

IDAHO COUNCIL ON DEVELOPMENTAL DISABILITIES

***GOVERNANCE COMMITTEE MEETING***

***Thursday, January 29, 2009***

***10:45 a.m. – 12:15 p.m.***

***Hampton Inn and Suites, Boise***

**Committee Members: Rick Betzer, Dona Butler, Toni Belknap Brinegar, Angie Flores, Mike Smith, Chris Lynch, Jo Lynn Garrison**

**Staff: Marilyn Sword, Amanda Holloway**

**Support Staff: Zelda Carrico (w/ Mike Smith)**

**DRAFT MINUTES**

AGENDA ITEM	ACTION
<p><b>Call to order</b>                      - Welcome and Introductions</p>	<p><b>The meeting was called to order at 10:50 a.m.</b></p>
<p>- Perfection of Agenda                      - Announcements</p>	<p><b>No changes to the agenda.                      No announcements.</b></p>
<p><b>Approval of minutes</b></p>	<p>Under Perfection of the Agenda, agenda is misspelled. <b>Rick moved to approve the minutes as amended for the October 23, 2008 meeting. Angie seconded. Motion passed unanimously.</b></p>
<p><b>Follow up to action items –</b></p>	<p><b>Additional follow up to conference reports from last meeting</b>                      Neither Angie nor Marilyn has been able to contact Tiffany Crabtree. Marilyn will pick up the IEP binder Sarah Williams brought back from the National Down Syndrome Congress. A copy will be available at the Council office.</p> <p><b>Discussion of conference funding application and process</b>                      At the October council meeting there was a suggestion made that we revise the award letter and report form – and perhaps the application – to indicate that information sharing is expected from those who receive conference funding from the Council. It was also suggested by the Committee</p>

thought it might be a good idea for one of the members to do a follow up phone call or email after the person attended the conference to gather more information and make suggestions as to how that person could share it with others. A copy of the conference application, award letter and report/action plan were included in the packet.

The following suggestions were made by the Committee:

**Changes to the Application**

- Change the Address line to include City.
- Allow more space to answer questions or say “Attach additional sheet of paper if more space is needed”.
- #3 Should read Parent/Guardian
- #5 & #6 – Reword and combine to make one question.
- #7 reword it so the Council’s expectations are clear (e.g. The council expects you will use the knowledge gained to educate others in your community. How do you intend to do this?) Also give an example of community venues (i.e. school district).
- #8 eliminate

**Changes to the letter**

- Add language so the applicant knows to expect a follow-up call from the Committee
- Send Council publications with the letter
- Reiterate the Council’s expectations and that meeting those expectations are part of getting reimbursed

**Changes to the Action Plan**

- Make more room for answers or say “Attach additional sheet of paper if more space is needed”.
- Reword the first statement so that it’s not about personal gain
- Reword the second statement so that it’s clear the Council expects the information to be shared with the community and give examples (i.e. school board).

	<ul style="list-style-type: none"> <li>• Include a sample Action Plan</li> </ul> <p><b>Changes to the Conference Funding information on the Website</b></p> <ul style="list-style-type: none"> <li>• Change the language on the website so the Council’s expectations are clear.</li> <li>• Add a completed sample Action Plan to the website.</li> <li>• If possible, list conferences that previous applicants have attended and make their Action Plans and/or materials they received from the conference available.</li> </ul>
<p><b>Conference Funding Requests/Reports</b></p>	<p><b>Jessica Rachels</b> She will be coming down in April to present to the Council.</p> <p><b>Kari Smith</b> The Committee reviewed an application from Kari Smith to attend a one-day Autism Workshop in Boise. The Committee discussed the conference funds and reviewed the conference agenda. It was decided that with the recession and since most of the presenters are local, that the committee recommended not funding the application and directing her towards local contacts. <b>Motion by Rick to not fund the request with the condition that the denial letter directs her to local resources. Jo seconded. Motion passed unanimously.</b></p>
<p><b>Other – New Business</b> Opportunity to introduce/discuss any items new items</p> <p><b>New Business (cont’d)</b></p>	<p><b>Conference Fund</b> Marilyn explained the background of the Conference Fund budget and our state appropriation cutbacks. She also explained that Council staff is having to look at everything in terms of cost savings and how it benefit’s the Council. Marilyn posed the question, “Is the Conference Fund the best use of Council funds”? The Committee discussed if we should use these funds in whole or part to invest in the Council by using them to send Council Members to conferences. Some Committee members feel that providing funding to attend conferences helps spread the word about the Council. Chris wanted to know if there are other sources for people to get assistance, if we eliminate our Conference Fund. There are other</p>

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	<p>sources that provide funding and some conferences offer scholarships. Jo would like to see conferences available by teleconference. The Committee decided to let Marilyn have full access to use the funds at her discretion. Rick suggested adding language to Policy 111 to reflect that Conference Funding may not always be available.</p> <p><b>Motion by Mike to give Marilyn authority to move Conference Funding at her discretion. Angie seconded. Motion passed unanimously.</b></p>
<p><b>Wrap Up &amp; Evaluation</b></p> <ul style="list-style-type: none"><li>- Review Action Items</li><li>- Agenda Items for Next Meeting</li></ul>	<ul style="list-style-type: none"><li>• Marilyn will make the changes to the Conference Fund application, award letter and action plan</li><li>• Conference funding requests and reports</li></ul>
<p><b>Adjourn</b></p>	<p><b>Meeting was adjourned at 12:15.</b></p>