

# NC Council on Developmental Disabilities

**FINAL**

## Executive Committee Minutes

Date: Monday, March 18, 2024

Time: 10:30AM – 12:30PM

**Members Present:** Jon D'Angelo, Charlrean Mapson, D. Min., Marjorie Serralles-Russell, Nessie Siler, Bethany Smith, Donna Spears

**Members Absent:** Bryan Dooley (Chair), Tony Hall

**Staff Present:** Pam Dempsey, Chris Hendricks, Juanita Hooker, David Ingram, Irlanda Ruiz, La'Quadia Smith, Talley Wells, Shar'ron Williams, Philip Woodward, Letha Young

### **Guests/Council members Present:**

#### **I. CALL TO ORDER**

Jon D'Angelo and Nessie Siler called the meeting to order and welcomed the members.

#### **II. APPROVAL OF MINUTES**

**MOTION:** Donna Spears made a motion to approve the draft minutes for the February 26, 2024, Executive Committee meeting.

Jon D'Angelo seconded the motion. The motion was approved by unanimous vote.

#### **III. ED Update**

Talley Wells provided updates, discussion, and motions were entertained for the following:

- a. Upcoming Outreach Events
- b. Update on Public Comments

c. Media Relations Program

**MOTION** – Marjorie Serralles-Russell made the motion to approve NCCDD Staff to both extend and increase the funding of the NCCDD Media Relations Program related motion, from ending on March 31, 2024 to instead end no later than June 30, 2024 and from \$180,000 annually, with 25% minimum non-federal matching funds, to \$200,000 annually prorated for the new period of time, with a required minimum of 25% non-federal matching funds (\$66,667).

Jon D’Angelo seconded the motion. The motion was approved by unanimous vote.

d. **Supported Living Guidebook**

**MOTION** – Marjorie Serralles-Russell made a motion to authorize NCCDD to enter into a sole-source contract for up to \$20,000.00 of FFY 2024 funds with FIRSTwnc to update and complete the Supported Living: A How-to Guidebook initiative’s efforts on the Supported Living Guidebook, its companion website, and related videos. NCCDD would like to contract with FIRSTwnc through sole source funding for the following reasons:

- FIRSTwnc is one of the only providers of Supported Living for individuals with I/DD at all three levels (Levels 1, 2, and 3) in western North Carolina. In fact, three of the individuals that appear in videos on the Supported Living Guidebook website are individuals receiving services from FIRSTwnc.
- FIRSTwnc was highly ranked in its initial application to do this work when NCCDD released the Request for Applications (RFA) for this initiative, and, furthermore remained involved and invested in this work throughout the initial contract.
- The Supported Living: A How-to Guidebook initiative involved significant work and efforts across numerous deliverables and this work is more narrow in scope, funding, and effort than would normally be included in an RFA, with immediate action needed to achieve the

complete the prior initiative's desired outcomes in advance of 2025.

- Janet Price-Ferrell, Executive Director of FIRSTwnc, has been participating in the Supported Living Level 2 & 3 Action Team meetings and the quarterly Stakeholders meetings. Janet brings a unique and high level of system knowledge as both a parent of an individual who uses Supported Living and as a provider of Supported Living services.

NCCDD will negotiate the exact amount of funding to complete this initiative with FIRSTwnc. FIRSTwnc will be recommended to utilize the website vendor, Refocus Information Technology, through their quote of approximately \$1,100.00 to complete additional work to the Guidebook that NCCDD staff have identified. FIRSTwnc will also be recommended to collaborate with NCCDD to use the videographer, FIASCO Pictures, to complete one longer how-to video and three short social media clips. The rest of the funds will be used to support FIRSTwnc staff time to update the Guidebook and possibly provide subject matter updates or determine additional website and video needs. FIRSTwnc will have until September 30, 2024, to complete this work.

Dr. Charlrean Mapson seconded the motion. Discussion ensued. The motion was approved by unanimous vote.

#### **IV. Financial Report and Expenses/Match Update**

Shar'ron Williams provided the financial update.

#### **V. Performance Evaluation for Executive Director**

David Ingram reviewed the sample survey that was previously sent to the EC Members. A discussion ensued. It was decided that edits would be made and the survey will be sent out again for review.

## **VI. Conference Funding Request**

Koinonia Christian Center Church Ministries' Differently Abled Fun Fair (DAFF)

**MOTION:** Jon D'Angelo made a motion to approve using In-House Conference Funds to support the Koinonia Christian Center Church Ministries' Differently Abled Fun Fair (DAFF) event on May 18, 2024 at the Greenville Convention Center in Greenville, NC for up to \$3,000 (for Meeting Space Costs).

Donna Spears seconded the motion. The motion was approved by unanimous vote.

## **VII. Council Meeting/Member Survey Review**

David Ingram reviewed the draft agenda for the upcoming May Council meeting that is scheduled to be held in Charlotte, NC.

## **VI. ADJOURN**

**MOTION:** Jon D'Angelo made a motion to adjourn the March 18, 2024 Executive Committee meeting.

Marjorie Serralles-Russell seconded the motion. The motion was approved by unanimous vote.

Jon D'Angelo adjourned the meeting at 12:00PM.