

NACDD Board of Directors Call

September 28, 2018

Board Attendees: Shannon Buller (WY); Mitzi Proffitt (GA); Dan Shannon (MA); Vicky Davidson (MO); Steve Gieber (KS); Val Bishop (SC); Kristin Britton (MA)

Not Attending: Joanna Cordry; Charles Hughes; Heidi Lawyer, Molly Cole

NACDD Staff: Donna Meltzer; Robin Troutman; Jessica Misilo; Deanna Hartzman; Erin Prangle; Angela Castillo-Epps

Call to order at 11:58am

Approval of Minutes: Val Bishop sent an email with some edits/comments on the minutes from the last board meeting. Robin will make edits per Dan's suggestions.

Vicky Davidson made a motion to approve the minutes with changes. Dan Shannon seconded the motion. Minutes were approved with changes by unanimous vote at 12:03pm.

Board President Update—Shannon Buller

- Shannon made a special note of thanks to both Joanna Cordry and Heidi Lawyer who have now completed their terms on the NACDD Board. She thanked them for their service and hopes they remain active.
- Three new board members were elected during the Annual Assembly meeting in July, 2018 and they will begin serving October 1. Beth Swedeen (WI); Ann Trudgeon (OK); and Toni Brinegar (ID) are the new Board members
- By-laws are currently out for public comment and will be finalized in a few weeks
- Shannon shared some insight from the recent meeting she attended with ACL and OGM to discuss NACDD's concerns with period of performance and obligation/liquidation. She noted that in general the meeting went well. She noted that ACL/OGM has not yet offered any official response based on the discussion nor have they thanked those who sent letters directly to OGM. NACDD/ITACC has been working since April to clarify and potentially change the interpretation currently held by the Office of Grant Management at ACL regarding DD Council's period of performance (when the work gets done) within the scope of the 2 years to obligate and a final year to liquidate. NACDD/ITACC staff has had several meetings with key ACL/OGM personnel, worked with our NACDD workgroup, and kept all EDs apprised of the situation and progress. Shannon thanked Brian Cox and Wanda Willis for also participating in this meeting as their participation added incredible value to the discussion. Shannon finished with a big thank you to the staff for another great year.

CEO Update—Donna Meltzer

- Some great news! The House has passed the funding bill which includes our appropriations in Labor-HHS. We are still waiting for the President to sign the bill, but he has said he will sign it before the deadline of Sunday (September 30). If he signs the bill on time, then Councils will

have their full funding on day one. We will be funded at the \$76 million. It will still take a few weeks for Councils to get their Notice of Award.

- Communications continue with ACL, OMB, and the Hill on our funding to protect for FY19 and beyond
- There is a TAP being imposed on ALL programs at HHS, which includes our TA contract for FY18 money. They did this rather than ask for a supplemental to help cover costs that the refugee and detention center issue that is going on. NACDD has joined in statements that we disagree with this tap and believed that HHS should have asked congress for a supplemental funding bill to manage this government-manufactured crisis. Several appropriators on the Hill agreed that HHS should ask for the funding and are still willing to create a separate funding bill. The tap for NACDD will take \$57,000 from our TA contract funding. While that amount is not huge, we were given a contract for Option Year 2 (funded with FY 18 dollars but carried out in FY 19) that significantly reduces our funding and work output. Donna has been working with our congressional champions to get ACL's response on why they are further tapping our money and to have transparency on where it is going. She is awaiting responses from ACL and the Hill.
- Corporate Funding – NACDD has received the final grant award from Optum for our new project on Peer-to-Peer Support to improve health and community-based outcomes. The grant is for \$95,000. We still have other grant proposals out for consideration and are in the process of pitching new grant proposals to UHC and other corporate funders.
- Over the course of the next few months, we will be transitioning to a new development director. While our current contract is with Sandra Walter, and she is continuing to manage our current grants we have out for consideration, she has accepted a new full-time job and will not be able to devote the time necessary to help us secure additional funding. Together we are working on a transition plan and will work together to identify and educate a new development expert to work with us.
- All facets of our organization are asking NACDD to focus this year on communications. Donna has informed the staff that we are going to be “all hands on deck” this year with an emphasis on communication – this will range from better management of our website, more communication on key issues and advocacy work, more opportunities for me through public speaking and podcasting etc, building a campaign around our upcoming video release, more social media and encouragement of our self-advocates to engage through Startyourjourney.org/Art of Impact, and op-eds and letters to the editor. We will begin by creating a new communications strategy as a blueprint to address these needs systematically and identify key partners that will be a variety of staff efforts, pro-bono and paid for support to achieve our goals.
- During the July Board meeting, Kristin Britton brought the request for more emphasis on coordinated messaging to the Board for some discussion and thought. Picking up on that, the focus of the upcoming EDLS will be on communication and we will be engaging in a workshop on communications and messaging with a professional. The professional is with the Raben Group from Washington, DC (which we have worked with previously) and the person's time and product development with us is being paid for through the California DD Council and a 3rd party investor secured by Aaron Carruthers. The goal is to develop a coordinated set of messaging points for all Councils to use to better highlight our value and relevance.

Discussion on becoming the fiscal agent/administrative agent for Hearts of Glass/Jennifer Tennican—Donna, Robin and Shannon

- NACDD was approached by Jennifer Tennican to assist her organization with managing her financial and administrative functions. NACDD would assist with accounts payable and accounts receivable for the function.
 - Dan—would becoming this fiscal agent affect staff time? Robin says it is minimal
 - Dan—motion to approve NACDD enter into an agreement with Hearts of Glass to become the fiscal agent. Vicky Davidson seconds. **Motion approved by vote of 6-0 with 1 abstention (Shannon) at 12:47pm.**

Discussion of FY19 budget—Dan Shannon

- Budget being reviewed for approval today was drafted by the finance committee
 - Finance committee recommends a 3% COLA for all employees
 - Compensation Pool has money in it for staff bonuses
 - Finance recommended to not fund development and civic engagement pending further discussion
 - We are still below our policy of having a 6-month operational surplus in reserves.
- Discussion was held regarding why the finance committee has not recommended funding for a development consultant—Donna asked the following question
 - What is the thinking as to why the board/finance committee is thinking to remove the line item of development consultant? The answer below was given.
 - Finance committee felt that the amount brought in and how much we spend was not a good enough ROI. They looked at the bottom line of FY18 and how tight the budget it for FY19 and felt the money would be better spent on employees.
 - Donna responded with the following information:
 - Development work is very time consuming and requires great skills, and expertise. Some years are spent on building relationships, which lead to grants. Additionally she noted that efforts this past year had to be spent on saving our DD Councils and solving major problems which took her away from grant work.
 - Eliminating the work of an expert would only guarantee that little if any new money would come in as current staff have neither the expertise nor bandwidth to devote to grant seeking and grant writing.
 - Dan Shannon responded by asking the question—Is the board willing to risk the lack of any new money for a little bit of dollars to spend on this line item? Does the board feel it is important for NACDD to look for other grant opportunities to help build our funding? Donna needs support in order to do this.
 - Val Bishop is supportive as long as budget can support it. We can see each year if it makes a difference.
 - Shannon Buller agrees that this is important. Is it possible for the communications staff person to be able to take on the work of the development person? Donna say no, that the skill set is very different

- Dan agrees that it is a risk to spend the money but it is a risk worth taking.
- We can revisit mid- year to see if we should increase the line item if the money is coming in, or we can decrease the line item if either the person is cheaper or if not doing their job.
- Based on the 20K for development consultant and the addition of the JenTen income, we would come out with a small surplus at the end of FY19.
 - Val Bishop asked if the numbers will change if the TA number goes up. Dan says we would look at it again
- Vicky Davidson made the motion to approve the FY19 budget as discussed with the 2 changes per Dan
 - Val Bishop seconded motion to approve
 - FY19 budget approved by unanimous vote at 1:19pm

Dan Shannon—Motion to adjourn. Val Bishop seconded the motion. Meeting adjourned at 1:20pm