



**State Plan Meeting Minutes  
December 1, 2014**

**MEMBERS PRESENT**

Jonathan Clarkson  
Nancy Clyde  
Carmela Garnica  
Robin Hansen  
Sandra Smith  
Janelle Lewis

**MEMBERS ABSENT**

Rebecca Donabed

**OTHERS PRESENT**

Mike Clark  
Aaron Carruthers  
Bob Giovati  
Janet Fernandez  
Kristie Allensworth  
Michael Brett  
Susan Eastman  
Dawn Morley

**1. CALL TO ORDER**

Chairperson Nancy Clyde called the meeting to order at 1:05 p.m.

**2. ESTABLISHMENT OF QUORUM**

A quorum was established.

**3. WELCOME AND INTRODUCTIONS**

Everyone present introduced themselves

**4. APPROVAL OF OCTOBER 27, 2014 MINUTES**

It was moved/seconded (Smith/Lewis) and carried to approve the  
October 27, 2014 State Plan Committee minutes as presented.

**5. PUBLIC COMMENTS**

There were no public comments.

## 6. **CYCLE 38 STATEWIDE GRANT TIMELINE**

Chief Deputy Director Aaron Carruthers reminded the committee that the grant program has undergone a few significant changes. For clarification, the proposed cycle is offered on page 11 of the State Plan Packet.

Staff then asked a few questions to the State Plan Committee (SPC).

- What are some of the recommendations this committee would like to present to the State Council?
- What are the priorities or perimeters on how the money is to be spent at the statewide level?
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Following discussion, the committee voted on the following motion:

It was moved/seconded (Lewis/Hansen) and carried to approve the committee's recommendation to the Council that we create a statewide grant for cycle 38 which focuses on State Plan goals 7 and 15, in the amount of \$260,000.00.

## 7. **TIMELINE FOR REVISING THE CURRENT STATE PLAN:**

Chairperson Clyde informed members that this committee has consolidated objectives into more than one goal. For clarification, see page 15 of the State Plan Packet.

Ms. Janet Fernandez, Council Staff, mentioned that multiple objectives were combined into a single objective beneath each of the 15 goals because it was found that there was a lot of duplication and overlapping of objectives which obstructed strategies for meeting goals. Moreover, in some cases, there were objectives that the Administration on Intellectual Developmental Disabilities (AIDD) did not want included in our State Plan because they were mostly aimed at direct advocacy or programs funded at the state rather than federal level. These were in last year's state plan which will be in the Program Performance Report (PPR) and reported to AIDD.

Lastly, Ms. Fernandez informed members that she has been in contact with Sheryl Matney, the ITAC NACDD Director of Technical Assistance, regarding State Plan goals and objectives and how they are related to mandated federal work areas.

Consequently, Chief Deputy Director Carruthers distributed and reviewed a handout which outlines the timeline for revising the current state plan with committee members. There was a brief discussion regarding the consolidation of State Plan goals, as well as the terminology and methodology used to measure the progress of State Plan objectives.

Councilmember Jonathan Clarkson inquired how long the state plan remains in effect. Ms. Fernandez clarified that the state plan is valid for a year and a half, but, it must be presented to the Executive Committee for review and approval first.

To move the conversation back toward goals, Director Michal Clark stated that the purpose of this meeting is to streamline the objectives which are due December 31.

In order to meet the goals, the public comment period website needs to be operational by January 20, 2015. The 5-Year State Plan Amendment-Update is located on page 15 of the State Plan packet. This document outlines the cut off dates that need to be met for the State Plan.

Committee members then had a brief discussion regarding the methodology for measuring the progress of goals, which goals should be consolidated, and how specific goals are to be addressed. In short, it was generally agreed upon that the committee needs to provide solid evidence that the state plan is being implemented and that activities are progressing on a substantive basis.

It was moved/seconded (Clarkson/Lewis) and carried to accept the consolidation of the objectives with the caveat that Council Staff will come up with some kind of measurement and to ask the Regional Offices to collect the data so Staff can report it to AIDD with an acceptable format. This recommendation will need to go to the Executive Committee.

## 8. CALENDAR AND COUNCIL MEMBERS FOR REGIONAL MEETINGS

Chairperson Clyde stated that staff are recommending that members of this committee and State Council volunteer their time from January to the end of March to implore other members to volunteer their time by participating in a town hall meeting within their community, or attending a Regional Office meeting.

To facilitate volunteer efforts, Ms. Fernandez has spoken with some of the Regional Office Executive Directors and has come up with some possible dates for volunteering. The regional offices and dates are listed below:

- Region 2, February 13;
- Region 10, February 7 and 21.

It was suggested that Council and committee members get volunteers to fill these calendar dates as soon as possible. Once the master calendar has been established for all meetings, it will be placed on the State Council website. The website should show the time and place of these regional office meetings.

- It is suggested that Council and committee members get volunteers to fill these calendar dates as soon as possible. Once the master calendar has been established, it will be placed on the State Council Website. This website would show the time and place of these meetings. The reason why this is being done is to serve a dual purpose; we are going to be looking at the goals/provisions for this current state plan, the August 2015 deadline, and a needs assessment for the next State Plan.

## 9. SURVEY INSTRUMENT

Ms. Fernandez presented and reviewed a survey instrument handout with committee members. This information is located on pages 29 through 33 of the State Plan meeting packet. Members then provided advice on these forms, particularly in regards to emphasizing the use of plain language and the utilization of online survey technology (e.g.

Survey Monkey). Finally, it was emphasized that surveys need to promote and retain as much anonymity for respondents as possible.

**10. 2017-2021 STATE PLAN TIMELINE**

This agenda item was not discussed.

**11. ADJOURNMENT**

The meeting was adjourned at 3:42 p.m.