington DC last week that was attended by staff and Council members.
- Chris Egan reviewed and discussed with the members the staff development training next week in Wilmington NC that will be facilitated by Leigh Ann Kingsbury, who for over 30 years has extensive experience in developing and conducting training and providing technical assistance and consultation around person centered practices.
- The EC reviewed travel requests from Council members. One member had requested to attend the ADA Symposium in Chicago, IL in May and another member requested to attend the PSEA seminar in Nashville, TN in June. Staff explained to the Executive Committee that the Council Development Fund has been fully encumbered with commitments through June, 2017. New funding has been approved effective July 1, 2017 and those two members will be encouraged to request attendance at conferences occurring after that date, and they will be notified that their current requests are not approved.
- Chris Egan also updated the members to let them know that staff are reviewing the Rossi Fund Guidelines to make them more user friendly to apply for funding support, and that staff have met with Karen Hamilton regarding the ADA Network and that a meeting will be scheduled with the Alliance of Disability Advocates in the next month to discuss their Year 3 of 3, final year of funding.

VIII. Adjourn

Wing Ng adjourned the meeting.

NC Council on Developmental Disabilities

DRAFT

Executive Committee Minutes

Date: April 17, 2017

Time: 10:30 AM – 12:30 PM

Members Present: Kerri Eaker, Katie Holler, Wing Ng, Nessie Siler

Members Absent: Amanda Bergen, Anna Cunningham

Staff Present: Chris Egan, JoAnn Toomey, Yadira Vasquez

In the absence of a Chair, Vice-Chair Wing Ng presided over the Executive Committee meeting and welcomed the members calling in.

I. Approval of Minutes:

The draft minutes of the March 27, 2017 Executive Committee meeting were reviewed and considered for approval.

MOTION: Katie Holler made a motion to approve the March 27, 2017 minutes. Nessie Siler seconded the motion. The motion was approved.

II. Financial Report and Expenses/Match Update:

Yadira Vasquez reviewed the financial reports for the NCCDD. There was discussion on the 2015-2017 FFY balances and initiative expenditures. Members were also provided FFYs 2018-2020 budget summaries and detail reports as requested. Yadira pointed out to the members that there is \$60,000 available for new initiatives in FFY 2016 that began October 1, 2015 and \$98,717 available for new initiatives in FFY 2017 that began October 1, 2016. There will be \$1,603,368 available between FFYs 2018 and 2020.

The members reviewed the initiative report and noted that there were no match issues needing attention. The members thanked Yadira for including notes at the bottom of the initiative budget and expense report that explained legend colored lines, balances and encumbered expenses. Wing asked the members if there were any other questions or comments and there were none.

III. Council Meeting/Member Survey or Agenda Review

Chris Egan reviewed the draft May Council Meeting Agenda with the members. They discussed the potential questions that may be asked during DHHS Secretary Mandy Cohen's time on the Thursday agenda. It was suggested that Chris include in his reminder of the May Council meeting that members send him

questions they may want to ask since Secretary Cohen's time is limited that morning.

Wing Ng and Katie Holler discussed their Vice-Chair roles during the May Council meeting and it was decided that Katie would lead the meeting on Thursday and Wing would lead on Friday.

IV. Conference Funding Requests:

Members reviewed the request from the North Carolina Fragile X Foundation for the How to Stay Cool, Calm, and Collected Conference being held Saturday, May 13, 2017 at the Reality Ministries, 916 Lamond Avenue, Durham, NC. The request is to fund one speaker (fees & travel) for up to \$3000.

MOTION: Katie Holler made a motion to approve funding one speaker's fee and travel expenses at the North Carolina Fragile X Foundation for the How to Stay Cool, Calm, and Collected Conference being held Saturday, May 13, 2017 at the Reality Ministries, 916 Lamond Avenue, Durham, NC for an amount up to \$1,100.00. Nessie Siler seconded the motion. The motion was approved.

The members reviewed the request from Beyond Academics for the Beyond Limits Gala: Changing Education, Changing Lives event being held Wednesday April 26, 2017 at the Alumni House, UNCG Campus, Greensboro, NC. The request is to fund one speaker (fees and travel) for up to \$448.76.

MOTION: Kerrie Eaker made a motion to approve funding one speaker's fee and travel expenses at the Beyond Academics for the Beyond Limits Gala: Changing Education, Changing Lives event being held Wednesday April 26, 2017 at the Alumni House, UNCG Campus, Greensboro, NC for an amount up to \$450.00. Nessie Siler seconded the motion. The motion was approved.

V. Personal Services Contract Review/Approval:

There were no Personal Services contracts presented for approval.

VI. Ad Hoc Committees/Updates:

The members reviewed the recommendations from the Member Recruitment Ad Hoc Committee for the current and upcoming vacancies on the Council from the pool of applications that were rank ordered based on DD Act requirements and information included in their application.

MOTION: Kerrie Eaker made a motion to approve the recommendations from the Member Recruitment Ad Hoc Committee and to forward those recommendations to NC Boards and Commissions office for consideration of appointment to the Council by Governor Cooper. Wing Ng seconded the motion. The motion was approved.

VII. Other:

Chris Egan reviewed the proposed revisions to the Rossi Fund Guidelines with the members with the intent of increasing our responsiveness for those requesting to use Rossi Funds. Those revisions included reducing the days to apply for in-state and out-of-state events and increasing the maximum amount of funds available for any single in-state and out-of-state event, regardless of how many people apply.

MOTION: Katie Holler made a motion to approve the revisions to the Rossi Fund Guidelines, effective July 1, 2017. Nessie Siler seconded the motion. The motion was approved.

Member reviewed the requests to attend NACDD conference in July, 2017 in Utah.

MOTION: Kerri Eaker made a motion to approve the requests of two members to attend NACDD conference in July, 2017 in Utah. Katie Holler seconded the motion. The motion was approved.

VIII. Adjourn

Wing Ng asked for a motion to adjourn the meeting.

MOTION: Katie Holler made a motion to adjourn the meeting. Kerri Eaker seconded the motion. The motion was approved

Financial Asset Development Committees



NCCDD

North Carolina Council on
Developmental Disabilities

North Carolina Council on Developmental Disabilities

Financial Asset Development Committee Agenda

May 11, 2017

3:00 p.m. – 5:00 p.m.

Hilton Garden Inn, Cary, NC

3:00 p.m. – 3:20 p.m.	Introduction <ul style="list-style-type: none">• Welcome• Approval of February Minutes	<i>Amanda Bergen</i>
3:20 p.m. – 3:45 p.m.	Initiative Updates <ul style="list-style-type: none">• Expansion of Employment Opportunities for People with I/DD	<i>Pat Keul, Employment Services Coordinator</i>
3:45 p.m. – 4:05 p.m.	<ul style="list-style-type: none">• Upward to Financial Stability	<i>Michael Roush, National Disability Institute Donna Gallagher, The Collaborative</i>
4:05 p.m. – 4:50 p.m.	Future Investments Discussion Part II <ul style="list-style-type: none">• Upward to Financial Stability in Spanish• Innovative Employment: Apprenticeships for People with I/DD• I/DD Employment Resource Guide• Interactive Digital Lookbook	<i>Amanda Bergen</i>
4:50 p.m. – 5:00 p.m.	Wrap Up and Reminders <ul style="list-style-type: none">• Completion of Financial Forms• Reminder: August 10-11, 2017 Council meeting in Cary at Hilton Garden Inn	<i>Amanda Bergen</i>

Financial Asset Development Committee

Amanda Bergen, Chair

Karen Armstrong

Wayne Black; Alternate: Jack Rogers

Adonis Brown

Anna Cunningham

Bryan Dooley

Myron Michelle Gavin

William Hussey; Alternate: Dreama McCoy

Dave Richard, Deputy Secretary; Alternate: VACANT

Jim Swain; Alternate: VACANT

Kelly Woodall

Paula Woodhouse

VACANT

Parent of Child with DD

Public At Large

Agency: Div. of Social Services

Individual with DD

Parent of Child with DD

Individual with DD

Parent of Child with DD

Agency: Dept. Public Instruction

Agency: DHHS

Agency: Div. of Voc. Rehabilitation

Individual with DD

Parent of Child with DD

Other: Legislative (Senate)

Staff: Travis Williams

Financial Asset Development
DRAFT Minutes
February 9, 2017
3:00 p.m. – 5:00 p.m.
Hilton Garden Inn, Cary, NC

Members Present: Amanda Bergen, Adonis Brown, Anna Cunningham, Bryan Dooley, Dreama McCoy (for Bill Hussey), Paula Woodhouse, Jim Swain, Kelly Woodall, Myron Gavin

Members Absent: Dave Richard, Jack Rogers (for Wayne Black)

Guests: David Owen (DSP for Bryan Dooley), Caryn Cook (interpreter), Natalie Davis (interpreter)

Staff/Contractors: Philip Woodward, Yadira Vasquez, JoAnn Toomey, Pat Keul, Donna Gallagher

Introduction

Dr. Bergen welcomed the members. Ms. Woodhouse said she has a new position at the Department of State Treasurer and mentioned the N.C. ABLE Program launch.

Ms. Woodall abstained from voting on the November minutes because she participated in a different committee last year. Ms. Cunningham said the correction to the August minutes should read, "Ms. Cunningham said the Managed Care Organizations (MCOs) and other organizations will have a vested interest." Ms. Woodhouse made a motion to accept the November meeting minutes. Ms. Cunningham seconded the motion. The motion was approved.

Portal for Soliciting Ideas

The committee looked at the portal for submitting ideas. Ms. Cunningham asked if all fields are required to be filled out. Mr. Woodward was uncertain. Ms. Cunningham said an individual with I/DD or a family member might have a great idea or concept but not be as able to fill it out. She also suggested icons such as a dollar sign next to Financial Asset Development and an easy-to-read form option to click on. The committee agreed. Will the idea go to the committee or the staff? Mr. Woodward believes the staff will receive the idea and then bring it to the committee. Ms. McCoy said the Department of Public Instruction (DPI) has a Let's Talk section on its website to submit comments and suggestions: www.ncpublicschools.org. Members can e-mail additional feedback to Mr. Woodward to share with Mr. Egan.

Fiscal Update

Ms. Vasquez provided the fiscal update. It captures our three current and next three federal fiscal years. Approving an initiative reduces the amount available the next year. This committee currently has two initiatives, and both are on target (within 25%) for spending.

Future Investments Discussion

Ms. Cunningham said it is important to go into the school environment, and we need to help families with tools available to them. Dr. Bergen pointed out that this proposal fits Goal 1, Objective C.

Ms. Woodhouse brought up what happens after school and micro-enterprise for adults. Ms. Woodall said there needs to be one place an individual or parent goes to learn about micro-enterprise. Ms. McCoy said look at what is existing such as the Exceptional Children's Assistance Center resource. Many small businesses are home grown. How do we build that infrastructure support all over the state? Mr. Swain said micro-enterprise was a former initiative, and the Division of Vocational Rehabilitation Services (DVRS) can allocate money to small businesses and offer support for developing a Small Business Plan. He encouraged anyone interested in self-employment to contact DVRS. Ms. Woodall said micro-enterprise can be expensive for self-advocates to afford. Ms. Cunningham said the concept is the educational part, and we need to pull in all the community members who care about business and develop a template or central place to help navigate through that. Mr. Swain mentioned a Request for Applications (RFA) for services for youth ages 14-21 and asked if we know providers interested in this. Ms. Cunningham asked, how do we provide better information through the entire lifespan? Ms. McCoy mentioned the continuum of transition pilot program beginning next year in seven regions. The second year it will go all over the state.

Dr. Bergen shared what she learned about President Lyndon B. Johnson sending a photographer to the Appalachians to photograph people living there. Ms. Woodall was thinking of videos to take to the legislature to educate them. Ms. McCoy mentioned the need to watch out for predators and how important it is to get people able to provide consent. Dr. Bergen asked if O'Neill Communications could host this project. Ms. Cunningham asked what the message will be. Ms. Woodhouse said a picture is worth a thousand words. Ms. Woodall said it is important to show the value of protecting assets.

MOTION: Mr. Brown made a motion for NCCDD staff to pursue and research the following topics for potential permission to draft Request(s) for Application(s) (RFAs) at the May Council meeting:

1. To address the employment needs of post-transition adults ages 22-64.
2. To develop a new I/DD employment resource guide (including the Upward to Financial Stability curriculum) and template as well as a new distribution system to integrate with existing network channels.
3. To create an interactive digital lookbook to highlight how North Carolina's I/DD community maximizes their assets to access community life.

Ms. McCoy seconded the motion. The motion was approved.

Regarding Motion item #2, Ms. Cunningham commented that this resource guide needs to be translated to Spanish and available in an easy-to-read format.

Initiative Updates

Upward to Financial Stability Initiative

Michael Roush of the National Disability Institute (NDI) called in. Donna Gallagher of The Collaborative presented. The curriculum has eight modules that Mr. Roush and Ms. Gallagher reviewed and changed/updated. There will be four Train-the-Trainer sessions in March. They hope for 100 people to sign up, but there is room for a few more (30 at each site). The e-invite will be sent to all Council members.

Ms. Gallagher introduced the webinar topics for 2017:

- N.C. ABLE Program
- Resource mapping
- Youth in transition and financial stability.

The Trainer Support Network meets monthly by phone. Ms. Cunningham participated in the last one. The Real Economic Impact Network is available to the Master Trainers for sustainability. Mr. Roush said this network offers webinars on different financial capability topics and newsletters. There is a way to answer questions that come up and distribute the answers.

Mr. Roush discussed the lessons learned from the initiative. This includes listening to the needs of the trainers and sharing the next steps. He said they have gained more in-depth education on integrated services but need more education on competitive employment and what it entails. The ABLE Act is another key area – NDI works closely with the N.C. Department of State Treasurer. NDI also shares best practices from other states. Mr. Roush said we need to help individuals with disabilities become comfortable with on-line banking. He mentioned that a DVRS Benefits Counselor who was a Master Trainer has accepted another position, but NDI needs to be in the VR system.

Mr. Roush also mentioned the NCCDD goal of outreach to the Latino community. Ms. Cunningham mentioned the need for an easy-to-read format. She asked if Mr. Roush sees other tie-ins to reach out to other communities with the curriculum such as through focus groups. Mr. Roush mentioned the LEAD Center and also the next disability employment systems change initiative through the Department of Labor and encouraged the state to apply for it. Ms. McCoy asked for information to share with the Exceptional Children's Directors in charter schools.

Expansion of Employment Opportunities for People with I/DD Initiative

Employment Services Coordinator Pat Keul updated the committee on the three elements of this initiative.

Element I: Apprenticeships and Pre-apprenticeships

Ms. Keul received a call yesterday from the Blue Ridge Foundation interested in a feeding assistants program. A group in Chapel Hill is interested in offering paid apprenticeships after internships. Also, other industries are being explored such as healthcare and I.T. Ms. Keul developed an I/DD peer mentoring curriculum that now has 30 chapters and is I/DD-friendly. The class starts on Monday, February 13th. Mr. Swain asked if anyone else around the country has developed an I/DD peer mentoring curriculum. Ms. Keul has not found any. Mr. Brown mentioned the Michigan Department of Health and Human Services developing one. Alabama has developed one, too. Mr. Swain mentioned the Individual Placement and Support (IPS) model for mental health, and Ms. Keul discussed the differences with the I/DD model.

Element II: Project SEARCH

Ms. Keul said North Carolina has 14 Project SEARCH sites. Two are not in hospitals – the Gardner-Webb University site and the DHHS site. There will be two new sites starting this year in Hendersonville and Charlotte. She has a meeting in Charlotte with Chan Roush at Carolinas Healthcare System to discuss becoming a host site.

Element III: Statewide Coalition

Ms. Keul mentioned that she discussed with Mr. Woodward and Mr. Egan about starting a new group or joining an existing group. She brought together a group to discuss the issue of Project SEARCH instructor funding for the community college programs and identifying sustainable solutions. Ms. Cunningham asked if NCCDD can help with the branding or use initiative funding to help this model. The two current instructor funding ideas are:

1. Changing the service definition.
2. Moving Project SEARCH to Continuing Education.

Ms. Keul shared other issues that include:

- Finding a state agency to adopt the statewide coordinator for Project SEARCH. Could this be NCCDD, the Division of Mental Health/Developmental Disabilities/Substance Abuse Services (DMH/DD/SAS), DVRS, or the Department of Labor?
- Pursuing an Employment First directive.
- Agencies working together to pursue national grants such as the one Mr. Roush mentioned.

Wrap Up and Reminders

Dr. Bergen asked for a motion to adjourn.

MOTION: Ms. Cunningham approved the motion to adjourn. Ms. Woodall seconded it. The motion was approved, and the meeting adjourned at 5:10.



NC Council on Developmental Disabilities

Innovative Employment Request for Authority to Draft

GOAL 1: By 2021 Increase Financial Security Through Asset Development for Individuals with Intellectual and Other Developmental Disabilities (I/DD). Increase financial asset development for individuals with I/DD so that they and their families have greater opportunities for choice, self-determination, independence and productivity.

OBJECTIVE B: Increase integrated competitive employment and careers
NCCDD 5 Year State Plan 2017-2021

Request for Authority to Draft	May 12, 2017
Anticipated Approval of Draft RFA	August 12, 2017
Anticipated Release of RFA	September 1, 2017
Anticipated Contractor Approval	November 18, 2017
Anticipated Start Date	January 1, 2018

The U.S. Department of Labor's ApprenticeshipUSA website calls the Registered Apprenticeship system "a unique, flexible training system that combines job related technical instruction with structured, on-the-job learning experiences." Unlike most internships, apprenticeships are paid and usually result in hiring. Through its Expansion of Employment Opportunities for People with I/DD initiative, NCCDD has begun exploring how to establish registered apprenticeships for people with I/DD by engaging an Employment Services Coordinator to establish apprenticeships in the feeding assistant industry. Specifically, NCCDD engaged an expert with experience establishing registered apprenticeships through the Business Apprenticeship Career Training (Business ACTS) model that utilizes public/private partnerships designed to deliver a consistent apprenticeship program that will result in better trained, more productive employees. Feeding assistant apprenticeships have been set up in Marshall and another rural community in western North Carolina.

NCCDD aims to develop a Request for Applications (RFA) to establish a set of three paid apprenticeship models for people with I/DD:

1. I/DD feeding assistant apprenticeships
2. I/DD peer mentoring apprenticeships
3. I/DD apprenticeships in a third, not yet specified industry

North Carolina has peer mentoring opportunities available for individuals with mental health disabilities but not I/DD. Thus, the Employment Services Coordinator has developed and implemented an I/DD peer mentoring curriculum that a Local Management Entity/Managed Care Organization (LME/MCO) has expressed a strong interest in replicating. This would allow individuals with I/DD to receive access to training and be paid as apprentices and then move into paid positions that fill a gap that exists in North Carolina.

In addition to establishing apprenticeships, this innovative employment initiative would have two additional components designed to help expand workforce development options for youth ages 14-21 and young adults with I/DD. In 2016, the Division of Vocational Rehabilitation Services (DVRS) posted a Notice of Funding Availability for agencies and organizations to apply for PETS funding distributions: <https://www.ncdhhs.gov/about/grant-opportunities/vocational-rehabilitation-grant-opportunities>. NCCDD seeks to assist two school systems in developing innovative, integrated Pre-Employment Transition Services (PETS) programs designed to increase competitive, integrated employment outcomes and raise expectations for employment outcomes for students with I/DD. NCCDD would assist each school system in finding and securing the commitment of the partners required to collaborate on the programs.

The third component would strengthen the relationship between Disability Services and Career Services on college campuses and provide business mentoring opportunities to college students with I/DD. Staff at Beyond Academics at UNC-Greensboro expressed that a disconnect appears to exist between Disability Services and Career Services there. NCCDD would seek to engage an entity to provide mentoring for secondary and college students with disabilities to successfully develop career opportunities. This entity would connect Disability Services with Career Services on college campuses to create stronger linkages in order to strengthen the ability of Career Services offices to assist students with I/DD and other disabilities to improve their employment prospects after graduation from college. One model for this is the North Carolina Business Leadership Network's Going for the Gold project: www.ncbln.org.

This would be a three-year initiative funded at \$100,000 per year with a required 25% match.



NC Council on Developmental Disabilities

I/DD Employment Resource Guide Request for Authority to Draft

GOAL 1: By 2021 Increase Financial Security Through Asset Development for Individuals with Intellectual and Other Developmental Disabilities (I/DD). Increase financial asset development for individuals with I/DD so that they and their families have greater opportunities for choice, self-determination, independence and productivity.

OBJECTIVE B: Increase integrated competitive employment and careers

OBJECTIVE C: Increase educational expectations for employment and careers

NCCDD 5 Year State Plan 2017-2021

Request for Authority to Draft
Anticipated Approval of Draft RFA
Anticipated Release of RFA
Anticipated Contractor Approval
Anticipated Start Date

May 12, 2017
August 12, 2017
September 1, 2017
November 18, 2017
January 1, 2018

For people with I/DD searching for a job, knowing where to start can be difficult. Sometimes family members may assist or worry about the individual losing certain benefits. A number of resources exist at the federal, state, and local level, but do they actually assist a person with I/DD in gaining meaningful employment? Are they available in user-friendly format using language that individuals with I/DD can easily understand? Are the resources themselves widely available or easy to find?

A number of other states have developed an employment resource guide of some type for people with disabilities:

- The Michigan Department of Community Health's Office of Long-Term Care Supports and Services has developed the 60-page Supported Self-Employment 101: A Handbook for Getting Started guide published in August 2007. The guide's purpose is to "provide direction for organizations that embrace Supported Self-Employment," and it contains an overview of supported self-employment and tools to guide individuals with disabilities and their service providers through the self-employment process.
- Ohio has developed A How-To-Guide to Community Employment for Job Seekers and Families: <http://www.jobguide.ohioemploymentfirst.org/>. This web-based matrix contains a Learn section with eight modules to help people with I/DD through the path to community employment and a Tools section with 22 tools to help people with I/DD find their path to community employment. Both sections include step-by-step instructions.

- The Texas Department of Aging and Disability Services (DADS) has created a Guide to Employment for People with Disabilities: <https://hhs.texas.gov/sites/hhs/files/documents/doing-business-with-hhs/providers/long-term-care/mdcp/employmentguide.pdf>. This 48-page guide is a collaboration between seven different state agencies and numerous other partners resulting from legislation passed in Texas 2007 and 2008. The purpose is "to provide information on how to support and assist working-age people with disabilities who are receiving DADS services to obtain and maintain competitive, integrated employment." This guide took about nine total months to complete with no direct costs because the Texas DADS used only internal resources, including subject matter experts and its media services and printing services. The DADS plans to update the guide after the transformation process it is undergoing with other state agencies is complete.
- NCCDD funded the Learning and Earning After High School: The Role of Transition Services in Raising Expectations and Attitudes for Students with Intellectual Disabilities initiative with Western Carolina University (WCU) from 2013-2016. The initiative created a Roads to Learning and Earning (RTLE) web-based transition resource matrix that WCU transferred to the N.C. Department of Public Instruction (DPI) in the fall of 2016: www.rtle.org. The website includes resources for students with I/DD, for teachers, and for families. The Guide for Students includes five categories where each category includes objectives and activities to begin in middle school and objectives and activities to begin in high school as well as resources in each area. Numerous resources are written directly for individuals with disabilities such as The Job Center's Introduction to Learning About Work and It's Your Career: Work-Based Learning Opportunities for College Students With Disabilities.

NCCDD will engage in a competitive bid process to secure a contractor with the relevant knowledge, expertise on employment for people with I/DD, and ability to create an I/DD employment resource guide. The contractor will need to gather information from a variety of state and federal agencies and non-profit organizations that provide employment and related services for people with I/DD and compile a step-by-step guide that will be easy for individuals with I/DD and their families to understand. This guide must include information about benefits and how they impact and support the individual's ability to work as well as include the Upward to Financial Stability curriculum produced by the National Disability Institute and The Collaborative. This initiative will also include creating a series of YouTube instructional videos that function as short educational pieces for individuals with I/DD, their parents, and their teachers. The guide will be posted on NCCDD's website and the RTLE website and available in print.

This proposal is for \$75,000 per year for three years with a required 25% match. Year One will focus on having a contractor compile the step-by-step guide. Year Two will focus on working with a videography company or videographer (including NCCDD's communications contractor) to develop the YouTube instructional videos and will also focus on developing a distribution system to integrate the guide into existing network channels. Year Three will continue to focus on distribution and will focus on translating the step-by-step guide and the YouTube videos into Spanish.



NC Council on Developmental Disabilities

"Access to Assets" Digital Lookbook Request for Authority to Draft

GOAL 1: By 2021 Increase Financial Security Through Asset Development for Individuals with Intellectual and Other Developmental Disabilities (I/DD). Increase financial asset development for individuals with I/DD so that they and their families have greater opportunities for choice, self-determination, independence and productivity.

OBJECTIVE A: Increase financial asset development and security by increasing knowledge, developing financial plans and implementing the plan's goals.

NCCDD 5 Year State Plan 2017-2021

Request for Authority to Draft	May 12, 2017
Anticipated Approval of Draft RFA	August 12, 2017
Anticipated Release of RFA	September 1, 2017
Anticipated Contractor Approval	November 18, 2017
Anticipated Start Date	January 1, 2018

Background and Inspiration: In 1964, President Lyndon B. Johnson declared a war on poverty, and Appalachia became the most photographed region of this "war on poverty." These images gained support for the intended cause but also "came to represent the entirety of the region while simultaneously perpetuating stereotypes" (<http://lookingatappalachia.org/overview>).

NCCDD proposes to create an interactive digital lookbook to highlight how North Carolina's I/DD community maximizes their assets to access community life. The aim is to portray the importance of financial assets in improving the quality of life for individuals with I/DD and their families by enabling them to become integrated into their communities. The project would work with a photographer experienced in photographing people with disabilities in such a way that does not portray their lifestyles without perpetuating stereotypes.

A number of photo projects in the past have focused on people with disabilities, including:

- [dis]ABLED Inside Out is a photo project started by Leopoldine Huyghues Despointes and photographer Diego Osorio to focus on personal identity for individuals with disabilities. In 2015, the project aimed to take 3,000 portraits of people with disabilities in New York City through a series of pop-up events, gatherings, and private sessions: <http://www.trendhunter.com/trends/disabled-inside-out>.
- In the United Kingdom, psychotherapist and photographer Sian Davey has developed a "Finding Alice" project to document the life of her daughter, who has Down syndrome:

<http://www.trendhunter.com/trends/life-with-down-syndrome>

The Trendhunter Fashion website says that Davey started the project "to overcome her shock and anxiety over parenting what society deems an 'imperfect' child."

- In another photo project, Janice Di Joeseph decided to hire photographer Lindsay Morris to capture the surprise 25th birthday of her daughter, Ricchina. The party was a wedding-themed one because Ricchina constantly questioned her mother about why she could not get married. Janice wanted "to give people a glimpse into the world they're unaccustomed to seeing." Read more at: <http://www.trendhunter.com/trends/life-with-down-syndrome>.
- Durham resident Kim Lan Grout founded The Redefining Disabled Project: <http://redefiningdisabled.org/>. She says, "In a photo series accompanied by a collection of short narratives, I hope to capture, in individual creative portraits, people with various disabilities in their daily lives."
- The *History, Progress, Transformation: Vision of the Future* photobook created by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) in 2008 contains many images of early disability history, the civil rights movement, and post-Americans with Disabilities Act (ADA) successes. NCCDD has a copy in its library, and this could serve as a model for a printed lookbook.

The North Carolina Department of State Treasurer has engaged a communications firm named Winnow Creative to developing marketing pieces in the form of photography and short videos for the North Carolina ABLE Program. NCCDD could potentially partner with this effort in creating a digital lookbook that highlights how access to a resource such as the N.C. ABLE Program allows them to save money and develop more financial assets to increase their choices about where they live and what they do, thus enhancing their opportunities. One possibility is to solicit and interview individuals with I/DD who have benefitted from NCCDD's Upward to Financial Stability initiative through attending a Train-the-Trainer session or a related workshop or webinar and are now able to make positive changes that are enhancing the individual's financial security.

The implementation of this initiative revolves around sending out a Request for Applications to solicit a photographer or photography company that can develop a proposal to photograph and interview individuals and families with I/DD in their homes or a setting of their choice and create a digital lookbook to be uploaded to NCCDD's website with the capability to be distributed in electronic and printed format. At least one individual or family photographed and interviewed would be Hispanic or Latino to address NCCDD's targeted disparity focus area. Expenses would include the photographer's or photography company's time in planning, photographing participating individuals and families, and compiling the photos and stories into a lookbook as well as travel expenses payable at the state rate and printing expenses for printing a specified number of copies of the lookbook.

This would be a one-year project funded at \$50,000 with a required 25% match.

Community Living Committees



NCCDD
North Carolina Council on
Developmental Disabilities

North Carolina Council on Developmental Disabilities

Community Living Committee Agenda - DRAFT
May 11, 2017
3:00 p.m. – 5:00 p.m.
Hilton Garden Inn Cary, NC

3:00 p.m. - 3:10 p.m.	Introduction	<i>Kerri Eaker</i>
	<ul style="list-style-type: none"> • Welcome • Approval of February minutes • Member Development 	

3:10 p.m. – 3:40 p.m.	Updates and Motion Items	<i>Kerri Eaker, Philip Woodward, Steve Strom</i>
	<ul style="list-style-type: none"> • Future Investments Discussion 	

3:40 p.m. – 4:00 p.m.	<ul style="list-style-type: none"> • From Planning to Action - Integrated Collaborative Care for People with Intellectual and Developmental Disabilities initiative 	<i>Karen Luken, The Arc of NC</i>
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4:10 p.m. – 4:30 p.m.	<ul style="list-style-type: none"> • Rethinking Guardianship 	<i>Linda Kendall-Fields The Jordan Institute Kate Walton, Division of Aging</i>
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4:30 p.m. – 4:55 p.m.	<ul style="list-style-type: none"> • Emergency Preparedness 	<i>Greta Herring, Department of Public Safety</i>
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4:50 p.m. – 5:00 p.m.	Wrap Up and Reminders	<i>Kerri Eaker</i>
	<ul style="list-style-type: none"> • Completion of Financial Forms • Reminder: Next Council meeting – August 10-11, 2017 Council meeting in Cary at Hilton Garden Inn 	

COMMUNITY LIVING COMMITTEE

Kerri Eaker, Chair
 Caroline Bradstock
 Lisa Byrd
 Jason Vogler; Alternate: Mya Lewis
 Christina Dupuch; Alternate: Andrea Misenheimer
 Joshua Gettinger
 Michael Groves
 Wing Ng, M.D.
 Desiree Peterson
 I. Azell Reeves
 Vicki Smith
 Peggy Terhune, Ph.D.
 Sandra Terrell; Alternate: Deb Goda

Parent of Child with DD
 Individual with DD
 Individual with DD
 Agency: Div. of MH/DD/SAS
 Non-Profit Agency
 Parent of Child with DD
 Individual with DD
 Parent of Child with DD
 Individual with DD
 Parent of Child with DD
 Agency: Disability Rights NC
 Local Non-Governmental Agency
 Agency: Div. Medical Assist.

Staff: Philip Woodward

Community Living Committee

DRAFT MINUTES

Thursday, February 9, 2017

3:00 p.m. to 5:00 p.m.

Hilton Garden Inn, Cary, NC

Members Present: Kerri Eaker, Caroline Bradstock, Lisa Byrd, Mya Lewis, Christina Dupuch, Joshua Gettinger, Michael Groves, Desiree Peterson, I. Azell Reeves, Vicki Smith, Wing Ng

Members Absent: Peggy Terhune, Sandra Terrell

Staff in Attendance: Steve Strom, JoAnn Toomey, Yadira Vasquez

Guests: Karen Luken, Elizabeth Kahn, Christy Blevins, Paula Coppola, Kate Walton, Corye Dunn, Linda Kendall-Fields, Joyce Massey-Smith

Introduction:

Welcome: Kerri Eaker called the meeting to order and led the group in a brief exercise to help members bring focus to their participation. After the exercise, Ms. Eaker welcomed all members and asked for members and guests to introduce themselves and give one thing for which they were thankful or one of their personal strengths.

Minutes from the November 2016 Community Living meeting were reviewed.

MOTION: Vicki Smith made the motion to approve the minutes as read and Joshua Gettinger seconded the motion. The motion carried.

Fiscal Update:

Council Staff Yadira Vasquez presented the fiscal update and the budget summary spreadsheet of the fiscal years from which all initiatives are funded. The initiatives reviewed for the Community Living Committee were *"Rethinking Guardianship: Building a Case for Less Restrictive Alternatives"*, *"Bridging Practice and Policy: Transitions from Adult Care Homes"*,

“Safety and Security: Addressing Sexual Violence and Domestic Violence Against People with Intellectual and Developmental Disabilities”, “Medical and Health Homes for People with Intellectual and Other Developmental Disabilities: Coordination, Collaboration and Community”, and “Emergency Preparedness for People with I/DD for Access and Functional Needs”.

Ms. Vasquez also explained the unencumbered balances to be used for future initiatives over the next three years. Ms. Vasquez reminded members that the funds for future years are based on historical allocations, are not guaranteed and are approved for funding one year at a time, and that all contracts have language that specify funding is contingent upon the Council receiving their federal allocation.

Initiative Updates:

The group agreed to move the discussion on the future investments and web-based portal at the end after all contractors had provided their updates.

“Medical/Health Homes” AND “From Planning to Action: Integrated, Collaborative Care for People with Intellectual and Developmental Disabilities (I/DD)” – Karen Luken addressed the committee members and provided updates on the final activity of the Medical/Health home initiative and the dental clinics. There were many successes in both the Asheville and the Outer Banks dental clinics involving patients as teachers. Ms. Luken then transitioned into the early work of the new initiative, ***“From Planning to Action: Integrated, Collaborative Care for People with Intellectual and Developmental Disabilities”*** which includes an RFP that will fund the two pilot programs. Ms. Eaker and the members of the committee thanked Ms. Luken for her leadership on behalf of the Council and this initiative.

“Rethinking Guardianship: Building a Case for Less Restrictive Alternatives” – Ms. Eaker asked Linda Kendall-Fields to provide an update on the guardianship initiative. Ms. Kendall-Fields thanked Ms. Eaker and the members for their support in this area. Ms. Kendall-Fields then distributed the Year 2 report to the group and directed the members to specific

sections in the report and made brief remarks about those highlighted sections. Ms. Kendall-Fields introduced additional guests in the room that are part of the initiative from the Division of Aging – Kate Walton and Joyce Massey-Smith and from the Money Follows the Person Program – Christy Blevins. Ms. Eaker and the committee members thanked Ms. Kendall-Fields and the Division of Aging and Money Follows the Person representatives for their work on this initiative.

“Bridging Practice and Policy: Transitions from Adult Care Homes”- Ms. Eaker asked Cas Shearin from Disability Rights NC to provide an update and deliver the final report on the Adult Care Home (ACH) Transition initiative. Ms. Shearin thanked the group for their investment in the initiative and the members’ commitment to this important work. Ms. Shearin provided members with a copy of the final report from the initiative and the blueprint for transitioning individuals in an ACH to the community. Members were presented with several recommendations on possible options for future initiatives to continue the work started by this initiative. Some of the options could be considered for Council funding and other possibilities would be executed by Disability Rights NC separately. Since there were so many options, Vicki Smith asked Ms. Shearin to give the committee the top two recommendations that the Council should consider for future initiatives. Ms. Shearin indicated the need for intensive case management and possibly following the Money Follows the Person model to allow more people to take advantage of services afforded individuals transitioning out of institutions. The committee members discussed the different possibilities, the issues with the system, low expectations lack of awareness of options as barriers to address. Ms. Eaker thanked Ms. Shearin for her presentation and their work.

Future Investments Discussion

At the conclusion of the initiative updates, Ms. Eaker led the discussion on the top 3 ideas that the members could agree upon to charge Council staff to review and bring recommendations back to the May meeting. After

much discussion, the group decided on the following 4 BROAD areas for research for consideration in May:

MOTION: Lisa Byrd made a motion for NCCDD staff to pursue and research the following topics for potential permission to draft Request(s) for Application(s) (RFAs) at the May Council meeting:

1. Intensive Case Management Model – one of the recommendations rising from the Adult Care Home
2. Natural Supports
3. Transportation
4. Affordable Supportive Housing

Desiree Peterson seconded the motion. The motion was approved.

The meeting was adjourned at 5:20 by Ms. Eaker.



NC Council on Developmental Disabilities
I Get Around – Improving Transportation Options
Request for Authority to Draft

GOAL 2: By 2021 Increase Community Living for Individuals with Intellectual and Other Developmental Disabilities (I/DD). Throughout their lifespan, more individuals will be fully included, respected, valued and supported in their communities.

OBJECTIVE A: Increase Community Housing and Transportation.

NCCDD 5 Year State Plan 2017-2021

Request for Authority to Draft
Anticipated Approval of Draft RFA
Anticipated Release of RFA
Anticipated Contractor Approval
Anticipated Start Date

May 12, 2017
August 11, 2017
September 3, 2017
November 20, 2017
January 1, 2018

Individuals with I/DD need to build social capital to enjoy full community integration and inclusion through employment, social, recreation, worship and relationship building with members of the broader community. Having access to reliable transportation offers the promise of greater independence and control for individuals with I/DD.

While it is intuitive that transportation is needed to connect to one's community, it is still a complex and costly endeavor for an individual with I/DD living at or below poverty level considering vehicle ownership. Public transportation systems do not offer the flexibility that serve all the needs of its ridership in terms of geographic coverage, hours of operation, ease of access, and timeliness of the trip. Rural areas in North Carolina present their unique challenges with fewer options for public transportation and limited times of operation.

ALL the automobile manufacturers are investing in technology to produce a significant portion of their fleet to be fully autonomous by 2021. Ford estimates that the global car ownership market is about \$2.3 trillion while the mobility services market is valued at \$5.4 trillion. Emerging technologies, such as on-demand transportation network companies like Uber and Lyft provide a service where users pay for the time using a car for a specific trip. This paradigm shift from ownership to engagement presents new opportunities to address mobility options for riders with I/DD where ownership is not an option.

As auto manufacturers continue their research and development on driverless cars, the Council envisions that utilizing ride sharing services like Uber and Lyft will be the bridge to increasing transportation options for individuals with I/DD.

NCCDD seeks to develop a Request for Applications (RFA) that will:

1. Working with individuals with I/DD and their families, engage with ride sharing services to create a pilot.
2. Utilize lessons learned and smart applications created for individuals with I/DD to identify further areas of development to make the rider experience more accessible.
3. Establish partnerships with organizations that will engage in the activities of training, research and development, and self-advocate engagement.
4. Collect data and stories that will demonstrate outcomes of barrier elimination, greater employment opportunities, more choices on where to live, and community integration and inclusion.
5. Leverage the work of other public and private efforts to increase the transportation options of individuals with I/DD and their family members in all areas of the state.

This initiative will be a mutual learning opportunity for transportation services, both public and private and individuals with I/DD to learn from each other and create solutions to transportation and accessibility challenges using emerging transportation technologies that will benefit all citizens of North Carolina. This initiative will be funded at \$75,000 per year for up to 3 years with a required match of \$25,000.



NC Council on Developmental Disabilities
Community Guide and Targeted Case Management
in a Managed Care Environment
Request for Authority to Draft

GOAL 2: By 2021 Increase Community Living for Individuals with Intellectual and Other Developmental Disabilities (I/DD). Throughout their lifespan, more individuals will be fully included, respected, valued and supported in their communities.

OBJECTIVE B: Increase Health Access and Wellness Opportunities.

NCCDD 5 Year State Plan 2017-2021

Request for Authority to Draft
Anticipated Approval of Draft RFA
Anticipated Release of RFA
Anticipated Contractor Approval
Anticipated Start Date

May 12, 2017
August 11, 2017
September 3, 2017
November 20, 2017
January 1, 2018

Individuals with intellectual and developmental disabilities (I/DD) and their families often need assistance in navigating the complex Medicaid system of long-term services and supports. In a traditional fee-for-service model, case managers typically assume the responsibilities of assisting individuals in gaining access to necessary care through assessment, person-centered planning, referral and linkages to community based resources, monitoring, and follow-up. Case management, and "targeted" case management provided to specific populations such as those with I/DD, were designed to provide assistance with any services and supports needed to keep individuals at home and healthy.

As a result of the transition to the North Carolina Innovations Waiver, case management and targeted case management functions were replaced with Care Coordination and Community Guide services. Since the transition to managed care, there are still approximately 12,000 NC citizens without an Innovations waiver as identified on the registry of unmet needs who cannot access waiver services and may not be aware of supports that could be available to them while waiting for a waiver slot. Additionally, with nearly 200,000 individuals with I/DD living in NC, it is critical to have knowledgeable and experienced professionals to avoid directing individuals to the 'wrong' place in the service system, delaying necessary support to individuals and their families which will also impact the financial performance of the Medicaid program in North Carolina. Since the change from a fee-for-service system to a managed care model, provider roles and service definitions have created confusion for individuals and families. With over 40 definitions of care coordination services within the national system, providers themselves are often unclear of their specific mandate for service provision. In its final report to the NC Council on the work with the Adult Care Home Transitions initiative, Disability Rights NC identified some of the issues facing individuals not receiving services and the lack of access to a case manager as barriers to a successful transition to the community and made recommendations that promoted a targeted case management service.

With the knowledge that there will not be enough public resources available to provide the number of waiver slots to eliminate the registry of unmet needs, NCCDD seeks to develop a Request for Applications (RFA) that will:

1. Support individuals with disabilities to have greater knowledge, control, and input over their services.
2. Strengthen the role of the community guide service so that it will provide an individual with the advocacy, advice, and assistance needed to make fully informed choices that promotes self-direction and the ability to make decisions leading to greater independence.
3. Produce recommendations for improved coordination and collaboration between care coordinators (LME-MCOs) and community guides (Providers).
4. Identify areas where targeted case management, care coordination, and community guides are used across the service system and make recommendations where these services can be utilized for those still on the waiting list.
5. Identify gaps in training and utilization of the services and make recommendations for closing those gaps to equip individuals and their families with the knowledge and resources needed to meet their unique needs.
6. Assess the possibility of using a targeted case management service within a managed care environment.

The successful applicant must collaborate with the key agencies within the NC Department of Health and Human Services (e.g., Division of Mental Health, Developmental Disabilities and Substance Abuse; Division of Medical Assistance), LME-MCO representatives AND with individuals with I/DD and their families.

This initiative will provide a comprehensive, final, written report with detailed recommendations and feasibility of further enhancements to meet the unique support needs of individuals with I/DD and their families. This initiative will be funded at \$125,000 per year for up to 3 years with a required match of \$41,667.



NC Council on Developmental Disabilities

Shared Living Request for Authority to Draft

GOAL 2: By 2021 Increase Community Living for Individuals with Intellectual and Other Developmental Disabilities (I/DD). Throughout their lifespan, more individuals will be fully included, respected, valued and supported in their communities.

OBJECTIVE A: Increase Community Housing and Transportation.

NCCDD 5 Year State Plan 2017-2021

Request for Authority to Draft
Anticipated Approval of Draft RFA
Anticipated Release of RFA
Anticipated Contractor Approval
Anticipated Start Date

May 12, 2017
August 11, 2017
September 3, 2017
November 20, 2017
January 1, 2018

The Centers for Medicare and Medicaid Services (CMS) released final regulations that provide guidance and structure to the Medicaid Home and Community-Based Services (HCBS) benefit. In this final rule, CMS is moving away from defining home and community-based settings by "what they are not," and toward defining them by the nature and quality of individuals' experiences. The home and community-based setting provisions in this final rule establish a more outcome-oriented definition of home and community-based settings, rather than one based solely on a setting's location, geography, or physical characteristics. The changes related to clarification of home and community-based settings will maximize the opportunities for participants in HCBS programs to have access to the benefits of community living and to receive services in the most integrated setting and will effectuate the law's intention for Medicaid HCBS to provide alternatives to services provided in institutions. See more at: <http://www.csh.org/events-calendar/understanding-new-medicaid-hcbs-final-rule-and-what-it-means-for-supportive-housing/#sthash.RQZCTCz2.dpuf>

As the Council begins the partnership with Money Follows the Person for the Supported Living: Making the Difference initiative, there are still approximately 12,000 NC citizens without an Innovations waiver as identified on the registry of unmet needs who cannot access the supported living service. Additionally, with nearly 200,000 individuals with I/DD living in NC, the future needs for choice in housing will increase and not decrease. Many of these individuals and their family members have expressed a need for more housing options where the individuals can have greater control over where and with whom they live.

- In the Council's previous initiatives, it was identified that there is a looming crisis where many adults with I/DD are still living at home with aging parents or caregivers and are not known to the system. These individuals and their family members will be facing significant challenges in their continuing care and have not made plans for housing

and support services, thereby putting the individual with I/DD at risk and placing additional strain on a system.

- In the "Community Living: Transitioning People with Intellectual and Developmental Disabilities Out of Adult Care Homes Special Report, Disability Rights NC states that ACHs self-reported to the NC Department of Health and Human Services that 1,812 people with I/DD were living in those facilities, and hypothesized that number was not a comprehensive count.
- A majority of citizens in North Carolina with I/DD have incomes at or below 30% of the area medium income level putting affordable housing out of reach for those on SSI only. They are simply priced out of the affordable housing market.
- There is not enough affordable housing stock or subsidies such as the Section 8 rental vouchers to support the growing list that covers NC citizens living at or below poverty and those with disabilities.

With the knowledge that there will not be enough public resources available to meet the need for housing options, NCCDD seeks to develop a Request for Applications (RFA) that will:

1. Work with individuals with I/DD and their families, create a pilot of a shared living concept as an alternative housing option to increase choice in the range of options.
2. Create supporting materials and marketing and outreach materials that will educate families, host families, potential caregivers, and other stakeholders about this shared living program model and its benefits.
3. Convene a stakeholder group consisting of the self-advocates and family members, NC Housing Finance Agency, local public housing authorities, I/DD Service Providers, MCOs, Division of MH/DD/SA, housing developers, faith communities, advocacy organization, grassroots efforts, and other interested organizations to build support to coordinate efforts on increasing housing stock and alternative housing options.
4. Establish partnerships with organizations to conduct advocacy activities and to support policy initiatives that expand opportunities for alternative housing options.
5. Leverage the work of the Financial Asset initiatives to increase the number of individuals with I/DD and their family members who are educated about the NC ABLE Accounts, Social Security programs such as Ticket to Work, special needs trusts, income limits, and legal resources who are knowledgeable on I/DD specific issues on asset development and preservation.

This initiative will provide the creative space for stakeholders to gather to develop innovative, cost-effective ways to build capacity for alternative housing options while advocating for policies that expand opportunities for alternative housing options and are educated on existing resources. This initiative will be funded at \$50,000 per year for up to 3 years with a required match of \$16,667.



NC Council on Developmental Disabilities
**Using Natural Supports to build greater community
engagement**
Request for Authority to Draft

GOAL 2: By 2021 Increase Community Living for Individuals with Intellectual and Other Developmental Disabilities (I/DD). Throughout their lifespan, more individuals will be fully included, respected, valued and supported in their communities.

OBJECTIVE C: Increase Healthy Community Relationships

NCCDD 5 Year State Plan 2017-2021

Request for Authority to Draft
Anticipated Approval of Draft RFA
Anticipated Release of RFA
Anticipated Contractor Approval
Anticipated Start Date

May 12, 2017
August 11, 2017
September 3, 2017
November 20, 2017
January 1, 2018

In the Council's initiative, *Rethinking Guardianship: Building a Case for Less Restrictive Alternatives*, the stakeholder group has identified ways in which individuals with intellectual and developmental disabilities (I/DD) can remain their own guardian and tap into networks where supported decision making can provide the necessary assistance without losing autonomy and self-determination. Additional Council-funded initiatives such as the relaunch of the state wide self-advocacy empowerment network are tackling this issue to provide more training to enhance self-determination skills and emphasize individual responsibility.

To become a contributing member of the community, a person **must** have friends and acquaintances as well as be in reciprocal relationships that are not based on the person's disability. These relationships enhance the quality and security of life for people, including, but not limited to, family relationships; friendships reflecting the diversity of the neighborhood and the community; association with fellow students or employees in regular classrooms and work places; and associations developed through participation in clubs, organizations, faith communities, and other civic activities. With these friendships comes a natural system of support that can prevent minor problems from becoming overwhelming challenges. Additionally, natural supports broaden the world view of a person with I/DD and that of the individuals providing natural supports.

Natural supports help to create opportunities for learning and integration when they allow the individual to assume greater responsibility and become more independent. There is no single method or easy answer for developing a system of natural supports. It may require considerable time to develop and nurture natural supports. Sometimes the barriers of developing natural supports come from those involved with the individual with I/DD simply because the focus has been on the person's deficits rather than abilities.

NCCDD seeks to develop a Request for Applications (RFA) that will:

1. Work in collaboration with other currently funded initiatives to build on the principles of community living, self-advocacy and family involvement.
2. Work with LME/MCOs, provider agencies, and advocacy organizations to:
 - a. Create opportunities for community involvement where natural supports can form.
 - b. Increase networking for employment.
 - c. Decrease need for guardianship.
 - d. Promote the ability to ask for help when needed.
 - e. Build valued friendships.
3. Currently there are small scale operations of agencies of building natural support networks for individuals in the state. Use these to inform the work on building a replicable model.
4. Based on the work produced from this initiative, create a guide on understanding natural supports as an individual with I/DD or a family member, and as a person in the role of a "natural support".
5. Produce recommendations for scaling this initiative across the state.
6. Develop a marketing and outreach program to promote the program to recruit interested individuals and/or opportunities where natural supports can begin.

This initiative will provide a comprehensive, final, written report with detailed recommendations in year 1 and feasibility of implementing the recommendations in years 2 and 3. This initiative will be funded at \$75,000 per year for up to 3 years with a required match of \$25,000.

Advocacy Development Committees



NCCDD
North Carolina Council on
Developmental Disabilities

North Carolina Council on Developmental Disabilities

Advocacy Development Committee Agenda

May 11, 2017

3:00 p.m. – 5:00 p.m.

Hilton Garden Inn Cary, NC

3:00 p.m. – 3:30 p.m.

Introductions

Nessie Siler, Chair

- Welcome/Guide to Productive Meeting
- Approval of February Minutes
- Activity: Relationship Building

3:30 p.m. – 4:00 p.m.

Initiative Updates

IALD Co-Coordinator

Brandon Matthews

Lauren Borchert

- Inclusive Advocacy Leadership Development (IALD): Planning Year
 - NC Empowerment Network
 - IAL Curriculum Development

4:00 p.m. – 4:45 p.m.

Future Investments Discussion Part II

Melissa Swartz, Staff

- IALD Initiative: Curriculum Development
- IALD Initiative: NC Empowerment Network
- Outreach to Hispanic/Latino Communities
 - National Disability Institute (NDI)/Train the Trainer Initiative
 - Linguistically Accessible Communications

4:45 p.m. – 5:00 p.m.

Wrap Up and Reminders

Nessie Siler

Committee Members

Melissa Swartz

- Elevator Speeches
- Parting Thoughts Round-Robin
- Completion of Financial Forms
- Reminder: August 10 -12, 2017 Council meeting in Cary at Hilton Garden Inn

ADVOCACY DEVELOPMENT COMMITTEE

Nessie Siler, Chair

Wendy Boyd

Eric Chavis

Mary Edwards; Alternate: Joseph Breen

Jason Faircloth

Katie Holler

Representative Verla Insko

Kelly Kimple, M.D.; Alternate: Danielle Matula

Joe Piven, M.D.; Alternate: Deborah Zuver

Cheryl Powell

Clare Shocket

Vacant

Vacant

Temporary Staff: Melissa Swartz

Individual with DD

Parent of Child with DD

Individual with DD

Agency: Div. of Aging & Adult Services

Individual with DD

Parent of Child with DD

Legislative Representative

Agency: W/C Health

Agency: Carolina Institute for DD

Individual with DD

Parent of a Child with DD

Dept. of Public Safety

Parent of a Child

Advocacy Development Committee

DRAFT MINUTES

Thursday, February 9, 2017

3:00pm-5:00pm

Hilton Garden Inn, Cary, NC

Members Present: Karen Armstrong, Wendy Boyd, Eric Chavis, Mary Edwards, Jason Faircloth, Kelly Kimple [Alt. Danielle Matula], Nessie Siler, Deborah Zuver

Members Absent: Katie Holler, Rep. Verla Insko, Clare Shocket, Cheryl Powell,

Staff in Attendance: Melissa Swartz, Chris Egan, Yadira Vasquez, JoAnn Toomey

Guests: Robert Bradstock, Lauren Borchert, Bryce Coleman, Brandon Matthews, Devika Rao, Debby Torres, David Taylor, Jr., Judy Taylor, Ashanta – DSP

Welcome and Introductions:

Committee Chairperson Nessie Siler called the meeting to order, and welcomed all members.

Approval of Minutes:

Eric Chavis made a motion to approve the August, 2016 Advocacy Development Committee minutes. Mary Edwards seconded the motion. The motion was approved.

Initiative Update Americans with Disabilities Act Network Initiative:

Karen Hamilton, ADA Network Coordinator followed up the presentation provided to the full Council. Ms. Hamilton offered clarifying information and responded to additional questions. Members discussed the initiative further.

Initiative Update First in Families of North Carolina (FIFNC) Sibling Support Initiative:

Project Coordinator, Bryce Coleman provided a detailed update of the Sibling Support initiative, including the first NC Sibling Support Conference to be held in Carrboro on Saturday, March 25. Mr. Coleman provided clarifying answers to member's questions. Members expressed how impressed they were by the initiative's progress since September.

Initiative Update Inclusive Advocacy Leadership Development Initiative (IALD):

Lauren Borchert and Brandon Matthews, co-coordinators provided a detailed update of the of the NCCDD in-House Inclusive Advocacy Leadership Development (IALD) initiative. The two primary activities of the IALD are developing a NC Self-Advocate Collaborative and an Inclusive Leadership Curriculum.

Related to the first activity, self-advocate board members from NCCDD, Disability Rights North Carolina, and the Carolina Institute on Developmental Disabilities met on

December 16, January 19 and February 8 to advance the PATH strategic planning process. On February 8th, the group determined a name, the NC Empowerment Network, developed a draft mission statement, and began developing a vision statement. The self-advocates of the NC Empowerment Network will use a Doodle Poll to schedule a meeting in March where next steps, including participant expansion will be discussed.

Related to the second activity of the IALD initiative, Partners in Policymaking and Advancing Strong Leaders graduates, participants, mentors, and program staff engaged a facilitated question and answer panel to kick off exploration of an inclusive advocacy leadership training program. Panel participants will be invited to participate on a core steering committee to guide the exploration of an inclusive advocacy leadership training program that brings together self-advocates, parents, professionals, and mentors.

Nessie Siler, NC Empowerment participant, IALD co-coordinators, NCCDD staff Chris Egan and Melissa Swartz, and UNC CIDD staff, Deb Zuver offered additional clarifying information about the NC Empowerment Network. Panel member/Partners graduate Wendy Boyd offered additional clarifying information about an inclusive training program. Members discussed the initiative further.

Future Investments Discussion

With the IALD in its planning year through September 30, 2017 the Advocacy Development Committee will be considering initiatives emerging from the statewide self-advocate collaborative and the inclusive leadership curriculum. After considering the remainder of the state plan goal 3 objectives, and discussion about El Pueblo, the DHHS Long-Term Care Spanish Ombudsman, and El Centro, Eric Chavis made the motion to explore outreach Hispanic/Latino communities per NCCDD state plan goal 3, objective B. Mary Edwards seconded. The motion was approved.

Adjournment:

Motion to adjourn was made by Jason Faircloth. The motion was seconded by Mary Edwards. The motion was approved.



**NC Council on Developmental Disabilities
Inclusive Advocacy Leadership Development
Request for No-Cost Extension**

GOAL 3: By 2021, increase advocacy for individuals with intellectual and other developmental disabilities (I/DD). More individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.

OBJECTIVE A: As mandated by the DD Act, increase support to a statewide self-advocacy organization(s) through leadership development and coalition, (II) supporting opportunities for individuals with I/DD who are considered leaders to provide leadership training to individuals with I/DD who may become leaders and, (III) participation in cross-disability and culturally diverse leadership coalitions.

NCCDD 5 Year State Plan 2017-2021

Initiative Start Date	October 1, 2016
Initiative End Date	September 30, 2017
Extension Request Date	December 31, 2017

INTENT:

By 2021, strengthen the knowledge and skills of self-advocates (SA) with intellectual and developmental disabilities (IDD) and individuals concerned with IDD to effectively influence others regarding the capabilities of people with IDD and to effectively influence systems change that positively impacts people w/ IDD.

DELIVERABLES:

- 1) Educate advocates for IDD
- 2) Advance IDD-SA leaders and their opportunities to lead
- 3) Support the establishment of a NC SA organization
- 4) Support IDD-SA participation in cross-disability/culturally diverse coalitions
- 5) Recruit, prepare, and mobilize professionals of IDD field and community leaders to advance IDD-SA opportunities.

In August 2016, the NCCDD approved a 1-year planning grant of \$85,000 for the in-house Inclusive Advocacy Leadership Development (IALD) initiative. This initiative provided the creative space for stakeholders of the NC DD Network to explore strategies for strengthening advocacy leadership capacity in NC. The planning grant has two components, a focus on self-advocate leaders (Activity I) and inclusive leadership training (Activity II).

PROGRESS TO DATE:

General: Two co-coordinators were engaged as temporary employees of the NCCDD following a lengthy interview process. Ten candidates who were recommended by DD Network partners, NC PIP and NC ASLiDD directors, including staff of the NCCDD Advocacy Ambassadors initiative were interviewed.

IALD Activity I: On October 14, 2016, twelve (12) self-advocates members of the NC DD Network boards engaged the PATH strategic planning process, facilitated by Kate Weir and Tanya Richmond. PATH progress is reviewed and updated at each meeting. Members have had 7 meetings: four face to face and three via remote audio/visual connection technology. In addition, constant contact among self-advocates between formal meetings occurs via the GLIP task management program. Significant accomplishments include:

- **NC DD Network Collaboration:** The NC Council on Developmental Disabilities, Disability Rights NC, and the Carolina Institute for Developmental Disabilities maintain shared commitment and balanced support of this IALD activity.
- **Branding:** NC Empowerment Network
- **Mission Statement development:** Advocating for inclusive and equal lives for North Carolinians with intellectual and developmental disabilities throughout the state.
- **Vision Statement development:** Our vision is for people with disabilities to be influential leaders for social change. Please note that our Mission Statement was finalized/approved the same day. The mission statement reads: The N.C. Empowerment Network...Advocating for inclusive and equal lives for North Carolinians with intellectual and developmental disabilities throughout the state.
- **Catch Phrase development:** Get Your Lead On!
- **501(c)3 Opportunity:** On 4/7/2017, Vicki Smith, Executive Director, Disability Rights NC, presented at NCEN meeting details of an opportunity for the NCEN to take steps to reactivate and eventually transform the ASANC 501(c)3. NCEN members are now members of ASANC to legally proceed through the steps of transitioning the 501(c)3 to the NCEN.
- **Expansion:** The twelve (12) primary self-advocate members identified six additional individuals to participate in the May 10th NCEN meeting.

IALD Activity II: At the February meeting of the NCCDD, NCPIP and NC ASLiDD graduates, mentors, and staff made up an 9-member panel to discuss strengths and areas for improvement of the two training programs. The panel also discussed plausibility of combining elements of ASLiDD and PIP. The primary themes from the panel discussion lay the foundation for activities of a curriculum development steering committee. The five most emergent themes from the panel included:

- Growth and development
- Network-building/network activism
- Agency, responsibility, and activism
- Diversity within the context of disabilities
- Program structure features

Members of the panel and select other ASLiDD and PIP graduates, staff, and mentors make up a steering committee that will develop a structure and materials for, minimally, four (4) statewide focus groups and a survey to inform a potential future inclusive leadership development curriculum and training processes. The curriculum development steering committee met via teleconference on April 5 and will have face to face working meeting on May 10. This working meeting will be used to develop focus group materials, identify focus group locations and focus group schedule options, and develop a stakeholder survey.

The delayed implementation of IALD activities related to co-coordinator identification and hiring processes necessitates a no-cost extension through December 31, 2017.



NC Council on Developmental Disabilities

Outreach: Hispanic/Latino Communities Future Investment Discussion

GOAL 3: By 2021 increase advocacy for individuals with intellectual and other developmental disabilities (I/DD). More individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.

OBJECTIVE B: Increase individual, family, public, and system knowledge and engagement to provide system advocacy for the financial security and community living opportunities of individuals with I/DD; with additional specific emphasis to increase the knowledge and engagement of members of the Hispanic/Latino community.

TARGETED DISPARITY STATEMENT: In collaboration with individuals with intellectual and other developmental disabilities (I/DD), their families and other stakeholders, the NCCDD will increase engagement and involvement of Hispanic/Latino individuals and families. The NCCDD will (minimally) focus on initiatives involving demographic areas in the state where larger numbers of individuals of Hispanic/Latino ethnicity live, including Mecklenburg, Wake, and Forsyth Counties. NCCDD initiatives in these areas will be expected to focus on accessibility of information and will recruit and include Hispanic/Latino collaborators and others concerned with inclusion and sustained participation of NC Hispanic/Latino (Spanish speaking) citizens with I/DD.

NCCDD 5 Year State Plan 2017-2021

Anticipated Start Date (Active initiatives/internal processes) **October 1, 2017**
Anticipated Start Date (New initiatives) **January 1, 2018**

Goal 3, Objective B is unique in that it specifies stakeholder knowledge and engagement in the other Council's goal areas. Also, this objective is unique because it addresses an Administration on Community Living (ACL) mandate related to targeted disparity. All councils on developmental disabilities' 2017 – 2021 five-year state plans must identify disparity among a subpopulation of the state's I/DD community and address that disparity. The NCCDD identified a barrier to services and supports for the Hispanic/Latino community caused by language access issues. Outreach to and collaboration with the Hispanic/Latino community to increase engagement and involvement is the Council's proposed intent.

This objective is partially addressed in the May 2017 Goal 1 RFA requests to draft for "Access to Assets" Digital Lookbook, and the I/DD Employment Resource Guide. These draft RFAs include a component for outreach and inclusion of the Hispanic/Latino community.

In addition to inclusion in RFA's addressing state plan objectives in Goal 1 and Goal 2, staff identified several opportunities to increase engagement and involvement of the Hispanic/Latino I/DD community through internal operations processes and inclusion of targeted disparity in all appropriate initiative (in-house and external) workplans.

Recommended internal operations processes (including but not limited to):

- Update RFA Processes:
 - Notice of Funding (NOFA) deliverables section will include standardized verbiage for outreach/inclusion of the Hispanic/Latino IDD community, including the workplan section of the DD Suite application.
 - RFA selection committee member position dedicated for Hispanic/Latino stakeholder, partner, topic expert.
- The next continuation funding processes for active initiatives will include a Hispanic/Latino I/DD community outreach/inclusion strategy in the workplan of DD Suite application.
- Develop and maintain a Hispanic/Latino resources list.
- Internal telephonic interpretative services*.

*Research efforts for Goal 3, Objective B revealed that Spanish interpretation and translation costs varied but are consistently expensive. Addressing this objective and the targeted disparity mandate require funding discussions. For example, initiative contract budgets must include a line item for outreach/inclusion of the Hispanic/Latino I/DD community, as will the NCCDD administrative budget for translator and written translation services.

To address the above recommendations and consider additional strategies, staff propose the development of an NCCDD Language Access Plan (LAP) for people with low/limited English proficiency. The plan could be drafted by staff, Council members, and stakeholders with oversight by the 5-Year State Plan Ad Hoc Committee (5YSP AHC), or a workgroup of the ad hoc committee. Plan areas for consideration related to funding might include eliciting ideas/input from the NC Hispanic disability community via listening sessions, time-limited think tank, or a learning community.

Ad HOC Committees



NCCDD
North Carolina Council on
Developmental Disabilities

NC COUNCIL ON DEVELOPMENTAL DISABILITIES

Membership Recruitment Ad Hoc Committee Meeting

April 13, 2017

Members Present: Eric Chavis, Katie Holler, Nessie Siler

Members Absent: Kelly Woodall Beauchamp

Staff Present: Chris Egan, JoAnn Toomey

Chris Egan and JoAnn Toomey opened the tele-conference meeting by welcoming the members. The only agenda item for this meeting was to review the member applicants received for the six upcoming vacancies as of June 30, 2017:

Four Individuals/Persons with I/DD (Carrie Bradstock, Desiree Peterson, Lisa Byrd and Adonis Brown rotating off)

Two Parent/Immediate Relative/Guardian (Azell Reeves rotating off and Reeve vacancy)

All ad hoc committee members were mailed the packets of the applicants that were screened that will best fulfill our regional and ethnic diversity requirements. The members each discussed their ranking of the applicants in order of highest to lowest preference.

The rankings were tallied and consensus of the members will be shared with the Executive Committee at their meeting on April 17th. The Executive Committee will then make recommendations to Boards and Commissions. Chris reminded the members that while Boards and Commissions asked for NCCDD's input, they have their own board that reviews vacancies.

The members were thanked for their time and for their input. Meeting adjourned.

5 Year State Plan

FFY 2016-2021

Year 1: Oct. 1, 2016 thru Sept. 30, 2017



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Committee or Venue	State Plan ID	Activity Description
MEMBER DEVELOPMENT SESSION		
	All Goals	Meeting Greg Richardson, Commission of Indian Affairs
POLICY UPDATE		
	All Goals	Public Policy Update
MEMBER DEVELOPMENT SESSION		
	3A	Final Report: Stakeholders Engagement Group Continuation Funding/Updates
	All Goals	Administrative Budget and Program Budget/Fiscal Reports Americans with Disabilities Act Network (ADA Network)
	3B	Fiscal Agent (i.e., Intermediary)
	3B	Moving to In-House: Americans with Disabilities Act Network (ADA Network)
	All Goals	Communications Initiative Future Investments Discussion/
	Goal 1	Increase Financial Security
	1A	Request to Draft: "Access to Assets" Digital Lookbook
	1B	Request to Draft: Innovative Employment
	1B/1C	Request to Draft: IDD Employment Resource Guide
	Goal 2	Increase Community Living
		Request to Draft: Get Around - Improving Transportation Options
	2A	Request to Draft: Shared Living
	2A	Request to Draft: Community Guide and Targeted Case Management in a Managed Care Environment
	2B	Request to Draft: Using Natural Supports to build greater community engagement
	2C	
	Goal 3	Increase Advocacy
		Request for No Cost Extension: Inclusive Advocacy Leadership Development (In-House)
	3A	
	3B	Refer to "Requests to Draft" 1A and 1C: Inclusion and Outreach to Hispanic/Latino Community

**3B/
 Targeted
 Disparity St.
 Pl. Section** Internal Processes Updates: RFA Processes and Grant
 Application Requirements include outreach to
 Hispanic/Latino Community via accessible communications.

ADVOCACY DEVELOPMENT

3A Initiative Update: Inclusive Advocacy Leadership
 Development (IALD)

3A Request for No Cost Extension: Inclusive Advocacy
 Leadership Development (IALD), In-House

IALD Activity I: Self-Advocates Collaborative

IALD Activity II: IALD Curriculum Development

3B Refer to "Requests to Draft" 1A and 1C: Inclusion and
 Outreach to Hispanic/Latino Community

**3B/
 Targeted
 Disparity St.
 Pl. Section** Internal Processes Updates: RFA Processes and Grant
 Application Requirements include outreach to
 Hispanic/Latino Community via accessible communications.

COMMUNITY LIVING

All Goals Future Investments Discussion
2A Request to Draft: Get Around - Improving Transportation
 Options

2A Request to Draft: Shared Living

2B Request to Draft: Community Guide and Targeted Case
 Management in a Managed Care Environment

2C Request to Draft: Using Natural Supports to build greater
 community engagement

2C Update: Rethinking Guardianship/NC Division of Aging

2B Update: From Planning to Action: Integrated, Collaborative
 Care for People with I/DD

2C Update: Emergency Preparedness

All Goals ~~Communication Tools~~

**FINANCIAL ASSET
 DEVELOPMENT**

1A Update: Upward to Financial Stability

1B Update: Expansion of Employment Opportunities for People
 with I/DD Initiative

1A Request For Sole Source: Upward to Financial Stability in
 Spanish

1A Request to Draft: "Access to Assets" Digital Lookbook

1B Request to Draft: Innovative Employment: Apprenticeships

1B/1C Request to Draft: IDD Employment Resource Guide

All Goals Future Investments Discussion

**Member Development and
Evening Reception**

Farewell to Out-going members

FULL COUNCIL MEETING

All Goals/
Cross-cutting Funding Request: Administrative Budget and Program
Budget
Funding Request: Alliance for Disability Advocates-ADA
Fiscal Agent
Funding Request: ADA Network In-House
Funding Request: Communications Initiative

All Goals 2015 NCCDD Ad Hoc Committee Updates:
Five Year State Plan
Member Recruitment
Communications and Member Development

All Goals NC DD Network Partners' Updates
Disability Rights North Carolina
Carolina Institute for Developmental Disabilities



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2017 – 2021 Five Year State Plan Goals and Objectives

The NCCDD will advance the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act) expectations of self-determination, independence, productivity, integration and inclusion in community life for individuals with intellectual and other developmental disabilities (I/DD) and their families.



**GOAL 1: Increase
Financial Security**

GOAL 1: By 2021, INCREASE FINANCIAL SECURITY THROUGH ASSET DEVELOPMENT FOR INDIVIDUALS WITH INTELLECTUAL AND OTHER DEVELOPMENTAL DISABILITIES (I/DD)

Increase financial asset development for individuals with intellectual and developmental disabilities (I/DD) so that they and their families have greater opportunities for choice, self-determination, independence and productivity.

OBJECTIVE A: Increase financial asset development and security by increasing knowledge, developing financial plans and implementing the plan's goals.

Measurement: More individuals with I/DD will have a financial plan, leading to greater security.

OBJECTIVE B: Increase integrated competitive employment and careers

Measurement: More individuals with I/DD will have integrated, competitive employment and careers through collaboration which will include education, workforce development, employment supports, employer engagement and barrier reduction.

OBJECTIVE C: Increase educational expectations for employment and careers

Measurement: More individuals with I/DD will have educational expectations and education regarding employment and career goals, as will their families and other stakeholders through increased knowledge and meaningful collaborations.



2017 – 2021 Five Year State Plan Goals and Objectives



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GOAL 2: Increase Community Living

GOAL 2: By 2021, INCREASE COMMUNITY LIVING FOR INDIVIDUALS WITH INTELLECTUAL AND OTHER DEVELOPMENTAL DISABILITIES (I/DD)

Throughout their lifespan, more individuals with intellectual and developmental disabilities (I/DD) will be fully included, respected, valued and supported in their communities.

OBJECTIVE A: Increase community housing and transportation

Measurement: More individuals with I/DD will choose where and with whom to live in their community and will have transportation options to support community living and employment.

OBJECTIVE B: Increase health access and wellness opportunities

Measurement: More individuals with I/DD will have access to, and continuity of healthcare and wellness opportunities through individual and family education and provider capacity building.

OBJECTIVE C: Increase healthy community relationships

Measurement: More individuals with I/DD will have healthy relationships and positive community connections that will support personal choice and decision making.



2017 – 2021 Five Year State Plan Goals and Objectives



Listen. Gather. Act.



**GOAL 3: Increase
Advocacy**

GOAL 3: By 2021, INCREASE ADVOCACY FOR INDIVIDUALS WITH INTELLECTUAL AND OTHER DEVELOPMENTAL DISABILITIES (I/DD)

More individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.

OBJECTIVE A: As mandated by the DD Act, increase support to a statewide self-advocacy organization(s) through leadership development and coalition participation by:

- (I) establishing or strengthening a program for the direct funding of a state self-advocacy organization(s) led by individuals with I/DD,
- (II) supporting opportunities for individuals with I/DD who are considered leaders to provide leadership training to individuals with I/DD who may become leaders and,
- (III) participation in cross-disability and culturally diverse leadership coalitions.

Measurement: More individuals with I/DD will knowledgeably advocate and take part in decisions that affect their lives, the lives of others and/or systems.

OBJECTIVE B: Increase individual, family, public and system knowledge and engagement to provide system advocacy for the financial security and community living opportunities of individuals with I/DD; with additional specific emphasis to increase the knowledge and engagement of members of the NC Hispanic/Latino community

Measurement: More individuals with I/DD and their families will knowledgeably advocate and take part in decisions that affect their lives, the lives of others and/or systems; with additional specific emphasis to produce accessible communication so more Hispanic/Latino individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.

OBJECTIVE C: Increase professional development to improve expectations and supports for individuals with I/DD

Measurement: More I/DD professionals, other professionals and community leaders will receive leadership development to support collective impact to advance the financial security and community living opportunities of individuals with I/DD.





2017 - 2021

The Council has identified Collective Impact as the model to develop, implement, and evaluate initiatives to produce systems change

To effectively measure systems change is difficult. By employing a measurement tool, the Council is able to measure its decisions against a reliable systems change strategy and realize a greater force for positive change within the State. The Council is uniquely positioned in State government to work in collaboration to effect change. To be successful, the Council must work together with many organizations in government, nonprofit, faith communities, and the business sectors to address change. And the Council must use a proven tool that can help members develop standard performance requirement and standards and evaluate the effectiveness of their investments in each initiative. The Council has identified Collective Impact as the model to develop, implement, and evaluate initiatives to produce systems change.

There are five essential elements to a Collective Impact Project, which include:

- 1) **Common Agenda:** All participants share a vision for change that includes a common understanding of the problem and a joint approach to solving the problem through agreed-upon actions.
- 2) **Shared Measurement:** All participating organizations agree on the *ways success will be measured and reported, with a short list of common indicators identified and used for learning and improvement.*
- 3) **Mutually Reinforcing Activities:** A diverse set of stakeholders, typically across sectors, *coordinate a set of differentiated activities* through a mutually reinforcing plan of action.
- 4) **Continuous Communication:** All players engage in frequent and structured open communication to build trust, assure mutual objectives, and create common motivation.
- 5) **Backbone Support:** *An independent, funded staff* dedicated to the initiative provides ongoing support by guiding the initiative's vision and strategy, supporting aligned activities, establishing shared measurement practices, building public will, advancing policy, and mobilizing resources.

Communities Are Ready or Near-Ready for Collective Impact When:

- 1) There is a “**champion**” for this cause who has the ability to engage and encourage multiple sectors in the community and is willing to use that ability to help the community solve this problem;
- 2) There is some **local funding** available to begin this effort **or in-kind resources** (protected time for selected staff members) to begin working to obtain funding;
- 3) There is a **history** of other kinds of successful collaboration in the community among at least some of the relevant stakeholders;
- 4) The **general public is aware** of this problem and **cares** about it, or can be readily made aware and will care if they are aware.

Methodology to determine needs being met and Council results being achieved:

Formative strategies are used throughout the Council's work. These are complemented by rigorous data gathering, as well as independent evaluation of funded initiatives. Principal among these is the regular meeting between *contractors and Council staff*, for review of activity plans, successes and barriers, and adjustments that might be required for the project to move forward as planned.

The NCCDD inputs are the resources used to support achieving goals; these resources are countable. They may be Council resources (funding, staff or NCCDD member time, technical assistance); or activities conducted outside NCCDD that are consistent with Council goals and objectives, but which the NCCDD does not sponsor. For example, if the NCCDD were conducting a needs assessment it would count as an input the funding staff time needed, and the number of survey responses. If at the same time, a professional association in the state decided to develop an online survey in the topical area for the needs assessment, the Council could count that effort as an input toward its goal. Outputs are also counted. Some outputs will be immediate. Others will be longer term and reflect the complex process of achieving Council goals.

An outcome or systems change is hard to measure. In fact, it may be necessary to look at many outputs over several years to see if attitude change, knowledge level, research results, the work of diverse stakeholders and champions, and the many unforeseen happenings along the way have actually achieved Council goals. Has the work of the Council accomplished its goals, embodied its mission and achieved long-term societal benefits that are identified in the DD Act?

Contractors report activities throughout the contract cycle, and the staff reports contractor efforts, consistent with the Five-Year Plan. The DD Suite tool enables the Council to track efforts to assure alignment with this plan. In addition to formal

reporting to AIDD, contractors update Council members at quarterly meetings in addition to the written reports which are reviewed regularly by the Council committees and associated staff, so that members are fully informed about the activities, outputs, and outcomes of the initiative. The contractors serve as content experts and resources and provide their knowledge outside the initiative in other systems change efforts. The NCCDD meets quarterly along with its committees; its executive committee meets on a monthly basis, and the ad-hoc committees meet regularly outside the Council meetings. Of particular importance are those areas where implementation may be going less well. For initiatives that find barriers to implementation and for other efforts that experience less success than expected, reports made to the Council engage the expertise of both its members and staff in collaboration with Contractors to identify solutions. When substantive changes are required, these are reported in the annual update and amendment to the Plan.

In this area, program staff familiar with the Collective Impact model provide technical assistance to the contractors and assist members in understanding that barriers are inevitable but not "deal breakers". Contractors are encouraged to focus their efforts on targeted system change activities. There is clarity from the beginning of an initiative about the nature of its work, its intended inputs, outputs, outcomes, and a clear sense of how the initiative contributes the Council's State Plan resulting in system change. Committee and Council members know what to expect from each initiative and are prepared for the potential obstacles that may arise.

This breadth of activity serves the NCCDD in another way. Because of the broad scope and background of Council members, each is able to make linkages between NCCDD's work and work outside Council resources. A Council member that, e.g., sits on an advisory board for a state organization can facilitate connections between the Council initiative and the relevant organization's efforts, fostering collaboration and maximizing Council resources. Some systems are complex; it may be beyond the power of the Council alone to bring about needed system change. By ensuring that all NCCDD members and staff have good knowledge about the broad array of the Council's work, the NCCDD can connect members to serve as resources to initiatives, as well as encourage work on activities outside the NCCDD related to its goals and objectives.

How the annual review identifies trends and needs and for updating the Comprehensive Review and Analysis section:

Council members are ideally positioned to develop perspectives that range from the very broad, national level to the very detailed - what is happening in one of the North Carolina counties or local communities. The NCCDD staff regularly informs Council

members about national initiatives, national issues, and provides information about any state policy and practice. There are regular Member Forums at each Council meeting where new information is shared; additionally, interested Council members are encouraged to participate in national and state venues and bring their perspective back to the Council.

The North Carolina Council, with support from the NCCDD's Council Development Fund, the Information and Technical Assistance Center for Councils (ITACC), and AIDD itself, periodically hosts and attends national meetings, as well as meetings of neighbor Councils, to discuss issues at the regional and national level.

Members and staff take what they learn back to their committees and the Council as a whole as well as their local communities. Connections are made at these conferences and events so that an informal network develops and is able to share information.

Participation on the Council of state and regional agency representatives, along with legislators, further enables NCCDD to access policy and practice decisions that are being made at the agency level. Dialogue with agency staff broadens the forum for discussion. This broader perspective contributes to realizing the Council's mission - to enable inclusive communities, not just for people with I/DD but for all people in North Carolina. By reflecting the issues that face people with I/DD, in the context of their communities, the Council is able to influence the viewpoint of the agencies responsible for the delivery of services and supports.

Added to these broad points of view is the data that emerges from Council initiatives and the personal experiences of Council members. This combination of quantitative and qualitative material provides a powerful and comprehensive "state of the state" in North Carolina and a backdrop against which to review new findings from Council initiatives. The opportunity to compare and contrast the "big picture" with personal experience, or what's happening in two different parts of the state, or what an initiative planned and what the initiative is finding during implementation, enables NCCDD to explore the reasons for differences, the power of the data, and to share what it learns with policy makers. With the constants of the DD Act and the Council mission, members and staff identify what works, what should work, and what does not work in North Carolina, and discuss these issues with the national experience as the point of reference.

NCCDD BY-LAWS & Policies



NCCDD
North Carolina Council on
Developmental Disabilities

North Carolina Council on Developmental Disabilities

Bylaws Revision-7/20/15 Adopted by Council 8/7/15

Article 1: Name and Purpose

- A. The name of the Council is the North Carolina Council on Developmental Disabilities (NCCDD).
- B. The NCCDD is established to assist the State of North Carolina in carrying out Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act), and other responsibilities as assigned by North Carolina Statute (NCGS) 143B 177-179.
- C. The purpose of the NCCDD is to engage in advocacy and leadership, community capacity building, and systems change activities that are consistent with the DD Act and that promote the development of a consumer- and family-centered and directed, comprehensive system and coordinated array of culturally competent, community services; individualized supports; and other assistance designed to promote self-determination, independence, productivity, integration and inclusion into all aspects of community life for individuals with intellectual and other developmental disabilities.

Article 2: NCCDD Membership

- A. Members shall be appointed by the Governor for a term of four years. Members may serve up to two, consecutive terms. The Governor, in accordance with the provisions of NCGS 143B 179, may decide to remove a member or to reduce or extend his or her term of service. The composition of the NCCDD, as set out in federal and state law, shall represent the geographic, racial and ethnic diversity of the state.

- B. During the term, a member shall be recommended for replacement or removal only for cause, including but not limited to: inactivity (Article 8), undisclosed conflict of interest (Article 7), or failure to comply with the requirements of the NC Board of Ethics. Before recommending the removal of any member during the term of appointment, the Executive Committee shall give reasonable, written notice and an opportunity for the member to be heard. The member may waive the opportunity to be heard.
- C. State Agency Members may appoint a Designated Alternate representative to the NCCDD. The Designated Alternate must have sufficient authority to engage in policy, planning and implementation on behalf of the member organization. The Agency Member must submit the name of the Designated Alternate in writing to the Chair of the NCCDD. That Designated Alternate will serve until the Agency Member changes the designation in writing. Only the Agency Member or the Designated Alternate shall be a voting member of the NCCDD.

Article 3: NCCDD Officers

- A. The officers shall include a Chair, two Vice-Chairs, and a Secretary. The Chair shall be appointed by the Governor, consistent with NCGS 143B 179, and serve at the pleasure of the Governor. The Vice-Chairs and Secretary shall be elected in accordance with the provisions of Article 5.
- B. The Chair of the Council shall schedule and preside at all NCCDD and Executive Committee meetings; and perform the duties typically associated with a chair's office
- C. The Vice-Chairs shall aid the Chair in the performance of his or her duties and perform all duties of the Chair in his or her absence and assume other responsibilities as the Chair determines.
- D. The Secretary shall ensure that minutes are kept and will perform other duties typically accomplished by a secretary.

Article 4: Regular Meetings

A. The NCCDD shall:

1. Have four quarterly meetings a year.
2. Comply with Article 33C of the North Carolina General Statutes, referred to as "The Open Meetings Law."
3. Transact business with a quorum, defined as a majority of the appointed NCCDD membership.
4. Be guided in its meetings by the latest edition of Robert's Rules of Order
5. Designate the last meeting in the calendar year as the Annual Meeting and elect officers at this meeting.

Article 5: Elections

- A. As an appointee of the Governor, the Chair is not elected from the membership.
- B. The Officers, other than the Chair, shall be elected from among the membership at the Annual Meeting. These Officers are the two Vice-Chairs and the Secretary. Chairs of standing committees are not eligible to be officers.
- C. Elected Officers will serve two-year terms. In the first year of voting for two year Officer terms, one Vice-Chair shall be elected for a two-year term. A second Vice-Chair will be elected for a one-year term and at the conclusion of the one-year term, election for the position will be for a two-year term. The Secretary will be elected for a two-year term.

- D. If an elected Officer's term on the NCCDD is up before the term is served, or if the position is vacated, the Chair will call a special election to fill the position for the remainder of the Officer's term.
- E. Nominations for Officers shall be made from the floor at the Annual Meeting, with the nominee's agreement to serve if elected, prior to an open vote.

Article 6: Committees

- A. The NCCDD shall have at least one standing committee, which shall be the Executive Committee.
- B. The NCCDD Executive Committee may create and terminate other standing committees or ad hoc committees as needed. The committees shall provide reports and minutes to the Executive Committee and full Council as requested by the Executive Committee.
- C. Prior to the Annual Meeting, the Executive Committee will designate chairs for the standing committees. The full Council will approve/disapprove the designations. The Executive Committee shall appoint members to the standing committees following the Annual Meeting. Committee members shall serve until the next Annual Meeting following their appointment or until a committee is disbanded.
- D. The Executive Committee shall:

Be chaired by the NCCDD Chair. The members, in addition to the NCCDD Chair, shall be the officers and the chairs of any standing committees.

Have at least one member who is a person with an intellectual or other developmental disability. If no member of the Executive Committee is a person with an intellectual or other developmental disability, the Chair shall designate such member to serve on the Executive Committee.

Have as members only those serving in positions designated for people with intellectual or other developmental disabilities or family members or guardians of people with intellectual or other developmental disabilities.

Be empowered to act on behalf of the NCCDD between quarterly meetings.

Meet at the discretion of the Chair. These meetings may be by teleconference or held in person, at the discretion of the Chair.

Transact business through majority vote, if a quorum exists, and be guided by the latest edition Robert's Rules of Order. Submit its minutes to the NCCDD at the next quarterly meeting. The NCCDD shall review, but is not required to approve, the minutes of the Executive Committee.

Article 7: Conflict of Interest

- A. The NCCDD shall comply with conflict of interest requirements, consistent with the DD Act, the policies of the NCCDD and the laws (NCGS 138A) and policies of the State of North Carolina.
- B. Each member shall annually submit a conflict of interest statement, as specified by the Executive Committee.
- C. Each member shall at all times disclose publicly all conflicts of interest, including those which are potential.
- D. Whenever a member has reason to believe that the actions of any member may be in violation of the above laws and policies, the member shall immediately notify the Chair, or in the case of the Chair, the Executive Committee.
- E. The decision of the Chair or, in the case of the Chair, the Executive Committee, is final regarding a conflict of interest.

Article 8: Inactivity

Members shall be considered inactive when they have missed three consecutive quarterly meetings, as shown in the minutes. The Executive Committee will review inactive members in accordance with Article 2 and the policies of the Governor's Office of Boards and Commissions.

Article 9: Amendments

- A. The bylaws may be amended at any time when the NCCDD is in session, with the following conditions:
- B. Proposed amendments shall be reviewed in advance by the Executive Committee.
- C. The proposed amendment, following the Executive Committee's review, shall be distributed to the NCCDD membership at least 14 calendar days prior to the quarterly meeting and consideration of the amendment shall be placed on the agenda for the quarterly meeting.
- D. A quorum is present at the quarterly meeting and the amendment is approved by a two-thirds vote.
- E. The bylaws shall specify the date of adoption of the amendment.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Council Members	DATE ISSUED/UPDATED: 3/25/02, 4/22/02, 7/15/13, 10/5/15
TOPIC: Reimbursement of Expenses: Childcare, Respite, and Personal Assistance	BOARD APPROVED DATE: 5/13/16

POLICY:

The North Carolina Council on Developmental Disabilities values the input and participation of all Council Members, particularly members who have developmental disabilities. Some Council members may require respite, childcare, or personal assistance to participate fully in Council meetings and other Council events.

For all three forms of reimbursement, the Council is to be payer of last resort, that is, there will be no reimbursement for care that would have been provided even if there were no meeting.

In cases where there is hardship, an intermediary will be contacted for assistance.

Child Care for up to three children may be reimbursed, not to exceed \$500 per event, and is capped for a 24-hour period at \$150.00. Reimbursement is available for up to three children per family. Parent or legal guardian of children is not eligible to receive reimbursement for childcare. The Council's Executive Committee may deviate from this policy to accommodate extenuating circumstances for individual Council members.

Respite Services shall be reimbursed during the entire time a member is away from home to attend a Council meeting or Council event *and* the need for services is outside the family member's routine respite services (e.g., different time of day, location or direct support professional). A member is not eligible to receive reimbursement when care is provided by another adult who is the parent or legal guardian of the member's child, when that child is under the age of 21.

Personal Assistance may be reimbursed as long as it is provided by non-relatives or relatives, except "legally responsible relatives" (i.e., spouses and parents of minor children), if payment for such assistance is not available from any other source for those services, and if such terms do not represent a conflict of interest, as detailed in the Council's Conflict of Interest policy. The Council is to be payer of last resort, that is, there will be no reimbursement for assistance that would have been provided if there were no meeting.

PROCEDURES:

Child Care:

1. For care for one child, pay actual costs of care, not to exceed the following rates:
 - For in-home, out-of-home, and center-based respite care: Pay the current Medicaid reimbursement rate.
 - For Specialized Care by a certified nursing associate or nurse: Pay the current Medicaid reimbursement rate.
 - For Baby-Sitter Care: Pay the minimum wage; pay an additional 10% for each additional child.
2. Reimbursement for childcare expenses will require receipt for payment of care to provider, or invoice from provider.
3. The total cost of respite is capped at \$500 per event.

Respite

1. The NCCDD will reimburse its members, as follows, paying actual costs of service, not to exceed the following rates:
 - For in-home, out-of-home, and center-based respite services: pay the current Medicaid reimbursement rate.
 - For Specialized Care by a certified nursing associate or nurse: pay the current Medicaid reimbursement rate.
 - For other respite services: pay the minimum wage.
2. Reimbursement for respite expenses will require an original, signed receipt for payment of services to provider, or an invoice from provider.

Personal Assistance

1. The Council will reimburse Council members for personal assistance costs incurred while she/he is conducting official business for the Council. This includes assistance received during travel time, and when business requires spending the night. Personal assistant expenses for meals, lodging and mileage will be reimbursed to Council members in accordance with current State of NC Travel Policies.
2. The Council will reimburse members for payment for personal assistance at a rate not to exceed the current Medicaid reimbursement rate for up to eight hours of assistance per 24-hour period for the type of assistance required by the Council member.
3. All personal assistance costs and expenses must be listed on the Council member's Travel Reimbursement Request and documented by a dated receipt with original signature from the personal assistant to the Council member.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Council Operations	DATE ISSUED/UPDATED: 4/15/13, 12/8/15
TOPIC: Effective Communication	BOARD APPROVED DATE: 5/13/16

POLICY:

"Effective Communication" means that whatever is written or spoken must be as clear and understandable to people with disabilities as it is for people who do not have disabilities. This is important because some people have disabilities that affect how they communicate. People who have disabilities that affect hearing, seeing, speaking, reading, writing, or understanding may use different ways to communicate than people who do not.

The effective communication requirement applies to ALL members of the public, including job applicants, program participants, companions and people who simply contact the Council seeking information about programs, services, or activities. The term "companion" means a family member, friend, or associate with whom the Council would typically communicate.

The Council will provide appropriate auxiliary aids and services when necessary to ensure that individuals with disabilities have an equal opportunity to participate in, and benefit from the Council's programs, services and activities. Auxiliary aids and services provided by the Council will be free of any additional charge to the individual with a disability in accordance with ADA.

Definitions:

What Are Auxiliary Aids and Services? Appropriate auxiliary aids and services include a wide variety of equipment, materials and personal services that may be necessary to ensure effective communication for people with disabilities. Generally, the requirement to provide an auxiliary aid or service is triggered when a person with a disability requests it.

What Are Examples of Auxiliary Aids and Services? Auxiliary Aids and Services for people who have disabilities that affect hearing, seeing, speaking, reading, writing, or understanding include, but are not limited to:

- Qualified interpreters on-site or through video remote interpreting (VRI) services
- Notetakers
- Exchange of written notes
- Assistive listening devices
- Open and closed captioning including real-time captioning

- Qualified readers
- Audio recordings
- Brailled materials
- Screen reader software
- Magnification software
- Large print materials
- Accessible electronic and information technology (such as the Council's web site and other electronic communication)

PROCEDURES:

1. For all events, requests for accommodations will be honored for all of the Council's programs, services, and activities.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Council Operations	DATE ISSUED/UPDATED: 12/28/1998, 4/22/02, 12/8/15
TOPIC: : Internal Fiscal Controls and Funding	BOARD APPROVED DATE: 5/13/16

POLICY:

No federal developmental disability money will be promised or spent by the NC Council on Developmental Disabilities or its staff without clearing anticipated and/or projected spending with the full Council. .

The fiscal year shall be the federal fiscal year (FFY), beginning October 1 and ending September 30th of the next calendar year.

The Council has the authority to develop and oversee its budget, excluding specific personnel line items. The Council's administrative budget, which may not exceed 30% of the total federal grant award among other line items, consists of travel, printing, educational expense, supplies, etc. While money may be moved from one line item to another, the percentage above cannot be exceeded. Any adjustment and/or amendment to the Council's budget must be approved by the State's Administering agency, the Department of Health and Human Services.

Once the budget has been approved by the Council, the Executive Director has final approval of all expenditures. The approval of all expenditures, however, is always contingent on the availability of funds.

The Council, as the recipient of federal dollars, awards money to support priority service activities.

PROCEDURES:

1. Activities funded by the Council are funded to contractors. For fiscal purposes, in-house activities (although monitored by staff) are also contracted activities since funds needed to support these in-house activities are reported to the federal government as part of the Council's 70% programmatic money.
2. All contractors' requests for reimbursement or for advances are on a *monthly* basis, and may not be for longer periods of time. In-house invoices, bills, payment requests, etc. should be processed monthly. Requests for advances cannot be made to other State agencies without written justification by the agency requesting the advance.

3. "Carry-over" from one funding period to the next is not allowed. The contractor loses money not used during the funding period. Money that is encumbered on the last day of the funding period is reimbursable, as long as all expenses are reported on the contractor's final report. For in-house projects, "final report" expenditures have the same time frame as all other contracts.
4. Invoices and receipts must accompany items shown as "equipment" on *contractor's* budgets when reimbursement for such items is requested. It is the responsibility of Council fiscal staff to verify that required invoices have been submitted. Program staff can assist by determining that invoices have been submitted. In doing so, delays in reimbursement may be avoided.

For further detail refer to NCCDD Fiscal Procedure Manual.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Council Members	DATE ISSUED/UPDATED: 4/28/03, 4/1/12, 12/8/15
TOPIC: Member Training and Travel	BOARD APPROVED DATE: 5/13/16

POLICY:

The Council seeks to provide its members with opportunities for development, outside its quarterly meetings, that build the organization's capacity, individually and collectively. This may include the opportunity to attend local, state and national conferences, training, making site visits to see contractors at work as well as other appropriate leadership events.

Council support for member travel other than council meetings may be in full or in part, and will be determined on a case-by-case basis. Agency representatives are not eligible for these funds.

The Executive Director or designee shall ensure that members are aware of upcoming events as appropriate. Notification of events shall not constitute an assurance that funds will be obligated for that event.

PROCEDURES:

- 1) Members should notify staff of their interest in attending an event at least **three** weeks prior to the event.
- 2) The Chair and one Vice-Chair may approve support of Council member attendance at an event based on staff recommendation. Recommendations and approval will be based on consideration of the following:
 - a) availability of funds
 - b) individual's expressed interests
 - c) relevance of event to Council priorities, based on the State Plan
 - d) relevance of activity to member's leadership role within the Council, e.g., Executive or Committee Chair responsibilities
 - e) overall equity of allocation of available funds among members
 - f) member's level of participation in Council meetings
 - g) other factors consistent with the intent of this policy
- 3) It is the members responsibility to mail original, signed DHHS travel reimbursement form and original receipts to NCCDD within 7 days upon returning from event. Members must be prepared to share what they learned at the event to document the experience/knowledge gained.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Contracts	DATE ISSUED/UPDATED: 5/5/1999, 8/4/1999, 5/22/02, 12/8/15
TOPIC: Matching and Non-Matching Funds	BOARD APPROVED DATE: 5/13/16

POLICY:

The Purpose of this policy is to (1) encourage priority service activities to become self-supporting after Council funding ceases, and (2) maintain level total program costs over a three year funding period. On occasion, contractors may be able to maintain funding percentages—for example, 75%-25%, 60%-40%, 50%-50%, etc.—while requesting the same level of federal dollars. In other words, some contractors may have the capacity to increase, each year, non-federal match, and thereby increase total program cost. The chart below shows the intent of the Council for an activity in a non-poverty county.

	<u>DD FUNDS</u>	<u>NON-FED MATCH</u>	<u>TOTAL PROGRAM COST</u>
Year 1	\$75,000 75%	\$25,000 25%	\$100,000
Year 2	\$60,000 60% (\$75,000 60%)	\$40,000 40% (\$50,000 40%)	\$100,000 (\$125,000)
Year 3	\$50,000 50% (\$75,000 50%)	\$50,000 50% (\$75,000 50%)	\$100,000 (\$150,000)

The same exception could be illustrated for an activity in a poverty county. The result of the policy exception is that Total Program Cost increases from \$100,000 in the first year to \$150,000 in the third year, although correct percentages are maintained.

No initiative employer or volunteer, without providing reasonable justification in writing, may utilize a percentage of his/her time for match or to procure federal funds, which percentage of time is incompatible with commitments to other endeavors, paid or volunteer, which occur during the time period that person is obligated to the Council contract. The Council reserves the right to request full disclosure of records. Reimbursement may be suspended based on this disclosure.

If, at the initiation of the Council, the funding amount for an initiative is increased to an amount above that advertised in the Request for Application (RFA), the Council may elect to waive its policy regarding matching ratios. Such waiver shall obligate the grantee to provide no more in matching funds, in any year, than the amount derived from the matching funds requirement policy, as applied to the original grant award advertised in the RFA.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Contracts	DATE ISSUED/UPDATED: 10/24/05, 1/14/13, 10/28/15
TOPIC: Conference Funding Requests	BOARD APPROVED DATE: 5/13/16

POLICY:

The Council will not entertain funding requests over \$3000 per conference. The Council will not entertain any funding requests not directly associated with a speaker sponsored by the Council. Any exception to this rule will only be granted by the Council under only the most extraordinary circumstances, with justification in writing provided in advance by the applicant, at the time of the initial request for funding. Generally, the Council would prefer to sponsor a single presenter, but will consider multiple presenters collaborating to conduct a single presentation, so long as costs do not exceed \$3000.

Requests should be received no later than six weeks prior to the conference. Council sponsorship must be acknowledged on conference flyers and agendas.

PROCEDURES:

1. In addition, the Council will consider other factors including, but not limited to:
 - The target audience for the event (e.g., national, multi-state or regional, statewide; self-advocates, parents, providers, direct support professionals, etc.)
 - Involvement of people with intellectual and other developmental disabilities and family members in the planning of the event
 - Responsiveness to the Council's goals and objectives in the US Administration on Intellectual and Developmental Disabilities (AIDD) Five-Year State Plan of the NCCDD
 - Commitment to compliance with the Americans with Disabilities Act (ADA)
 - a) accessibility of conference location, facilities, publications, materials and programs;
 - b) inclusion in the conference funding request that contains an objective describing how conference planning will determine the accessibility of the facility in which the conference/event will be conducted;
 - c) participant satisfaction evaluations are encouraged and should include questions with regard to facility accessibility for conferences/events funded by the Council (as applicable)

- Outreach to and expected degree of participation of people with intellectual and other developmental disabilities and/or their family members in a conference
- Systems change, advocacy, and community capacity building implications for persons with intellectual and other developmental disabilities and families
- Collaboration with Council grants or inclusion of presentations from Council grantees
- Willingness of the applicant to agree, as a contingency for funding and at Council discretion, to waive registration fees, dependent on conference size, for up to five Council members / staff selected by the Council for attendance at the event
- Conference potential to build or enhance collaboration or partnership with national DD network, state Administration on DD network programs (i.e., P&A, UCE), or other key stakeholders
- Endorsements from agencies, organizations, and individuals
- Conference funding request form attached to and made part of this policy

NCCDD CONFERENCE FUNDING REQUEST

Mail to: NCCDD, 3125 Poplarwood Ct., Raleigh, NC 27604 or e-mail: joann.toomey@dhhs.nc.gov

NAME OF AGENCY MAKING REQUEST:

MAIN CONTACT:

NAME:

AGENCY ADDRESS:

EMAIL ADDRESS:

TELEPHONE:

CONFERENCE TITLE AND BRIEF DESCRIPTION OF EVENT OBJECTIVE:
(Attach Conference Brochure if available)

DATE(S) OF CONFERENCE: (Month/Days of Week/Dates/Year)

CONFERENCE LOCATION: (Conference Center, City)

NAME AND TITLE of SPEAKER(S) PROPOSED FOR NCCDD SPONSORSHIP:

TITLE OF SPEAKER'S PRESENTATION and TOPIC DESCRIPTION:

(Attach bio *that includes* Contact Information for speaker(s); *address, phone # and e-mail*)

DATES OF TRAVEL FOR SPEAKER(s):

SPEAKER(s) FEE: (DHHS guidelines allow a maximum of \$400/day (\$50/hr for up to 8 hrs. Lawyers, physicians, dentists and psychiatrists allow up to \$100/hr for up to 8 hrs.)

\$ _____

COST OF SPEAKER(s) TRAVEL: (Break out costs. Receipts are required for airfare, paid ground transportation and hotel. State rates are subject to change for meals, hotel and mileage. Please contact NCCDD staff for current rates.)

\$ _____

TOTAL REQUESTED: \$ _____ (Maximum request cannot exceed \$3,000)

NOTE: Upon NCCDD approval of request, Agency and speaker will be notified. NCCDD will pay the speaker directly.

NCCDD CONFERENCE FUNDING REQUEST
(Continued)

1. Does the facility where the event will be held meet Americans with Disabilities Act (ADA) requirements for accessibility? Y____ N____

2. Describe the conference planning committee activities focused on ensuring event ADA compliance:

3. Who is the target audience for this presentation/conference?

4. Does the event planning committee include people with intellectual or other developmental disabilities or a family member?
 Y____ N____

5. Who are the members of the event planning committee?

6. Describe event activities having implications for systems change, advocacy, and community capacity building:

7. Describe how the event will build or enhance collaboration or partnership with key stakeholders, e.g., people with intellectual or other developmental disabilities, their families, state and other governmental agencies, providers, and the NC ADD Network*:

8. List the names of other agencies, organizations, and individuals providing sponsorship or endorsement of this event:

Upon signature, applicant agrees to acknowledge NCCDD on conference flyers and agendas, and waive up to 5 registration fees for NCCDD members or staff.

Submitted
by: _____ **Date** _____

*NC ADD Network: North Carolina Administration on Developmental Disabilities Network includes the Carolina Institute for Developmental Disabilities (University Center for Excellence in Developmental Disabilities); Disability Rights North Carolina (NC Protection and Advocacy Organization), and the North Carolina Council on Developmental Disabilities (NCCDD). These three agencies are required by the Developmental Disabilities Bill of Rights and Assistance Act to collaborate to support and assist people with intellectual or other developmental disabilities and their families.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Council Operations	DATE ISSUED/UPDATED: 9/5/1997, 10/28/15
TOPIC: Conflict of Interest	BOARD APPROVED DATE: 5/13/16

POLICY:

The purpose of this policy is to ensure that the dissemination of Council funds occurs in a manner that protects the integrity of the Council, its members, its employees, and its advisors. Consistent with the Developmental Disabilities Bill of Rights and Assistance Act (DD Act), the policy prohibits members, employees, and advisors of the Council, in the course of Council financial transactions, from: a) receiving personal financial gain and b) exerting undue influence. To accomplish these ends, the policy provides a detailed framework for analyzing situations with which the Council may be faced in the course of disseminating funds for grants or contracts.

Both real and apparent conflicts of interest sometime occur in the course of conducting the Council's daily affairs. A "conflict," for purposes of this policy, refers only to: a) the personal, proprietary interests of covered individuals and their immediate families and b) undue influence, exerted by these same individuals and their immediate families over financial transactions involving the Council. Conflict, in this context, does not refer to philosophical or professional differences of opinion.

Members, employees, and advisors to the Council shall not engage in any conduct or activity that might reasonably be interpreted by the general public as tending to adversely affect the performance of their official duties.

No member, employee or advisor shall

- participate in the discussion, selection, award or administration of, or seek to advise on or influence a decision or vote regarding, a grant or contract to which the Council is party, where the covered individual knows or should have known that he or she has a direct or indirect financial interest in the award.
- per Executive Order 34 on Ethics and Attendance Standards, solicit or accept anything of value (e.g., money, service, gift, benefit, loan, travel, entertainment, or promise) from anyone who is subject to the Council's jurisdiction, or who is likely to become interested in any grant or contract of the Council, where the covered individual exercises any discretionary function, relative to his or her official duties with the Council,
- participate in the selection process, or seek to advise on or influence a decision or vote regarding, a grant or contract to an entity, to which the Council is party, where the covered individual or his/her immediate family member has: a) a

substantial ownership interest; b) serves on the Board of Directors; or c) is a member, or employee of such entity.

- exert undue influence in any Council transaction resulting in the award of a grant or contract.
- receive personal financial gain from a Council contract or grant over which he or she has direct influence.
- divulge to an unauthorized person information identified as confidential, acquired in the course of official Council duties, in advance of the time prescribed for its authorized release to the public.
- No member, employee, or advisor shall represent his or her personal opinion as that of the Council.
- Each member, employee, or advisor shall, at all times, disclose publicly all conflicts of interest, including those which are uncertain or potential, and shall specify any association with individuals or organizations which might benefit from activities and decisions of the Council.

PROCEDURES:

1. Any Council member, advisor, or employee that identifies a Conflict of Interest, whether his/her own or another party's conflict, shall immediately report it to the Executive Director of the Council.
2. There will be a Conflict of Interest reminder at every Council meeting.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Contracts	DATE ISSUED/UPDATED: 4/22/02, 10/28/15
TOPIC: Disposition of Unsolicited Requests for funding	BOARD APPROVED DATE: 5/13/16

POLICY:

The Council utilizes a Request for Application (RFA) process in awarding contracts. The RFA contains objectives derived from the State Plan. The Council, directly or through its priority area committees, receives unsolicited proposals that cannot be funded either through the current State Plan or the RFP process.

The NC Council on Developmental Disabilities can consider only requests for funding that meet the following criteria:

- Requests that address {a} specific need(s) as identified through analyses of the "Needs and Concerns" section(s) of the Council's current State Plan;

OR

- Requests that address {a} specific Three Year Objective(s) or {a} specific Plan Year Objective(s) in the Council's current State Plan;

OR

- Requests that address (either from a Committee report or the Request for Application) the documented intent of {a} specific Three Year Objective(s) or {a} specific Plan Year Objective(s) in the Council's current State Plan.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Contracts	DATE ISSUED/UPDATED: 7/1/11, 3/18/13, 10/28/15
TOPIC: Extension of External Initiative	BOARD APPROVED DATE: 5/13/16

POLICY:

It is the policy of the NCCDD to fund new, external initiatives for up to three years, at which time an initiative will close out. Exceptions to this rule shall be governed by this policy.

It is the Council's practice to close out external initiatives that reach the maximum funding period which shall not exceed three years. If the Council determines that work remains to be done in a particular area, its standard course of action after an initiative reaches the maximum funding period should be to fund similar, additional or related activities under a new Request for Application, or, as appropriate, through a new, non-competitive ("sole source") funding release.

On very rare occasions, there may be exceptions to the rule that the funding for external initiatives shall end after the period of maximum funding period is reached. Under very limited circumstances, the Council may elect to provide additional funds to an external contractor to conduct activities beyond the end date of the final contract.

Factors to be considered include:

1. The proposed action plan must be consistent with the current State Plan.
2. The contractor is in good standing with the Council, including compliance with reporting requirements.
3. The contractor has the capacity and qualifications to achieve the outcomes specified by the Council membership.
4. The contractor's work was: a) impeded by the presence of *unanticipated* systems barriers that *directly* prevented the contractor from achieving the outcomes set forth in the approved action plan; and b) the award of additional funds and time would afford the contractor the opportunity to achieve the outcomes set out in the action plan had systems barriers not been present.
5. The contractor's work was impeded by environmental events beyond the contractor's control, which events directly prevented the contractor from achieving the outcomes set forth in the approved action plan; and the award of

additional funds and time would give the contractor the opportunity to achieve the outcomes set out in the action plan had environmental events not taken place.

6. Additional funding will leverage capacity, the monetary value or systems change potential of which would significantly exceed the Council's investment of additional funds.
7. Consideration should be given to the availability of Council funds. Consideration should also be given to the original award amount and scope of work set out under the original fund release. There is a rebuttable presumption that the award amount should not exceed the amount released to the contractor in year one.
8. At least 90 days before the end of the third year of funding, the contractor's request includes an action plan and budget for the proposed extension. The action plan and budget clearly indicate that the additional time and funds are for the achievement of a specific objective or objective(s) that were: a) set out in the initial fund release; or b) so closely related to the activities defined in the last Council-approved action plan that consideration by the Council of a separate funding release, competitively or under the Sole Source Policy for non-competitive fund releases, is clearly not warranted.
9. The contractor has the capacity and qualifications to achieve the outcomes specified in the new action plan.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Council Operations	DATE ISSUED/UPDATED: 3/28/16
TOPIC: NCCDD State Plan Requirements	BOARD APPROVED DATE: 5/13/16

POLICY:

The NCCDD shall at a minimum:

Advise the Secretary of the Department of Human Resources, the Governor, and the State Legislature regarding the development and implementation of the NCCDD's Five-Year State Plan as required by the DD Act through:

- a. Systemic change, capacity building, and advocacy activities.
- b. Examination of areas of emphasis.
- c. State Plan development, including: demonstration of new approaches; outreach; training; supporting communities; interagency collaboration and coordination; coordination with related councils, committees, and programs; barrier elimination, systems design, and citizen participation; public education and coalition development; informing policymakers; prevention; and other activities consistent with the DD Act.
- d. State Plan monitoring.
- e. Review of designated state agency.
- f. Reports to the Secretary of the Department of Health and Human Services.
- g. Preparation, approval, and implementation of a budget, including: conducting hearings and forums as the NCCDD determines to be necessary; reimbursing NCCDD members for reasonable and necessary expenses for attending NCCDD meetings and performing NCCDD duties (including child care and personal assistance, and paying a stipend to a member if such member is not employed or must forfeit wages, as described in the DD Act); hiring and maintaining sufficient numbers and types of staff as the NCCDD determines to be necessary; and directing the expenditure of funds for grants contracts, interagency agreements, and other activities authorized under the State Plan.
- h. Recruitment, hiring, supervision and evaluation of a Director.
- i. Staff assignments.

Advise the Secretary of the Department of Human Resources regarding other matters relating to developmental disabilities.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Contracts	DATE ISSUED/UPDATED: 8/1/1999, 3/24/08, 12/8/15
TOPIC: Sole Source Funding	BOARD APPROVED DATE: 5/13/16

POLICY:

Occasionally, the nature of a Council objective may require the service of a specialized vendor, and no RFA is issued. Such objectives may include Council-initiated activities, conferences (dealt with under a separate policy), non-conference public events, and Council funds used as match for non-federal grant funds, among other activities. The purpose of this policy is to assist the Council in determining when such non-competitive awards should be made.

The issue of sole source funding arises when a need exists for services that are available from only one agency or organization, college or university, or unit of government. Sole source funding is an exception to the rule, but there are circumstances that may make it necessary or advisable.

One or more of the following factors should be considered in determining whether to pursue sole source funding:

Key Factors

- NCCDD staff have screened request to determine status and referred it to the appropriate committee.
- Committee has received information in advance.
- Primary population targeted meets federal Developmental Disability definition
- Activity is responsive to goals and objectives in the State Plan or Council elects to modify Plan.
- Activity differs significantly from those funded under request for application (RFA).
- Staff capacity is adequate to provide oversight and management of sole source activity.
- Only one (1) bona fide source of the service exists.
- Organization or agency is uniquely familiar with the service or activity to be evaluated.
- Need is such that a particular individual, agency or organizations skills, abilities, and experience make the entity uniquely qualified to fulfill the need.
- RFA was issued, but no satisfactory applications were received.
- Emergency or immediate action is necessary to achieve desired outcome in desired timeframe.
- Service(s) are necessary to complete a previously funded, on-going activity.

- Where Council elects to provide funds contingent on applicant/contractor's receipt of other non-federal funds.
- Enhances ADD Network collaboration.
- Other factors specific to circumstances.

Funding decisions will be made on a case-by-case basis, with strong preference given to committee review and full Council approval.

PROCEDURES:

1. Requests for sole source funding will be brought to the appropriate committee of the Council for review of this policy and key factors, and if appropriate, refer to the full Council for approval.

**NC Council on Developmental Disabilities
Policy and Procedure Manual**

SECTION: Council Operations	DATE ISSUED/UPDATED: 3/28/16
TOPIC: Council Meetings	BOARD APPROVED DATE: 8/12/16

POLICY:

The order of **business** at regular quarterly meetings shall include, **but not be limited to**, the following:

- Welcome/Conflict of interest/Roll Call
- Approval of Minutes
- Executive Director's Report
- Finance Report
- Committee Reports
- New Business
- Old Business
- Adjournment

A quorum shall consist of a majority of the active NCCDD members, including agency Designated Alternates. Any final action of the NCCDD shall require a majority vote of those present and voting. Election/ballot procedure is attached.

Special Meetings: The Chair may call such special meetings as deemed necessary to carry out the duties of the NCCDD. Upon the request of five members, the Chair shall call such special meeting within ten days. If he/she should decline or neglect to **do so**, said members may call such a meeting upon their own authority. Notice of special meetings shall be given to all NCCDD members in writing or by telephone at least seven (7) days in advance.

Other standing committees, subcommittees or ad hoc committees: Each committee Chair shall be responsible for convening and presiding over such committee meetings as are necessary.

Committees may elect one member to serve as Vice-Chair. There shall be at least two members with I/DD or family members and two agency members of the NCCDD on each standing committee.

All meetings shall be guided by Robert's Rules of Order and shall comply with the provision of NCGS 143-318.9, et seq., Meetings of Public Bodies, referred to as "The Open Meetings Law."

NCCDD Secret Ballot Procedures

The Chair gives a brief description of the office or position that is open.

A. The Chair announces the nominees that may have been made prior to the election and then asks if there are any nominations from the floor.

B. If there are no other nominations from the floor, one slip of paper is given to each Council member by the staff.

C. (Optional) The Chair can offer the candidates an opportunity to make a brief speech. Candidates should address the Council in alphabetical order by the candidate's last name.

D. If there is only one candidate for an office, and there are no nominations from the floor, the Chair can see if there is unanimous consent to vote by motion. ("If there is no objection, we will dispense with the secret ballot for the office or position of xxx and declare the winner by motion." If no one objects, the Chair will say, "There being no objection, **Council Member Name** is elected by motion." If even one person objects, the Chair must require a secret ballot.)

E. If more than one candidate is nominated, the Chair will proceed with a secret ballot.

F. The Chair asks members to write the name of the person they want to vote for on the ballot paper. The Chair does not vote. Members remain in their seats, and hand their folded ballot to a Council staff member. After the ballots have been collected, the Chair will ask, "Have all members voted who wish to?" and if there is no response he says, "Voting is now closed."

G. The staff collect the paper and the staff will serve as ballot counters.

H. Once voting has closed and the ballots are collected, the ballots are counted by the staff. All blanks are ignored and are not reported. Small technical errors, like the misspelling of a word, should not be noticed if the meaning of the ballot is clear. For instance, if a ballot is written "Smith," or "Smyth," or "Smythe," it should be credited to the candidate whose name is one of these. Votes for ineligible persons should be rejected. The names of the candidates should be arranged in order, the one receiving the highest number of votes being the winner of that office or position. The written count should be in this form:

Number of votes cast.....

COUNCIL CANDIDATE A received.....

COUNCIL CANDIDATE B received.....

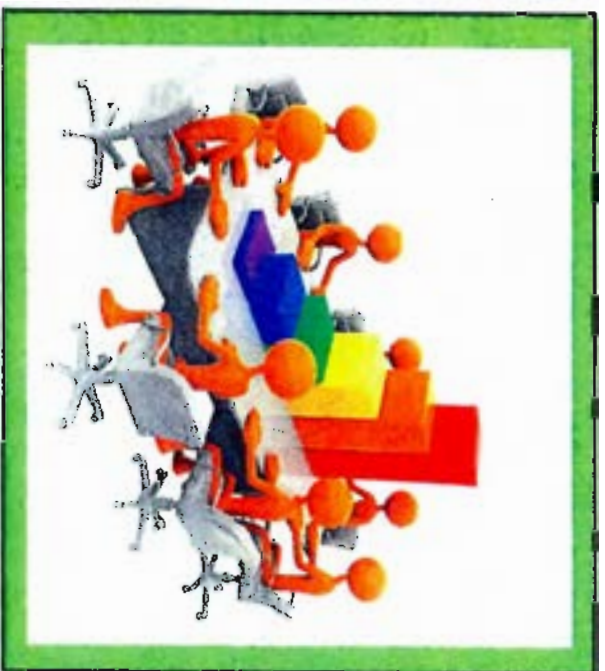
I. The staff hands the written count to the Chair who announces the winner. In the case of a tie, the Chair announces the tie and then publicly announces his or her vote to break the tie. The ballots should be retained by the Council staff until it is certain that the Council will not order a recount which is within its power to do by a majority vote.

Fiscal Overview



NCCDD
North Carolina Council on
Developmental Disabilities

FISCAL ORIENTATION



FOR COUNCIL MEMBERS



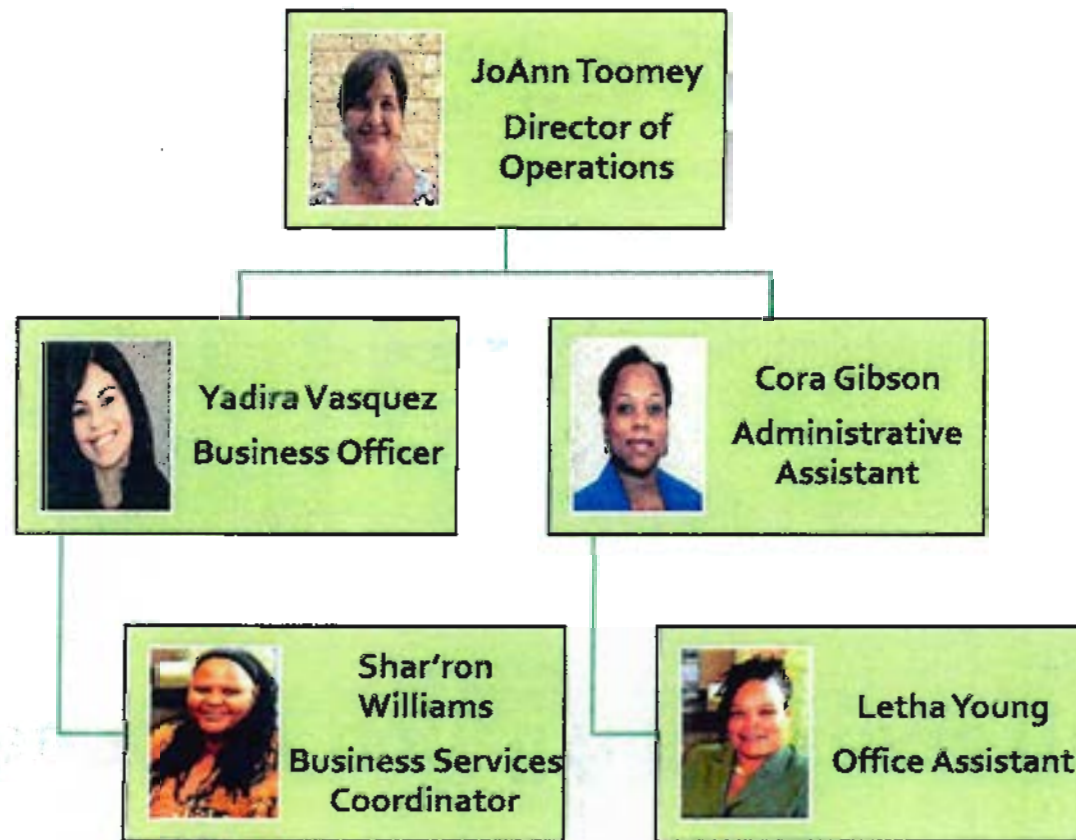
Overview

- NCCDD Budget
- Internal and External Initiatives
- Funding Level & Spending Cycle
- Finance Reports
- Travel Policy & Requirements



Operations Organization Chart

NC Council on Developmental Disabilities (NCCDD)



Where do Council funds come from?



Our Designated State Agency (NC DHHS) approves purchases, payments and contracts after Council approval. All payments (checks) are sent by NC DHHS not by NC Council on Developmental Disabilities (NCCDD).

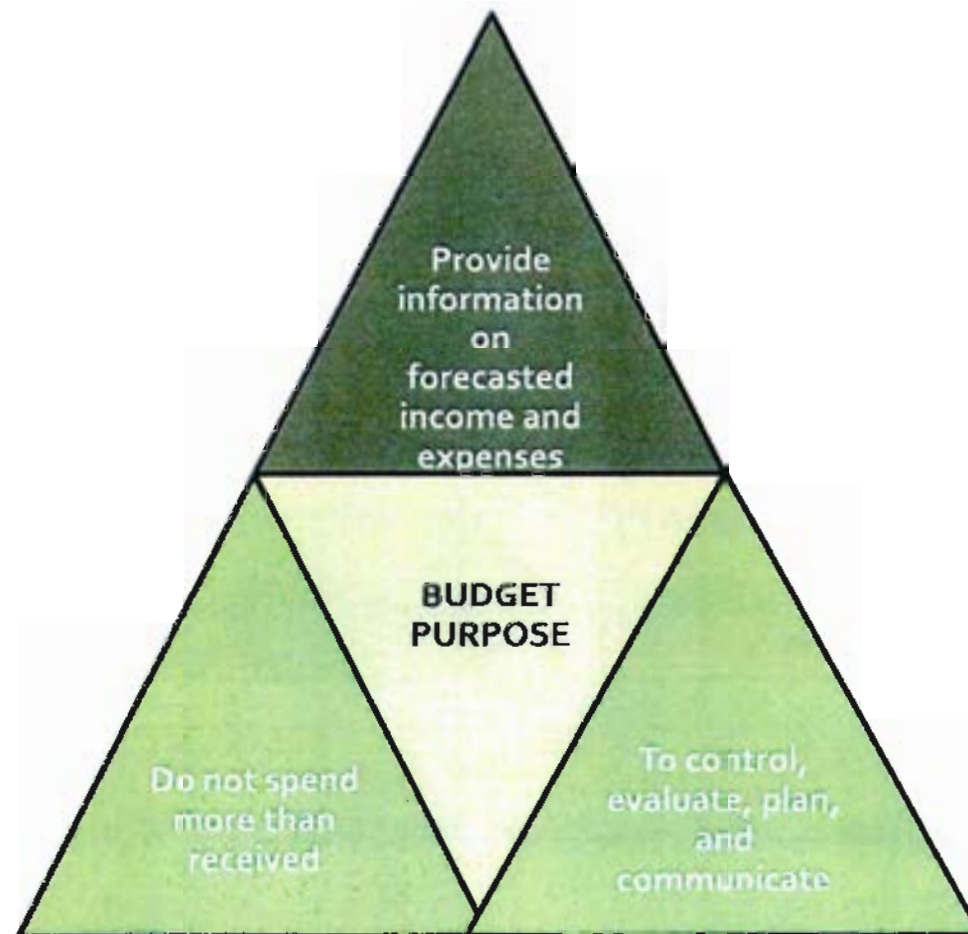
Each October 1st, the Council receives an award amount

What is a budget?

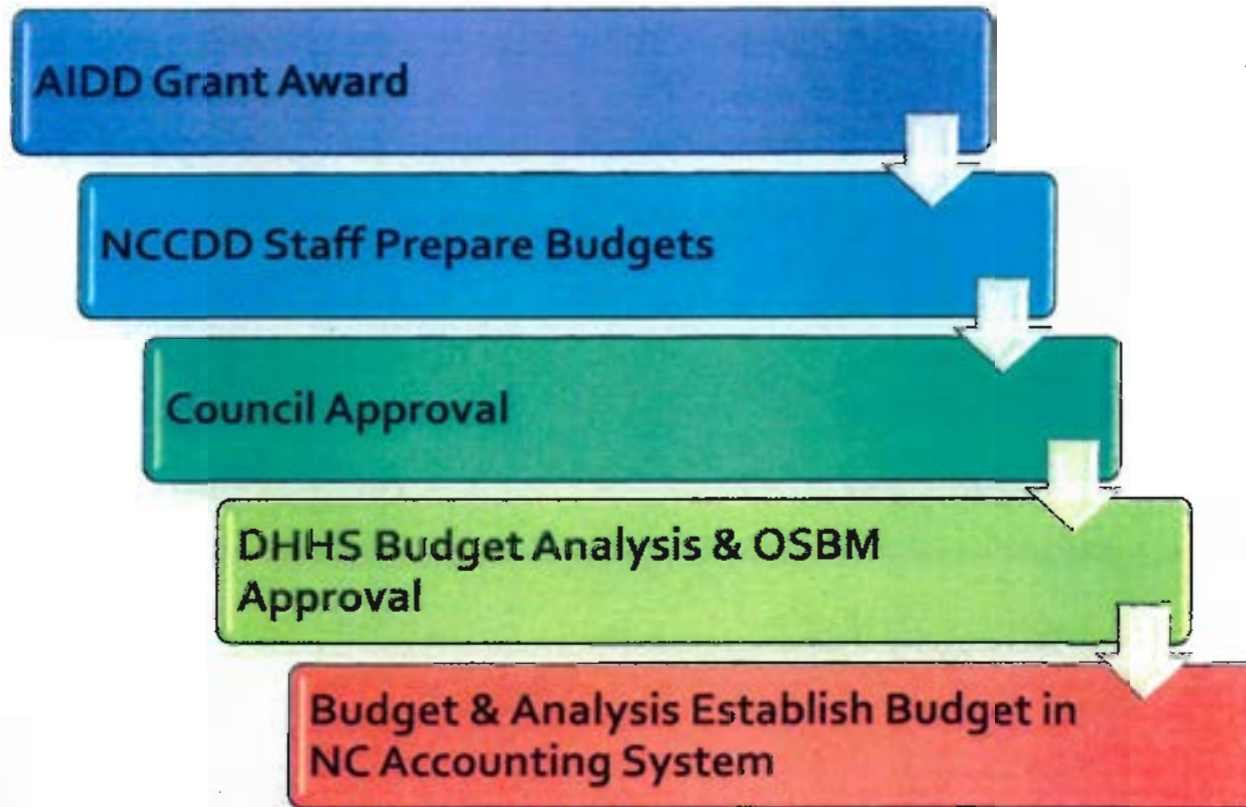


It is an estimated plan for the amount of funds that an agency actually receives (revenue) and estimated expenses during a specific period (fiscal year).

What are the major purposes of a budget?



How does the budget get approved?



Funding & Fiscal Years

FUNDING LEVELS

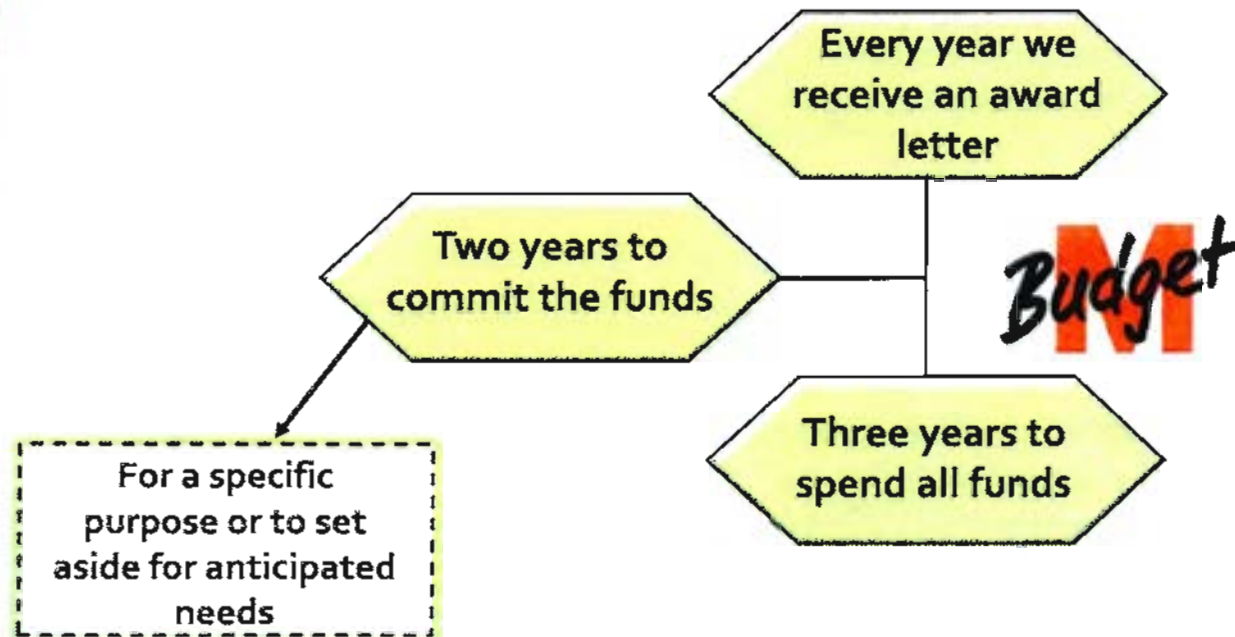
- Federal Funding 100%
(no match requirement)
- Level Funding
(75% federal & 25% match)
- Declining Funding
(1st year 75% federal & 25% match)
(2nd year 60% federal & 40% match)
(3rd year 50% federal & 50% match)
- Poverty Declining Funding
(1st year 90% federal & 10% match)
(2nd year 75% federal & 25% match)
(3rd year 60% federal & 40% match)

TYPE OF FISCAL YEARS

- State Fiscal Year
July 1 through June 30
- Federal Fiscal Year
October 1 through September 30
- Calendar Year
January 1 through December 31



Federal Award Requirement



If funds do not get spent by the 3rd year, the balance will revert back to the Federal Government, which may have an effect on next year's award amount.

Federal Award Council Budget Structure

30%
**Administrative
Budget**

- Council Meetings
- Personnel and Non-Personnel Cost for Six Administrative Positions of the NCCDD
- Other Budgets (i.e., rent, membership dues, supplies, etc.)

70%
**Initiative
Budget**

- External and In-House Initiatives (including contractors)
- Personnel and Non-Personnel Cost for Four Programmatic Positions of the NCCDD



In-House and External Initiatives

In-House Initiative

- The In-House initiatives are managed by the NCCDD staff and may or may not include contractors.
- These initiatives may be funded for more than one year for various programs.

External Initiative

- An external initiative is one that is bid competitively, through a Request for Application (RFA) or Request for Proposal (RFR).
- Can also be a sole source grant approved by the Council and the Department of Health and Human Services (DHHS).

Sole Source can be described as services that are available from only one agency or organization, college or university, or unit of government which possesses unique characteristics or performance capability.

Finance Reports

Areas of Consideration

Example of areas for consideration when reviewing a Finance Report:

What plan does the Council have for the available funds for future initiatives?

Are the initiatives submitting their invoices in a timely manner?

Are the initiatives spending right on target? If not, why?

Do we have funds from prior years that must be spent? If so, what is the plan?



Current & Projected Budgets/Expenses by FFYs Report - Example

NORTH CAROLINA COUNCIL ON DEVELOPMENTAL DISABILITIES Current and Projected Budgets and Expenses by Federal Fiscal Years (FFYs) As of MARCH 2017

The NC Council on Developmental Disabilities (NCCDD) Federal Award is 100% federal dollars. The NCCDD total Federal Award amount is allocated as 70% for the Program budget and 30% for the Administrative budget. The Program budget includes the budgets for all in-house and external initiatives including contractors, temporary personnel, personnel and non-personnel related costs for four programmatic positions of the NCCDD. The Administrative budget includes the budget for Council Meetings, personnel and non-personnel related costs for six administrative positions of the NCCDD.

NCCDD commits funds in future federal fiscal year grants to achieve administrative projections and fund availability prior to the official commitment of funds by Council approval. These funds are set aside to anticipate Council approval of continuing initiatives and contracts. As committed, they are not binding and are not encumbered funds. However, the purpose of committing the funds reduces the fund availability during the projections of available funds for new initiatives. Funds that the Council approves become officially encumbered after they have been approved by DHHS and the contracts are executed in the DHHS database and entered into the NC Accounting System.

Federal Fiscal Year	Federal Award	Encumber Period (2 Years)	Spend by Year 3	Approved Contracts or Anticipated Budgets	Current Expenses	Current Unexpended Balance	INITIATIVES UNEXPENDED BALANCE		
							Identified Pending Council Approval	Available for New Initiatives	Total Pending & Available Balance
CURRENT FEDERAL AWARDS									
FFY 2015	\$1,976,156	10/1/14 - 09/30/16	9/30/2017	\$1,976,156	\$1,761,729	\$214,427	\$0	\$0	\$0
FFY 2016	\$2,063,970	10/1/15 - 09/30/17	9/30/2018	\$1,963,970	\$1,605,950	\$358,020	\$100,000	\$0	\$100,000
FFY 2017	\$1,976,156	10/1/16 - 09/30/18	9/30/2019	\$1,723,439	\$340,398	\$1,383,041	\$184,000	\$68,717	\$252,717
Subtotal							\$284,000	\$68,717	\$352,717
PROJECTED FEDERAL AWARDS									
FFY 2018	\$1,976,156	10/1/17 - 09/30/19	9/30/2020	\$980,700	\$0	\$980,700	\$455,000	\$540,456	\$995,456
FFY 2019	\$1,976,156	10/1/18 - 09/30/20	9/30/2021	\$1,000,700	\$0	\$1,000,700	\$539,000	\$436,456	\$975,456
FFY 2020	\$1,976,156	10/1/19 - 09/30/21	9/30/2022	\$1,020,700	\$0	\$1,020,700	\$389,000	\$566,456	\$955,456
Subtotal							\$1,383,000	\$1,543,368	\$2,926,368
Total							\$1,667,000	\$1,612,085	\$3,279,085

Note:

◆ The amount of \$1,667,000 is identified for initiatives pending Council approval for 2016 - 2020. The amount of \$1,612,085 is available for new initiatives 2017 - 2020.

The current unexpended balance column includes balances on initiatives that have been approved and Administrative and Program budget balances, or anticipated budgets.

Please keep in mind, that if new initiatives are approved for up to 3 years the available funds for other new initiatives will be reduced in the following years.

Identified Initiatives Pending Council Approval Report - Example

IDENTIFIED INITIATIVES PENDING COUNCIL APPROVAL As of MARCH 2017				
CURRENT FEDERAL FISCAL YEAR				
Grantee Name	Initiative Name	Contract Year	Award Amount	Committee
FFY 2016				
Alliance of Disability Advocates	NC ADA Network - Fiscal Agent	3 of 3	\$40,000.00	AD
In-House	NC ADA Network	SFY 17-18	\$60,000.00	AD
Subtotal FFY 2016			\$100,000.00	
FFY 2017				
In-House	NC ADA Network	SFY 18-19	\$60,000.00	AD
In-House	Conference Funding	SFY 18-19	\$24,000.00	CC
In-House	Council Development Fund	SFY 18-19	\$40,000.00	CC
In-House	Public Policy	SFY 18-19	\$60,000.00	CC
Subtotal FFY 2017			\$184,000.00	
Total Current FFY 2016 & 2017			\$284,000.00	
PROJECTED FEDERAL FISCAL YEARS				
FFY 2018				
Vaya Health	Supported Living	2 of 3	\$25,000.00	CL
The Arc of NC	From Planning to Action	2 of 3	\$125,000.00	CL
TBD	NC ADA Network - Fiscal Agent	SFY 18-19	\$40,000.00	AD
TBD	NCCDD Communications	SFY 17-18	\$135,000.00	CC
In-House	Council Development Fund	SFY 19-20	\$40,000.00	CC
In-House	Jean Wolff-Rossi Fund	SFY 18-19	\$30,000.00	CC
In-House	Public Policy	SFY 19-20	\$60,000.00	CC
Subtotal FFY 2018			\$455,000.00	
FFY 2019				
Vaya Health	Supported Living	3 of 3	\$25,000.00	CL
The Arc of NC	From Planning to Action	3 of 3	\$125,000.00	CL
TBD	NC ADA Network - Fiscal Agent	SFY 19-20	\$40,000.00	AD
TBD	NCCDD Communications	SFY 18-19	\$135,000.00	CC
In-House	Conference Funding	SFY 19-20	\$24,000.00	CC
In-House	Council Development Fund	SFY 20-21	\$40,000.00	CC
In-House	Jean Wolff-Rossi Fund	SFY 19-20	\$30,000.00	CC
In-House	NC ADA Network	SFY 19-20	\$60,000.00	AD
In-House	Public Policy	SFY 19-20	\$60,000.00	CC
Subtotal FFY 2019			\$539,000.00	
FFY 2020				
TBD	NC ADA Network - Fiscal Agent	SFY 20-21	\$40,000.00	AD
TBD	NCCDD Communications	SFY 19-20	\$135,000.00	CC
In-House	Conference Funding	SFY 20-21	\$24,000.00	CC
In-House	Council Development Fund	SFY 21-22	\$40,000.00	CC
In-House	Jean Wolff-Rossi Fund	SFY 20-21	\$30,000.00	CC
In-House	NC ADA Network	SFY 20-21	\$60,000.00	AD
In-House	Public Policy	SFY 21-22	\$60,000.00	CC
Subtotal FFY 2020			\$389,000.00	
Total Projected FFY 2018, 2019 & 2020			\$1,383,000.00	
TOTAL FFY 2016, 2017, 2018, 2019 & 2020			\$1,667,000.00	

Current Initiative Budget/Expense by Committee Report - Example

NC COUNCIL ON DEVELOPMENTAL DISABILITIES CURRENT INITIATIVE BUDGET/EXPENSE REPORT BY COMMITTEE MARCH 2017														
GRANTEE NAME	INITIATIVE NAME	INITIATIVE YEAR	FFY	NCCDD STAFF	GRANT AWARD	INITIATIVE EXPENDED	INITIATIVE BALANCE	LAST INVOICE	TARGET %*	% SPENT	ACTUAL MATCH	CONTRACT AGREEMENT	(NCCDD) Contractor Fiscal Year	NC Grants Rpt. 60-Days Prior 6-mo Deadline
FINANCIAL ASSET DEVELOPMENT														
1. IN-HOUSE	EXPANSION OF EMPLOYMENT	1 OF 1	2017	PHILIP	\$ 110,000.00	\$ 23,388.72	\$ 86,613.28	n/a	42%	21%	n/a	10/1/16 - 9/30/17	n/a	n/a
2. NATIONAL DISABILITY INSTITUTE	UPWARD FINANCIAL STABILITY	3 OF 3	2017	PHILIP	\$ 75,000.00	\$ 10,548.74	\$ 64,451.26	31-Jan-17	42%	20%	\$ 7,000.35	10/1/16 - 9/30/17	1/1 - 12/31	1-May
COMMUNITY LIVING														
1. DIVISION OF AGING & ADULT SRVC.	GUARDIANSHIP	3 OF 3	2017	STEVE	\$ 75,000.00	\$ -	\$ 75,000.00	0-Jan-00	17%	0%	\$ -	1/1/17 - 12/31/17	n/a	n/a
2. NC DEPT. OF PUBLIC SAFETY	EMERGENCY PREPAREDNESS	3 OF 3	2017	PHILIP	\$ 105,000.00	\$ 29,657.89	\$ 75,342.11	28-Feb-17	42%	28%	\$ 15,010.00	10/1/16 - 9/30/17	7/1 - 6/30	1-Nov
3. THE ARC OF NC	FROM PLANNING TO ACTION	1 OF 3	2017	STEVE	\$ 125,000.00	\$ 3,038.67	\$ 121,961.33	31-Jan-17	17%	2%	\$ 2,210.20	1/1/17 - 12/31/17	7/1 - 6/30	1-Nov
ADVOCACY DEVELOPMENT														
1. ALLIANCE OF DISABILITY ADVOCATES	NC ADA NETWORK - FISCAL AGENT/INTER.	2 OF 3	2015	PHILIP	\$ 40,000.00	\$ 9,554.51	\$ 30,445.49	31-Jan-17	87%	24%	\$ 1,053.33	7/1/16 - 6/30/17	10/1 - 9/30	1-Feb
2. FIRST IN FAMILIES	SIBLING SUPPORT	3 OF 3	2017	MELISSA	\$ 60,000.00	\$ 11,255.12	\$ 48,744.88	31-Jan-17	42%	23%	\$ 5,555.68	10/1/16 - 9/30/17	7/1 - 6/30	1-Nov
3. IN-HOUSE	INCLUSIVE ADVOCACY LEADERSHIP DEVELOP	1 OF 1	2017	MELISSA	\$ 85,000.00	\$ 8,620.45	\$ 76,379.55	n/a	42%	10%	n/a	10/1/16 - 9/30/17	n/a	n/a
4. IN-HOUSE	NC ADA NETWORK	16/ON-GOING	2015	PHILIP	\$ 60,000.00	\$ 35,000.00	\$ 25,000.00	n/a	87%	58%	n/a	7/1/16 - 6/30/17	n/a	n/a
5. NASDDDS	MEDICAL REFORM SEG	3 OF 3	2015	STEVE	\$ 100,000.00	\$ 89,150.24	\$ 10,849.76	30-Nov-16	100%	89%	n/a	12/1/15 - 11/30/16	7/1 - 6/30	1-Nov
CROSS CUTTING														
1. IN-HOUSE	CONFERENCE FUNDING	5/ON-GOING	2016	JOANN	\$ 24,000.00	\$ 4,678.54	\$ 19,321.46	n/a	67%	19%	n/a	7/1/16 - 6/30/17	n/a	n/a
2. IN-HOUSE	COUNCIL DEVELOPMENT INITIATIVE	13/ON-GOING	2016	CHRIS	\$ 40,000.00	\$ 11,295.43	\$ 28,704.57	n/a	87%	28%	n/a	7/1/16 - 6/30/17	n/a	n/a
3. IN-HOUSE	JEAN WOLFF-ROBBE FUND	20/ON-GOING	2015	JOANN	\$ 22,500.00	\$ 3,087.50	\$ 19,412.50	n/a	59%	14%	n/a	10/1/16 - 9/30/17	n/a	n/a
4. IN-HOUSE	PROGRAM MANAGEMENT	ON-GOING	2015/2016	CHRIS	\$ 375,000.00	\$ 158,156.45	\$ 216,843.55	n/a	67%	42%	n/a	7/1/16 - 6/30/17	n/a	n/a
5. IN-HOUSE	PUBLIC POLICY	7/ON-GOING	2015	CHRIS	\$ 60,000.00	\$ 37,500.00	\$ 22,500.00	n/a	67%	63%	n/a	7/1/16 - 6/30/17	n/a	n/a
6. O'NEILL PUBLIC RELATIONS	NCCDD COMMUNICATIONS	3 OF 3	2017	STEVE	\$ 135,000.00	\$ 62,412.40	\$ 72,587.60	28-Feb-17	42%	46%	\$ 19,702.50	10/1/16 - 9/30/17	1/1 - 12/31	1-May
ADMINISTRATION														
NCCDD ADMINISTRATIVE BUDGET	ADMIN. STAFF & COUNCIL EXPENSES	ON-GOING	2017	JOANN	\$ 552,738.00	\$ 182,280.19	\$ 370,458.81	n/a	42%	33%	n/a	10/01/16 - 09/30/17	n/a	n/a

*TARGET % FOR MARCH WILL BE UPDATED ON 4/15/17

GREY	MORE THAN 25% BELOW TARGET
BLUE	CURRENT REIMB. SUBMITTED/ISSUE
YELLOW	NEEDS ATTENTION/30+ DAYS LATE
ORANGE	DEPARTING/CONF. FUNDING NEEDED
RED	NON-COMPLIANCE REPORT
PINK	60-DAYS LETTER - PRIOR FINAL INV.
GREEN	30-DAYS REVISIONS/PURCH. ORDER V.
PURPLE	30-DAYS REVISIONS/PURCH. ORDER V.
TEAL	30-DAYS REVISIONS/PURCH. ORDER V.
BLACK	MATCH NEED ATTENTION



Travel Policy and Regulations

Purpose

Statutory regulations for per diem compensation, transportation, and subsistence allowances for members of state boards, commissions, committees, and councils are contained in G.S.138.5.

The travel policy and regulations are located in the Office of State Budget and Management (OSBM) website under Budget Manual.

<https://www.osbm.nc.gov/library>

Subsistence

Subsistence is a daily, lump-sum payable per day (less subsistence rate for any meal furnished).

Meals and lodging are to be reimbursed as follows:

In-State Travel		Out-of-State Travel	
Meals*	Lodging	Meals*	Lodging
\$8.30 Breakfast \$10.90 Lunch \$18.70 Dinner	\$67.90 per night	\$8.30 Breakfast \$10.90 Lunch \$21.30 Dinner	\$79.50 per night
\$37.90 Total		\$40.50 Total	
* No overnight stay is required for meal reimbursement of Council members.			
Actual expenses up to the amount of lodging per night rate require documentation by a receipt of actual lodging expenses. Excess lodging rates must be approved by DHHS.			

Per Diem & Transportation

Per Diem Compensation

Non-state employees who are members of the state boards, commissions, committees, and councils shall receive \$15 per day of official service.

A Per Diem is a daily allowance, usually for living expense while traveling in connection with one's work. It is paid by the day.

Mileage

Transportation policies and regulations are the same as for those for state employees, except that a mileage reimbursement rate set by any other law by reference to G.S.138-6(a)(1) is established at 25 cents per mile, not the IRS rate.



Transportation – Continued...

Ground Out-of-State

Can usually not be made through a direct bill arrangement to NCCDD and members will be responsible to pay for those costs and be reimbursed after the event, with original receipt attached to the travel request for reimbursement form.

Private

If necessary, accessible and other private ground transportation may be arranged by NCCDD staff when a direct bill arrangement is available for in-state travel. If that is not available the member will be reimbursed.

Airfare

Airfare transportation will be arranged by NCCDD staff through a direct bill with a state-approved agent upon request.



Policy for Reimbursement of Expenses for Personal Assistants

The Council will reimburse members for payment for personal assistance at the current Medicaid reimbursement rate for up to 8 hours of assistance per 24-hour period for the type of assistance required by the Council member.

Original invoice is required for reimbursement for all personal assistance expenses that were not already paid for by another source.

The Medicaid rate changes per the Personal Care Services Fee Schedule found on the Division of Medical Assistance (DMA) website at <https://dma.ncdhhs.gov/document/personal-care-services>.

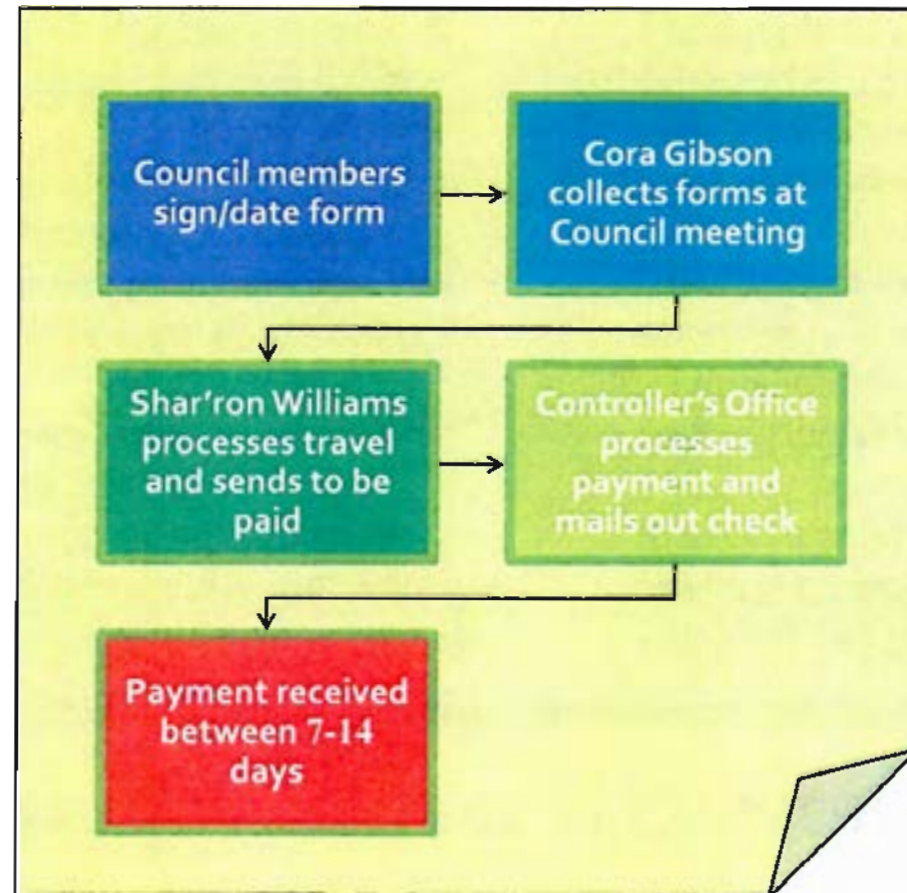
Copy of the Council's Policy for Reimbursement of Expenses for Personal Assistance can be found in Section 5 of the Council Member Handbook.



Policy for Reimbursement of Childcare Expenses

1. The Council will reimburse members for childcare expenses for in-home, out-of-home, and center-based respite care and specialized care based on the current Medicaid rates
2. The Council will reimburse members for childcare expenses for baby-sitter care based on the minimum wage and additional 10% for each additional child.
3. Reimbursement for child care expenses is available for up to 3 children per family
4. Total cost of care for any 24-hour period is capped at \$150.00, not to exceed \$500.00 per event
5. Original invoice is required for reimbursement for all childcare expenses that were not already paid for by another source
6. Copy of the Council's Policy for Reimbursement of Childcare expenses can be found in Section 5 of the Council Member Handbook

Travel Reimbursement Process for Council Members



Reimbursement of Travel Form



North Carolina
Department of Health
and Human Services

TRAVEL EXPENSE REIMBURSEMENT FORM for BOARD/COMMITTEE MEMBERS

PLEASE USE YOUR TAB KEY TO ACCESS AVAILABLE FIELDS

INSTRUCTIONS TO CLAIMANT: Submit one original to your division Travel Contact. Attach all necessary original receipts & other supporting documents to this form, including your TA and any prior written approval of access registration lodging and out-of-state travel. Please complete amount, company, account & center fields.
File no later than 90 days after month in which travel ends.

Boards, Councils, Commission, and Committees

Social Security # (last 4) / BRACON # <small>(New Claimants must provide full SS#)</small>	New Claimant:	New Address:
Claimant's Name (First, Middle Initial, Last)	Division:	Board:
Claimant's Mailing Address (Street)	Travel Period Covered by this Request:	
City, State, Zip	From:	Through:
Remit Code/Message:	Message/Justification:	

Under penalties of perjury, I certify this is a true and accurate statement of the type of lodging, expenses and allowances incurred in the service of the State, and this request complies with all Department and State laws, policies and regulations. Original Signature and date required.

I have examined this reimbursement request and certify that funds are available in the proper accounting codes to pay this check, and this request complies with all Department and State travel policies and regulations. Original Signature and date required.

Claimant: _____ 3/28/2017 _____
(Date) (Date) (Supervisor/Authorized Approver) (Date) (Print Name)

	AMOUNT	COMPANY	ACCOUNT	CENTER	Account Code	1099
1			53 1651			M7
2	\$0.00		53 2731			
3	\$0.00		53 2732			
4			53			
5			53			
6			53			
7			53			
8			53			
9	\$0.00	Total Member Expenses				

(Total expenses do not match all entry expenses if NE 0.)

(A/P Initials) (DATE) Pay Entry: _____
(Control Number) (Control Date)

Doc-110

Rev. 5-1-17

Contact Information



NCCDD Office: (919) 850-2901

JoAnn Toomey

JoAnn.Toomey@dhhs.nc.gov

Yadira Vasquez

Yadira.Vasquez@dhhs.nc.gov

Shar'ron Williams

Sharron.Williams@dhhs.nc.gov

Cora Gibson

Cora.Gibson@dhhs.nc.gov

Letha Young

Letha.Young@dhhs.nc.gov

E-mail!

New Business



NCCDD
North Carolina Council on
Developmental Disabilities



NC Council on Developmental Disabilities

NC ADA Network and NC ADA - Fiscal Agent/Intermediary

Request for Funding Approval

GOAL 3: By 2021 Increase Advocacy for Individuals with Intellectual and Other Developmental Disabilities (I/DD). More individuals with I/DD will lead and sustain self-directed lives through self-advocacy, family advocacy and stakeholder leadership.

OBJECTIVE B: Increase individual, family, public and system knowledge and engagement to provide system advocacy for the financial security and community living opportunities of individuals with I/DD; with additional specific emphasis to increase the knowledge and engagement of members of the NC Hispanic/Latino community.

NCCDD 5 Year State Plan 2017-2021

**Request for Funding
Anticipated Start Date**

**May 12, 2017
July 1, 2017**

More than 26 years after the signing of the Americans with Disabilities Act (ADA), some individuals with disabilities still do not experience full access to their workplaces and their communities. For 16 years, the NC ADA Network initiative, led by ADA Project Coordinator Karen Hamilton, and combined with the NC ADA Network – Fiscal Agent/Intermediary initiative, has given grassroots groups and individual self-advocates the tools and resources they need to become effective advocates to create lasting change in their communities.

The objective of the NC ADA Network initiative is to work with individuals with disabilities and grassroots groups, led by people with disabilities, to increase voluntary compliance with the Americans with Disabilities Act (ADA) in local communities across North Carolina. This objective is accomplished by:

- Building the capacity of advocates with disabilities to advocate for their rights under the Americans with Disabilities Act (ADA), resulting in tangible change in their community.
- Working with advocates with disabilities to conduct ADA projects and activities that result in improved access for people with disabilities across North Carolina.

The NC ADA Network is collaborative project of the North Carolina Council on Developmental Disabilities (NCCDD), the Southeast ADA Center, and a non-profit fiscal agent. The project will be funded as follows:

- NCCDD staff will serve as the Project Coordinator;
- NCCDD will award \$40,000.00 with a required match to the Alliance of Disability Advocates Center for Independent Living (ADA CIL) non-profit to serve as a fiscal agent for funding local ADA Projects and participant travel/training expenses; and

- The Southeast ADA Center provides funds (\$15,000 in 2016), ADA materials, training, and technical assistance to support NC ADA Network activities and initiatives.

The NC ADA Network promotes compliance with the Americans with Disabilities Act (ADA) in communities across NC through the following:

1. Local ADA Projects:

The NC ADA Network project provides training and support for individuals with disabilities and grassroots groups, led by people with disabilities, to conduct projects that promote the ADA in their local communities. NC ADA Network Groups determine the ADA issues that are most important in their community. They then write a simple project plan that targets a tangible change (outcome) related to the identified ADA issue.

Examples of tangible change may include:

- Increase the number of accessible bus stops by 2;
- Work with YMCA to change policy to allow assistive technology in their swimming pool; or
- Train people with disabilities on their rights when applying for a job, resulting in 3 people applying for a job, etc.

2. Statewide ADA Technical Assistance:

The NC ADA Network supports people with and without disabilities to provide ADA training, consultation, and other technical assistance (i.e., team of people with cross-disabilities giving input to a business, ADA trainer speaking at a meeting/training).

3. ADA Meetings/Trainings:

ADA meetings include expenses related to statewide or regional meetings of local affiliates; sending individual advocates to represent NC ADA Network at meetings, task forces, conferences; ADA Network local affiliate representatives with disabilities to attend National ADA Symposium, etc.

4. Accommodations:

Accommodations include expenses related to interpreters, Braille, large print materials, Personal Care Attendants (PCAs), readers, sight guides, assistive listening, travel aids, drivers, scooter rental, etc.

5. Council Member Travel & Rossi Fund:

Currently, the NC ADA Network coordinates (at NCCDD request) payment of travel expenses for Council members and Rossi Fund participants who cannot afford to wait for reimbursement. To date these expenses have included: hotel guest rooms, conference registration fees (Rossi Fund), and scooter rental.

This request is for \$40,000 for Year 3 of 3 for the Alliance of Disability Advocates Center for Independent Living to continue to serve as the fiscal agent/intermediary.



3125 Poplarwood Court, Suite 200
Raleigh, NC 27604
(919) 850-2901 • www.nccdd.org

In-House Initiative: ADA Network
Amount: \$30,000
Term: 7/1/17 to 6/30/18

Purpose: Support grassroots groups, led by people with disabilities, to conduct projects that promote voluntary compliance with the Americans with Disabilities Act (ADA) in their local communities.

Activity: Consult with grassroots groups to develop ADA project plans. Provide technical assistance and training to grassroots groups to carry out their plans. Conduct leadership and ADA training for grassroots groups. Coordinate activities with NCCDD's ADA Network Fiscal Intermediary Initiative.

Outcome: Build local compliance with the accessibility policies outlined in the Americans with Disabilities Act.

