



# Council on Developmental Disabilities

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**KATHY HOCHUL**  
Governor

**KRISTIN PROUD**  
Executive Director

## Full Council Meeting Packet

### WHEN:



Thursday, February 15, 2024  
9:30 am – 3:00 pm

### WHERE:



Crowne Plaza Albany – Desmond Hotel  
660 Albany Shaker Road  
Albany, NY 12211 and ZOOM



### MATERIALS:

This Meeting Packet



### QUESTIONS?

Contact Gina Bulman, 518-486-7505 or  
[regina.dalpia-bulman@cdd.ny.gov](mailto:regina.dalpia-bulman@cdd.ny.gov)

**NOTE: Please log in 15 minutes early.**

**NYS Council on Developmental Disabilities  
Full Council Meeting  
Thursday, February 15, 2024**

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## ACRONYMS

<b>ACCESS-VR</b>	<b>Adult Career &amp; Continuing Ed Service, Vocational Rehabilitation</b>
<b>CCO</b>	<b>Care Coordination Organization</b>
<b>CSCC</b>	<b>Community and Systems Change Committee</b>
<b>CDD</b>	<b>Council on Development Disabilities</b>
<b>CDRC</b>	<b>Community Dispute Resolution Center</b>
<b>DRNY</b>	<b>Disability Rights NY</b>
<b>HR</b>	<b>Human Resources</b>
<b>IEP</b>	<b>Individualized Education Plan</b>
<b>IFC</b>	<b>Individuals and Families Committee</b>
<b>IDD</b>	<b>Intellectual and Developmental Disabilities</b>
<b>ILC</b>	<b>Independent Living Centers</b>
<b>OPWDD</b>	<b>Office for People With Development Disabilities</b>
<b>UCEDD</b>	<b>University Center for Excellence in Developmental Disabilities</b>

# NYS COUNCIL ON DEVELOPMENTAL DISABILITIES

## CDD Full Council Meeting Agenda - Thursday, February 15, 2024

<p>9:30 - 10:00 AM</p> 	<p><b>Introductions and Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>○ Dave Deuel, Chair</li> <li>○ Jennifer Thau, Vice-Chair</li> </ul>
<p>10:00-10:30 AM</p> 	<p><b>Council Governance Revisions</b> – Kristin Proud</p> <ol style="list-style-type: none"> <li>1. By-laws - Krista Rock, OPWDD Counsel’s Office</li> <li>2. Conflict of Interest Policy – Krista Rock, OPWDD Counsel’s Office</li> </ol>
<p>10:30-10:45 AM</p>	<p><b>Break- Please be back promptly at 10:45 AM</b></p>
<p>10:45 AM-12:00 PM</p> 	<p><b>Funding Motions</b></p> <ol style="list-style-type: none"> <li>1. <b>Care Coordination Organization (CCO) Conflict Management Training</b> - Individuals &amp; Families Committee - Kim Berg</li> <li>2. <b>Support Aide Pilot Program</b> - Communities &amp; Systems Change Committee – Jackie Hayes</li> <li>3. <b>Innovations Small Grant Program</b> - Communities &amp; Systems Change Committee – Jackie Hayes</li> <li>4. <b>Advocacy Institute Funding</b> – Jenn Goldman</li> </ol>
<p>12:00-12:45 PM</p>	<p><b>Lunch- Please be back promptly at 12:45 PM</b></p>
<p>12:45 – 1:00 PM</p> 	<p><b>Video Screening: <i>Housing for People with Developmental Disabilities: A Success Story</i></b></p>
<p>1:00-1:45 PM</p> 	<p><b>Presentation: Regional Housing Collaboratives</b></p> <ul style="list-style-type: none"> <li>○ Carol Napierski - New York Alliance for Inclusion &amp; Innovation</li> <li>○ John Maltby - New York Housing Resource Center</li> </ul>
<p>1:45-2:45 PM</p>	<p><b>Leadership Reports</b></p> <ul style="list-style-type: none"> <li>● <b>Caucus Chair Report:</b> Shameka Andrews</li> <li>● <b>Chair Report:</b> David Deuel</li> <li>● <b>Executive Director Report:</b> Kristin Proud</li> <li>● <b>Fiscal Update:</b> Jesse Kendall</li> </ul>
<p>2:45 – 3:00 PM</p>	<p><b>Open Forum &amp; Adjournment</b></p>

# Call to Order & Approve the Minutes



**Meeting Minutes and Funding Motions  
require a vote.**



**Please review the Meeting Minutes and  
Funding Motions before the meeting.**



**CDD Staff will provide more information  
about each Funding Motion at the  
meeting.**



**Feel free to ask questions at the meeting or  
ask for more information.**



## MINUTES – Full CDD Council Meeting In Person and Via Zoom– October 26, 2023

### **Members Present:**

Peter Cole  
Dave Deuel  
Shameka Andrews  
Xavier Skeeter  
Shawn Fultz  
Susan Fox  
Joanne Siegel  
Julie Keegan  
Suzanne Swan  
Jamie Harla  
Colleen Scott  
Eileen Borden  
Julianne Venneman  
Stuart Flaum  
Allison McCarthy  
Mariela Adams  
Vincent McLaughlin

### **Members Attending Remotely:**

Bin Feng  
Josh Phelps

Ketrina Hazell  
Debora Thivierge  
Jennifer Thau  
Suzannah Iadarola  
Daniel Cunningham  
Val Gregory  
Josh Christiana  
Amanda Haught

### **Members Absent:**

Dave Feickert

### **CDD Staff Attending:**

Vicky Hiffa  
Regina Dalpiaz-Bulman  
Jackie Hayes  
Jennifer Goldman  
Jesse Kendall  
Kim Berg  
Myia Samuels  
Kyra TePaske  
Drew Webster

### **Guests/Presenters Attending:**

Brandy Solomon, Strong Center for Developmental Disabilities  
Marilee Boylan, Strong Center for Developmental Disabilities  
Colleen Blagg, Manufacturers Association of CNY  
Kristin Proud, Department of Health; Incoming Executive Director

### **Welcome and Opening Remarks:**

The meeting was called to order at 9:31 am by Council Chair David Deuel and quorum was established by calling the roll with introductions. An overview of zoom procedures was provided.



### **Approval of Minutes:**

A motion was made by Shameka Andrews to approve the previous full council minutes dated June 15, 2023. The motion was seconded by Sue Fox. The minutes were approved.

### **Funding Motions:**

**Motion 1:** To fund the Special Olympics of NY (SONY) \$100,000 a year, for 5 years (\$500,000 total). The grantee will use funds to expand Healthy Athlete screenings and referrals to underserved areas of New York State. No recusals. Sue Swan made a motion to vote, seconded by Shawn Fultz. Vincent McLaughlin voted in opposition. None abstained. The motion is approved.

**Motion 2:** The CDD will award up to \$50,000 to eligible community-based organizations to recruit and support bilingual candidates to become trained housing navigators. Recusals: Peter Cole, Bin Feng, and Josh Phelps. Vincent McLaughlin made a motion to vote, seconded by Coleen Scott. None voted in opposition. Stuart Flaum abstained. The motion is approved.

### **Conflict of Interest Training**

Jennifer Goldman provided the required annual Conflict of Interest Training to Council Members.

### **PPR Update:**

Jennifer Goldman, Kimberly Berg and Jackie Hayes gave a presentation on the PPR. Vincent McLaughlin made a motion to vote, seconded by Josh Christiana. The motion is approved.

### **Presentation:** University of Rochester-Apprenticeship Program

Brandy Solomon, Marilee Boylan, and Colleen Blagg presented on University of Rochester's Advance 2 Apprenticeship Program.

### **Program Priorities:**

CDD Planners Jackie Hayes and Kim Berg discussed program priorities for the current State Plan.

**Motion 3:** To fund the University of Rochester \$150,000 per year for two years (\$300,000) to extend the Advanced Manufacturing Apprenticeship grant for two additional years to allow for more time to meet the grant objectives and enroll people with developmental disabilities in pre-apprenticeship and apprenticeship training opportunities. Recusals: Suzannah Iadarola. Vincent McLaughlin made a motion to vote, seconded by Ketrina Hazell. None voted in opposition. Stuart Flaum, Sue Fox, and Mariela Adams abstained. The motion is approved.

**Leadership Reports:**

Shameka Andrews provided the Caucus Report.

David Deuel provided the Chairperson's Report.

Vicky Hiffa gave the Executive Director's Report.

Jesse Kendall gave the Fiscal Update. Peter Cole made the motion to vote, seconded by Ketrina Hazell. None opposed or abstained. Fiscal Report is approved.

**Adjournment:**

Vincent McLaughlin made a motion to adjourn the Full Council Meeting. Shawn Fultz seconded. **The meeting adjourned at 2:56 PM.**





# **Council Governance Revisions**

(text of By-law revisions provided  
as separate document)

## By-laws Revisions Summary

### **ARTICLE II: MEMBERSHIP** (*Section A- because there were some changes to the law about how long you can serve on the Council*)

- Different people can serve as Council Members:
  1. Caucus members who are people with disabilities or family members or caregivers of people with developmental disabilities, or
  2. People who work for organizations or agencies the law says must be on the Council.
- These changes are about Caucus members:
  - You can serve two, three-year terms.
  - When your terms are up, you can stay on the Council until your replacement has been appointed.
  - If, after completing two terms in a row, you want to be on the Council again, you can reapply after three years has passed from the end of your last term.

### **ARTICLE IV: MEETINGS** (*new section F, because there were changes to the law in 2022 and 2023 about attending meetings by videoconference*)

- The Chairperson can let you attend a meeting by videoconference if there are “extraordinary circumstances” which keep you from coming in person.
- You must notify the Chairperson at least four business days before the meeting if you cannot attend a meeting in person.
- You should try to come in person whenever you can because there are rules about having a certain number of people in person to vote on motions (this is called “quorum”).
- If you appear by video, you only count towards quorum if you cannot participate in person because of your own disability (not someone else’s).
- If you appear by video but do not count toward quorum, you can still participate and vote.

- If you appear by video, you will need to be seen and heard the whole time.
- This is only allowed as long as the law says it is okay.

#### **ARTICLE V: MEETING QUORUM AND ATTENDANCE** *(change to section C)*

- If you appear by video, you only count towards quorum if you can't participate in person because of your own disability (not someone else's).

#### **ARTICLE VI: COUNCIL COMMITTEES**

##### **A. Executive Committee:** *(new paragraph 5):*

- Executive Director suggests Caucus members to the Executive Committee.
- Executive Committee reviews and recommends candidates to send to NYS Center for Recruitment and Public Service

# Conflict of Interest Policy

## NYS Council on Developmental Disabilities Conflict of Interest Policy

revised January 2024

### Introduction & Overview

The NYS Council on Developmental Disabilities (CDD) is a policymaking body. The CDD must make decisions that help people with disabilities and their families. The CDD must also make decisions that are fair. A Conflict of Interest Policy is important to make sure decisions are fair. This is the CDD's Conflict of Interest Policy. Member of the Council, their families, or associates cannot get special treatment when it comes to CDD funding decisions. Members need to make sure they're making fair and impartial decisions. A conflict of interest is when a member, their families or associates might benefit personally from a CDD funding decision. If there is a conflict of interest, members should disclose and step back from discussions and decisions about that topic.

### What is a Conflict of Interest?

A conflict of interest happens when a Council member's personal or financial interests get in the way of doing their job fairly. This could be their own interests or someone they're connected to. Here are some situations where a conflict might come up:

1. If the decision involves the member's employer.
2. If the decision involves someone the member owes money to, or someone who owes them money.
3. If the member has a special role (like a lawyer, guardian, board member or financial advisor) that involves acting for someone else.
4. If the decision affects how the member earns money.
5. If it involves the member's family, like a spouse or relative's employer.
6. If it involves a colleague or someone they work with.
7. If it relates to the member's business investments or contracts.
8. If it involves the member's personal investments, especially if the Council's decision could affect these investments.



9. If the member holds a leadership role in a professional, trade, charitable, or non-profit organization.

There might be other situations not mentioned here. Members should ask the Council's Ethics Officer for help when in doubt.

## What is a disclosure?

To make sure conflicts of interest are avoided and monitored, every Council member must fill out a form when they start and then annually. This form includes a list of organizations they're connected with and any relatives or associates who might benefit from the Council's decisions. If a member thinks they have a conflict, they need to mention it in the form and inform a Council committee or staff member right away. It's important to report conflicts as soon as they come up. Just because someone reports a conflict doesn't mean they broke any rules.

If there's a problem with a conflict of interest or if a member thinks another member has a hidden conflict, they should tell the Council's ethics officer. The Executive Committee will then put it on their agenda and review it during their regular or specifically scheduled meeting. The affected member will be told, in writing, about the issue at least 10 days before the meeting, and can speak about it to the Executive Committee at their meeting if they would like. After looking into everything, the Executive Committee will make a decision that keeps the Council's decisions fair and in the public's interest. If the member still has concerns after the decision, it can be brought up with the full Council.

If a conflict-of-interest matter needs to be reviewed by the full Council, all members will be told in advance about everyone involved in the potential conflict. This gives members a chance to step back if needed. Anyone who senses a conflict of interest should avoid being part of the discussion and voting.

Recusal is when someone stays out of a talk or decision because they have a conflict of interest. It's different from abstaining, where a Council member doesn't vote but can still join discussions. Recusal means you're not taking part in discussions, suggesting things, giving input, thinking about findings, voting on money decisions, or being involved in any part of the work connected to the possible conflict. If you have to recuse, tell the Chair before the meeting as soon as you can.

When a Council member decides to recuse, here's what happens:

1. **Leave the Discussion:** They step away from the part of the Council meeting where the topic is being talked about and avoid discussing it with other members.
2. **Limited Information:** Beyond information that is available to the public, they won't get extra details about the matter from the council or staff.

When a Council member recuses, they:

1. **Can't Vote:** They're not allowed to vote on any action linked to their conflict of interest.
2. **No Discussion Participation:** They can't join discussions about matters connected to their conflict of interest.
3. **Out of Funding Decisions:** They can't be part of the review or selection of grants/contracts or vote on related funding choices.
4. **Workgroup Exclusion:** They're not allowed to serve on a workgroup or special committee related to the conflict's source. If they join, they must be ready to skip applying for funds or putting in a proposal to receive those funds.
5. **No Involvement in Employment Talks:** They can't be part of any discussion or vote involving a person or organization they or a relative or associate are negotiating with or have any arrangement concerning potential employment.

## Council Members Serving in Management Positions

Council members who hold management roles in non-governmental agencies and non-profit organizations, even in subcontracting roles, cannot receive funding for their organizations.

## Representatives from State Agencies

The Council can give money or make agreements with an agency that one of its members represents, but only if that member didn't join any talks or votes about awarding the money or making the deal. State agency workers who officially represent their agencies should also step back as needed to avoid clashes with their agency's rules.



# MOTIONS

**Members Responsibility:**

**Each funding motion will be presented and discussed. Please review the motions prior to the meeting and make note of any questions or concerns you wish to raise at the committee meeting.**



**Care Coordination Organizations (CCO) – Conflict Management Training**

To fund the Unified Court System’s Community Dispute Resolution Center (CDRC) up to \$100,000 a year, for 3 years (\$300,000 total), to develop and pilot a conflict resolution competency training for care managers and Office for People with Developmental Disabilities (OPWDD) regional office staff.

**State Plan Goal 3.1: Developmental Disability (DD) Systems**

Decrease barriers that individuals and families face when trying to use DD systems, services and supports by making information more accessible/available, supporting inter-agency coordination and piloting projects.

**Summary of Conflict Management Training**

CDD will fund the Unified Court System’s Community Dispute Resolution Center (CDRC) to develop and pilot comprehensive training for care managers and related staff on informal mediation and conflict management. The training will introduce care managers to the CDRC and its services and build their conflict resolution skills. Using these skills, they can better support those they serve when there is disagreement on what is best for the individual with IDD within their circle of support.



## **Conflict Management Training Program Details**

The CDD will fund the 3-year pilot to:

- Develop trainings for care managers and related staff to better serve their clients.
- Training sessions will teach conflict resolution skills, including but not limited to active listening, framing issues, responding to emotions, creating options, bridging disagreement, and de-escalation techniques.
- The grantee will offer training throughout each project year. Trainings will be offered in all regions of the state and at each of the seven CCO's across New York State.
- The grantee will create a network of care managers with conflict resolution skills. The network will allow care managers to support one another, debrief, destress, and form strong professional connections.
- The grantee will be responsible for all parts of the training – registration, recruitment, program design and implementation, and evaluation.
- The grantee must incorporate sustainability planning into the proposed model.

## **Expected Outcomes**

- Increased capacity for care managers to manage conflict.
- Improved person-centered outcomes for people with IDD.
- Reduced stress and burnout among care managers and related staff
- Increased knowledge of, connection to, and partnership between the CDRCs and the CCOs.

### Support Aide Pilot

To fund CP Unlimited \$200,000 a year, for 3 years (\$600,000 total). The grantee will use funds to pilot a Support Aide program.

**State Plan Goal 1.2: Independent Living and Community Engagement**  
Increase opportunities for independent and community living for people with IDD by testing new programs that promote person-centered skill building and support independence, choice, and meaningful participation in everyday life.

#### **Summary of Support Aide Program**

People with developmental disabilities (DD) have trouble finding staff to support them. People with DD have high rates of unemployment. This pilot project will try to address the staffing shortage and employment for people with DD.

#### **Support Aide Program Details**

The CDD will fund the 3-year pilot. CP Unlimited will lead the project. CP Unlimited will do the following:

- Participate in a workgroup with ACCES-VR, OPWDD, CDD, and providers to inform grant work and address any pilot challenges, needs, issues.
- Develop the title "Support Aide" for twelve (12) pilot participants.
- Hire a Program Manager to supervise pilot participants.
- Develop a training for Support Aides that can be adapted to the person.



- Connect people with information and available resources to determine how they can work and maintain benefits. This could include Cornell, disability benefits advisors, Disability Resource Coordinators, and resources at Independent Living Centers. CP Unlimited should identify a project staff who can be trained as a resource.
- Engage other provider agencies to expand model and job opportunities for pilot participants.
- Evaluate the pilot program, including challenges and impact to share with the field.
- Work with CDD and partners to advocate for expansion of the pilot.
- Sustain employment opportunities and expand pilot beyond CDD funding.

### **Expected Outcomes**

- Creation of Support Aide pilot program.
- Expansion of Support Aide pilot to other agencies.
- Increased employment opportunities for people with DD.
- Increased staff support for DSPs at participating agencies.

## **Innovations Small Grant**

The CDD will award up to \$150,000 a year, for 5 years to eligible organizations to pilot innovative grant projects.

### **State Plan Goal 3.1: Developmental Disability (DD) Systems**

Decrease barriers that individuals and families face when trying to use DD systems, services and supports by making information more accessible/available, supporting inter-agency coordination and piloting projects.

### **Summary of the Innovations Small Grant Program**

Advocacy, non-profit, and other DD organizations often have good ideas about how to drive positive change for people with DD in NYS. This grant opportunity would allow the CDD to receive, review, and award proposals for innovative ideas from the field. Priority will be given to ideas that address inequities, focus on underserved communities, and/or address a pressing problem. The funds will not be used to fund an existing program, replicate existing services, or sustain an existing project.

### **Innovations Small Grant Program Details**

The CDD will fund launch an Innovations Small Grant. The CDD will award up to \$150,000 a year, per year. CDD in collaboration with selected grantees will do the following:

- CDD will create a small grant opportunity called the “Innovations Small Grant” and release to the field.
- CDD will select 5-10 pilot projects to drive systems change each year.



- Applicants can apply for a min. grant award of \$10,000 and a max. of \$50,000.
- Some of the key criteria will include:
  - Applicants will be evaluated based on strength in addressing a pressing or timely problem, strength of approach, scale of impact, and feasibility.
  - Must be a new project idea, cannot supplant existing programs.
  - Priority given to organizations focused on underserved communities or projects that address inequities.
- Selected grantees will evaluate the pilot projects and share findings with relevant partners or key stakeholders.
- CDD will share successes of pilot project with our Council members and the field.

### **Expected Outcomes**

- Support of new, innovative projects in the DD field.
- Improved DD resources, systems, and service delivery.

## **Advocacy Institute Funding– Motion 4**

To fund up to \$20,000 to host an in-person advocacy learning opportunity for self-advocates, family members and caregivers across the state, taking place in Albany, NY in September 2024.

### **State Plan Goal 1.1: Self-advocacy and Leadership**

Increase the number of self-advocates and leaders with IDD, by strengthening peer-led organizations, supporting opportunities for leadership, and improving engagement of self-advocates in cross-disability and culturally diverse communities.

### **Summary of the Advocacy Institute Project**

CDD will fund an in-person advocacy learning opportunity for approximately 30 self-advocates, parents, and caregivers, who are new to advocacy and want to learn more. The target audience for this event is self-advocates, family members and caregivers that are new to advocacy. CDD will partner with the NY Alliance for Inclusion and Innovation and The ARC New York on this event.

### **Advocacy Institute Details**

Many advocacy events are targeted to self-advocates, family members and caregivers with advanced advocacy experience. The target audience for this event is self-advocates, family members and caregivers that are new to advocacy.

The event will be for a small group (approximately 30) of participants, with statewide representation, to create an intimate and immersive experience. In addition to receiving information from presenters, participants will be given the opportunity to participate in interactive group work to practice skills.

## **Expected Outcomes**

Self-advocates, family members and caregivers will be more confident in their knowledge and skills and will be more likely to engage in advocacy activities.

# Fiscal Report

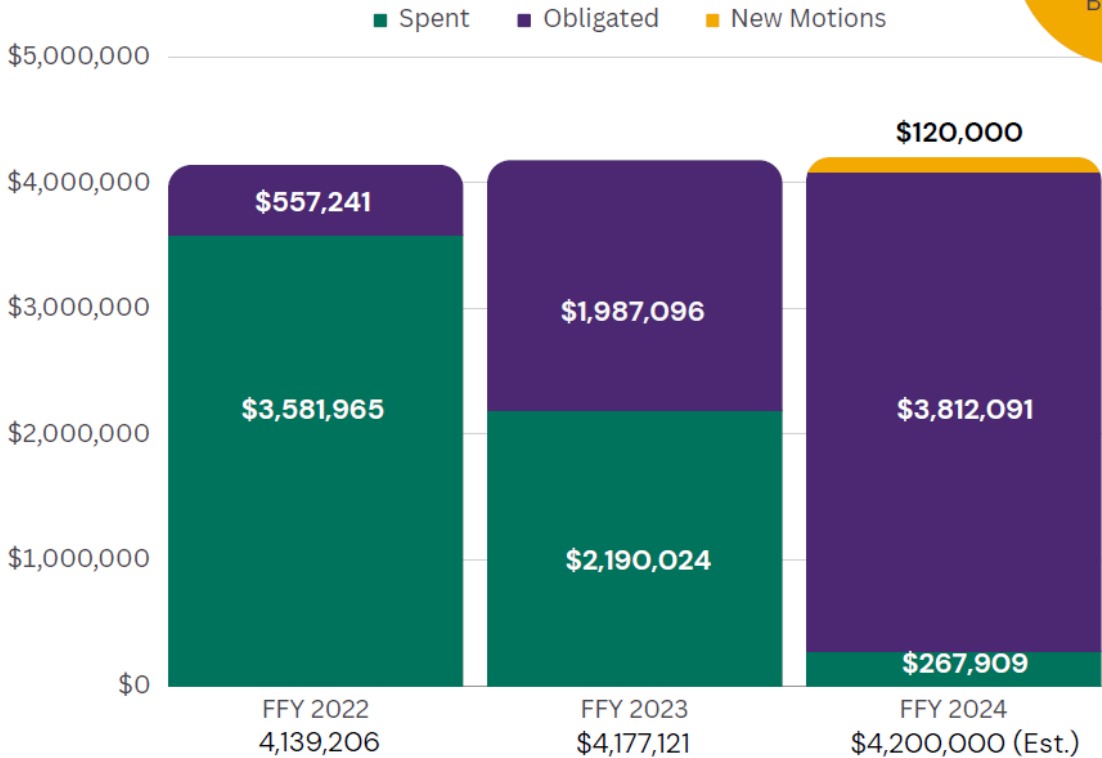




# CDD FINANCIAL REPORT

Funding Motions Total - \$1,670,000

**\$1,550,000**  
Funding Motions  
Remaining  
Balance



## AWARD AMOUNT

# NYS Council on Developmental Disabilities 2024 Meeting Schedule

## **CAUCUS / FULL COUNCIL**

June                    Wed. 6/12/24 – Thurs. 6/13/24  
October                Wed. 10/23/24 – Thurs. 10/24/24

## **Executive Committee**

Thursday, May 23, 2024  
Thursday, September 26, 2024

## **STANDING COMMITTEE MEETINGS**

### **Individuals and Families (IFC)**

Monday, April 8, 2024  
Monday, September 9, 2024

### **Community and Systems Change (CSC)**

Tuesday, April 9, 2024  
Tuesday, September 10, 2024

