

Community Advisory Council

Draft Meeting Minutes

Wednesday, March 16, 2022, 12:00 to 3:00pm
Online Zoom Meeting



Handouts:

1. CAC Agenda, CAC Group Agreement, CAC Meeting Roles
2. Draft Meeting Minutes from January 19, 2022
3. Annual Priorities
4. CAC Bylaws

12:00 Welcome (30 minutes)

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

| CAC Member | Present | Not Present | Self-Advocate or Family Member |
|------------------------|----------------------|-------------|--------------------------------|
| David Frye (Co-chair) | X | | Self-advocate |
| June Bascom | X | | |
| Mary Alice Favro | X (left at 12:45) | | |
| Melissa Houser | X | | Family |
| Hasan Ko | X | | |
| Kristofor Medina | | X | Self-advocate |
| Kirsten Murphy | (joined at 1) | | |
| Lindsey Owen | X | | |
| Persephone Ringgenberg | X | | Self-advocate |
| Meagan Roy | | X | Family |
| Liliane Savard | X | | |

| CAC Member | Present | Not Present | Self-Advocate or Family Member |
|-------------------|----------------|--------------------|---------------------------------------|
| Michael Shor | X | | Self-advocate |
| Arline Seiler | | X | Self-advocate |
| Nicole Villemaire | X | | Self-advocate |
| 14 Members | 11 | 3 | 5 |
| | 79% | | 45% |

CDCI personnel also introduced themselves: Audrey Homan, Rachel Cronin, Winnie Looby, Valerie Wood, Jesse Suter.

- No members of the public joined this meeting.
- David asked members to think about meeting face-to-face for a future meeting. He will ask for feedback at the end of the meeting.
- Members chose meeting roles:
 - Facilitator: David
 - Recorder: CDCI Staff
 - Timekeeper: Mary Alice (until 12:45), then Liliane did it
 - Jargon-buster: Mel
 - Keeper of the rudder: Lindsey
 - Equalizer: Nicole
 - Processor: Michael
- David reviewed the group agreement.
- Persephone made a motion to approve minutes from the last meeting. Mary Alice seconded the motion.

| CAC Member | Roll Call Vote |
|-----------------------|-----------------------|
| David Frye (Co-chair) | Yes |
| June Bascom | Yes |

| CAC Member | Roll Call Vote |
|------------------------|-----------------------|
| Mary Alice Favro | Yes |
| Melissa Houser | Yes |
| Hasan Ko | Yes |
| Kristofor Medina | Not present |
| Kirsten Murphy | Yes |
| Lindsey Owen | Yes |
| Persephone Ringgenberg | Yes |
| Meagan Roy | Not present |
| Liliane Savard | Yes |
| Michael Shor | Abstain |
| Arline Seiler | Not present |
| Nicole Villemaire | Yes |

- **VOTE to approve meeting minutes passed with 10 Yes votes, 0 No votes, and 1 abstain.**

12:30 Membership Committee (15 minutes)

- Co-Chair Discussion
 - Karen Price was the family member co-chair. She has left the council.
 - Two council members are eligible because they are family members on CAC: Meagan and Mel.
 - Meagan declined because she is taking on a new job.
 - Mel is considering it and will meet with David and Jesse after the meeting.
- Membership committee update
 - Mary Alice said more people are needed for the committee.

- There are 3 members: Kirsten, Liliane, and Mary Alice. Only Kirsten will be on CAC next year.
- Liliane shared a document showing CAC members terms. It was missing some updates, so Liliane and Jesse will update it together and share at next meeting.
- Michael said he was concerned that it was taking a while to recognize people who wanted to speak.

12:45 Update on priorities for this year (45 minutes)

Jesse introduced the purpose of the annual priorities.

- We need questions and feedback from CAC members on our work.
- Last meeting, we talked about Academics, Community Service, and Dissemination.
- This meeting we will start with Research and Infrastructure. Then Dissemination will share website updates.
- If there is time we will talk about Academics and Community Service.

Valerie shared updates for Research and Evaluation.

- New research summaries have been created. There are two kinds:
 - Research in Briefs (RIB) that summarize CDCI research.
 - Research for Applied Practice (RAP) that summarize research by people outside CDCI.
 - Several council members shared concerns about the names. Some shared the abbreviations (RIB and RAP) were confusing. Others added the names were not clear. Michael also said we need to carefully define words like “inclusion” that can mean different things. For example, what is a person being included in? Who is the person being included?

- Several names were suggested:
 - “Research summaries for the public”
 - “Research summaries for professionals”
 - “Summaries of research conducted at UVM”
 - “Research summaries with application to services provision”
 - “Applied Practice Research” to use more active language.
 - “New Findings for...”
 - “How to Bring Research into Everyday Life” or “into Your Professional Work”
- Valerie also shared she is bringing together researchers at UVM who focus on disability. They will meet again later this year.
- Valerie shared a new research summary she wrote. The focus is on suspension and expulsion of young children.
 - Council members discussed the need for better understanding this issue.
 - There is a new law that says children younger than 8 should not be suspended or expelled.
 - The law only is for public schools. Also, schools can exclude children without saying it is suspension or expulsion.

- Michael said there is a need for community discussion on suspension and expulsion. CDCI should host a forum on this.
- Winnie said the State Independent Living Council is planning open forums on educational issues like this. She asked people to contact her if they want to learn more.
- Mel shared that schools do not understand that restraint and seclusion is wrong.
- Persephone shared that the trauma resulting from restraint can be life-changing.
- Michael asked if there has been research on schools threatening to suspend students.
- Valerie helped write a new grant application. The grant is to create a statewide family engagement center. The focus is on helping schools and families work together. A focus is on marginalized families.

Rachel shared updates about Infrastructure

- Rachel shared that CDCI hired two new people.
 - Cassandra Townshend is now the co-director of BEST.
 - Sarah Kinor now works full-time for the CARES Team. She is Deaf and is now working full-time for CDCI and UVM.
- To increase diversity of people at CDCI, we now let more groups know when we are hiring. One group is the Vermont Professionals of Color Network.
- Michael shared there are accessibility problems at UVM for employees. For example, he shared the required COVID-19 vaccination forms were not accessible. He said this is a problem that

affects what CDCI can do. “It’s going to cloud what CDCI does if it’s not dealt with.”

- Jesse agreed. He shared that people at CDCI have been helping UVM improve accessibility. Examples include improving websites, online learning, and forms for employees. We are also trying to make sure disability is part of discussions on equity and diversity. And there is a lot more work to do.

1:45 Break (15 minutes)

2:00 Update on priorities for this year (30 minutes)

Jesse shared more Infrastructure updates. He shared specifically how CDCI is trying to get community feedback.

- CDCI is working with Disability Rights Vermont and the Vermont Developmental Disabilities Council.
- CDCI is asking questions on a statewide survey called the Vermonter Poll. The questions ask for attitudes toward people with disabilities. They are about employment, quality of life, and school inclusion.
- Finally, CDCI will be learning more about the needs of people with disabilities in Vermont. This information is called a Community Needs Assessment. It will be part of our 5-year grant application for the Center. That is due in one year.

Audrey shared Dissemination updates.

- Audrey thanked the CAC for the feedback.
- They showed several webpages that have been updated. The goal was to make it easier to find information.
 - The home page helps people find what they are looking for.

- There's a new set of Community Advisory Council pages. They answer questions about the council. Handouts are available as both PDF and Word files.
- Several members thanked Audrey for her work. Liliane shared that Audrey is also helping the Autism Collaborative, although she admitted the Collaborative has been slow to respond.
- Hasan asked what the purpose is for the videos. Audrey said we are trying to use more videos for lots of things. Some people prefer videos to reading, or to audio alone.

Winnie invited people to send her feedback about educational open forums.

2:30 Bylaws voting (25 minutes)

- Jesse shared that CAC members have recommended changes to the Bylaws. The Bylaws say what the CAC is, and how we work.
- The CAC has voted on 4 changes so far. There are 3 left.
- The next recommended change is that most people voting for changes to Bylaws should be people with disabilities and family members on the council.
- Persephone made a motion to approve the change. David seconded the motion.
- There was brief discussion. One question was if this will make it harder to vote on Bylaws in the future. Discussion ended and CAC members voted:

VOTE: #1 Do you approve changes to voting on bylaws?

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

- Jesse shared the next recommended change to the Bylaws. This change represented several changes to the section on Meetings.
- Most of the changes are already things the CAC does. For example, agendas are sent ahead of meetings and minutes are shared after meetings.
- One of the changes is new. Only having a meeting if one-third (1/3) of the members present are people with disabilities or family members.
- Michael made a motion to vote on this recommended change. David seconded the motion.
- Discussion:
 - Members discussed that lots of changes in one vote is hard to follow.

- It was shared a group of CAC members chose to combine these recommended changes. The goal was to make it easier.
- Some recommended removing the new change.
- After more discussion the council decided to table this motion to a future meeting.

2:55 Process (5 minutes)

- David asked if people want to start meeting in-person.
- Two members said yes. Others have shared that they do not want to meet in-person.
- Nicole suggested that people who are leaving the council should have some time / celebration at the next meeting.
- Michael was the processor. He shared that the meeting went well. He suggested that we could use help with procedures like voting. Also, need to decide in advance how we can provide accommodations when needed.
- Mel shared how her non-profit handles votes:
<https://www.ncfp.org/knowledge/fist-to-five-voting-and-consensus/>