

Louisiana Developmental Disabilities Council
Bylaws Committee
August 28th, 2024

JILL HANO: Okay, Ebony, it's 9:09. I'm ready.

EBONY HAVEN: Okay. Would you like me to call the roll?

JILL HANO: Okay, y'all. Good morning. It is 9:09 and I would like to call this August 28th meeting of our Bylaws Ad Hoc Committee to order. So Ebony, could you please call the roll?

EBONY HAVEN: Yes, ma'am. Mr. Mike Billings. Ms. Christi Gonzales. Ms. Jill Hano.

JILL HANO: Here.

EBONY HAVEN: Ms. Angela Harmon.

ANGELA HARMON: Here.

EBONY HAVEN: Mr. Tony Piontek.

TONY PIONTEK: Here.

EBONY HAVEN: Ms. Brooke Stewart.

BROOKE STEWART: Here.

EBONY HAVEN: Mr. Erick Taylor.

ERICK TAYLOR: Here.

EBONY HAVEN: Ms. Vivienne Webb. And Ms. Lauren Womack.

LAUREN WOMACK: Here.

EBONY HAVEN: You have six so you have a quorum.

JILL HANO: Okay. Thank you. So our first item of business is to approve the summary from when we met on July 1st. The summary was available on the website and y'all in person may have a hard copy. So can I get someone to approve the July 1st summary?

TONY PIONTEK: I will.

JILL HANO: Okay. And thank you, Tony. Can I get someone to second?

BROOKE STEWART: I second. This is Brooke Stewart.

JILL HANO: Seconded. Motioned by Tony. Seconded by Brooke. Thank y'all. Okay, so now moving along we're here today to talk about the policy part of the governing document. We have guidance from ITAC and I think recommended changes from staff and of course our Parliamentarian, Ms. Nicole Learson. So Ebony, you can take over.

EBONY HAVEN: Okay. Thank you, Jill. Like Jill was saying, the document that's attached in the agenda and that

the members here in person have in their folders have the recommendations that the staff made in red and the recommendations that our Parliamentarian, Nicole Learson, made are in purple or blue. So we can go section by section just like we did for the bylaws and we can discuss the recommended changes. And if the committee has any recommendations I can add those as we discuss things today.

So we can start with the historical overview. So a lot of the changes that you'll see-- you have a question? Go ahead, Jill.

JILL HANO: Last night when I was printing this, is this whole document just the procedures?

EBONY HAVEN: Yes, I separated the bylaws from the policies and procedures. So now they'll be two separate documents.

JILL HANO: Okay. So this is 15 pages of just the procedures?

EBONY HAVEN: Yes. Just keep in mind that the first two pages are like the title page and the table of contents.

JILL HANO: I didn't mean it like that. I was just making sure that nothing was overlapping and not have the right document.

EBONY HAVEN: Okay. Got you. Okay, so we start with the historical overview. If we're looking at that first paragraph. The only thing we added to the first sentence was the DD Act that the Developmental Disabilities Councils were founded in 1970 as a result of the passage and we just kind of spelled it out. The Developmental Disabilities Assistance and Bill of Rights Act, the DD Act. So that was just a minor change.

We felt like this part was a little wordy so we recommended condensing that language that was there just into something smaller, something more condensed and concise. So that's just the recommendation from that wordiness just to coordinate a person-centered and directed system of community services and supports that the councils were created to promote capacity building and systemic change through advocacy activities. Councils are committed to the development of a coordinated person-centered and directed system of community services and supports. So that's sort of a minor change but if you guys have any questions about that I can answer.

ERICK TAYLOR: You have answered my question. You're just trying to sum it up and make it small?.

EBONY HAVEN: Yes.

ERICK TAYLOR: Instead of big.

EBONY HAVEN: Yeah. Cause like Jill said, this document right now as it stands is 13 pages if you don't count the title page and the table of contents. And so we're just trying to make it a little bit more concise and condensed and easier to read. Because some of that it's just kind of confusing.

ERICK TAYLOR: Got you.

EBONY HAVEN: Yes.

TONY PIONTEK: And y'all probably didn't know when you did this last time that was before I was born. It said 1970 and I was born in 1974. I just noticed it.

EBONY HAVEN: Tony, I think this document was revised in 2018. So it's been revised since 1970. But yes, the DD Councils were formed in 1970 before you were born.

So okay, if we look at that second paragraph again the council staff just thought this was a little bit too wordy and so some of that information really wasn't necessary to be in your policies and procedures so our recommendation is just to take it out.

ERICK TAYLOR: The stuff that's in red, correct?

EBONY HAVEN: Yes. The stuff that's in red that's crossed out we're just recommending you guys shorten the historical overview. A lot of this information is on your website. So it's kind of redundant to have it in your policies and procedures again.

ERICK TAYLOR: It's just repeating it.

EBONY HAVEN: Yeah. It's just repeating it and it's making it longer so our recommendation is to just kind of shorten this historical part and take that language out.

ERICK TAYLOR: This was in the email, correct?

EBONY HAVEN: Yes.

TONY PIONTEK: I have a question on the third part about the council. "Here after referred as the" would be able to stay right?

EBONY HAVEN: Yes. That third part with the exception of that one sentence, Tony, will be able to stay. So Louisiana reports to AIDD but the office isn't in Dallas so we wanted to just remove that part just to make it more accurate. We just report to AIDD, or OIDD really, and so we just removed that part out of that section so it could be more accurate. But everything else would stay in that paragraph. Does anybody have any questions about the

historical overview and what our suggested changes are? Does anybody have any recommendations or comments before we move on?

NICOLE LEARSON: One quick question, Madam Chair. Okay, so I get the second half of the second paragraph because basically you say that. But the part that says what the council, who the council is composed of and that they're appointed by the governor, you're saying that's on the website?

EBONY HAVEN: Uh-huh.

NICOLE LEARSON: Matter of fact, let me ask you this. Why is the historical overview in the policies and procedures? Why don't you just put all of it on the website?

EBONY HAVEN: It is on the website. This part is a little redundant but since it was there I didn't know if they would want us to completely remove it but if that's your recommendation we can.

NICOLE LEARSON: If you're removing the second paragraph with the exception of the last sentence I think it actually is important to say who the council is composed of and who appoints them, that that information I think goes right into the council was, you know, the council came to be in the 1970s and this is who the council is composed of and how you get appointed and then this is how it's funded. Those kind of go hand in hand. But if this is on your website then you could conceivably remove this from policies and procedures and just have it on the website all together. It just makes sense. Either use it, you know, in the same language on the website in the policies or remove it from the policies all together and let it be information on the website. Because it doesn't necessarily have to be here. It's really good for someone who's new to the council to say oh, this is when the council was founded. Oh, this is who the council's composed of. And oh, this is how it's funded. So as an advocate when you're out in the community you have a resource. But if you can easily point them to the website.

EBONY HAVEN: Stephanie has her hand raised, Jill.

JILL HANO: Okay, Stephanie, you have the floor. Then I do have a question.

STEPHANIE CARMONA: I also think for that second paragraph, and this is me just kind of looking ahead, under number three facts about the council it does talk about

who-- it doesn't go into depth as much but it does say like there's 28 citizens, they're appointed by the governor. So if we wanted to kind of go with what Nicole was saying, which it doesn't matter to me either way, we could essentially get rid of that section and put it under the historical overview because it does go along with that also. Because it's talking about the people that are on the council kind of what you do. I don't really see it as, I mean I guess it is facts, but it's just kind of the about the council part of it. That was just a suggestion. And I wasn't sure if we needed to change it from administration to office since it's OIDD for those two spots.

TONY PIONTEK: I could actually see that as well. That can for sure happen. Would that be right?

STEPHANIE CARMONA: Should it be OIDD, the Office of Intellectual and Developmental Disabilities? And I think it has it on there. That administration is listed twice. No, it just says AIDD. So it just needs to be changed at the end also.

EBONY HAVEN: Got you. I see it.

STEPHANIE CARMONA: I think they just changed their name to the office now.

JILL HANO: Okay. I have a comment.

EBONY HAVEN: Okay. And then Lauren has her hand raised too.

JILL HANO: I'm sorry, y'all, it's early. Lauren, you go.

LAUREN WOMACK: This is just a question for the Parliamentarian. And I don't have the file right in front of me. Didn't we include most of this in the bylaws?

NICOLE LEARSON: I would have to double check.

LAUREN WOMACK: I feel like we talked about that. I might be wrong, but I thought policies and procedures are pretty much how we operate. We might not even need historical overview. And I just sent one to Ebony and Brenton. I pulled up like Utah's policy and procedures. They have like their mission, guiding principles and vision statement all on one page. And then they have the list-- I'm so sorry, Stephanie, right?

STEPHANIE CARMONA: Yes.

LAUREN WOMACK: Stephanie was saying like which is what it's composed of. So like this is all important but I don't really feel like this has anything to do with how we really operate.

NICOLE LEARSON: And you're correct, Madam Chair. You're absolutely correct. But keep in mind, this document alongside of the bylaws, is if you are brand spanking new to the council, or matter of fact you're interested, if you want to know sure enough you'll go to the website and you'll get some of this information or if you pull this out you'll get this information on the website, right. And then when you're appointed to the council this document is your north star, your guiding star on how we are supposed to operate, right. So starting with the mission and values makes perfect sense. But I could see why they might have wanted, predecessors might have wanted the historical overview because if you're brand spanking new and you have an interest in advocating but you don't really know that much about the council this little introduction gives you some, again, as an advocate going out into the community speaking about the council gives you some information and arms you with the information that you need to properly advocate on behalf of the DD Council. If someone says how long have y'all been in existence or who makes up you have a resource right there if you're not going to go to the website. But I absolutely see what you're saying.

LAUREN WOMACK: I just wanted to mention that we're not duplicating it in the bylaws.

EBONY HAVEN: So I looked at the bylaws, Lauren, if I can, Jill, and that information isn't in there. It starts with your purpose and a lot of the information from the purpose is pulled directly from the DD Act. So it is different. You don't have like a historical overview. I don't even think that you guys have your mission in your bylaws.

JILL HANO: Okay, can I make my suggestion?

EBONY HAVEN: Yes.

JILL HANO: I kind of was thinking that the historical overview can be cut down three sentences. This is who we are. This is who funds us. And then there was something else. And then move on because this is a lot and it is on our website. But y'all actually have something in writing. This document is like something like-- and every writing you need an intro. So I was thinking leave it but just chop it down to, like I said, the two or three sentences. We're 28 members appointed by the governor, period. We are funded by this, this and this, period. And

then just go into the bylaws. Because this is too long but I think you do need an intro of some sort. That's my two cents.

EBONY HAVEN: Erick has his hand raised.

JILL HANO: Mr. Taylor, you're recognized by the chair. And y'all, please remember not to speak until you're recognized by the chair. Thank you. But Erick, you have the floor.

ERICK TAYLOR: I think this need to be in the bylaws because a lot of people ask me what is the board, what do y'all do, what is the purpose. And this do need to be in there because then a lot of people do ask us well, what do y'all do, what is y'all purpose. And I think it needs to be on the website and also on paper because some people don't have, I'm just speaking, some people might not have a computer, some people can't see and they actually need somebody to do it for them. And some people can't read and they might need some assistance to know. Everybody have a right to be heard or whatever so if it's in paper or on the website I think it would help to know what are we doing, what is the purpose and then go into the bylaws. Jill, I think you're right to chop it down and let them know a little something about us and then go into the bylaws. It would help because when they ask us we know. But a lot of people need to see for their self because if they coming into something brand new and they lost some of them saying I'm wasting my time being here because I don't understand but it is a purpose for us being here.

TONY PIONTEK: And to be informed about us.

ERICK TAYLOR: Yes.

EBONY HAVEN: Okay. So Jill, can I make a suggestion?

JILL HANO: Please do.

EBONY HAVEN: Okay. So just going with Jill's like shortened version I think that would be a good idea and then combining Jill and Stephanie's suggestions to come up with like something super short and we can move like the facts about the council over to the historical overview and get rid of that section. That would be my suggestion. So if we keep the first sentence in the historical overview, the councils were founded in 1970 as a result of the DD Act, and I'm paraphrasing. I'm not reading it word for word. And then we can move this sentence, the developmental disability council, hereafter referred to as the council, is a group of 28 citizens of Louisiana appointed by the

governor who come together quarterly-- well, do you want to just end it there, just appointed by the governor?

LAUREN WOMACK: Yes.

JILL HANO: I agree, Lauren. And then-- oh, I'm sorry. Go on, Ebony.

EBONY HAVEN: Okay. So then we would take out all of this other information unless you guys want to keep this. Councils were created to promote capacity building and systemic change through advocacy activities. Do you want to keep that or do you want to take that out and then go strictly into who we're funded by?

JILL HANO: Right now until probably January that the system is designed to promote self-determination, independence. That's going to be right in our next section.

EBONY HAVEN: Under the mission and values?

JILL HANO: So I think that would be repetitive so I would take it out but it's at the will of the committee. Nicole, how many members do we have?

NICOLE LEARSON: 28.

JILL HANO: On this committee.

NICOLE LEARSON: Oh, nine on the committee. Six here.

JILL HANO: So is this considered a small committee? Can I make motions and recommendations?

NICOLE LEARSON: Uh-huh, yes, absolutely.

JILL HANO: Thank you.

NICOLE LEARSON: You're welcome.

EBONY HAVEN: Okay. So if we go off Jill's suggestion I would delete that and I would pretty much delete all of this other stuff because she's right, it is in the mission and values which is the next section. So we can have those first two sentences and then we can jump right into the council is funded by the federal government through Health and Human Services Administration for Community Living Office on Intellectual and Developmental Disabilities. I should put an and. Do you all want to keep that the council is also a member of the National Association of Councils on Developmental Disabilities, NACCD, which provides information and technical assistance to member councils from a national perspective? Do you guys think that information is necessary in there? Because we could, like Jill said, just say who we're funded by and end that paragraph.

LAUREN WOMACK: Jill, may I be recognized?

JILL HANO: Of course.

LAUREN WOMACK: My suggestion would be maybe to just take that out and make sure that information's on the website.

EBONY HAVEN: Okay.

JILL HANO: I'm sorry, Tony. Did you have a suggestion?

TONY PIONTEK: Oh, no. I definitely agree with the change.

JILL HANO: Okay. And then I'm sorry, Ebony, but the Department of Human and Health Services, is that different from Louisiana's Department of Health?

EBONY HAVEN: Yes.

JILL HANO: Okay. Then never mind. All right. So okay, Ebony, any questions?

ERICK TAYLOR: I was wondering if we're keeping the one about the (inaudible)?

EBONY HAVEN: Yeah, the Department of Health and Human services, yes, we'll keep that sentence and that will be the end of the historical overview.

JILL HANO: So who we are, that's going to be a short sentence and the 28 members appointed by the governor?

EBONY HAVEN: Right.

JILL HANO: Okay. Perfect.

EBONY HAVEN: Yes, so it will be the second sentence.

JILL HANO: Okay, thank you, Ebony.

EBONY HAVEN: You're welcome.

ERICK TAYLOR: And all the rest of it will be on the website.

EBONY HAVEN: Yes, all of the rest of it will be on the website. I need to guarantee that the NACDD information is on the website but if it's not it can be added. That's not a problem.

Okay, so we can move onto the mission and values. The mission was outdated. We had updated the mission I think in 2019 right before the current five-year plan that we're in. So basically what we did was just updated the mission to match the mission that you guys have currently. Does anybody have any questions about that?

TONY PIONTEK: Not really. Values and the DD Act stays?

EBONY HAVEN: Yes, that's our recommendation, Tony. Yes, our recommendation is that you all keep the values and the DD Act because really those are the guiding principles

of the council. We pull the guiding principles for the council straight out of the DD Act. Our recommendation is to keep the values in that section. Does anybody have any questions? Or any suggestions or comments?

TONY PIONTEK: All good.

EBONY HAVEN: Okay. All right. So we can go on and if I'm not mistaken, let me know if I'm wrong, we are getting rid of section three, the facts about the council. We just added that sentence to the historical overview so a lot of this information, again, is sort of repetitive, it's on the council's website. So if you guys want to take this out, we can.

TONY PIONTEK: That would be a lot better and more simplified.

LAUREN WOMACK: I second.

EBONY HAVEN: Okay.

TONY PIONTEK: And I first if you want me to.

EBONY HAVEN: We can just, as a committee, we can just say that you guys are all in agreement of taking this section out and then we'll vote on it at the end. That will make council membership number three. So we're on council membership now. Council membership is defined in the bylaws and it is but here we go over the actual procedures of selecting members to be members on the council. So do you guys have any questions? We made only minor suggestions on this section. Erick has a question, Jill.

JILL HANO: Erick, you have the floor.

ERICK TAYLOR: I have a question. We not under the governor's, we're independent, correct? We're not getting funded through the governor.

EBONY HAVEN: The only state general funds that we receive, Erick, goes straight to the Families Helping Families centers. So we do get state general funds.

ERICK TAYLOR: We get it but we don't actually go through the governor for everything. Just being appointed by the governor, correct?

EBONY HAVEN: Yes, you guys are appointed by the governor. Are you saying are any of our actions, do they have to go through the governor?

ERICK TAYLOR: Are we independent? I'm trying to explain it where y'all can get an understanding. Is we fully funded by the governor or we not? We just being appointed by the governor.

EBONY HAVEN: Council members are appointed by the

governor. The only state general funds we receive from the state go to the Families Helping Families centers but the council is federally funded. Our funding comes from the federal government.

ERICK TAYLOR: Got you. I didn't understand that. I understand it now.

EBONY HAVEN: So Lauren had her hand raised.

LAUREN WOMACK: If we get a governor and he doesn't want the council legally he can't dissolve it. Is that a correct statement? Like you can't just dissolve a DD Council. That the state has to have one.

EBONY HAVEN: He or she is responsible for the membership on the council. But yeah, we're in statute. The DD Councils are in statute. They were funded in the 70s according to the DD Act and every state has one.

LAUREN WOMACK: They don't fund our operations.

ERICK TAYLOR: That's what I'm saying. They don't fund our operations. He can't just be like okay, we don't want to do this anymore. Got you. I understand.

EBONY HAVEN: Every question is great. So if anybody else has any questions feel free to raise your hand. So like I said, the bylaws pretty much spell out council membership but here we're going more into detail about the procedures. So I can kind of go through this prior to vacancies the council publishes an announcement seeking applications for council membership in a newsletter and ask other organizations to also solicit applicants. The council accepts applications for perspective membership year round but publishes a deadline for consideration for that year's member appointments and vacancies that occur due to resignations. So the only wording we took out was annual council, this year's annual council member appointments because it may happen more frequently than annually. If a lot of people resign then we'll have to have one more than annually. Does that make sense?

TONY PIONTEK: And I thought this too in this specific chat. We have known him for years, right, part of our council, appointed beautiful people here. But it is like a father to us so that's just a way of me expressing that.

EBONY HAVEN: Are you talking about the governor, Tony?

TONY PIONTEK: Yes. He will appoint, yes. He has the constitution to and the way of how he does his part to be a part of us and the council, so yeah.

EBONY HAVEN: Stephanie has her hand raised, Jill.

JILL HANO: Stephanie, you have the floor.

STEPHANIE CARMONA: I don't know if it's necessary but on that one that Ebony said read, like the last little part of it, any vacancies that occur due to resignations. I don't know if we just want to get rid of due to resignations and just say any vacancies that occur because it may not be a resignation. So maybe just changing it to just say any vacancies that may occur period.

LAUREN WOMACK: Or any vacancies.

STEPHANIE CARMONA: Or just any vacancies, exactly.

TONY PIONTEK: That would be a better description.

JILL HANO: What page are you reading this from?

LAUREN WOMACK: Four.

EBONY HAVEN: Page four.

STEPHANIE CARMONA: Page four, the first full sentence. The council accepts applications.

JILL HANO: Okay. And you're saying just remove due to resignations.

STEPHANIE CARMONA: Yes. I'm saying we can either just get rid of due to resignations or like Lauren was saying we could just end it at any vacancies period and then just get rid of that occur due to resignations.

TONY PIONTEK: It's just better wording.

JILL HANO: Nicole, do you have any suggestions regarding this?

EBONY HAVEN: She had to step out, Jill.

STEPHANIE CARMONA: But Lauren has her hand raised.

JILL HANO: Lauren, you have the floor.

LAUREN WOMACK: Just a quick comment. We're trying to maybe blend our documents to plain language so I think like the more concise we could be with language we can kind of keep that in mind too. That might make it easier.

STEPHANIE CARMONA: Just to also go with that, I don't know if y'all heard Lauren, she said to go with the plain language, making it more concise. I am working on in a contract for that and I have spoken to the person that will be doing the plain language. So the idea is that we would have two versions. One that's this and then a plain language version also that would be more concise. But yeah, we don't want this all wordy because then it doesn't make sense to anybody.

JILL HANO: So Stephanie, how does that work like on the website? Is there going to be a button? Like if I'm reading this, is it two documents?

STEPHANIE CARMONA: Jill, to answer your question I'm not sure how it's going to look yet, but my idea is that yes, it would be two buttons. So we would have something that says council bylaws. And then we'll have the version and then a plain language version and then you can click whatever one you would like.

JILL HANO: Okay, cool. Thank you.

STEPHANIE CARMONA: Welcome. And when I have more information I'll share it. I'm just not quite sure yet.

JILL HANO: All right. So Ebony, can you continue?

EBONY HAVEN: Yes, ma'am. We did that second paragraph. We didn't make any changes. The only change we made to that third paragraph is added the council chair appoints a membership committee. That committee will review applications, conduct interviews and nominates candidates for council approval. After council approval the recommendations are submitted to the Governor's Office of Boards and Commission. The governor makes the appointments of his or her choice. All gubernatorial appointments to Boards and Commissions must be confirmed by the senate in the next regular legislative session or risk being unappointed. So we just added that language because if you're not confirmed you will be unappointed. After appointment by the governor-- oh, Lauren did you have your hand raised? I'm sorry. I didn't see you.

LAUREN WOMACK: Jill, may I please have the floor?

JILL HANO: Yes, ma'am.

LAUREN WOMACK: When you were doing the membership committee, I don't know if to add this or not, I'm glad Nicole's here, should we include something like you need to do an application and an interview? Because we ran into issues last time trying to get people on the phone. I'm just trying to troubleshoot if we have issues in the future.

STEPHANIE CARMONA: It does say that on there. The membership committee reviews the applications, conducts interviews and nominates candidates.

LAUREN WOMACK: Okay.

EBONY HAVEN: I know what you're talking about, Lauren. That was a special situation that I think that the committee just decided to allow that particular person because of the circumstances not to have an interview.

LAUREN WOMACK: But what I'm worried about too is some people with developmental disabilities they may not want

to do an interview, an issue like that as well. So I don't know if that's ever happened before?

EBONY HAVEN: Not since I've been on the council. Brenton has been here longer than me.

LAUREN WOMACK: If there's any issues with that. Maybe I'm overthinking stuff. I don't know if that would be something that we need to address in more detail that's part of the application process.

BRENTON ANDRUS: Not that I know of but people certainly have the right to not want to interview. I mean, we have had at times, I don't know about self-advocates in particular, but I can recall back in the day there have been times where people once you call them they decided hey, I'm no longer interested or I've accepted something else.

LAUREN WOMACK: Okay. I just might be overthinking it.

JILL HANO: Because I don't think someone's membership should be determined by a phone interview because a person's application could be great. Like you have two weeks to interview someone and you're busy, they're busy. Like if you don't get on the-- if you don't get a chance, 100 percent chance to interview them I don't think their application should be dismissed. If the membership committee comes up and you say oh, here's what I like about this applicant but I made my three phone calls and I didn't get a chance to speak with them I don't think that means they're not qualified.

EBONY HAVEN: Tony has his hand raised and then I have a suggestion, Jill.

JILL HANO: Okay, Tony.

TONY PIONTEK: I know where you're coming from, Jill. And also, Ms. Ebony, I can recall I had no problems. I'm pretty sure some of you were with me. I had no problems being accepted but I do understand on the other side where you have to go through process, right. And if it's very difficult for someone that's speaking, especially that person, him or her, has difficulty speaking then that's the opportunity for that parents or sibling to be with their daughter or son. They still have to have that will of being respected. And my true assumption for that is if that happens then some years we would just maybe at that point we won't have anyone because they don't have the chance to do that. They may mumble who knows what at that point of that. I really love DD Council but they can't speak or they're mute. So where is that beautiful guideline of can

they, will they be accepted to our own council. That's how I see that.

EBONY HAVEN: Yeah, I think those are all really important points that you just made, Tony. I think my suggestion, and Nicole you can let me know if this is not something that we should include, my suggestion would be the membership committee that the chair appointments will discuss all of the candidates or the applicants and then discuss with the members who they were able to conduct an interview with and who they weren't able to conduct an interview with the reasons why if someone couldn't conduct an interview what were the reasons. And then that particular membership committee makes the determination of whether they want to recommend that member or that applicant rather for membership to the full council. Remember, the membership committee only makes recommendations to the council. It's the council's decision whether or not they want to accept those recommendations. So to me I think it should be up to the membership committee that the chair appoints.

So let's take Tony's comments into consideration. If someone's not able to verbally have an interview or there's just barriers where a phone interview isn't possible should we not select that person because they have barriers. That's a lot of things to consider. I don't know what the will of the committee is. I don't know if you guys want to say that they must conduct an interview or say something where it's up to the membership committee to make those recommendations, which it already says, because it says they nominate candidates for council approval. Lauren has her hand raised and I think Erick has his hand raised too, Jill.

JILL HANO: Okay. Was Lauren first?

LAUREN WOMACK: This is what I'm saying, the board has committed parents with disabilities and members with disabilities. If these people have a disability and it's written out on paper that they have disabilities and this is what's the issues we should not look, hey, they already know they need assistance. They already know what they have to put in place for what they need to communicate with us to be a member on the board. And then it still has to be approved by the governor. Let's not just look on their disability or what they need to say okay, they can't do an interview or they can't do this. We need to make sure it's

on paper that it's written out hey, this is my disability and this is what I need assistance with. Figure out how can we solve it. Not make them feel like okay, they're not looking to hear me. Everybody got a voice no matter how they do it through a computer, through paper, through whatever how they do it they got a voice. So let's think about that too.

JILL HANO: So Lauren, you're recognized by the chair.

LAUREN WOMACK: Sitting back and listening to what everyone's saying, Tony and Ebony, I think it's a good idea. I think that we do need to leave some autonomy to the actual committee to make those decisions and then maybe that's something that we can recommend in the committee maybe looking over our application and having a spot on there is there any reason why you feel uncomfortable doing an interview or would you need help doing an interview. Things like that. We may even want to take interview out of it so we're not bound by it. We could say the membership committee reviews applications and will establish a process for nominating and suggesting candidates for appointment to the council. That was my suggestion.

TONY PIONTEK: If possible, Jill, since I had my hand raised, and Ms. Ebony, whoever is on the staff, council, whoever that is that's on the staff that does that particular part I would love to assist in that category. They may want audio or whatever they want to use to communicate with you, Ms. Haven, or anybody else that's working within that area.

EBONY HAVEN: Angela had her hand raised, Jill.

JILL HANO: Okay. Ms. Harmon, you are recognized by the chair.

ANGELA HARMON: Thanks, Jill. I just wanted to-- well, before Lauren said that's my whole thing, you know, on the application maybe there is a section that can just like say in plain language if that person needs added support to do an application or to have the interview we can ask that question. Because like I said, it could be even the application in Braille. I don't even know. I just remember filling it out online. But there are certain ways to make accommodations so there aren't any barriers for people that really want to be on the council. I think the application may need to be tweaked and then the rest of that for me can stay. But that's just my opinion. If you know you have someone that needs extra or added supports then

we can accommodate them by looking from the application what the needs are. Thank you. That's all I wanted to say.

EBONY HAVEN: Yeah, and you're right, Angela. Right now there isn't anything on the application. It's totally online. They do have the option to print it out, fill it out by hand and then mail it back in. But there is no other option where we're saying like if you need accommodations with filling out the application let us know and we can provide those accommodations. So we can definitely add that to the application.

But just to kind of go back to the interview part, I think that the idea is to conduct an interview. But if there are barriers, like we're saying on the application, if there are barriers or there are accommodations needed in order for them to fill out the application or conduct an interview maybe it is emailing them the questions beforehand and allowing them to come up with answers before they meet with the membership committee that's going to conduct that interview. Those are things that we can definitely consider moving forward. I would say it's too late for this membership that's currently about to happen, but that's something that we can add to the application for sure.

But just going back to the interview part I think that the idea is for them to have some type of interview. So I don't know if I would remove that part completely. That's just my suggestions, Jill.

JILL HANO: I do think this is a really good discussion but also regarding this I think it needs to be generic because we do have some membership guidelines or protocols that we wrote a few years ago and so I don't think this is like where to put the specifics of how we pick our membership but just to be general and short and sweet.

EBONY HAVEN: I'm just making a suggestion, typing something and just trying to see if the committee likes the language. If an applicant-- maybe I should say requires any accommodations to be fully considered for council membership. And I can go back to that in just a second.

LAUREN WOMACK: They need to fully participate in the membership process. Or the application process.

EBONY HAVEN: Okay. So do you guys think that would be sufficient? Okay. So then after council approval the recommendations are submitted to the Governor's Office of

Boards and Commissions. The governor makes the appointments of his or her choice. All gubernatorial appointments to Boards and Commissions must be confirmed by the senate in the next regular legislative session or risk being unappointed. So if we're all good with that language we can move forward.

After appointment by the governor a newly appointed council member begins service on the council. The term of membership of a council member is four years. Procedures for filling unexpired terms due to resignation are included in the council's bylaws. And they are. Persons not selected for council membership are sent a letter informing them of such. Their applications are kept on file and they are contacted the following year to ascertain their continued interest in membership. An orientation session is normally held annually for new council members and nominees whose names have been recommended to the governor for appointment. Nominees awaiting appointment by the governor shall be invited to attend and participate in council and committee meetings as special guests where they acquire valuable on-the-job-training to prepare them for council membership. And then lastly, staff will provide information to council members serving as mentors about the new council member, i.e. any accommodations needed. Do you guys have any other recommendations?

JILL HANO: Weren't we already doing that?

EBONY HAVEN: No, we hadn't done it in a while, Jill, because we have a lot of new council members and a lot of our veteran council members have either termed or resigned. I think the idea is for that to stay. But that's the will of the committee. If you guys have any other suggestions or comments you can make them. Okay. Lauren has her hand raised.

JILL HANO: Okay, Lauren, you have the floor.

LAUREN WOMACK: In ITAC are we required to have an orientation for new members?

EBONY HAVEN: I don't know if it's necessarily a requirement. It's definitely a recommendation.

LAUREN WOMACK: I'm just wondering because it said is normally just a word. Like I just didn't know if we should put it. I don't know if some of the council members even did orientation.

EBONY HAVEN: It's not mandated. So they were invited to an orientation. It is up to them because this is a

volunteer position so we can't mandate any of our members to attend, we can only offer it. So if they didn't attend orientation there was one offered and they just may be due to scheduling or other circumstances they weren't able to make the orientation. Because if I go back to this part right here the council accepts applications for perspective membership year-round but publishes a deadline for consideration for that year's member appointments. So if we're doing it even though we took out annual up there it is every year that it seems like we're making appointments so an orientation is normally held annually. I don't know, Nicole, do you have any suggestions for that part?

NICOLE LEARSON: I think the sentiment-- Madam Chair, may I be recognized?

JILL HANO: Yes, ma'am.

NICOLE LEARSON: I think the sentiment is that when there are appointments it's held annually and I think that's why the normally is there because if there's appointments then it's held annually. If there are no appointments there is no orientation. But you could take it out because if there are appointments it's held annually. Unless, of course, in the past you've not held it annually, you've held it semiannually or biannually or something like that. It's not as definitive as just simply saying session is held annually for new council members. It's just unnecessary.

EBONY HAVEN: Which part?

NICOLE LEARSON: Normally. And Madam Chair, I just have one question. The orientations are recorded, right, so even if they're unable to attend--

EBONY HAVEN: No, they're not recorded.

JILL HANO: On our website that the orientation power point is available on the website. But again, it's not like easily accessible. Like you have to look for it. But they're in the process of a website redo.

EBONY HAVEN: Right. Jill, can I be recognized?

JILL HANO: I'm sorry.

EBONY HAVEN: No, you're good. I just wanted to add onto that. Yes, we are in the process of totally overhauling the website and the staff just went through on Monday and pretty much deleted a lot of pages that weren't needed on the website to make it a little bit more user-friendly where people can find things. So the

orientation page that you're referring to we did, that's one of the pages we did delete. And I'll just say this, it wasn't up to date. That orientation that was on the website wasn't even the one that we have been using for previous orientations that we've conducted recently so we decided to remove that page. But we can definitely add the updated orientation to the new website. As we're moving things around we can make sure that it's a little more user-friendly and easy to find.

JILL HANO: Okay. Because I do absolutely think an orientation power point should be on the website. But of course, an updated one.

EBONY HAVEN: Okay. Does anybody else have any suggestions or questions about section four? And Jill, I'm going to follow sort of like the council meeting rules where we take a break every one and a half hours. So would you like to take a break now? It's 10:21.

JILL HANO: What!

TONY PIONTEK: It's almost 10:30.

EBONY HAVEN: Yeah. It's almost 10:30 so if you want to take a break before we jump into the next section we can.

JILL HANO: Yeah.

EBONY HAVEN: And how long would you like for the break to be?

JILL HANO: What is the exact time, Tony?

TONY PIONTEK: It's almost 10:25.

EBONY HAVEN: It's 10:22.

JILL HANO: Thank you. So y'all want to break for ten minutes?

EBONY HAVEN: Yes, that sounds good.

JILL HANO: All right. So Nicole, do I have to say anything?

NICOLE LEARSON: Just ask if there's any objection and if not you can recess.

JILL HANO: Is there any objection? Okay, I'll see you at 10:32. Thank you.

{Break}

JILL HANO: Okay, guys. Welcome back. Hope y'all had a good ten minutes. It's now 10:36 and I would like to call the meeting back to order. Ebony, do we still have a quorum?

EBONY HAVEN: Yes, Erick's just in the other room. I think he'll be back with us in just a second. I'm just trying to make sure that Brooke is here. Actually, no, we

have a quorum even without Brooke. We have a quorum. Lauren has a question, Jill.

JILL HANO: Okay, Lauren.

LAUREN WOMACK: Just before we get officially started is there anywhere in here that we're going to talk about attendance policy or can put in there attendance?

JILL HANO: We went over attendance.

LAUREN WOMACK: I didn't know if we had to tailor part of it. We said oh, we're going to move that to policy and procedure or am I mistaken?

EBONY HAVEN: Do you want me to pull up what you guys have in the bylaws?

LAUREN WOMACK: I'll look it up.

EBONY HAVEN: Okay. Because, Jill, we went over that in a lot of detail. I don't know if you guys remember, we went over the attendance.

BRENTON ANDRUS: Y'all beefed up the language. I think it was in the bylaws but y'all got fairly specific.

EBONY HAVEN: We got it really specific.

JILL HANO: And the whole point of doing this is I don't want anything to be repetitive. Okay.

EBONY HAVEN: Jill, Erick had to step out to take a phone call so we don't have a quorum. We're going to just have to pause for just one second. I don't see Brooke. She might have dropped off. I'll just contact her to see if she can get back on because Erick had to step out to take a phone call so we don't have a quorum right now.

JILL HANO: Okay.

{Break}

EBONY HAVEN: Okay, we have a quorum now, Jill.

JILL HANO: Okay. So welcome back. So Ebony, do you want to take over because now we are on section five?

EBONY HAVEN: Yes, I can take over from here. Section five is the council member responsibilities and it basically goes into the responsibilities of each council member and that's to plan, implement and monitor the plan. Actively participate in planning, implementing and monitoring the five-year plan. I'm not going to read verbatim but if you guys have any suggestions that you may have thought of whenever you were reviewing the policies and procedures for this particular section just let me know.

Attend quarterly council meetings. Incorporate perspectives from other people with developmental

disabilities. I'm not going to read it. Like I said, I'm just kind of hitting the high points. Actively participate in quarterly council and committee meetings. And then it goes into building a stable, competent and active DD Council. And so here you will find that the staff made recommendations based on outdated language. LaCAN used to be two parts where it was LaCAN and LaTEACH. Where LaTEACH focused on education issues but they merged in 2016 and so we're just taking out that information about LaTEACH because it no longer exist. And basically we changed the language a little bit that LaCAN and participating in local activities sponsored by the council LaCAN or other council's initiatives. We just took that language from that second bullet and added it. Or that bullet below that and added that information to the one where it says set an example for other advocates by being an active member of LaCAN. Stephanie has her hand raised, Jill.

JILL HANO: Okay, Stephanie.

STEPHANIE CARMONA: I just have a suggestion. I know that we talked about Nicole had mentioned like this document might be brand new to some people so we may want to spell out what LaCAN is. At least once.

JILL HANO: That is an excellent idea. I like that. Thank you, Stephanie.

STEPHANIE CARMONA: You're welcome.

EBONY HAVEN: Does anybody have any-- Tony, do you have your hand raised? Okay. So if nobody has-- oh, Lauren has her hand raised, Jill.

LAUREN WOMACK: I'm so sorry. I was able to pull up the bylaws and it talks about the attendance policy but I was thinking if we can maybe put something in actively participate in quarterly council meetings. Put in something about notifying staff if you're not going to be able to attend meetings so that way we are able to establish a quorum or something to that regard.

EBONY HAVEN: So you're saying right here under the bullet where it says actively participate in quarterly?

LAUREN WOMACK: It's up to the committee and I'll go with whatever everyone says if you really feel it's repetitive. But I feel like it's getting almost impossible, like every time we come to a meeting we're not almost getting a quorum and we really need to be able to plan these meetings and get things done. So I kind of want it spelled out that if you're not able to attend, let us

know. And then I have something else from the executive committee.

NICOLE LEARSON: Madam chair?

JILL HANO: Yes, Nicole.

NICOLE LEARSON: So I totally agree with what Lauren said. I think it probably should go under attendance rather than active participation. Like where it says attend. And it even references the bylaws and what the bylaw says about attendance and what happens if there's a (inaudible) amount of absences. But yeah, to put something under one of the clear bubbles. Just whatever she said.

EBONY HAVEN: The language that I typed there is that. But we're just saying move it to attendance?

NICOLE LEARSON: Yeah, attend rather than the active.

STEPHANIE CARMONA: Jill, I just have a question because I didn't go, like I wasn't there for the bylaws meeting. I don't know who the question will be for. But is it okay for me to talk?

JILL HANO: Yes.

STEPHANIE CARMONA: Under that same one, is the information that's in parenthesis, is that accurate since y'all have updated the bylaws?

JILL HANO: I think so.

STEPHANIE CARMONA: I just wanted to make sure.

LAUREN WOMACK: It's not. We updated it. It says three out of four. We updated it from two consecutive to three.

STEPHANIE CARMONA: Just because we're saying it's stated in the bylaws so we want to make sure it's consistent.

LAUREN WOMACK: And then Jill, I had one more suggestion.

JILL HANO: Okay. Are we waiting for something or can I recognize?

EBONY HAVEN: So I just added the language just from the bylaws that you guys changed. If a member is absent from two consecutive meetings. I'm not sharing. I'm sorry. Hold on. Let me share. Okay. There we are. So I just changed that language in that bullet about attending quarterly council and committee meetings. As stated in the bylaws if a member is absent from two consecutive meetings or three nonconsecutive meetings of the four quarterly council and/or committee meetings in a 12-month

period the executive committee will discuss the reasons for the absence with the member and may ask for the member's resignation in writing.

Now it does go into a little bit more detail in the bylaws. I don't know if you guys want to add that other information that you added here where we talk about if a member continues to not attend council or committee meetings after the initial meeting with the executive committee for reasons other than extraordinary circumstances, i.e. health related reasons, acts of God, natural disasters, et cetera the executive committee will submit the member's name and the number of absences to the Governor's Office of Boards and Commissions for consideration of removal if the member has not resigned. Do you think that's necessary for us to add all of that, Nicole, or do you think what we have here is sufficient?

NICOLE LEARSON: Because you have it in the bylaws I think you can just put something that says please refer to the bylaws.

EBONY HAVEN: Okay.

NICOLE LEARSON: For detailed information as it relates to unexcused absences or something of that nature.

EBONY HAVEN: And then Lauren has her hand raised, Jill.

LAUREN WOMACK: And I'm fine if y'all don't want to do this, but another board I was on every quarter we get a list of all the current members and their attendance so that we're all kind of held accountable. I don't know if that's something that we want to have or something that's submitted that the staff submits to the executive council.

EBONY HAVEN: So yeah, we do it. It's in your folder every council meeting. If it wasn't in the last folder I'll make sure that it is moving forward. But yes, it's supposed to be in your folders for every quarterly meeting.

JILL HANO: I know it's on the website.

LAUREN WOMACK: Okay. That's fine then.

JILL HANO: And then, Tony, hold on please. I'm so sorry but notify council staff if you are unable to attend a meeting in a timely manner so quorums are met. Should we put something if possible because sometimes it's emergencies and stuff comes up.

EBONY HAVEN: So you want to put here if possible notify council staff if you are unable to attend a meeting in a timely manner so quorums are met.

LAUREN WOMACK: Notify council as soon as possible and

then you can take out timely manner.

EBONY HAVEN: Erick has his hand raised, Jill.

JILL HANO: Erick, you are recognized.

ERICK TAYLOR: Y'all do have something if the equipment malfunction and stuff that could happen?

EBONY HAVEN: Yeah, so that's in your virtual protocols. He asked if we had information about if we lose a quorum due to technical issues but that's in your virtual protocol. Does that information need to be included here? Yeah. So it's in your virtual protocol. You don't have to put it in your policies and procedures.

JILL HANO: Okay. So you can continue, Ebony.

EBONY HAVEN: Okay. So I think we stopped here where I kind of explained that we just basically took out that outdated wording on LaTEACH and we added this bullet where it says participate in local activities sponsored by the council, LaCAN or other council initiatives. We added that to the bullet about LaCAN. So those were just sort of technical corrections that we made. Does anybody have any questions about that? Okay, great.

So we'll continue. Ensure integrity and enhance the council's public standing. Again, I'm not going to read anything. If you guys have any suggestions or comments just let me know if there's something that you would like to add or take away from this section. But this is just basically talking about council members must meet legal and ethical requirements for public officials and follow conflict of interest policies to ensure the public trust. Just remember that you guys have to do the financial disclosures every year in May and you have to complete that ethics training before December 31st. And of course the council staff makes sure that we send out reminders for you guys. Probably after the October meeting I'll start sending out reminders for you guys to complete the ethics training. So if no one has any other suggestions for section five?

JILL HANO: Ebony, are those specific due dates listed?

EBONY HAVEN: Are you talking about the financial disclosure and the ethics training?

JILL HANO: Yes.

EBONY HAVEN: No, those specific ones aren't specifically listed in here. I mean, it basically says it's keeping it general just in case they add anything else that you guys have to do, that you must meet the legal and

ethical requirements for public officials and follow the conflict-of-interest policies to ensure public trust. I think the idea here is to just keep it general and not get so specific about those specific things. I just mentioned those just because I just wanted you guys to know what that was referring to. I think it may be wise to keep it general. I don't know if Nicole has any suggestions.

NICOLE LEARSON: You're talking about?

EBONY HAVEN: The council members must meet the legal and ethical requirements.

NICOLE LEARSON: Oh, yeah. How you have it in parentheses, that's fine.

EBONY HAVEN: I guess Jill's question we should add by May 15th they need to make sure they fill out their financial disclosure. They have to do that ethics training by December 31st. I don't know if we want to get that specific?

NICOLE LEARSON: Do you have that someplace else in writing where a new member would know what those deadlines are? So that's always the question you want to ask yourself. If I'm brand spanking new to the council and there are things that I need to be aware of and things that I need to know need to be done by a certain time where is it in writing that I can access that so that I can follow those required guidelines.

EBONY HAVEN: I'm not 100 percent sure it's on the website. So I'll say that. Do you think it would be better on the website?

NICOLE LEARSON: If this is the procedure and a requirement so it probably should be here.

EBONY HAVEN: Okay. Let me know if this language makes sense. Submit financial disclosures by May 15th each year for the previous year. Does that make sense? Okay, just want to make sure. So is everybody good with that? Lauren has her hand raised, Jill.

JILL HANO: Okay, Lauren.

LAUREN WOMACK: Jill, you might know this. I feel like I had to fill out something else as well and turn it into Boards and Commissions.

EBONY HAVEN: It's a questionnaire and you have to get something notarized. I can't think of what the name of that document is.

JILL HANO: I haven't ever been reappointed yet but yes, for my reappointment I had to fill out a questionnaire.

But I think that I only had to get my original when I originally got on in 2017. I know I had to get something else notarized.

EBONY HAVEN: It might have been the questionnaire, Jill, if I'm not mistaken. It's a questionnaire that you have to fill out and I think you get the questionnaire notarized. I'm trying to find one of the Boards and Commission's emails where she gives instructions for that. But just bear with me.

BRENTON ANDRUS: Jill, I think Tony may have a question or a statement.

JILL HANO: Tony, you're on mute.

TONY PIONTEK: I felt the same way as you, Jill, because that kind of happened with me too at some point. Not my first-year term, but the second-year term I kind of had that same issue.

LAUREN WOMACK: And do we have to do a background check?

EBONY HAVEN: I'm not sure for the council. I don't know if they do a background check at the Boards and Commission's office. They would do it but I don't think that that's something that's required.

So I took this wording straight from the email that you guys get from Boards and Commissions. I took the wording straight from there and just changed a couple of things. So complete and return the senate confirmation questionnaire to the Senate Boards and Commission's office and have filed tax returns for the past five years. Failure to return the notarized and witnessed questionnaire or not resolving tax issues will result in denial of senate confirmation.

JILL HANO: Now I'm kind of thinking these three bullet points should be their own section of like-- I don't know. Because this is a lot of detail but it is important.

STEPHANIE CARMONA: Like a necessary documents section.

JILL HANO: Right under membership. I think it would be more concise if it was right under membership. Well, I don't know because this is a membership responsibility.

EBONY HAVEN: Section four is council membership and so you're saying it should go under that or council member responsibilities which is where it is right now?

JILL HANO: I thought maybe council membership but maybe not. It could go either way.

EBONY HAVEN: Nicole, do you have any advice?

NICOLE LEARSON: No, I actually don't have a preference. Like Jill said, it can go either way. This is a responsibility that each member has to make sure that they meet. But if you look at it from the standpoint of as a new member to become part of the membership you could put it there but I think it's fine where it is honestly.

JILL HANO: Yeah, you're right.

EBONY HAVEN: Okay. Does anybody else have any other suggestions? Tony, did you have something.

TONY PIONTEK: No, I was just saying that's perfectly worded right.

EBONY HAVEN: Okay. And then the last part just says other duties are provided in the council bylaws. Outgoing chairperson shall provide incoming chairperson with guidelines and information for fulfilling responsibilities for council chairperson.

NICOLE LEARSON: Madam chair, I do have a question for that area. So I didn't see, I checked in the bylaws real quick, I didn't see like what is the transition period. And while it's important for the outgoing chair to have that transition period with the incoming chair, first and foremost, wouldn't that be the same for the chairs for the committees? Do y'all have a transition period where you need to turn over all of your blah, blah, blah to the new person all of your whatever, whatever materials and whatever to the new person? Sit with them and answer questions that they might have so that they're better prepared when they have their first committee or council meeting. Do you have a transition period? Because if you do that probably should go there and if you don't you should because that's really important to prevent disruption to be able to have a transition period where the chair must turn over all of their whatever, whatever they might have, I don't know. Or sit down with the incoming person to make sure that they answer questions so there's a smooth transition. Does that make sense?

EBONY HAVEN: Yeah, that makes sense. It's not occurring for the committee chairs. I don't know if there's necessarily any documents that would need to be handed over. Everybody has access to all the documents that are presented in those committee meetings.

JILL HANO: And usually for committees usually the incoming chair is on the committee so they're caught up.

NICOLE LEARSON: That answers my question.

EBONY HAVEN: Is this okay or should I add something where it's like transition period the outgoing chairpersons or the outgoing chairpersons and chairperson and chairs of the standing committees?

NICOLE LEARSON: However you want to develop that, but I think it's good to make sure that you have sort of a timeline so that they know, even if it's just the outgoing chairperson, you can't wait until the day before the incoming person's sitting at the meeting to turnover, you know, whatever this requires. You just want to make sure that you have an appropriate amount of time for that transition so that it's not last minute. That's all.

EBONY HAVEN: So what would you recommend as like an appropriate timeline? And then I would also say, and you participated in this, we always have like a new officers' training for the incoming officers so I feel like it's more so the staff who orientate especially the standing committee chairs because we provide them with scripts and other guidance to help them along the way when they're chairing those meetings as opposed to the previous person that was in the role. If that makes sense.

NICOLE LEARSON: Right. So just specifically for this then whatever I think you said that transition period should be clear just for the outgoing chair to provide the incoming chair with whatever guidelines and information that should be provided.

EBONY HAVEN: Transition period? Or does anybody else have any other wording to put there as far as like the timeline goes?

NICOLE LEARSON: Or you could just put to ensure a smooth transition comma the outgoing chairperson shall provide the incoming chairperson with guidelines and information for fulfilling responsibilities for the chair between the months of July and October or however you want to put that. Because that person would chair their first meeting in what month?

BRENTON ANDRUS: October.

JILL HANO: So maybe between July and October Ebony and the outgoing and incoming chair can have like an orientation with you, Nicole and me?

NICOLE LEARSON: And/or the staff, yeah.

EBONY HAVEN: Should we put something like of an election year or?

BRENTON ANDRUS: I was going to say sometimes you're

not elected in July if the chairperson happens to resign and your vice chair might end up stepping up. So I don't know if you want to factor in...

EBONY HAVEN: Those situations.

NICOLE LEARSON: Or something like no later than-- so you're saying in the event that it's not an election year but there's a vacancy and someone has to step up?

BRENTON ANDRUS: Right.

NICOLE LEARSON: So I say no later than two months prior to the incoming chair's first council meeting or something like that.

BRENTON ANDRUS: Like use that to replace the July and October?

NICOLE LEARSON: But if you do two months then regardless.

BRENTON ANDRUS: Yeah, it doesn't matter if it's the July and October.

NICOLE LEARSON: Or if it's sometime between October and January.

BRENTON ANDRUS: Within two months of vacating the position.

NICOLE LEARSON: That would require that you either elected the new person within that timeframe or the vice chair steps up within that timeframe. So I would say if you link it to the timeframe prior to the incoming chair's presiding first meeting then it just ensures that they get it done prior to that person having to sit in their role. It's tied to that verses--

BRENTON ANDRUS: So guidelines and information for fulfilling responsibilities for council chairperson at least two months prior to the new chairperson's first..

NICOLE LEARSON: Council meeting.

JILL HANO: Everything should have if possible because some people have to resign enough time. And like some people when they're done, they're done. Sometimes a chairperson might have to resign. I don't know what I'm trying to say. Some people want to be through with the council in an abrupt manner.

NICOLE LEARSON: Madam chair, I think I understand what you're saying. Hopefully those are exceptions and not the rule. So with extenuating circumstances obviously this won't be able to happen, but as a rule of thumb if there's an election or if there's a vacancy that's not that situation where the person throws up their hands and say

I'm done, this should be the expectation that there is a transition from one to another, you know, barring those special situations where that is not the case. You understand what I'm saying? So we should set it based on rules and not the exception.

JILL HANO: Okay.

EBONY HAVEN: Should we put language in here for if something happens where they don't have the two months or just address that as?

NICOLE LEARSON: On a case-by-case basis.

BRENTON ANDRUS: If the exception happens just figure out a path.

EBONY HAVEN: Okay. Does anybody else have any questions or comments about that particular section? Okay. So the next section that is suggested is the selection process for a new executive director. Now this is a brand-new section that the Parliamentarian and council staff recommend that you guys add to your policies and procedures and the staff didn't want to make too many recommendations because we want this to be y'all's process but there were two things that we wanted to make sure that you guys did so we did make a couple of recommendations. The first one is during a vacancy of the executive director the executive committee will appoint an interim executive director and provide the interim budget authority. The interim is going to need signing authority to sign off on your invoices and make sure that all of your business can be taken care of so this is an absolute necessary step that you all take in the case where you do have a vacancy for the executive director position.

The next one is the executive committee will review the position description for the executive director and make any necessary updates. The full council will vote to approve the job description and salary range. You have a question, Erick, about this part?

ERICK TAYLOR: Madam chair, may I speak?

EBONY HAVEN: Erick has his hand raised and then Lauren, Jill.

JILL HANO: Okay, Erick.

ERICK TAYLOR: This a new part that we're doing?

EBONY HAVEN: This is brand new. This part was not in your policies and procedures at all. So this is something you and the committee can decide to make these recommendations to the full council in the case that

there's a vacancy of the executive director position.

ERICK TAYLOR: Just in case.

JILL HANO: Eb, where you going?

EBONY HAVEN: I'm not going anywhere. Let me put that disclaimer out. I don't have any plans on leaving. According to your bylaws I have to let the executive committee know well within advance. So I do not have any plans of going anywhere. But I do think this is important because of the situation that happened when I was considered for the executive director. And so since you guys didn't have something set and down in your policies and procedures I just think it's really important for you guys to layout this process so there's no confusion if there is a vacancy in the executive director's position. Erick, did we answer your question?

ERICK TAYLOR: Yes.

EBONY HAVEN: So Jill, Lauren has her hand raised.

JILL HANO: Lauren.

LAUREN WOMACK: I kind of started doing some research on this section in preparation for the meeting but I didn't know how it was going to go so I apologize for not sending it out. But I did email it to you as the meeting was going on. If you could pull it up maybe we can use it as a base for the discussion. But what it is it's a guide from Utah. They had one I researched and I thought they did a really good job of having a basis of that part and I thought that might give us something at least to look at and if we can make it our own.

EBONY HAVEN: And this is from another DD Council, Lauren?

LAUREN WOMACK: Yeah. A policy and procedure manual.

EBONY HAVEN: Councils are very open to sharing what they create and for the other councils to use it.

LAUREN WOMACK: I sent it. You should be able to get it. And I can just start talking about it if you want me to while we're waiting.

EBONY HAVEN: I got it. I'm looking for the exact page on where it is. Would it be personnel policies and procedures?

LAUREN WOMACK: Yes. And you can actually click on the table of contents and it will bring you right to it.

JILL HANO: There's something like this in the DD Act as well.

LAUREN WOMACK: It starts with the council chairperson

for the committee conducting the process to recruit, hire, terminate in cooperation with the executive committee and the staff in accordance with-- and I guess we change it to Louisiana Department of-- well, I don't know if we're under that, if our state has that human resource management. And then it talks about the process that a search committee is appointed by the chairperson which can review the applications, interview and recommend top candidates. Members will be notified and recommended by the search committee. They also had something..

EBONY HAVEN: I can keep going down.

LAUREN WOMACK: The Department of Health Services publish the position. I kind of like that they voted by ballot too.

EBONY HAVEN: So can I add something? We can't vote by ballot because you guys are a public body. All of your votes have to be viva voce so you have to verbally say what your vote is. I'm not sure if the public meeting laws or open meeting laws are different in Utah, but yeah, we wouldn't be able to vote by ballot. Or the council wouldn't be able to vote by ballot.

JILL HANO: What would we vote by, Ebony?

EBONY HAVEN: Viva voce.

LAUREN WOMACK: Yeah, we could cut out that part. I thought it was kind of concise. If we want to open up something because I know there was strong opinions that it should be open nationwide. So if you want to add something in there. You know, sent out to our partner agencies to help.

NICOLE LEARSON: Madam chair?

JILL HANO: Yes, ma'am.

NICOLE LEARSON: So I know this particular search committee this previous time did not want to use, like you said, a nationwide search. But I do agree with Lauren. I think you should include some language that says the search committee may, if applicable or if they see fit, choose to use whatever that resource was that they didn't want to use before. But just give them the option. Not saying it's required to, but the next search committee may be like you know what, we want to do blah, blah, blah and we want to use the so they should have that option or authority to do that. But make it very clear it's not required because I think that was the big thing. That was the major issue for the last one. They didn't want to use the company, the

third party to do that. And so because all of the process around it sort of included that search company then there was no process left and that was the major issue. So I love this, Lauren, that you were able to find this and put this in here so that moving forward there is at least a process in place and then they have the option, depending upon how the search committee is made up to go, to do it themselves and then or to use a search committee. But the most important thing is also that it's posted because that is a standard practice and I don't remember for Amy, do you remember, did y'all post it yourselves or did someone at LDH do it?

BRENTON ANDRUS: We did it ourselves through the contractor we hired to help.

JILL HANO: And I do agree. Like but again, this is lengthy for the bylaws. But for some reason it always stands out to me that we went against the search committee because it was we had a salary cap per se and we didn't hit that salary cap when the job opened so we didn't use the search committee. So I think that, and I think today that maybe we can say that if the position becomes available and offer over this amount of dollars we will use this selection process and then maybe have a link for protocols for a selection process. But I know that's really vague. But that's just off the top of my head.

LAUREN WOMACK: Madam chair?

JILL HANO: Lauren.

LAUREN WOMACK: Possibly we could put in there something about the selection council establishing a time period, like a deadline and salary range and have it based on a labor market analysis. And that can be done, we could solicit the assistance of the Louisiana Workforce Commission and have them do a labor market analysis on similar positions and that way it's really objective and it kind of takes it out of our hands that we're doing due diligence of what, I don't know if we want to be that specific, but I just think there might be a way to put something in there or at least just establish a pay range because that was an issue too. Or if the selection committee wasn't able to establish a pay range ahead of time that might have helped speed up the selection process. But I personally don't know how much authority we have over the pay.

BRENTON ANDRUS: As a council you determine pay. You

determine who you want to employ as your director. What you want to pay them. What range you might want to pay them. I mean, certainly you would do that in conjunction with what's our budget look like. What are we currently funding. What's available. I mean, if you want to put something in there that says whoever's going to look at a salary that would be great, I just wouldn't come up with a salary range yet because that's going to change.

And I think one of the other considerations that happened this past time as far as a search committee went, so the last search committee that we did I was staff over that and there were two barriers. One was the pay that was being offered was subpar so we lost a lot of candidates that way. And then two the selection committee or the search committee is what we called it moved very slowly and you lost people that way because they accepted other positions or they just decided this is unorganized, I'm not dealing with this. So those are things to keep in mind when we have to go through this process. It really does complicate things.

ERICK TAYLOR: You're saying we have to go through this process?

BRENTON ANDRUS: Right now you don't have a defined process.

NICOLE LEARSON: Madam Chair, so when I read this knowing how you all felt about a third party, which is why I made a distinction, obviously this last time around the search committee was the executive committee. So but for me a search committee because there might have been other council people who might have wanted to be on the committee that looked over it. So for me a search committee comma internal or by third party comma, you know, it doesn't necessarily have to be a third party. But if you include that search party either internal or third party contracted. So that way you have the option. And so that's what I meant by the search committee meaning it could be any one of you all and it could only be internal council members on the search committee. Or it could be a contracted third party if y'all choose to go that way. But I think the search committee should not just be the executive committee. It should be open to whatever council, the chair, council members who want to participate and the chair appoints to be on it, right?

JILL HANO: Right. That's how it was when we selected

Amy. It was the executive committee plus a representative from each of the standing committees. Brenton, what else am I missing?

BRENTON ANDRUS: Well, you're probably thinking of there was a lot of turmoil, let's say, of getting folks that did not serve on the council seated on that committee. It caused delays and issues.

JILL HANO: Right.

BRENTON ANDRUS: We used a third party in that scenario as well. We had a search committee and a firm that the search committee worked with to do the search. It was a disaster.

EBONY HAVEN: Lauren has her hand raised, Jill.

JILL HANO: Okay, Lauren.

LAUREN WOMACK: And I guess this is a good one for Brenton and staff. What are your thoughts on making it an ad hoc committee? You don't even have to be a council member. If there were good LaCAN members or good members of the public or other agencies that say hey, I would like to participate.

BRENTON ANDRUS: At the time the feds did get involved and said that if you were not a council member you should not participate in this committee because again, it is the council's decision of who the director is. And so if you're not currently serving on the council they did not recommend any decision makers sit on the committee that were not council members. But certainly all those other people should come out to the meetings because they were public meetings. Interviews and stuff were executive session. But the public meeting was the opportunity for those folks to chime in. And the past time we did not get our HR department involved because the council at the time said they wanted to have this search committee and a third party serve as the, I don't know what you call them, but and a third party served. But our HR department will do that for us. They will post it. They will help you if you need questions or things like that to be able to ask during your interview processes. We pay them anyway so may as well use them.

EBONY HAVEN: Jill, you muted yourself. And Tony has his hand raised.

JILL HANO: Tony, you're recognized by the chair.

TONY PIONTEK: So there was talks just a second ago which I can understand what these processes are and then

if I'm right I was in the same area before I even got accepted to your beautiful council. I was a LaCAN member. So that's kind of how I remember that. But that was before I got the acceptance and a letter saying congrats, Tony. I just remember that. I wasn't sure about any other board members if that had happened but I know that happened with me.

NICOLE LEARSON: Madam chair?

JILL HANO: Yes, Nicole.

NICOLE LEARSON: So 3A, isn't 3A part of the duties of the officer in the bylaws? Like are you repeating?

EBONY HAVEN: I pulled this exactly from Utah's stuff.

NICOLE LEARSON: Because Utah's said the selection and responsibilities of the executive director. So I think that was one of the responsibilities.

EBONY HAVEN: Hold on. I'm going to go back to it. One second.

JILL HANO: The Utah thing was almost exactly what we did for Amy.

EBONY HAVEN: So that first part, the council chairperson should represent the council in conducting the process, I pulled it straight from there.

NICOLE LEARSON: Oh, it just sounded like a responsibility of the council chair and so I thought this is already something that's similar under the duties.

EBONY HAVEN: I see what you're saying, yeah.

NICOLE LEARSON: So that you would start with just B instead of A.

EBONY HAVEN: Okay. What's your recommendation that we move that to the duties of the chairperson?

NICOLE LEARSON: If that's part of the duties. If that's duties and it's not already in the bylaws in some form. Some part of that is already in the bylaws. Some part of it. Not all of it.

EBONY HAVEN: I don't know if we have duties in the policies and procedures.

NICOLE LEARSON: It says refer to the bylaws.

EBONY HAVEN: Oh, okay.

JILL HANO: Can we just make, the way we made our virtual protocols, can we make protocols for this selection committee? I know that kind of goes against y'all's suggestion, Ebony and Nicole. Well, staff and Nicole.

NICOLE LEARSON: No, Madam Chair, I don't think it conflicts. I think it can actually go hand in hand. I

think there should be something in the policies and procedures that talks about a process because that's what folks, members are going to refer to. But then if you want to be very specific in terms of not using a third party or using a third party or timelines and deadlines like Lauren talked about that could be in addition to just like you have the virtual protocols, that could be a separate document specifically for even more fleshed out details for the process. So it just all depends on what you feel like you need. You could either put all of the details here or you could keep it sort of general high level and then have details in a specific protocol that the internal members of the search committee would receive.

EBONY HAVEN: That makes sense.

JILL HANO: That's kind of what I said from the get-go. But Ebony, what were you're saying? I'm sorry.

EBONY HAVEN: No, you're fine. I just wanted to, so for number three, Nicole, you're saying that I should take, I mean take 3A out and say refer to the bylaws?

NICOLE LEARSON: Or just simply take it out and put it in the bylaws.

EBONY HAVEN: Okay.

NICOLE LEARSON: And then four would become three.

EBONY HAVEN: Jill, Lauren has her hand raised.

JILL HANO: Lauren.

LAUREN WOMACK: So Nicole, what I was going to say before that is should we put in there the chair or the selection committee shall make a process to be approved by the general council with deadlines?

NICOLE LEARSON: Yeah.

LAUREN WOMACK: Kind of thing.

NICOLE LEARSON: Right.

LAUREN WOMACK: It tailors it. And that way each council can decide okay, how are we moving forward. Is this something I need to be a part of. I feel confident in this. Let me voice all my dissent now and not like after the process is over and say oh, we should have (inaudible).

NICOLE LEARSON: So just what Jill said, so that whole protocol, just the one-page protocol or however many, whatever that protocol is with the timeline and the deadlines and the this and the that and the other. Yes, that's a beautiful thing. So the search committee shall develop protocols to be approved by the full council.

STEPHANIE CARMONA: I just have a quick edit. Are we

calling it, and it's just consistency sake, are we going to say the search committee or selection committee because we use them both.

EBONY HAVEN: Where does it say selection? Oh, I'm sorry, I put that.

STEPHANIE CARMONA: That's fine. Just wanted to clarify.

NICOLE LEARSON: And then that could be part of the protocol. The salary, the LWC, all that information.

EBONY HAVEN: So if the chair of the search committee will do that then I guess is number two necessary? So should I say the search committee?

NICOLE LEARSON: Yeah, that's a good question about number two because the only reason it says the executive committee is because for all intents and purposes the executive committee was the search committee. So you could either move 2 down to 3B or something like that or if you just want the executive committee to be the one to be responsible for the job description.

EBONY HAVEN: If everybody's in agreement with the search committee I will say that they would be the ones to develop the job description.

LAUREN WOMACK: I think that's important.

ERICK TAYLOR: I think it should be the executive committee and then you bring it to the board.

EBONY HAVEN: Wait. I'm sorry. I didn't hear what you said.

ERICK TAYLOR: I think it should be the executive committee and then we bring it to the board.

EBONY HAVEN: Technically the search committee would do it, but the full council would still have to vote on it. Instead of the executive committee doing it it would be the search committee.

NICOLE LEARSON: Updating job description, detail procedures, salary range and deadlines, blah, blah, blah.

LAUREN WOMACK: Jill?

JILL HANO: Lauren.

LAUREN WOMACK: I remembered my question. Sorry. If we have to move anything else to change in the bylaws technically, Nicole, can we just make an amendment instead of having to do the whole bylaw approval again?

NICOLE LEARSON: No, the process is the process. It would go a lot more smoothly because you would only have like one amendment. You would still send it out to all of

the members to let them know what the amendment is they'll be voting on. Then the bylaw committee would chair. The chair would present the change and they would vote on it.

LAUREN WOMACK: Okay. Because if we have to move something I was just wondering how big of a process.

NICOLE LEARSON: Yeah, the process is the same. It's just a lot quicker when you're only doing like one or two verses a whole revision which is why it took so long.

ERICK TAYLOR: Madam Chair.

JILL HANO: Mr. Taylor, how may I help you?

ERICK TAYLOR: I have a question. Who's in charge if you're sick or anything? Who's next in charge?

EBONY HAVEN: The deputy director here.

ERICK TAYLOR: Okay.

JILL HANO: If Ebony gets sick we're in Mr. Andrus' hands and I don't know, y'all.

BRENTON ANDRUS: Buckle up.

EBONY HAVEN: Yes, if I get sick Mr. Andrus here would take over.

EBONY HAVEN: Okay. So before we break for lunch are you guys good, do you guys want me to go over this? I can kind of read it out to you and if you have any other recommendations we can add them. So selection process for executive director during a vacancy of the executive director the executive committee will appoint an interim executive director and provide the interim budget authority. The executive director is hired through the following process. The Louisiana Department of Health human resources shall publish the executive director position and collect applications. The search committee appointed by the council chairperson shall review the applications, interview the applicants and recommend the top candidates to the council. I think we may be getting ahead of ourselves with that. I think the first part should go, or the second part where you said the search committee will develop the protocols and all of those things should go before..

LAUREN WOMACK: Do we need to say executive chair appoints the selection process chair?

BRENTON ANDRUS: The council chairperson.

LAUREN WOMACK: Okay.

EBONY HAVEN: Okay. So does this make sense? The search committee appointed by the council chairperson will develop protocol including detailed procedures updating

the job description, developing a salary range and deadlines for hiring the executive director to be approved by the full council. A search committee shall review the applications, interview the applicants and recommend the top candidates to the council.

BRENTON ANDRUS: Put B instead of A.

EBONY HAVEN: Got you. All council members shall be notified of the meeting for selection of the executive director. The council shall meet and interview those candidates recommended-- I think we need a recommended, recommended by the search committee. The council chairperson, and I kind of skipped down because they had a lot of information in Utah about ballot votes and so I skipped all of that part. The council chairperson will offer the candidate who receives the majority vote of the attending council members in person or virtually the executive director position. Should we say anything about since the chairperson will offer the candidate should we say something about them negotiating the salary based on the salary range, the approved salary range or just leave that part out?

BRENTON ANDRUS: Would that be part of their protocols?

NICOLE LEARSON: It could probably go in the protocols.

EBONY HAVEN: Okay. Got you. So is everybody good with this selection process for the executive director? Anybody else have any other suggestions? Okay. Great. So Jill, it is 12:02. If you want to go ahead and ask if there's any objections to breaking for lunch you can. You're muted.

JILL HANO: The agenda said working lunch and I ate 3/4ths of my sandwich.

EBONY HAVEN: I got you. Yeah, we are going to talk about some things in here while we're eating.

JILL HANO: Okay. So are we staying online or just y'all talk?

EBONY HAVEN: No, we can break.

JILL HANO: Okay. That's cool. If no one objects then we can break. It is 12:03. I guess I'll give y'all till one for lunch, I think, Ebony?

EBONY HAVEN: Yes, that's right.

JILL HANO: Okay. Y'all enjoy y'all's conversation.
{Lunch}

EBONY HAVEN: Jill, we have a quorum if you're ready.

JILL HANO: Okay. Y'all want to turn your cameras on?

Okay. Welcome back, everyone. I hope y'all had a good lunch. Ebony, do we have a quorum?

EBONY HAVEN: Yes.

JILL HANO: Great. We will continue with going through the procedure manual. Lauren, can you take over? I have a very important call.

LAUREN WOMACK: Sure, Jill.

EBONY HAVEN: We don't have a quorum if Jill leaves so we'll have to recess until she comes back.

{Break}

JILL HANO: Sorry, guys. Okay. So Ebony, can you continue with where we were?

EBONY HAVEN: Yes. So the next section is evaluation process for the executive director. We didn't make a lot of suggestions here. The executive committee develops a position description-- well, I guess I should change that now that you guys are stating that the search committee--

JILL HANO: What page is this?

EBONY HAVEN: This is page eight.

STEPHANIE CARMONA: It's page six in your packet. It's page eight because of your edits. It's number seven.

JILL HANO: Okay. I got it.

EBONY HAVEN: So since you guys just added the process for selecting the executive director the first number will change to the search committee develops a job description for the executive director for the approval of the full council.

NICOLE LEARSON: Madam Chair, may I ask why we're repeating that? Like why don't we just start with number two?

EBONY HAVEN: Yeah, I didn't make a lot of changes to this. Just keep in mind that part for the selection wasn't there and so that's why that's there.

NICOLE LEARSON: Okay.

EBONY HAVEN: So we can get rid of this one and make number two number one. And I'll have to fix the numbers later because it's not cooperating. So the council develops an evaluation format which is to be concurred by the executive director based upon the job description. I'll change position to job so we can just keep it consistent. The following shall be applied to each job responsibility. Exceeds expectations, meets expectations, needs improvement or unsatisfactory. So for number three we recommended that you guys get rid of

that. But we just added that language into number two which will be number one now. Does anybody have any questions about that? And this is the scale that's used in the current survey.

ERICK TAYLOR: Do we have that repeated anywhere?

EBONY HAVEN: Is it repeated in the policies anywhere? No, this is the only place where it's stated.

NICOLE LEARSON: It's just that that sentence is worded very weirdly. The council develops an evaluation format which is concurred by the executive director. Like I don't know that anyone actually says that in like real life. But what you're trying to say is the executive director would agree with whatever. That's what you're attempting? Okay. So maybe reword it a little bit.

JILL HANO: Lauren.

LAUREN WOMACK: Also we need to make it clear it's the full council, the executive council or the search committee develops or collaborates with the executive director to establish an evaluation format. Based upon their job description the following shall be applied. Or the following grading scale shall be applied to each job duty respectfully. I don't know what the word is. And then you can do like a semicolon, exceeds expectations, meets expectations, needs improvement, unsatisfactory.

NICOLE LEARSON: I'm so sorry. So what you're saying is that the executive director should agree with the job description which will be used to develop the evaluation format? Is that what you're saying? Or are you saying the executive director will agree with the evaluation format which is based on the job description?

EBONY HAVEN: Yes. And I'm just taking the wording directly from what they already had.

NICOLE LEARSON: Yeah, but if it says the executive director concurs with the responsibilities that's real straight forward. I'm not quite sure looking at this sentence what the executive director is concurring with, the evaluation format or the job description.

EBONY HAVEN: Oh, okay. I don't think the executive director would have any say over the job description. That would be developed by the search committee. So the executive director would have to concur to the evaluation.

NICOLE LEARSON: What does the job description have to do with it then?

EBONY HAVEN: The questions that are included in the

evaluation?

HANNAH JENKINS: There's questions about the job description in the eval.

NICOLE LEARSON: Okay. So the council develops an evaluation format in conjunction with the executive director or in collaboration with the executive director the council develops an evaluation format based upon the job description. Does that seem more clear?

LAUREN WOMACK: Do you want the full council developing the evaluation format or do we want executive council?

TONY PIONTEK: I would say the executive director.

JILL HANO: No. This is an evaluation for her.

TONY PIONTEK: Okay. Got you.

JILL HANO: Sorry.

TONY PIONTEK: That's okay.

JILL HANO: I'm grumpy. Yes, Erick, that sounds familiar. It should be the-- well, yeah.

LAUREN WOMACK: I disagree. I think it should be the full council.

ERICK TAYLOR: I mean, it's like this, if the executive is doing the other stuff why are we not doing this?

LAUREN WOMACK: I just feel like it's important that it's established what our expectations are and I think that giving them full control, the executive committee full control over how that evaluation will look.

ERICK TAYLOR: We're going to bring it to the council, we're going to bring it to the board anyway.

JILL HANO: Right.

TONY PIONTEK: Which is a good point.

STEPHANIE CARMONA: So then should the wording be changed to say to bring to the full council for approval?

EBONY HAVEN: Yeah. So we can say in collaboration with the executive director the executive committee will develop an evaluation format based upon the job description to be approved by the full council.

NICOLE LEARSON: Based upon the job description comma the executive committee in collaboration with the executive director develops an evaluation format comma to be approved by the full council for the approval or however you want it.

JILL HANO: Who made the surveys in the past, Ebony?

EBONY HAVEN: The executive committee, I think, Jill.

JILL HANO: It wasn't staff?

EBONY HAVEN: No. So the evaluation that the executive

committee used for the last quarterly evaluation was the evaluation that was used prior to Ms. Amy Deaville.

JILL HANO: Okay.

EBONY HAVEN: Based upon the job description the executive committee in collaboration with the executive director.

NICOLE LEARSON: I'm sorry. Madam Chair, okay, so I just kind of thought this through. So you're going to evaluate me and I'm going to help you put together the format in which you're going to evaluate me.

JILL HANO: No, I don't like that.

NICOLE LEARSON: I don't know if I feel comfortable.

JILL HANO: I don't like that at all.

EBONY HAVEN: The committee can come up with whatever recommendations they want. I think what we were trying to do based off of the recommendations we recommended was just change the language that was already there. So if you guys want to make other recommendations that's totally fine.

NICOLE LEARSON: That's why the sentence is confusing because three was saying that you want input from the executive director on what the job description shall be. That's put aside. That's what we want because you're doing the job so we want to know from you does this job description accurately describe what you do. But then on a whole separate level now we've got to evaluate you and we're going to evaluate you based on this job description that you helped to provide input with. Those are two different things. So to combine them into this one sentence is why it's so confusing because the executive director should not be involved in the evaluation formatting process. The executive director, and I think that's why they had it separate because those are two separate things. So I think putting something to the effect that in collaboration with-- I don't know. I feel like you should not be combining those two concepts into one sentence because that is a little, that's gray. I think that's creating a little bit of confusion.

JILL HANO: Yeah.

ERICK TAYLOR: Madam Chair, may I speak?

JILL HANO: Yes, sir.

ERICK TAYLOR: It's like if it's combining both of them it's like it's being pushed to say okay, this is basically what we're doing and that person that we're basically interviewing...

NICOLE LEARSON: I think, Madam Chair, I think if we combine one and three, although we've just deleted one. I just believe maybe three should be one which says before we do anything we need to check with the executive director and make sure that the job responsibilities in this position are correct. And then after we've done that then we can go to steps two through four, you know, the other steps and say okay, now that we have a good job description the executive committee is going to develop an evaluation format based on this job description using the following rating system-- to be approved by the full council and then the rating system we will use to evaluate them is this thing right here. Does that make sense?

TONY PIONTEK: Yes.

JILL HANO: Yes. Because number two I think this was meant to say the council develops an evaluation format based on the job descriptions. But Ebony, why did y'all add to be concurred by the executive director on number two?

EBONY HAVEN: I think we were just looking at number three, Jill, and trying to condense this part. And so if it makes it confusing I just separated it so I just changed it from what you guys have there. So number one now says the executive director concurs with responsibilities outlined in the position description. Number two says the executive committee develops an evaluation format based upon the job description to be approved by the full council. The following shall be applied to each job responsibility. Exceeds expectations, meets expectations, needs improvement or unsatisfactory. If you guys are good with that I think that will clear up everything and I think we should be good if you guys are good. I don't know if you have any other suggestions.

NICOLE LEARSON: I'm so sorry. Madam Chair, I hate to-- because you did exactly, and I feel really good about this, but say you just got hired on Eb and you're the executive and you're looking at this, this says that you should concur with the responsibilities outlined in the position and description. I think it probably would make more sense, especially from someone new, if it's executive director should periodically or annually review the responsibilities outlined in the job description and recommend changes as needed. Because what if you look at the job description and it's totally off then that statement says that you're going to agree with it period,

right? Concur means I agree with whatever it is I'm looking at.

EBONY HAVEN: And then what was the other? The executive director will annually review the responsibilities outlined in the job description and?

NICOLE LEARSON: Recommend changes as needed or update. Like doing something additional and different than what you've been doing and that needs to be put in the job description.

BRENTON ANDRUS: So then would number two then become that's when you would concur and then they can develop an evaluation or do we not need concurrence at all?

NICOLE LEARSON: I think that sentence means, the intention of the sentence was executive director look at this and make sure you agree with everything that's on this page. But that clearly communicates that sentiment.

BRENTON ANDRUS: They're supposed to be looking at it.

NICOLE LEARSON: And agreeing if it's fine and then if not recommending changes as needed, right.

TONY PIONTEK: Plus, just to add, if that's okay, where it says at the end they will determine what it's all about. The following shall be applied to each job responsibility. That fully sees the whole picture. Even though it will say approved by the full council. Would that be reasonable?

EBONY HAVEN: Yes, I think that's reasonable, Tony, yep. So if everybody's good with these changes, these languages? So we're moving down to number four. Annually the chairperson solicits input from all council members on the executive director's performance. Using an anonymous survey council members will have the option to self-identify. Lauren has her hand raised, Jill.

JILL HANO: Lauren.

LAUREN WOMACK: I think the survey needs to be looked at every year as well.

TONY PIONTEK: Yes.

LAUREN WOMACK: Because if your job duties are going to be changing then the executive committee, your job duties are going to change that the survey might need to be changed as well.

STEPHANIE CARMONA: I don't even think we need to update that. I'm only saying because the first one is saying that the job description could be changed and the second one is saying based on the job description. So if it's changed then the format's going to change.

LAUREN WOMACK: (Inaudible).

TONY PIONTEK: Could it just all say survey?

STEPHANIE CARMONA: I think it's going to be more clear just to add it.

EBONY HAVEN: I can just say updated and/or changed as needed.

JILL HANO: Where is it stated that for the first year the executive director is evaluated quarterly then after the first year-- it's on the next page. Never mind. Wait, here's the summary protocols. The executive committee-- okay. This is different than what y'all are saying because-- okay, so the newly hired executive director will be evaluated on a quarterly basis. And then right there we should add after the first year to be evaluated annually by full council. Because I'm just trying to make sure we have the timelines in here that is four times in the first year and then annually there so after.

EBONY HAVEN: So I think maybe we should move number ten to number four because number four is basically saying what you're saying, Jill. I don't know if we want to move number ten up. We can move number ten up and we can make it number four and then we can after that it will say annually that the chairperson solicits input from the council members on the executive director's performance. Using an anonymous survey council members will have the option to self-identify. But I can move number ten up to number four.

LAUREN WOMACK: We might be able to do the survey there instead of adding the survey stuff.

EBONY HAVEN: Which survey stuff?

BRENTON ANDRUS: On number two you added the survey to that to be updated. I think what Lauren's getting at it might be more appropriate to add it in the four and five area there because that's where you're talking about the evaluation. Because before you moved ten up to number four I was going to recommend in similar fashion taking your survey and putting it under four which is now five using an anonymous survey comma which shall be updated annually based on changes or updates. I think that's what Lauren's getting at, your survey information down there. Kind of choppy right there.

EBONY HAVEN: I guess I was confused about where you guys were saying to put it.

JILL HANO: I just want it clear, the timelines.

BRENTON ANDRUS: Yeah. Because technically we're talking about two different processes. You almost have to be redundant if you want in number four about this is what you're doing quarterly and now this is what you're doing annually so you might have similar language. So your executive committee will solicit input from-- no. New hire will be evaluated quarterly by the executive committee in the first year of employment. The executive committee will complete an anonymous survey comma to be updated based on position description I guess.

NICOLE LEARSON: Okay, well, do you see number six? Because number six says in conjunction with the January, I mean the July council meeting. No, no, no. That's midyear. I'm talking about the January council meeting is when they evaluate the executive director.

BRENTON ANDRUS: That's the annual evaluation.

JILL HANO: Eb, when were you hired, May?

EBONY HAVEN: I was officially hired in April.

NICOLE LEARSON: So number six seems like it should go-- I'm sorry. Number seven seems like it should-- wait. Yeah, number seven seems like it should go with number five because number five-- there you go. Thank you.

BRENTON ANDRUS: You can say annually at the January council meeting the chairperson of the executive committee will evaluate the executive director on behalf of the council.

STEPHANIE CARMONA: I think that they're different though. The first one is more-- I'm sorry, Jill, can I be recognized?

JILL HANO: Sure.

STEPHANIE CARMONA: I think number five is saying the chairperson is going to solicit input from the other council members whereas seven is saying okay, after I get the input we're actually going to do the evaluation in January.

HANNAH JENKINS: Clarity on that, which it's only semi clarity, but I know whenever I did the evaluations for Sandee back in 2019 there was two separate evaluations. Remember we started looking through them? They're similar but they're different. So the executive committee got an evaluation that had different questions and the full council had, I don't remember which one was more thorough, but there was two separate surveys one just for the

executive committee, one for the full council. So I'm thinking this wording is because there was two different surveys going on simultaneously if that helps at least give historical knowledge.

STEPHANIE CARMONA: I wonder if they took the input from the first survey and then created-- I don't know.

HANNAH JENKINS: I remember doing it within a couple weeks of each other so there wasn't gaps of time. The executive committee, their anonymous survey and then not too long after the full council received the full council's.

LAUREN WOMACK: I just know from work being evaluated going in with clear expectations of how you're going to be evaluated it's important. So I don't know how complicated we want to get. Like if it's the job description then I think to keep it personal like as un-personal as possible to protect Ebony and council members and feelings I think it should just be as clear as possible job description. Ebony or whoever the director is says this is what I do in my job. You say okay, this is how we're going to evaluate you and then that also she can use or he can use or they can use when they come back to the table and say okay, look at what I'm doing verses what I was doing then. Look, I deserve a raise. Then look at my performance.

NICOLE LEARSON: Madam Chair, I would like to dovetail on what you're saying. I think that's really good. One of the things that I find that has worked for me in the past, and what I think the intent behind that is this, only the executive committee actually evaluates the executive director, right. But council members may have a perspective or something that they want the executive committee to know and use or refer to in their decision in terms of that evaluation. So I think what number five does is it allows council members who are not on the executive committee to provide some feedback. And it may be oh, my gosh at the July meeting Ebony did this amazing thing for me. She went above and beyond. I need you all to know that when you evaluate her. So it's not just for bad things, but certainly for really good things. And then when the executive committee who's the only one to evaluate her actually go in they can say oh, and by the way we're going to give you a huge raise because such and such council member said you do this amazing above and beyond. I think that's the spirit or intent of that.

HANNAH JENKINS: It was two weeks. I'm looking at the files. First the full council got their evals and two weeks later the executive committee did it. It sounds like that makes sense that the whole council gave their surveys and those results were sent to executive committee and then the executive committee did their survey taking into account the full council's perspective of the executive director.

BRENTON ANDRUS: So question on that. If they are-- so all of the surveys went to the executive committee. Executive committee does a survey and then they would go into the meeting and actually do the evaluation. So can we just streamline it and everybody gets the survey and it all goes to the executive committee. One survey, not two, not different timeframes. One survey, you're all providing the same information. The executive committee gets that information. They do the official evaluation during the January meeting. That recommendation goes to the full council. This is why we gave so and so this rating. This is what we're recommending and then let the full council vote.

LAUREN WOMACK: I second.

EBONY HAVEN: Based on what you just said what needs to, I guess what needs to change?

BRENTON ANDRUS: I guess the question is do you want to try to wordsmith what's there or just come up with new stuff of your process. I don't know. What would be easier? Where's the one that's like the second survey? The four and the five currently are two surveys, right?

NICOLE LEARSON: So four would be annually an anonymous survey would be sent out prior to the January council meeting or whatever the timeframe is. I like what Lauren says, they make it very clear an annual survey will be sent out.

EBONY HAVEN: You're saying for number five?

NICOLE LEARSON: Yeah.

EBONY HAVEN: An annual survey.

NICOLE LEARSON: Will be sent out to the full council prior to-- yeah, there you go. The results of the survey will be submitted to the executive committee.

HANNAH JENKINS: Because number seven's kind of saying that.

BRENTON ANDRUS: Do you need to be specific at all on who the survey goes to? An annual survey will be sent to

the full council.

NICOLE LEARSON: Yeah.

BRENTON ANDRUS: Submitted to the executive committee for use in their annual evaluation. The results of the survey will be submitted to the executive committee for use during their annual evaluation. Well, there is annual so I guess you could get rid of annual. And then if you're getting rid of everything after that you could always say an annual survey comma to be updated and/or changed as needed comma will be sent out to full council prior to the January council.

NICOLE LEARSON: The anonymous part. The survey, yeah, the anonymous part. I think just a simple sentence that says the surveys shall be anonymous, however council members have the option to self-identify. And then lastly, the survey will be updated and/or changed as needed. I think it makes sense to you to explain who it goes to and then you explain what the results are. And then you end by saying it is an anonymous survey, however council members have the option to self-identify period. And then lastly, the survey will be updated and/or changed as needed.

EBONY HAVEN: Angela has her hand raised, Jill. She changed her mind.

STEPHANIE CARMONA: The only other thing for that same one that we were on do we need to have the timeline for like-- looking at number seven, old six, new seven we say with conjunction to the January council meeting and we kind of took that and put it into the new number five which is the results will be submitted for use during that evaluation. Would that be, would we need to include that there, like the conjunction with the January meeting to know that that's when the evaluation will occur?

NICOLE LEARSON: Yeah, cause that's not real clear. Yeah, there's nothing that says, it just says what we're doing leading up to the January council meeting. Yeah, I would move seven to six. And may I ask, if I can, why does it say in conjunction with the January council meeting?

EBONY HAVEN: I think that was the anniversary of the last, not even Amy, but Sandee's, that was her anniversary. So that's why it was in conjunction with the January meeting because that was her anniversary date. I think she was hired in January. Brenton and Hannah, you can correct me if I'm wrong.

NICOLE LEARSON: The evaluation happening at the January executive committee meeting?

BRENTON ANDRUS: Yes.

NICOLE LEARSON: And then presented at the January council meeting to the full council?

BRENTON ANDRUS: Correct.

NICOLE LEARSON: So why not be more clear and just move seven up to six and say in January the executive committee will evaluate the executive director or whatever?

BRENTON ANDRUS: At the January council meeting.

NICOLE LEARSON: And it will be presented to the full council at the January council meeting.

EBONY HAVEN: So am I saying at the January council meeting or am I saying in January? The executive committee and not the council, right?

NICOLE LEARSON: Yeah, because the executive committee is not going to evaluate the executive director in the January council meeting. In January they will evaluate the executive director.

EBONY HAVEN: In January. Am I saying the executive committee or the chairperson and the executive committee?

BRENTON ANDRUS: The executive committee.

NICOLE LEARSON: The executive committee will evaluate.

EBONY HAVEN: Executive committee will evaluate the executive director on behalf of the council based on the job description and feedback from council members.

BRENTON ANDRUS: Are they evaluating on behalf of the council if their decision is still going to the council?

NICOLE LEARSON: Right.

BRENTON ANDRUS: They will evaluate the executive director based on the position description and feedback from council members. The evaluation results will go to the full council.

NICOLE LEARSON: At the January meeting.

BRENTON ANDRUS: The results will be presented to the full council at the January meeting for consideration.

NICOLE LEARSON: Oh, wait. And any recommendations, right? Because the executive committee is going to provide recommendations like for a raise or for this or that. The full results and recommendations will be presented to the full council.

BRENTON ANDRUS: To the full council for their consideration at the January meeting.

NICOLE LEARSON: And you can put the same thing, the results, there is no recommendation midyear it's just the results will be presented to the full council at the July meeting.

BRENTON ANDRUS: I was going to say you could consider changing it from January but they're moving all state employees to a calendar year so this lines up well with that.

EBONY HAVEN: Do we need eight which was the old seven? Based on performance the chairperson and executive committee make a recommendation regarding salary increase because we're already saying with any recommendations.

LAUREN WOMACK: Unless you want to put in parenthesis including salary.

NICOLE LEARSON: Yes, that's good. Make it clear. Because again, remember the executive committee may be full of new members who have never done this before so they don't really know what they're supposed to be doing so you want to be crystal clear.

EBONY HAVEN: Okay. So do we need to go over this one more time?

STEPHANIE CARMONA: We still have three.

EBONY HAVEN: Still some more. I forgot. I'm sorry. The chairperson and vice chairperson complete a draft written summary based on the evaluation responses and finalize the evaluation with the executive director. And then the chairperson will provide a summary of the evaluation to the council. I feel like we already covered those.

NICOLE LEARSON: Yeah, like seriously we've already covered that. Just make sure that the chairperson knows that that's their responsibility since we're not spelling it out directly. I mean, we've said it, but again, I don't know, I just feel like the chairperson if they're brand spanking new they need to know that that's their responsibility. But what is the draft written summary based on the eval, what is that?

BRENTON ANDRUS: That is kind of like a compilation of the survey results and comments and responses.

NICOLE LEARSON: Okay. So in this instance it would be Christi and Jill would do that and submit that to y'all to submit that to the executive committee?

SPEAKER: Uh-huh.

HANNAH JENKINS: Is it saying their take on it or just

the compilation? Because compilation's automatic in the system. But if it's supposed to be them giving a summary thing based on this.

BRENTON ANDRUS: I think it's two different things that they're discussing there. I think the top one is a summary that they're using or a compilation of these surveys that they're using for the evaluation. And then the number ten or nine or whatever it is now that's the summary that they would give to the full council kind of like a chair's report if you will.

NICOLE LEARSON: Okay. So maybe ten would then be incorporated into the sentence-- what is the sentence that says presented at the January?

EBONY HAVEN: Number six, the full results.

NICOLE LEARSON: So the executive, I mean so the chairperson will present the full results with any recommendations. To present the full results with any recommendations to the full council blah, blah, blah at the January. So then that knocks out that sentence.

STEPHANIE CARMONA: And I think the same on the next one though. If the chairperson is providing the results in January they're going to be doing it in July also.

NICOLE LEARSON: Oh, that has to do with the mid. Oh, that makes sense. Thank you, Stephanie. Number nine has to do with the midyear, right? Okay, got you.

EBONY HAVEN: Should I say with any recommendations? I don't know if they have recommendations.

BRENTON ANDRUS: Usually midyear they don't have recommendations. It's just this is how you're doing.

EBONY HAVEN: So is number nine needed?

LAUREN WOMACK: I would say no because will they even do an executive report to full council? So if that's on the agenda at the executive council aren't they going to automatically, that's one of the agenda items is to talk about a summary of what went down, you know. I don't know. That's just my opinion.

NICOLE LEARSON: Madam Chair, may I? The only thing that I could think, the reason why it's two people, is because usually at the full council meeting, yeah, you're right they're giving the report. But if the report is coming-- maybe because the chair is presiding over the full meeting usually the vice chair who's over the executive committee is the one who gives the report. That's the only reason I see why they named two people like that. But

you're right, like that can go away. That's how you operate. You don't really have to put it in there.

EBONY HAVEN: So we'll go over all of the changes at the end unless you guys want me to go over this section real quick.

So we'll move to council meetings. I don't know what the page number is. Number seven, page seven. The first paragraph is just you guys are going to conduct these meetings in an appropriate, efficient, effective and accommodating manner. And then at the end the council shall hold quarterly meetings to conduct the business of the council. Now this is where we're going to get into some of the recommendations that were made at the July council meeting. There were a few council members that wanted this committee to consider changing the dates of the council meeting. Stephanie has her hand raised, Jill.

JILL HANO: Okay.

STEPHANIE CARMONA: I'm sorry. Before we get into the procedures I just had one quick thing. That little top paragraph under council meetings, the last sentence. The council shall hold quarterly meetings to conduct the business of the council. Should we include that there's also ad hoc meetings, not just quarterly meetings? And I'm only saying that because I guess I'm thinking to what Nicole was saying earlier. If I'm brand new to this and I'm reading this I'm thinking oh, I only have quarterly meetings to attend whereas there are other meetings that happen like this one.

TONY PIONTEK: Good point.

STEPHANIE CARMONA: And I don't know what the correct wording would be, just something to think about. I don't know how we would word that to make it make sense.

NICOLE LEARSON: I think-- I'm sorry. Madam Chair?

JILL HANO: Yes.

NICOLE LEARSON: I think when the ad hoc meetings-- wait, before I answer this. Does the council, the full council ever hold special meetings outside of the normal quarterly schedule?

BRENTON ANDRUS: Rarely.

EBONY HAVEN: Like the search committee for the executive director would be one of those rare occasions.

NICOLE LEARSON: So then the ad hoc meetings that happen are committee meetings, correct?

EBONY HAVEN: Yes.

NICOLE LEARSON: Okay. So then under committees that's probably a good place because this specific section is about council meetings.

STEPHANIE CARMONA: Oh, I didn't realize there was a committee section.

JILL HANO: Okay. Because it wouldn't be ad hoc committee's stuff. It would be standing committees.

BRENTON ANDRUS: Your standing committees are also quarterly.

HANNAH JENKINS: But you could have an executive committee might meet more.

NICOLE LEARSON: Yeah. So maybe hold that until number nine. And then under committees for meetings you could be more clear and say committee meetings both standing and ad hoc could meet--

BRENTON ANDRUS: At any time.

NICOLE LEARSON: At any time throughout the year, right.

EBONY HAVEN: Okay.

STEPHANIE CARMONA: Jill, Lauren has her hand raised.

JILL HANO: Okay, Lauren.

LAUREN WOMACK: We have it on page five under actively participate. Under each council member shall actively participate in quarterly council and committee meetings. But it is an issue because a lot of times I don't think council members might not even know what committees they're on to attend. I know they're sparsely attended. Don't we have like every council member is strongly encouraged to be on a standing committee?

JILL HANO: Well, they're more than encouraged. Yeah, encouraged but usually like, I mean, I don't know a council member-- you either have to be on self-determination or education. And then that's my 2 cents. I don't know why people don't know what committees they're on. Like you get emails. Like you get emailed like two weeks before and throughout the quarters specifically for your committee meeting.

EBONY HAVEN: Okay. So if we go into the procedures this is where you guys need to consider the dates council meetings are normally held over a two-day period beginning on Wednesday and concluding on Thursday. Committees of the council usually meet the third Wednesday of the month of each quarter and we put the months. On third Thursday of the month in each quarter the full council meets in the

formal business meeting.

HANNAH JENKINS: Like this month is different. The third Thursday is the 15th, the third Thursday is the 21st.

BRENTON ANDRUS: I guess it's whatever the Thursday is of that third Wednesday.

HANNAH JENKINS: It used to be the third Thursday.

JILL HANO: I say the third Thursday.

HANNAH JENKINS: But the Wednesday is different than the third Thursday.

JILL HANO: It does say the third Wednesday and then the Thursday following that Wednesday.

NICOLE LEARSON: Following Thursday.

HANNAH JENKINS: Just saying only say the third or whatever or one of those.

EBONY HAVEN: So I think-- I'm sorry, Lauren. I think this conversation, I mean, we can totally wipe that out because I think you guys you have to consider what the other council members wanted was if we consider having the council meetings later. I know one of the suggestions that was brought up was that a lot of times council meeting documents are not fully updated because they can't get updated information from the agencies that they may get information to provide to the council. So if we move the council meetings back, and I'm not saying a month, I'm just saying if we move them back, then that would allow those agencies time to get accurate information to the council for the committees and for the full council.

ERICK TAYLOR: Madam Chair, may I speak please?

JILL HANO: Yes, sir.

ERICK TAYLOR: But if we move them back isn't that falling into holidays and stuff like that?

BRENTON ANDRUS: Maybe.

EBONY HAVEN: It depends on how far back you want to move them.

ERICK TAYLOR: What's the problem with keeping it like it is because as a board member, and I'm just speaking for me, on holidays, you know, you got to get transportation, you got to get this, you got to get that going on and then you got holidays and things going on with families that's coming around. Why can't it just stay where it's at?

HANNAH JENKINS: Lauren also has her hand raised, Jill.

JILL HANO: Okay, Lauren.

LAUREN WOMACK: I know this is not going to be a popular answer. And I fully understand where everybody's coming

from but our purpose is to be here for the betterment of the state of, you know, for people with disabilities. And I don't feel like personally I could effectively do my due diligence or hold agencies accountable with outdated or inaccurate information and that has to be our priority. It's not going to be connivence. What is our mission for being here. Our mission is to be able to do that. So I think if we work with the agencies and maybe see timeline wise if we could get dates from the state of maybe when these reports need to be due and ensure that if we change these dates that those reports are turned in on time before we change them. That might be a compromise. Obviously if I'm out voted, I'm out voted, but it's just something I feel really strongly about.

ERICK TAYLOR: Madam Chair, may I speak please?

JILL HANO: Wait, Erick. Ms. Harmon has her hand raised so I'm going to have to recognize Ms. Harmon and then we can circle back. Is that cool?

ERICK TAYLOR: That's fine.

ANGELA HARMON: Hey, everybody. Thank you, Jill. I understand what you're saying, Lauren. I agree with you as far as maybe we can get a timeline from the other agencies to figure out when they have their reports but yet we do have an obligation to be here holidays, however, but we run a bigger chance of people not showing up if we push them back a month or so because of holidays. Because at the end of the day to have kids such as myself who wants to spend that holiday time with families so we may not be necessarily able to attend the meetings. And especially if the child is home and you have no one to watch a child and you're on a Zoom meeting all day it's kind of hard. So I think the quarterly meetings the way we have them set up, it's just my opinion, I think they should stay that way. Maybe we can adjust the weeks or the week once we figure out when the agencies can give us a complete snapshot of whatever they're giving us, information they're giving us. But I just feel like moving them back is going to create a bigger deficit of people coming, meeting quorums and the whole nine. So thank you, council members.

JILL HANO: So why can't like-- okay, so for the-- oh, Erick, I'm sorry. Let me move my computer so I can look at y'all. Erick, you're recognized.

ERICK TAYLOR: I'm going to give the floor to Brenton.

BRENTON ANDRUS: I was just going to shed some light

on maybe some of the reporting timeframes. One thing to consider is you will never have the most up to date information. It's just not going to happen. Something is always happening daily so no matter what you get it's not going to be up to date. The question is how close can you get to up to date. I think most people this discussion is stemmed around our Act 378 committee and those reports because we always hear well, they don't have to get their invoices in until like the 10th of the month or something like that but I'm asking for that report by the 5th of the month. So two things that you have to consider in addition to if you're moving things are you moving it to a timeframe that is actually going to allow them to be able to submit that information but also still give you time to review it. So let's say all of the invoices have to be submitted by the 10th of the month. It doesn't mean that the 10th of the month they have the information. You probably have like another week after that for them to process all the invoices plus you have to give them time to fill out the report. So you could potentially let's say take your meetings and move it all back a week so we're looking at maybe the last week of the month. And you can get more up to date information but you may also run into the situation where if you are a person that likes to look at all these materials before you sit down at the meeting, which I do recommend for the record, you may not have the time because I may not be able to get you that report in the one or two weeks before like I used to. Now you might just be getting it a couple days before. So those are lots of things you have to consider when you're trying to figure out most up to date.

Now our agency reports that you look at every meeting a lot of times they will have a date on there and they're doing that based on time of the month. They'll say at the January meeting this is as of whatever date prior to the holidays. So let's say you do decide to have your meeting the first week in November instead of the last week in October you still may not have all of October's data for your meeting in November. So how up to date you want I guess is something for you to consider.

JILL HANO: Wait, because the way-- Erick, I'm sorry.

BRENTON ANDRUS: And thank you, Erick.

ERICK TAYLOR: No, go ahead. I'm fine.

JILL HANO: Because I don't know how to say this, but

like I thought okay, so like our October meeting is our next meeting and I'm looking at our status report for a random example, okay. So our status report would be July-- oh, my God.

BRENTON ANDRUS: August and September.

JILL HANO: August and September. So why can't people in whatever agencies are reporting July, August and September and then attach the October data to January's report instead of-- cause either way, like even if we did-- and y'all I'm set in my ways. People are going to-- I don't know if people are going to be game to changing, but even if you move the council meeting a week you're still scrambling to do October at the end of October so why not just track the October to the beginning and do October, November, December for January?

HANNAH JENKINS: I think Jill, if I'm correct, in October we're not trying to get October information. I think the issue is they're still trying to gather September information but because we're earlier in October it's hard to get all of September's data so we're going into the October meeting without full September data and I think that's, if I'm correct, I think that was where some of the council members, it's not that they're trying to get October, it's September.

If you don't mind I did have one thought of a compromise because obviously most of us aren't big fans of going into the holidays either. But my thought was I had just to toss out, take it or leave it, but if you made it the last Wednesday of the month I looked at the next couple of years and nine times out of ten it gave you an extra two weeks. So you're not changing January, April, July and October. But instead of it being the 17th, 18th it's more like 29th, 30th. So most of the time it gave an extra two weeks for collecting data. Now whether that makes a difference that's on y'all, but at least that change doesn't dive into any holiday seasons of family and et cetera.

TONY PIONTEK: Such as Easter, Christmas.

HANNAH JENKINS: Yeah, my suggestion was the months stay the same, you scooch it back a little, and obviously none of this is set in stone, but hopefully you have as much accurate data as you can have without diving into November, months that I don't think you really want to dive into.

BRENTON ANDRUS: What you're saying is the October meeting we're going to be here in our Halloween costume.

I'm down, I'm just making sure we're on the same page.

ERICK TAYLOR: Madam Chair, may I speak?

JILL HANO: Yes, sir.

ERICK TAYLOR: What I'm saying is, I'm piggybacking off of Brenton. We're never going to get it to where it's close. So if we messing with something that's where we got people on-- I agree we're here for the same purpose and I agree we're here to serve and do what we're supposed to do and get things right but it's never going to be accurate. We still going to have people saying I didn't get an email, I didn't get this, I forgot this, I didn't know when the meeting was, I couldn't make it here. And we still stuck in the same situation. We got people reading people stuff and they not here. Why change it. Leave it where it's at.

BRENTON ANDRUS: To be clear if you do move it later while it's still not up to date it will be more up to date than what you usually get. Depending on what's important to you. But as Hannah said, most of these state agencies and the reports and programs that we do it's midmonth before you get all of your information from the previous month. So like we're just finishing up August so mid-September we're going to start getting information about what happened in August.

ERICK TAYLOR: Y'all still get the reports and y'all still send them through email so it's not like we not getting it. We're still getting it.

LAUREN WOMACK: I just want to give you an example. And I'm on the committee they were speaking about about the one that's important and we found that one of the agencies spent over 1,000-dollars on black and white composition notebooks. Black and white composition notebooks is what they spent some of their funding on, 1,000-dollars.

ERICK TAYLOR: I need some of them notebooks.

LAUREN WOMACK: We had to follow up on that. We had to get the agency to come and explain. There were some questions that it might have been an event or something. It was called into question that the event was not, and Brenton can correct me if I was inappropriate, but the event might not have been what they were supposed to be using the funding for. So when I'm saying this it's not to be ugly and I understand and glad you're getting some clarity on that as well. But I'm just saying that it is important that we do look at these documents and they are as accurate as possible because if we wouldn't have noticed that, the

malfeasance and things. Even if it wasn't something that somebody did intentionally, it's money that we're begging from the administration for, you know, we need to make sure it's our responsibility that it's used properly. So that's just where I'm coming from. And I'm not understanding, I don't have children. I don't understand a lot of the struggles to get here but at the same time I just want people to realize that sometimes we need to make different priorities. It's fine to just keep it the way it is, but if staff really doesn't think it's going to make a difference anyway. But I just wanted everybody to know where I was coming from.

NICOLE LEARSON: Madam Chair?

JILL HANO: Yes.

NICOLE LEARSON: So the reports are monthly reports for that quarterly period, right? The full month of January, full month of February, full month of March at the April meeting. Why don't you do the second half of the previous month through the first half of the last month of that quarter if they can get the data for the first-- in other words, is it possible to get the data for the first half of the last month of the quarter for that reporting period? Because if it is then just push it back two weeks so that instead of it being all of January, all of February, all of March for April it's the second half of December, all of January, all of February, the first half of March for April and then the second half of March all of April, the first half of May-- no, I'm sorry. The second half of March, all of April, all of May, the first half of June for the July meeting. So that way it's a full report of all the data that's accessible at that time. They're not being rushed because-- and in conjunction with what Hannah said. And then pushing the meeting back to the last Wednesday and Thursday of the month then you have full reports for the quarter in a timely manner if it's reasonable for the agencies to get their reports for that particular timeframe. Does that make sense?

BRENTON ANDRUS: It does. I wonder, at least thinking from the reports that I get for Act 378, I don't know that it might be a burden or even a hardship for some of these LGEs to have to try and go in and split a half a month, like they may not be able to. Because what they're doing is generating reports and I don't know if they have the capability to generate a partial month. I'm not sure. We

would have to ask if they can do that. So it might be possible. Although I do wonder though if you are pushing it back the one, or two, or whatever it ended up being. Let's say in October. So end of October you could potentially get most of your July, August, September in that report. You might be missing maybe a handful of things but it's going to be much more accurate than when you're only getting up to September because if their stuff is coming in let's say by October 10th and if y'all are meeting let's say on the 30th that potentially gives them an entire additional week after the invoices would be due to them to fill out a report to get to me to be able to get to you and you still have a week to look at it because we've established that's what you do, you look at these things before the meeting. So that might work and still give you that subset of data you're looking for and not have to necessarily get creative with dates. But you won't know until you try, or not try, or whatever. I have to be here regardless of what you do.

EBONY HAVEN: Right. We'll have to be there regardless of what you guys decide. Jill, for the sake of time I'm going to advise you guys to go ahead and take a vote because we still have about seven more pages to get through and I want to make sure we get through this today.

BRENTON ANDRUS: You're about halfway through.

JILL HANO: What!

TONY PIONTEK: You are all blessed so don't worry. God knows all of us.

JILL HANO: Halfway through, Brenton?

BRENTON ANDRUS: About halfway. You're on your 7th of 14 pages.

JILL HANO: Jesus. Can I resign now?

BRENTON ANDRUS: No, ma'am.

JILL HANO: Well, played Brenton, well played. So can we call the question?

EBONY HAVEN: Do they need a motion if they as a committee just vote?

TONY PIONTEK: I motion.

BRENTON ANDRUS: What are you motioning?

JILL HANO: Yeah, please do tell.

TONY PIONTEK: Since we're almost at the end.

JILL HANO: We're not.

TONY PIONTEK: Okay. I'll wait.

EBONY HAVEN: Okay. So for those of you all that are

in favor of moving the council meeting we're going to take Hannah's suggestion of pushing the council meeting back two weeks to the last Wednesday and Thursday of the month raise your hand.

JILL HANO: Yes.

BRENTON ANDRUS: Note that this would not go into effect in October because you haven't voted it in so this would be more starting in January.

EBONY HAVEN: Angela, did you have your hand raised for that? Okay. And I have Lauren.

BRENTON ANDRUS: What is it?

EBONY HAVEN: The last Wednesday and Thursday, whatever that falls on.

BRENTON ANDRUS: The last Wednesday or the last Wednesday and Thursday?

JILL HANO: We can't have an October meeting in November.

BRENTON ANDRUS: We're not.

EBONY HAVEN: So Hannah has already looked at the dates next year, Jill, and it will be October 29th and 30th. Okay. So I have Tony, you were raising your hand for this right, to switch it to the last Wednesday of the month. I have Tony, Angela and Lauren.

TONY PIONTEK: Yes.

BRENTON ANDRUS: Yes, Tony, Angela and Lauren have said they want to move it to the last Wednesday of that quarter.

JILL HANO: I voted.

EBONY HAVEN: I didn't know, Jill. I don't have you down.

JILL HANO: I'm for the motion, yeah. I'm for it too.

TONY PIONTEK: Okay. So a review here. Last Wednesday and Thursday 29th and 30th of 24.

BRENTON ANDRUS: No, sir.

EBONY HAVEN: This still has to go to the full council, Tony. So before this is set in stone it would still have to go to the full council for a vote.

TONY PIONTEK: Right. So what we wrote down that would be of the new year?

EBONY HAVEN: Yes. If it passes in the October meeting. So as of right now I'm changing this to the last Wednesday of the month in each quarter because this is y'all's recommendation. And then I'm taking out this part. On the following Thursday or what am I putting here?

BRENTON ANDRUS: On the following day.

EBONY HAVEN: On the following day and I'll just take this part out.

BRENTON ANDRUS: And so if this does pass in October we will provide y'all with dates and dates will go on the website so y'all have everything set for starting in January and moving forward.

EBONY HAVEN: Okay. So let's move on because like I said, we have several more pages to get through. The announcement of the council meeting is emailed. Now we send out, at the request of the public, we send out public meeting notices to our list serve. And they don't just go to interested persons. So we just made that clarification. That's a minor change.

And the next paragraph the only thing that we added was a hard copy of the packet is provided to members at the meeting, but members who plan to attend virtually can request a hard copy be mailed to them.

JILL HANO: Yes.

TONY PIONTEK: I like that.

EBONY HAVEN: Got you. The executive director, the only word we changed was administrative assistant because we no longer use the title executive secretary so we just changed that. That's a minor change.

In the paragraph starting with guests who attend council meetings. So we added the word in person because now we have hybrid meetings. They shall be provided seating away from the council meeting table. During the meeting public comment will be taken before all votes and during the designated times on the agenda. At the discretion of the chair public comment may also be heard when applicable. And this is from your virtual protocols so we just added some language from your virtual protocols and just updated the language that was already there.

The chair has the discretion to enforce a time limit to public comment. If the rule is enforced the staff will keep track of the time by using a timer system. We just added that information and I think the last sentence of that paragraph, those wishing to speak at the end of the agenda shall make their request known to the chairperson. Public comment may also be submitted via the council's website. So every time we send out a public meeting notice there is a link in that notice where individuals can go and submit their comments prior to a committee or a council meeting and we will make sure that we get that comment to committee

and council members. And if any individual is wishing to speak at the end of an agenda, since we're conducting hybrid meetings, instead of them placing their name on a card to make that request we're either asking individuals to raise their hand which is making their request known to the chairperson either virtually or in the room. So it's just updating the language to reflect our procedures now.

The next paragraph is just something that goes along with council membership. Inviting those nominees to sit in for council meetings. It's saying that they can be included at the table and observe and participate in discussion as guests when they're recognized by the chairperson.

The last paragraph in purple was included in the bylaws but at the suggestion of our parliamentarian we moved that section to the policies and procedures. And it just goes over reimbursement for travel. And then one of the other changes that we made is that the Department of Health and Hospitals is no longer the Department of Health and Hospitals, it's the Louisiana Department of Health. But instead of putting that, just in case we're ever moved from under LDH and they're no longer our designated state agency, we just put general language and stated the council's designated state agency. Does anybody have any questions about any of that?

NICOLE LEARSON: Madam Chair?

JILL HANO: Yes, Ms. Learson.

NICOLE LEARSON: So that statement about the nominees waiting it's on page four. You mentioned it in two places basically.

EBONY HAVEN: We can remove it if you guys want to.

NICOLE LEARSON: The only thing that's different is the one on page four says the exact same thing up until the place where it says shall be seated at the council table. That's the only thing that's missing from page four. And recognized by chairperson. So if you add that to page four you can delete this on page eight.

EBONY HAVEN: Where?

NICOLE LEARSON: I'm sorry. It's the second paragraph before section five. So go all the way to the beginning of section five and then see where it says nominees.

EBONY HAVEN: Does that sound okay? So I'll take it out of that other part.

NICOLE LEARSON: And then the only other thing is if

you go back to section five, and I think Stephanie had brought this up, if you go back to section five starting with the plan. Instead of saying attend quarterly council meetings and committee meetings it would be attend quarterly council meetings and schedule committee-- well, you want to educate that committee meetings are more than quarterly some kind of way. And any scheduled committee. All scheduled committee meetings. Or and committee meetings which are scheduled, you know, or something that says more than quarterly.

LAUREN WOMACK: Attend all council meetings, all council meetings quarterly.

NICOLE LEARSON: The committee meetings are more than just quarterly and so that's what I'm trying to convey. What's the best way to say attend quarterly council meetings and committee meetings which are..

BRENTON ANDRUS: Which can be held year-round.

NICOLE LEARSON: There you go. And then it continues where it says the same thing, actively participate in quarterly council meetings and committee meetings, which same thing.

LAUREN WOMACK: Or can we just say participate in all council and committee meetings.

BRENTON ANDRUS: Like remove quarterly and just say participate in council and committee meetings which can be held year-round.

NICOLE LEARSON: Well, it says each council member shall which means required. May means you could or you couldn't. Can't, same thing with can't. So are you saying they're required to attend all meetings?

EBONY HAVEN: It's a volunteer position.

BRENTON ANDRUS: We can't force you.

EBONY HAVEN: I can't require them.

BRENTON ANDRUS: But why serve.

NICOLE LEARSON: Shall means you have to.

EBONY HAVEN: So, I mean, I think the second part of the second sentence in that bullet as stated in the bylaws and then it goes over if the member can't or if they're absent and then what the consequences of those absences would be. So should we just say attend council meetings and committee meetings which could be held year-round.

BRENTON ANDRUS: That would give you the option if there is a special council. Take the quarterly out.

JILL HANO: How about attend quarterly council meetings

and committee meetings as scheduled or as they come up.

BRENTON ANDRUS: Do you like the language that's there, Jill? Actively participate in council and committee meetings which could be held year-round or you want it to specify when scheduled?

BRENTON ANDRUS: I kind of like when scheduled. But whatever.

NICOLE LEARSON: That actually works because you go into when they're scheduled under council meetings and committees. So yeah, just participate in council and committee meetings as scheduled.

EBONY HAVEN: Do we have any other?

BRENTON ANDRUS: I did.

EBONY HAVEN: Under council membership?

BRENTON ANDRUS: Under council meetings. I meant to bring it up and we tailspinned for a while on when to have the meeting. Under procedures it said committees of the council usually meet the last Wednesday. Should we say standing committees because that is the only committees that are going to meet at that time. I meant to say that earlier and I forgot. That's it. That's all I had.

LAUREN WOMACK: Mr. Erick left. Do we have a quorum?

BRENTON ANDRUS: No.

EBONY HAVEN: Jill, actually we were scheduled for a break at 2:30. So we lost a quorum. We can take a break for about ten minutes and come back if you're okay with that?

JILL HANO: Yeah.

TONY PIONTEK: Ms. Ebony, can you call me if you ever get a chance.

EBONY HAVEN: Yes, I can call you on the break. Yes, Tony, I can call you on the break.

TONY PIONTEK: Thank you.

JILL HANO: Okay. So we're on break.

EBONY HAVEN: 3:05.

{Break}

EBONY HAVEN: Ask everybody to turn on their cameras. We're ready. Jill, can you hear me?

JILL HANO: Sorry.

EBONY HAVEN: All right. We have a quorum.

JILL HANO: Okay. Welcome back from the break. Sorry, y'all. The time is now after 3:00. Hope y'all had a good break. The meeting is now back on track. So I think Ebony, I think we were about to or we just-- Ebony, can we

go onto the next section?

EBONY HAVEN: Yes, ma'am. So the next section was on the calendar. And so the council staff recommended that you guys delete the entire calendar. A lot of the information about the PPR, about when the annual plan or the plan amendments are due, and it's not even AIDD anymore, it's OIDD, all of that information has changed. And so we just recommend since you guys have put in specifics for the ethics training, for the financial disclosures we don't have to go into details for what you guys do for each meeting and when things are due because those dates are changing. They just vary and they change often. We recommend that you guys get rid of the calendar all together and especially since we've specified that we're going to have council meetings, or this is the recommendation, the last Wednesday and following Thursday. I just don't think that this is necessary but I don't know if the committee will agree with that. That's just recommendations from the staff.

JILL HANO: Ebony, I did have one suggestion and now I'm not too sure as to where it falls but when we nominate new officers we nominate-- they're not, like the new chair is not elected to go to the annual NACDD conference where they do have a formal incoming chair training. Like how could that fit if like we wanted to maybe push the officer elections up?

HANNAH JENKINS: We don't actually have the new person in until October so they miss that July.

JILL HANO: Well, and also we wanted to like not knowing who the chairperson is until like a week or two before the NACDD.

EBONY HAVEN: Yeah. So I guess that's already set in stone in the bylaws, Jill. Like when you guys are going to be holding the nominating committee and when that person would start. If we start changing it we'll have to make amendments to the bylaws as well.

JILL HANO: Okay.

EBONY HAVEN: I don't know if your recommendation is to have the elections earlier that year for someone to start in October, maybe at the April meeting. It would have to be at the January meeting and then at the April meeting.

JILL HANO: Whatever.

EBONY HAVEN: I think between the January and April meeting the nominating committee would have to meet. At the April meeting you guys would have to select someone and

then that way they would have enough time to attend the new officer or new chair training at the NACDD conference in July.

JILL HANO: Yeah. I didn't realize this came up in the bylaws because I've been thinking of this idea for quite some time.

EBONY HAVEN: And I can look at the specific wording in the bylaws. I don't even know if we went that specific rather. Let me try to find it.

JILL HANO: I just know I wanted to push it up and I don't remember ever getting a chance to say that.

NICOLE LEARSON: So on page five is where it talks about when the term begins and ends. And on page, at the election of the officers is on page six.

EBONY HAVEN: It's on page six of the current bylaws. So it says a nominating committee shall be elected biannually or at the April meeting of the council during the council's election year. So there we would have to change it and say the nominating committee including the chair shall be elected by the council or the executive committee at the January meeting. And then if you go down further it says the committee shall provide notice in writing via email of its nominees to all council members at least 21 days in advance of the July meeting. That would have to change to April. So we would have to make amendments to the bylaws as well if you want to change that.

BRENTON ANDRUS: Also, to line the voting up at a time where this new chair would be able to go to that meeting because if those aren't held annually anymore and it's every other year are we on that cycle?

EBONY HAVEN: We're on the cycle, yeah. Because at the last one Christi had just become the chair when she attended that.

BRENTON ANDRUS: Got you.

EBONY HAVEN: So my recommendation would be not to, I would still delete the calendar, I don't know how other staff feel, and just to change that part in the bylaws. I don't know if you have a recommendation, Nicole.

NICOLE LEARSON: Madam Chair? Again, and this is always going to be my guiding star, I really want to advocate for differently abled people. I go through the process, I become a member, you give me the bylaws and this. This visually is very easy for me to know the things that I should be aware of and when. Is there any other place

where there is a calendar where members can go and very quickly say in the month of April on the odd years I want to be appointed to, I want to participate in the nominating committee so I know I need to be appointed in April. Or I know in July I need to be at this meeting because I want to be able to vote for who I want to vote for for chair and vice chair. It's embedded in the bylaws but that requires someone to go reading all the way through the bylaws to find some of this stuff. That calendar is very easy to visually identify these things that new council members should be made aware of. I really don't recommend that you take the calendar out unless there is some other place where you're going to have a calendar that you can give people who are, especially new people, but sometimes even the people who have been on here like when are we supposed to do such and such, it's right there on page eight. If you don't have another source where you have this I would recommend that you keep this in. Now the dates may change is true and you're going to have to update it, but this is very easily, it's a visual representation of very quickly seeing some of the most important things that as a council member I need to be made aware of.

EBONY HAVEN: Lauren has her hand raised, Jill.

LAUREN WOMACK: Unless we keep in there the statement about the calendar and say an updated calendar will be maintained on the website and sent out during the full quarterly meetings with updated dates so that way when we have different things it can be changed, it can be updated.

HANNAH JENKINS: We do have these quarterly meetings that we post so you can see the next four years' worth of quarterly meetings in just one document. So you could hypothetically add these things to that document. It stays on the council's web page and we send it back out every quarterly meeting. It would mean if there's changes you don't have to have a whole meeting to vote on the changes. If somebody changed a reporting we just change the calendar.

NICOLE LEARSON: As long as there's some place for it.

HANNAH JENKINS: We would just add this information to quarterly meeting date.

LAUREN WOMACK: And then once we have actual dates of things or voted on dates of things we could add it to the calendar.

EBONY HAVEN: You talking about this paragraph right

here?

LAUREN WOMACK: To say that there is a calendar.

NICOLE LEARSON: Where the calendar is.

LAUREN WOMACK: And it will be mailed out or included in the packet or however staff wants to do it.

HANNAH JENKINS: Because right now it's included in the packet every quarter and the website.

JILL HANO: Are you waiting for me, Ebony?

EBONY HAVEN: No, I'm just adding some language to that paragraph.

JILL HANO: Okay.

EBONY HAVEN: Is that sufficient, Nicole?

NICOLE LEARSON: Uh-huh.

EBONY HAVEN: Okay. So if everybody's good with that change we're going to take this information off, make sure it's added to the website and it will be shared with you all quarterly at the council meeting. Okay. So I know we were adding something to committees. It was something Stephanie suggested.

STEPHANIE CARMONA: I think we should add maybe those things. I know it says, I don't know, just that they're not-- yes, they happen throughout the year. They're not just quarterly standing committee meetings. We have meetings all the time.

NICOLE LEARSON: A separate statement that says standing committee meetings are normally held quarterly but additional meetings will be scheduled as needed. And then ad hoc meetings are scheduled as needed. Something like that so that they know the year-round thing.

EBONY HAVEN: So standing committees are normally held quarterly but additional meetings may be scheduled as needed. And then what are we saying about ad hocs?

NICOLE LEARSON: Ad hoc committee meetings...

BRENTON ANDRUS: Meet throughout the year as needed.

STEPHANIE CARMONA: The only thing else I was going to say just about that last sentence, the last sentence, the duties in membership. We might want to just take out in article nine of the council's bylaws and just put addressed in the council's bylaws just because I don't know what article it is since it's been edited. In everywhere else we don't say which article it's in, it just says that it's addressed in the bylaws. And I don't know if the committee wants to add it to be specific but I think for kind of like a standardization everywhere else in this document where

it talks about the council's bylaw it doesn't mention any article, it just says that it is in the bylaws.

HANNAH JENKINS: Lauren has her hand raised.

JILL HANO: Lauren.

LAUREN WOMACK: Did we want to add or was it redundant to add that members of the community can be appointed as heads of-- I think we added that already, the ad hoc committees. And then did we say anything about, because I was reading something on ITAC about the process to, like what to do if a council member (inaudible) because I know that was an issue this past year with one of our action items with the night rates. Remember, some people were, I know it was confusing when I joined, the meeting was called and then it was an executive meeting or it wasn't open.

EBONY HAVEN: Well, all the council meetings are open to the public.

LAUREN WOMACK: Do you know which one I'm referring to?

EBONY HAVEN: I know which one you're referring to.

LAUREN WOMACK: Clarity to where we don't have...

EBONY HAVEN: We shared-- I mean, there's something in here, the policies and procedures, we shared information about that particular meeting that you're talking about, Lauren. We sent out a public meeting announcement, we shared it on our website and on social media. We followed all the protocol.

LAUREN WOMACK: I didn't know if that was something we needed to address in the bylaws.

NICOLE LEARSON: Madam Chair, that's a good point. Because I'm looking for it here.

EBONY HAVEN: So Nicole, if we go back up to council meetings there is a paragraph right here, an announcement of the council meetings. I can take that same language and put it in the committees and just change the wording a little bit.

LAUREN WOMACK: I guess my question is kind of like if somebody wants to call a meeting what is the, there has to be a process to do that.

NICOLE LEARSON: Right. And I was getting to that part. I just wanted to make sure it wasn't in the bylaws somewhere and it isn't. And that's probably my fault. I want to say maybe I noted it somewhere but forgot to bring it up. So you could put it in here. So say there's a situation where the chair of a committee has not called a meeting at any point in the year. What is the process if

committee members are like hey, we need a meeting, we have this action item, the chair isn't on their job, they need to call a meeting. So there should be something in there that says how meetings can be called by committee members themselves if the chair is negligent. Does that make sense?

Now again, better to have it and not need it because we haven't had that situation, I would think, rather than need it and not have it. So typically the process is that any two members can, through a written request, any two to three members, sometimes it's two, sometimes it's three, can request to have a meeting called. Usually the process is it has to be in writing, it has to go to the chair and the chair of the committee and the chair of the council and then the chair of the committee has to call that meeting on the request of the committee members who put it in writing. Did I muddy the water? So that's the process. And so the meeting should actually then be set up because committee members have requested, whatever that minimum number is has requested in writing to have a meeting called.

LAUREN WOMACK: Two or three members.

NICOLE LEARSON: Yeah. So you need to determine if it's two or three members.

LAUREN WOMACK: Provide a written request.

NICOLE LEARSON: To the committee chair and the chair of the council to schedule a committee meeting. Because the chair, except for the nominating committee, the person running, the chair of the council is a member of every committee except nominating, right? So meetings may be called upon the written request of X number of members of the committee and that request has to be emailed or sent, emailed, text, I would say sent, to the chair of the committee and the chair of the council.

EBONY HAVEN: Okay. So can you look at the wording and just like wordsmith it.

BRENTON ANDRUS: I think they have to decide between two or three.

NICOLE LEARSON: Yeah, you have to decide what number.

EBONY HAVEN: So the committee has to decide that, okay. Okay, committee members. I don't see Jill. Jill, are you there?

JILL HANO: Yes, I'm sorry. I'm here. I'm sorry.

EBONY HAVEN: We're going to take a quick vote. How many of you feel two members are sufficient to call a

meeting, to request a meeting in writing to the council chair and committee chair? Tony. And how many think it should be three members of that committee?

JILL HANO: I abstain.

EBONY HAVEN: Well, we only have one vote. Angela, did you raise your hand?

ANGELA HARMON: Okay. Let me make sure I'm following. Sorry. We were just talking about ad hoc committees or anytime you want to call a meeting?

BRENTON ANDRUS: I think it's specific to committees.

ANGELA HARMON: Okay. All right. I think it should be three people. What did Tony say? I'm sorry.

BRENTON ANDRUS: Two.

EBONY HAVEN: He voted for two members. Lauren voted for three and we kind of needed a tiebreaker. Erick, did you want to vote?

ERICK TAYLOR: Two.

BRENTON ANDRUS: Now we tied.

EBONY HAVEN: Jill, you have to vote.

BRENTON ANDRUS: You can't abstain.

JILL HANO: What did you say Ang?

BRENTON ANDRUS: Angela voted for three.

JILL HANO: I think three is good. I like that, yeah. Good job, Angela. I never knew this existed so I'm confused.

NICOLE LEARSON: Yes, Madam Chair. It's in a situation where you have the chair of a committee who is just negligent in their duties and the committee members are like hey, we need to get a meeting going because we have some things, some business to take care of but the chair of the committee refuses to call a meeting. This gives the members of the committee the opportunity to ensure that gets rectified.

JILL HANO: Okay. Then can I change my vote?

EBONY HAVEN: You want to vote for two?

JILL HANO: Yes, ma'am.

EBONY HAVEN: So any two members can request in writing to the committee chair and chair of the council-- I don't think this sounds right.

NICOLE LEARSON: To schedule a committee meeting.

HANNAH JENKINS: What happens at that point?

NICOLE LEARSON: So then at that point the chair of the committee, or the chair of the council if the committee chair still refuses to do it, will then schedule the

meeting. It's for any committee. Like I have other clients where their membership committee was like it's supposed to be an active committee and members were like what's going on, we want to..

EBONY HAVEN: The chair of the committee or the chair of the council.

NICOLE LEARSON: Oh, yeah. It would be the chair of the committee should then schedule a meeting. Scheduled the meeting. If the chair of the committee, if the committee chair does not the council chair then may schedule the meeting.

EBONY HAVEN: Are we good on committees? Great. You have a question, Jill?

JILL HANO: Me?

EBONY HAVEN: Yeah.

JILL HANO: No, ma'am.

EBONY HAVEN: Okay. So we'll move onto council funding. The council with its federal allotment shall engage in advocacy, capacity building and systemic change activities. We took out a lot of that complicated wording and we just sort of condensed it, again, sort of like what we did in the historical overview just to kind of take some of that wording out.

BRENTON ANDRUS: More easy read.

EBONY HAVEN: Yes. That contribute to coordinated person-centered and directed system of community services and supports.

JILL HANO: I just wanted to say that I know-- okay, well, cause we already did touch on the funding on the first page, right?

EBONY HAVEN: Yeah, but this part right here, Jill, is more of like the procedure for someone that's trying to request funding for like an initiative that you guys are doing.

JILL HANO: Yeah, I should have read this before I commented. That's why I slowed down.

EBONY HAVEN: And we actually as a staff met about the procedures so some of this may need to change. I hadn't read through this so I may need to kind of go through it. Solicit public input prior to the development of the five-year plan. That's something that we're doing. Provide information to various forums and citizens in general so they are aware of the circumstances and needs as understood by the council. We plan to do that. If you

look at your five-year planning process that is in there. Review state plans from all state and other relevant agencies or organizations to be informed about their perspectives and actions related to the circumstances or needs in our state. That's included in our comprehensive review and analysis that we're doing. Announcing in LADDC news when the council will accept proposals to be considered for inclusion in the council's five-year plan. That's also included in your process for the five-year plan development. After adoption of the plan the council may solicit proposals to complete a particular objective in the plan. These will be reviewed by the executive committee responsible for that objective.

JILL HANO: You just need to say-- Ebony, what page?

EBONY HAVEN: Number nine. Page nine and into ten. So it's at the end of page nine and then turn over to page ten.

NICOLE LEARSON: Madam chair, so that last sentence--

JILL HANO: The word executive either needs to be crossed out or the executive committee as well as the committee responsible for that objective because we don't need executive committee responsible for the objective. I'm not sure because we either have two committees, like the committees responsible for the objectives are either one or the other.

HANNAH JENKINS: Brenton apologizes for that mistake.

JILL HANO: Tell him he's forgiven.

BRENTON ANDRUS: Can't own up to it if I don't remember.

EBONY HAVEN: Yeah, so Jill, just based off the conversation, well, based off the information that we gathered from the NACDD conference a lot of the other councils do this part of the proposals or the review of the proposals very differently than we do. We were trying to come up with a new process and include like subject matter experts and things like that. So I would recommend and, Nicole, you tell me if this is right or not, if we do develop a new committee to review those proposals can we just leave it at these will be reviewed by the committee responsible?

JILL HANO: I'm saying yes so we would cross out the word executive, right?

EBONY HAVEN: Say it one more time. I'm sorry. Yeah, I took it out, yes.

JILL HANO: All right, cool.

EBONY HAVEN: Unsolicited proposals will be kept on file and considered by the full council if additional

funding becomes available during the year. We didn't have any recommendations for that. The council will adhere to all state and federal fiscal requirements. I don't think we should take that out.

Okay. So I'm going to move onto B, expenditure approvals. You had a question, Jill?

JILL HANO: I thought we already did this in the bylaws.

EBONY HAVEN: I don't think we went into this much detail.

JILL HANO: Okay.

EBONY HAVEN: Yeah. So initially the policies and procedures had that the executive director shall have authority to adjust the operating budget line items as necessary up to 5,000 per adjustment. Adjustments more than that shall have the approval of the council chairperson. A lot of times in the budget there needs to be like quick decisions made on line items and so it was a suggestion from staff to change the language to this. The executive director shall have the authority to adjust the operating budget line items as necessary. The executive director will inform the council during a quarterly meeting when an adjustment to any line item has been made and the reason for the adjustment. I don't know if the committee is in favor of that change or if you guys have any other suggestions. So I recommend changing it. A lot of times whenever we're dealing with the budget there needs to be like quick decisions made whenever budget line items have to be moved or funding has to be moved from one line item to another or adjustments have to be made. And so this is just saying that if I decide to move a line item I'll make sure that I inform the council during the quarterly meeting when an adjustment is made and the reason for the adjustment.

ERICK TAYLOR: (Inaudible).

EBONY HAVEN: I do that at the quarterly meeting. So whenever I present the budget to the full council I make sure that if we went over in one line I let you guys know hey, I had to move some money from this line and just so we wouldn't be in the red in one line. So I do make sure that I let you guys know during the quarterly meetings when I'm presenting the budget of any changes. Lauren has her hand raised, Jill.

JILL HANO: Okay, Lauren.

LAUREN WOMACK: So does number two go under that? Like

it's not to exceed 1,000-dollars or there's no limit?

EBONY HAVEN: So nonoperating expenditures--

LAUREN WOMACK: Is this something different?

EBONY HAVEN: Yes.

LAUREN WOMACK: And this doesn't have a limit on how much you can move, is that correct?

EBONY HAVEN: Number one you're saying? Yeah.

LAUREN WOMACK: No limit.

EBONY HAVEN: And the way that the budget is set up I don't think I would ever have to move it like anything more than 5,000-dollars per line. I haven't run into that.

LAUREN WOMACK: You can only use certain money for certain things in the budget. You can only use a certain amount of money.

EBONY HAVEN: So yeah, it's certain money budgeted for each thing. Like for operating services, for travel there is certain money that you guys see every month in each category what we have budgeted in each of those categories. I can't move what's not there. So a lot of times what I'm moving is money from one line item, let's say registration for this year a lot of council members went to a lot of conferences, the registration fees were a lot more than the 2,000-dollars that we budgeted and there's a lot of money in the council meeting line item so I moved some of that money down to conference fees or registration fees to cover the additional fees that we paid that year.

NICOLE LEARSON: So I have a question to piggyback on that. So again, not you, but should you like hit the lottery and leave us, because that's probably the only way we'll let you go, the next person could come through and who's to say that because there's no limit that they might not attempt to move something without a checks and balance, more than 5,000 without a checks and balance. I'm not saying it should be 5,000. I'm just saying maybe there should be a limit just as a checks and balance so that you're still going to need to do it, but the council chair is now aware. Or say a council member comes up and wants to check the budget in between meetings and they say this move the executive director has done, at last the chair then can have the executive director's back to say hey, yes, I was fully aware, blah, blah, blah, in between meetings this needed to be done so forth and so on. So it kind of is a CYA in a checks and balances if there's a limit.

LAUREN WOMACK: That's what I'm thinking too. I have

no clue what kind of number it would be, but I don't know if the other agencies could provide..

EBONY HAVEN: The other committee members?

LAUREN WOMACK: Yeah, that do the agencies. Like other agencies.

BRENTON ANDRUS: I mean, if you want to leave an amount in there I would say just go with the amount that was there.

ERICK TAYLOR: Madam Chair, may I speak please?

JILL HANO: Yes, sir.

ERICK TAYLOR: What if it's an amount over the 5,000, then what that person do?

EBONY HAVEN: I would have to get the approval from the chairperson.

ERICK TAYLOR: In writing from the chair?

EBONY HAVEN: I mean, we can specify. It's not specified here.

ERICK TAYLOR: Throwing it out there, I would do it in writing because if you do it verbal they might say I forgot, blah, blah, blah.

EBONY HAVEN: Yeah, I agree with that.

BRENTON ANDRUS: That's fine.

EBONY HAVEN: It's better to have stuff in writing.

BRENTON ANDRUS: Just at times there are decisions that have to be made on the spot and we can't wait for someone to maybe pick up a phone or not pick up a phone or check an email or not check an email. So we would just to have make sure that those situations..

ERICK TAYLOR: I understand that but you have to make that (inaudible) but still have it on paper.

BRENTON ANDRUS: It would be verbal to move and end up getting it in writing afterwards.

ERICK TAYLOR: Because if it's not on black and white.

BRENTON ANDRUS: Yep.

EBONY HAVEN: Lauren has her hand raised, Jill.

JILL HANO: Lauren.

LAUREN WOMACK: I agree, Mr. Erick.

EBONY HAVEN: All right. And the second part I think the reason why I suggested upping the nonoperating expenditures is because of inflation. Things are way more expensive now and so just giving me a little more authority on nonoperating expenditures to 1,000 instead of the 500. That was the reasoning for that. Anything 1,000 to 5,000 will require the approval of the council person and over five would have to get the approval of the whole council.

Okay. So if we're all good we'll move onto collaborative actions. These are minor changes. The Advocacy Center is no longer called that. They re-branded and now they're Disability Rights of Louisiana. And we just took out that other wording. As a courtesy the council will notify state agency council members of any action regarding that member's agency prior to taking the action. This notification will take place provided it will not interfere with or delay the council's actions. I think we made this suggestion because we didn't feel like this was necessary. Does anybody have any questions about that part?

Okay. If we go into procedures we just added DRLA and HDC, those abbreviations. I think we eliminated this information, that last paragraph just because we just didn't think that was needed. And so does anybody have any questions about that before I move on?

Okay, conflict of interest. In the first section we said that the council will be hereafter referred to as the council so that's a minor change. Outside influences can include we just added but are not limited to. Those things, so that's sort of a minor change but if anybody has any questions let me know. Again, number four we said no council member may be related to the council staff, instead of singling out the executive director, by blood or marriage.

ERICK TAYLOR: Say that again.

EBONY HAVEN: Well, previously it said no council member may be related to the executive director. We're just suggesting that you all include all the council staff and not single out the executive director.

Council member stipend. We didn't have any other suggestions on those other sections. Unless you guys had suggestions based off your reading we can jump down to council member stipend. The only suggestion we made was the executive committee shall have the responsibility for considering and making a decision on all out-of-state stipend requests unless time does not permit. As Brenton already stated sometimes it's very hard to get chairs, vice chairs and, you know, just members of the council in general on the phone or in a meeting so we may not have time to convene the executive committee to make the decision. And in that case the executive director and the chairperson will make a decision on the request and immediately notify

the executive committee.

JILL HANO: Okay. Are y'all specifically talking about travel?

EBONY HAVEN: Yes, out-of-state stipend request. So if a council member makes a stipend request to attend a conference or something out of state and time doesn't permit for the executive committee to meet to make a decision on that request we're just simply asking that the executive director and the chairperson be allowed to make the decision. Once the decision is made immediately notify the executive committee.

JILL HANO: Okay, I see it.

EBONY HAVEN: Okay. The last thing we suggested was the council members receiving a stipend to participate in an event shall report on the event at the following council meeting. The council chair will report on the status of the stipend fund in the chairperson's report at each council meeting. And so let me just say this, Jill, because you all used to have an amount tied to that activity in your plan the feds told us we could no longer include an amount on our plan because on the current plan that you all are on there's a 15,000-dollar allocation for that particular activity. I'm just saying that because we can't make that allocation anymore it may be a little bit more difficult for us to track where the stipend fund is but I'm going to do my best. Does anybody have any other questions, comments? We skipped some sections because we didn't have any recommendations.

Okay. If not I'm going to quickly go through the changes really fast. For the historical overview we just decided to change that to a couple of sentences including the information that we added from section, we cleared out section three facts about the council and we just added some of that information to the historical overview about how many citizens or members there are on the council and that they are appointed by the governor. And we kept the information about who funds the council. So that's the historical overview.

The mission and values. We only changed the information to reflect your current mission. And the values are straight out of the DD Act. Again, we eliminated section three facts about the council. And then in council membership we just made this change right here, the council accepts applications for perspective

membership year-round but publishes a deadline for consideration for that year's member appointments and any vacancies.

The next change we made is that the council chair appoints a membership committee. If an applicant requires any accommodations to fully participate in the application process they can make the request to the council staff. Just added that information about if you're not confirmed by the senate by the next regular session you risk being unappointed. Took out normally in the orientation session and said that it's held annually. Added that information that was at the bottom. I forgot what section it is, but for nominees they shall be included at the council meeting table where they can observe and participate in discussion as guests when they're recognized by the chairperson. So that's it for that section.

Council member responsibilities. We took out that word quarterly. Attend council meetings and committee meetings as scheduled. And then we added the information that was from the bylaws about if a member is absent. That came straight from the bylaws. We added notify council staff as soon as possible if you're unable to attend the meetings so quorums are met. And again, we took out the quarterly there and as scheduled, actively participate in meetings as scheduled. Here we took out, we spelled out what LaCAN is. We took out LaTEACH just to make everything more accurate. And we combined that next bullet with this one. Participating in local activities sponsored by the council, LaCAN or other council initiatives.

More member responsibilities. We added these specifics about the financial disclosure and the date that it's due. The annual Louisiana ethics training, the date that it's due. And information about returning the senate confirmation questionnaire or you risk denial of senate confirmation if you don't return it and get it notarized. We added a transition period just to ensure a smooth transition. The outgoing chair will provide the incoming chair with guidelines and information at least two months prior to the new chairperson chairing a meeting. This is a brand-new section for the selection process for the executive director. I don't know if I need to read all of that. Do you guys remember?

LAUREN WOMACK: Yes.

EBONY HAVEN: Okay. Do I need to read it, Nicole?

Okay. I think we were all in agreement with this. We spent a great deal of time on that. The evaluation of the executive director. The executive director will review the responsibilities and make sure they're in agreement with the job description. That will be the scale that the executive committee will use for the evaluation format. And then we just kind of moved some things around. The newly hired executive director will be evaluated on a quarterly basis. An annual survey will be sent out to the full council prior to the January meeting and the executive committee will use the results of that survey to evaluate the executive director. And then we added some language about the January meeting and the July meeting specifics. Does anybody have any questions about that?

Okay. Moving on. Council meetings. We added the word standing for the committees of the council. And just remember that our recommendation is that we move the meetings to the last Wednesday and the following Thursday of the month, of those same months January, April, July and October. We'll make sure that an announcement is emailed through our list serve. A hard copy of packets for meetings will be mailed to members who attend virtually upon request. That's a minor change from executive secretary to administrative assistant.

This is information from the virtual protocol. Like during the meeting public comment will be taken before all votes and during designated times on the agenda. At the discretion of the chair public comment may also be heard when applicable. Remember, the chair has the discretion to enforce a time limit and if they do staff will keep track of that. And if they want to make a public comment at the end of an agenda they can make that request known by raising their hand or submit a public comment via the website. This information is from the bylaws in purple. It's just talking about reimbursement for travel. I don't think anybody had any questions or anything about that.

For the calendar we're going to maintain the calendar on the website and share it at each quarterly meeting with updates. We're taking all of the dates off here. Committees, we just added the information about standing and ad hoc committees. They will be scheduled as needed. And again, we added the information about an announcement is going to be mailed. And open meetings law followed. Any two members can request in writing to the committee

chair or chair of the council to schedule a committee meeting. The chair of the committee should schedule a meeting but if not the chair of the council should schedule the meeting to address if someone is not scheduling meetings.

Council funding. This is just minor changes. We decided just to condense some wording right there. We decided to keep what it had as far as the operating budget line items that the executive director will have authority of as necessary up to a total of 5,000 and adjustments of more shall be approved by the council chairperson in writing. The executive director will have the authority to obligate funds on nonoperating expenditures up to 1,000. That's just the same change. Anything above 1,000 to 5 will require the approval of the council chairperson. Over that will require the approval of the full council.

These are minor changes. Changing the Advocacy Center to DRLA. And I think once again DLRA, HDC, that was a minor change there. The council disseminates information. It's kind of stated that already earlier. These are minor changes. And I think that is all until we get there and this is if a council member is requesting a stipend and the executive committee does not have time to meet the executive director and the chairperson shall make the decision and notify the executive committee. So any questions? Any comments? If not, Jill, you can go ahead and take a motion to approve it.

JILL HANO: All right. Anyone want to make a motion to approve these changes?

ERICK TAYLOR: I motion, Erick Taylor, to make the necessary changes that needs to be made.

JILL HANO: Okay. And then do I have a second?

EBONY HAVEN: Hold on. What are we motioning to send, the recommendation?

NICOLE LEARSON: Yeah. Recommended changes to be approved by the council.

JILL HANO: Tony, you're on mute.

TONY PIONTEK: Can you hear me?

JILL HANO: Now I can.

TONY PIONTEK: Okay. I'll second what you just brought up.

JILL HANO: Okay. So motion made by Erick, seconded by Tony. Any abstentions? Any objections? Any announcements, Ebony?

EBONY HAVEN: We have to ask for public comment, Jill.

JILL HANO: Any public comment?

EBONY HAVEN: And then I have to take a roll call vote.
We have to take a roll call vote.

JILL HANO: Okay. Ebony, will you please take the roll call vote.

EBONY HAVEN: Yes, ma'am. Mr. Mike Billings. Ms. Christi Gonzales. Ms. Angela Harmon.

ANGELA HARMON: Yes, I approve.

EBONY HAVEN: Ms. Angela Harmon, yes. Mr. Tony Piontek.

TONY PIONTEK: Yes.

EBONY HAVEN: Mr. Tony, yes. Ms. Brooke Stewart. Mr. Erick Taylor.

ERICK TAYLOR: Yes.

EBONY HAVEN: Mr. Erick Taylor, yes. Ms. Vivienne Webb. Ms. Lauren Womack.

LAUREN WOMACK: Yes.

EBONY HAVEN: Okay. That's four yeses or four yeas, zero nays.

JILL HANO: Great. Okay. So it passed with zero nays and four yeas. So the motion passes. Whatever. Anything else, Ebony?

EBONY HAVEN: No, I don't have any announcements other than the council meeting in October.

JILL HANO: Okay. We'll cross that bridge when we get there. Well, no objections the meeting is adjourned by unanimous consent.