



Executive Committee Meeting Agenda

Friday, January 19, 2024 – 12:30 p.m.

2400 N. Lincoln Ave., Sequoyah Building, Room 513,
Oklahoma City, OK 73125



Board Members

Sharon Garrity, Guthrie, Chair
Vacant, Vice Chair
Mark Lewis, Norman, Secretary
Vacant, Parliamentarian
David Blose, Yukon
Margaret Bond, Broken Arrow
Mindee Brown, Edmond
Jeromy Buchanan, Okla. City
Sherri Coats, Oklahoma City
Brett Cunningham, Okla. City
Debra Espinosa, Oklahoma City
Janie Fugitt, Oklahoma City
Shelly Greenhaw, Edmond
Michelle Kelley, Okla. City
Lori Hauge, Sapulpa
Gina Richardson, Okla. City
Beth Scrutchins, Okla. City
Melissa Sublett, Tulsa
Lori Weider, Stillwater
Devin Williams, Lawton
Valerie Williams, Okla. City

Council Staff

Planning & Grants Director
John Houston

Council Administrator

Alissa Patterson

Advocacy Training Coordinator

Dr. Bradley Mays

Self-Advocacy Training

Coordinator
Morgan Davis

Executive Director

Jenifer Randle

Members attending via [Teleconference](#):

*Possible action items.

- I. Call to Order: Ms. Sharon Garrity
- II. Roll Call & Establish Quorum: Ms. Sharon Garrity
- III. Discussion: Review Nov. 30, 2023, meeting minutes. *
- IV. Discussion: Funding Request(s): *
2024 Joining Forces Conference April 19, 2024, funding request
- V. Discussion and Possible Voting: Old and New Items: *
 - A. State Plan Committee, Ms. Michelle Kelley, State Plan Chair
 - B. Advocacy, Training & Outreach Committee, Ms. Janie Fugitt, ATO Chair
 - C. Finance Committee, Ms. Sharon Garrity, Finance Chair
- VI. Other New Business *
- VII. Announcements
- VIII. Adjournment *

Executive Committee Members: Sharon Garrity, Janie Fugitt, Michelle Kelley, Mark Lewis

The mission of the Developmental Disabilities Council of Oklahoma is to advance communities where everyone has the opportunity to live, learn, work, and play where they choose. The Council builds partnerships to change systems to improve services, resources, and supports for Oklahomans with developmental disabilities and their families.

Join online: <https://zoom.us/j/95983884924?pwd=L0d5K0VidlYxSWRQKzRUN1JGSjdyUT09>



Executive Committee Minutes

Developmental Disabilities Council of Oklahoma


DATE: Thursday, November 30, 2023


TIME: 4:00 P.M.

PLACE: 2400 N. Lincoln Blvd., Room 513, Oklahoma City, OK 73105


BE IT REMEMBERED that on Thursday, Nov. 30, 2023, at 3:00 P.M., the Executive Committee met in accordance with the Open Meetings Act.



NOTICE of the schedule for all regular and special meetings of the DDCO Finance Committee for the calendar year 2023 have been given in writing to the Oklahoma Secretary of State and public notice and agenda having been posted on the Council's website at or before 12:00 pm on Wednesday, Nov. 29, 2023, in accordance with the Oklahoma Open Meetings Act, 25 O.S. Section 311.

I.  **CALL TO ORDER:** Ms. Garrity called the Executive Committee meeting to order at 4:14 P.M.


II.  **ROLL CALL:**
Members Present: Sharon Garrity, Michelle Kelley, Janie Fugitt
Members Absent: Mark Lewis
Staff: Morgan Davis, John Houston, Bradley Mays, Jenifer Randle

By roll call, there was a quorum of committee members, so business was conducted, and voting occurred.

III.  **Review of the Minutes of the Oct. 27, 2023, Executive Committee Meeting.**

  **DISCUSSION:** The minutes from the October 27, 2023, Executive Committee meeting was reviewed.

ACTION: Ms. Garrity moved to approve the minutes as read, seconded by Ms. Fugitt.

 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley

 **NAYS:**

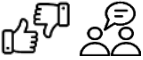
ABSTAIN:

MOTION: Motion was carried 


IV.  Discussion and Possible Voting: Funding Request(s):

Tech Now, Inc Funding Request: Ms. Randle presented a small funding request from a prior Council activity. Tech Now, Inc. teaches students with disabilities graphic arts. The program is housed in many high schools around the state. Tech Now, Inc. receives its continuing funding from donations and Oklahoma Rehabilitation Services. The end of the school year, Tech Now has a statewide competition. This request is to help with this competition, helping fund shirts for those students in attendance. The competition also awards students with computers, etc.

Ms. Randle would like to also propose a donation of 3 Microsoft surface devices to Tech Now, Inc. to award the students. The full kit includes a Microsoft Surface, Keyboard, Mouse, charging cord, USB adapter and carrying case. The Council has a total of 30 of these devices.

 **DISCUSSION:** The Executive Committee discussed the \$3,000 funding request from Tech Now, Inc. and donating 3 Microsoft Surface kits to Tech Now, Inc.

ACTION: Ms. Fugitt moved to approve the Tech Now, Inc. funding request at \$3,000 and to donate 3 Microsoft Surface kits to Tech Now, Inc. seconded by Ms. Garrity.



 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley


 **NAYS:**


ABSTAIN:


MOTION: Motion was carried 

V.   Discussion and Possible Voting*: Committee Reports

- a)  State Plan Committee, Michelle Kelley, State Plan Chair: Ms. Kelley reported the committee reviewed three proposals: Autism Foundation of Oklahoma, Oklahoma Autism Center, Sooner SUCCESS and will be recommending these requests to the Council.
- b)  Advocacy, Training & Outreach Committee, Janie Fugitt, ATO Chair: No updates from ATO. Ms. Randle gave a quick update of PIP. PIP is going well. Students are engaged.

- c)  Finance Committee, Sharon Garrity, Finance Chair: Ms. Garrity reported they have a partial funding report. Things are moving as expected.

VI.  **Other New Business:**

- VII.  **Announcements:** January 24, 2024, at 2:00 p.m. the Council is hosting a 90-minute webinar with the Southwest ADA Center about Service Dogs and Emotional Support Animals.


VIII.  **Adjournment:**

ACTION: Ms. Kelley moved to adjourn the finance committee meeting, seconded by Mr. Fugitt.

 **AYES:** Janie Fugitt, Sharon Garrity, Michelle Kelley

 **NAYS:**

ABSTAIN:

MOTION: Motion was carried  and the committee meeting adjourned at 4:34. P.M.

[View results](#)

Respondent


13 Anonymous

73:47

Time to complete

Part 1 - Contact Information

1. What is today's date?

2. Full Legal Name *

3. Mailing Address *

4. City *

5. State *

6. Zip *

7. Email *

8. Phone number *

9. Website

State Plan Goals

To qualify for funding, projects must meet the goals in the 5 Year DDCO State Plan. The state plan is available for review <https://oklahoma.gov/ddco/about/state-plan.html>.

10. Select the goal your project will be addressing. *

- Goal 1: Advocacy and Self-Advocacy Skills Improvement Individuals with developmental disabilities and their families will be skilled and empowered advocates and leaders in individual and systems change advocacy.
- Goal 2: Good Lives Across the Lifespan Individuals with developmental disabilities, their families and caregivers will have increased access to quality, long-term, individualized supports and services across the lifespan in the home and community of their choice.
- Goal 3: Community Awareness and Inclusion People with developmental disabilities and their families will experience increased inclusion and integration so that they may fully participate in all aspects of the community.

Part 2 - Disclosure of Potential Conflict of Interest

The State of Oklahoma prohibits persons and organizations from participating in the development of a competitive contract (See page 2) where they may receive an actual or perceived benefit. The following questions assist us in making this determination.

11. Does this application specify a person or organization that will complete any part of the work described within the proposal or application ? *

- Yes
- No

12. Do you have any personal, professional or financial relationships with the organizations listed in 9 above ? *

- Yes
- No

13. If you answered yes to either question 9 or 10 above, please explain in detail. Identify names and relationships as necessary.

Proposal

The DDCO thoughtfully reviews complete and materially accurate submissions at the committee level. The information provided in Part III will assist committee members in understanding your application and any expectations for DDCO.

14. Provide a written overview of the proposal. *

The 17th Annual Joining Forces: Supporting Family-Professional Partnerships Conference brings together local, state, and national leaders to discuss best practices and promising practices in the area of family-professional partnerships. Participants gain knowledge and practical tools to use as they work together in support of a good life for the person with special health care needs, intellectual disabilities, and other Oklahomans. The conference also offers opportunities for making connections with professionals, families, and others for future partnership activities.

Goals of the Conference:

- Increase awareness of the importance of family and professional partnerships
- Increase family partnerships in the development, implementation, and evaluation of programs
- Increase leadership and partnership skills
- Identify opportunities for family leadership and make connections
- Support professional and family members as they partner to improve services for a "good life"

15. Has a needs assessment been completed? If no, why not?

No. Agencies tell us they need this conference to train their staff on family professional partnerships and families agree.

16. Provide a list of all people and organizations proposed to work on the project. *

Alicia Lincoln
Amy Duncan
Anita Lena
Bonnie Lemonds
Carla McCarrell-Williams
Chris Compton
Cynthia Smith
Erica Herrera
Erin Parks
Gina Richardson
Hannah Chaboya
Heather Pike
Alexandra Gunter
Aubrey McDonald
Isela Perez
Ivonne Lira
Jenifer Randle
Joni Bruce
Kodey Toney
Lori Chesnut
Michele DeBerry
Monica McFarlin
Patricia Burk
Renee Sansom-Briscoe
Ryan Stewart
Gina L Richardson
Stephanie RedElk
Tammie Burlison
Tamra Crabtree
Terri Kinder
Theresa Sharp
Tracy Keeley
Tracy Whitaker
Wanda Felty
Gwen Batchelor
Tracy Keeley
Denise Bennett
Kevin Randell
Developmental Disabilities Council of OK
Sooner SUCCESS
OK Dept. of Rehab. Services
OK Mental Health and Substance Abuse Services
OHS Children with Special Health Care Needs
OHS Developmental Disabilities Services
Santa Fe South Charter School
OK State Dept. of Health
Evolution Foundation
We Rock the Spectrum
Pervasive Parenting Center
The ARC of OK
Center for Learning and Leadership
OK School for the Deaf
Muscogee Creek Nation Family to Family Health Information Center

17. Describe the experience and qualifications of the persons and or organization proposed to provide goods and services associated with the proposal. *

OFN has held this conference for 16 years and has assisted agencies and hospitals with developing and running patient and family advisory councils.

18. Describe how the proposal will help DDCO meet the goals in the 5 Year DDCO State Plan found at www.okddc.ok.gov *

The Joining Forces Conference will help to meet the following objectives under goal 1:
 Objective 3: Annually through 2026, at least 10 self-advocates and 10 family-advocates will obtain leadership positions of their choice on key boards, councils and committees that take up issues for people with developmental disabilities and their families. (10 or more family advocates are members of the planning committee and OFN helps to identify opportunities for self-advocates and family-advocates to join committees, council and boards.)
 Objective 4: Annually through 2026, 50 individuals with developmental disabilities, their families and professionals will be educated about systems change advocacy and the tools to use to effectively educate community leaders and policymakers about issues that impact people with developmental disabilities and their families. (The entire conference focus is getting individuals, families and professionals working together for systems change regarding specifically developmental disability services and other services.)

19. Define the benefitting population targeted by describing the age, region, familial status, learning or support needs, type of disability.

*

This conference works at the state level to cause the voice of those being served to be part of development, implementation and evaluation of services. This conference and its outcomes impact statewide services for all people of all ages.

20. Describe the impact on the target audience ?

*

Individuals and family members will share their experiences during the conference as well as following the conference as they will be connected to multiple opportunities to make systems work better for their families. Professionals will be connected to individuals and families for input on their work during the conference and following the conference.

21. Describe the impact on people with disabilities ?

*

The impact of Joining Forces is having the voice of those with disabilities or their families infused in the way services are developed, delivered and evaluated. Individuals and families are offered leadership opportunities to provide input or govern systems that serve them.

22. Is the proposal a duplication or expansion of work already being done in Oklahoma or elsewhere ? If yes, describe what is being duplicated and what makes this project unique or different.

*

No

23. Will the proposed project use current best practices in the field of developmental disabilities ? If yes, explain what they are and how they will be incorporated. Please cite source material.

*

Yes. Translators and ASL Interpreters will be available as needed at each site. Large print will be provided as needed. OFN has consulted committee members (agency leaders and family advocate leaders) to ensure best practices are met. The conference is designed to be inclusive of individuals with a variety of needs to help them feel they belong. OFN and partners use people-first language, offer a variety of meal options and offer support for any other accessibility needs.

24. When the work is complete, how will it have provided systems change to programs or services for people with developmental disabilities? *

Skills will be enhanced for individual/family/professional partnerships. The voices of those with developmental disabilities and their families will be made available to all agencies represented. Attendees will increase their awareness of available leadership opportunities so services better meet their needs.

25. Will the proposal be implemented or offered statewide? If no, define the counties and cities served and the rationale for why these locations were selected.

*

Individuals from all across Oklahoma are invited. There will be 5 sites to choose from: Oklahoma County, LeFlore County, Tulsa County, Stephens County, and Garfield County. Individuals and families will receive stipends for their attendance as possible.

Performance Measures

The DDCO is required to provide performance measure reports to evaluate the effectiveness of our activities. As a result, DDCO requires contracted vendors to submit performance measure reports prior to receiving final payment. Performance reports include actual counts and / or the collection of survey information. As a required component of the application, provide projected data for the following performance measures. (Not all measures are applicable. You may identify measures not applicable to this application as "N/A to this activity") All contractors will be required to collect baseline data to evaluate outcomes.

26. INDIVIDUAL & FAMILY ADVOCACY: The number of people with developmental disabilities who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect their lives, the lives of others, and or systems.

The value must be a number

27. INDIVIDUAL & FAMILY ADVOCACY: The number of family members who participated in Council supported activities designed to increase their knowledge of how to take part in decisions that affect the family, the lives of others, and or systems.

The value must be a number

28. INDIVIDUAL & FAMILY ADVOCACY: After participation in Council supported activities, the percent of people with developmental disabilities who report increasing their advocacy as a result of Council work.

The value must be a number

29. INDIVIDUAL & FAMILY ADVOCACY: After participation in Council supported activities, the percent of family members who report increasing their advocacy as a result of Council work.

The value must be a number

30. INDIVIDUAL & FAMILY ADVOCACY: The percent of people who are better able to say what they want or say what services and supports they want or say what is important to them.

The value must be a number

31. INDIVIDUAL & FAMILY ADVOCACY: The percent of people who are participating now in advocacy activities.

The value must be a number

32. INDIVIDUAL & FAMILY ADVOCACY: The percent of people who are on cross disability coalitions, policy boards, advisory boards, governing bodies and/or serving in leadership positions.

The value must be a number

33. INDIVIDUAL & FAMILY ADVOCACY: The percent of people with developmental disabilities satisfied with a project activity.

The value must be a number

34. INDIVIDUAL & FAMILY ADVOCACY: The percent of family members satisfied with a project activity.

The value must be a number

35. SYSTEMS CHANGE: The number of policy and or procedures created or changed.

The value must be a number

36. SYSTEMS CHANGE: The number of statutes and or regulations created or changed.

The value must be a number

37. SYSTEMS CHANGE: The number of promising practices created.

The value must be a number

38. SYSTEMS CHANGE: The number of promising practices supported through Council activities.

The value must be a number

39. SYSTEMS CHANGE: The number of best practices created.

The value must be a number

40. SYSTEMS CHANGE: The number of people trained or educated through Council systemic change initiatives.

The value must be a number

41. SYSTEMS CHANGE: The number Council supported systems change activities with organizations actively involved.

The value must be a number

42. SYSTEMS CHANGE: The number of Council efforts that led to the improvement of best or promising practices, policies, procedures, statute, or regulation changes.

The value must be a number

43. SYSTEMS CHANGE: The number of Council efforts that were implemented to transform fragmented approaches into a coordinated and effective system that assures individuals with developmental disabilities and their families participate in the design of and have access to needed community services, individualized supports, and other forms of assistance that promote self-determination, independence, productivity, and integration and inclusion in all facets of community life.

The value must be a number

44. SYSTEMS CHANGE: The number of policy, procedure, statute, or regulation changes improved as a result of systems change.

The value must be a number

45. SYSTEMS CHANGE: The number of policy, procedure, statute, or regulation changes implemented.

The value must be a number

46. SYSTEMS CHANGE: The number of promising and/or best practices improved by systems change activities.

The value must be a number

47. SYSTEMS CHANGE: The number of promising and/or best practices that were implemented.

The value must be a number

Additional Requirements for funding

48. FINACIAL INFORMATION: Include a detailed revenue and expenditure budget, in a proper accounting format, detailing the total costs and revenues of the proposal.

Identify the amount requested from DDCO within the context of the budget.
DDCO requires a match of 25%. Specify the source of this match.

Identify projected funding sources not currently in place.

Provide a narrative explaining each category of expenditure and source or revenue associated with the project. Revenue sources include but are not limited to conference registration fees, third party grants, booth rentals, in-kind contributions, etc.

If space does not permit the details necessary, please email to John.Houston@okdhs.org and include the Project Name in the subject line. *

Emailing budget to John Houston.

49. STATEMENT OF WORK: Provide a proposed statement of work for the contractual requirements detailing the goods and services you will provide in exchange for DDCO funding. *

Oklahoma Family Network and partners will host the 17th Annual Joining Forces: Supporting Family-Professional Partnerships Conference for a minimum of 100 participants at five in-person sites. The conference will bring together local, state, and national leaders to discuss best practices and promising practices in the area of family-professional partnerships. Participants gain knowledge and practical tools to use as they work together in support of a good life for the person with special health care needs, intellectual disabilities and other Oklahomans. The conference also offers opportunities for making connections with professionals, families and others for future partnership activities.

50. Sustainability Plan (Required for recurring requests)

Typically, DDCO will fund an activity for a maximum of five (5) years. Projects continuing for more than five years are expected to be self-sustaining by the end of the contract period. Include a detailed plan and timeframe for the project to become self-sustainable, including projected budgets, identified partners, and annual funding goals for each year.

Only asking for funding for the 2024 Joining Forces Conference. We have sustained this conference for 16 years.

51. Logic Model (Required for contracts in excess of \$5,000)

A logic model is a tool used by DDCO to evaluate the effectiveness of the program. An example is included, or you may use one of the many formats found by Googling "logic model."

Only asking for \$5,000.

52. Are you a registered vendor with the State of Oklahoma: *

Yes

No

53. Is the proposed vendor applicant an IRS Registered 501(c)3: *

Yes

No

54. Is the proposed vendor a Government entity: *

Yes

No

55. If yes, in question 52, provide form of government and name of entity

N/A not a government entity (should be #54 I believe)

56. Is the proposed vendor a tribal nation: *

Yes

No

57. If yes in Question 53, list tribe.

58. Is the proposed vendor a sole proprietor: *

Yes

No

59. Is the proposed vendor a registered partnership? *

Yes

No

60. Is the proposed vendor a registered corporation? *

Yes

No

61. Social Security or FEI Number: *

731515579

The value must be a number

Contact information

62. Name of individual with contract signatory authority / title / Phone number / email address *

Joni Bruce, Executive Director or Heather Pike, Associate Director 405-203-8745 or 405--401-7612 joni-bruce@oklahomafamilynetwork.org, heather-pike@oklahomafamilynetwork.org

63. Primary Contact: Name of individual to contact regarding contract performance & operations / Title / Phone number / E-mail address *

Joni Bruce, Executive Director or Heather Pike, Associate Director 405-203-8745 or 405--401-7612 joni-bruce@oklahomafamilynetwork.org, heather-pike@oklahomafamilynetwork.org

64. Legal Notices: Name of individual to send legal notices / Title / Phone number / E-mail Address *

Joni Bruce, Executive Director or Heather Pike, Associate Director 405-203-8745 or 405--401-7612 joni-bruce@oklahomafamilynetwork.org, heather-pike@oklahomafamilynetwork.org

65. Finance Contact: Name of individual responsible for finance and accounting / title / phone number / e-mail address *

Bonnie-lemonds@oklahomafamilynetwork.org 405-474-3594