



# Executive Committee Meeting Agenda

Friday, June 7, 2024 – 3:00 P.M.

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

Members attending via [Teleconference](#) using Microsoft Teams  
Meeting ID: 299 104 227 982, Passcode: XZzEne

## Board Members

Sharon Garrity, Guthrie, Chair  
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  
Blaine Murdock, Meeker  
Gina Richardson, Okla. City  
Beth Scrutchins, Okla. City  
Melissa Sublett, Tulsa  
Lori Wieder, Stillwater  
Cynthia Wilkett, Tulsa  
Devin Williams, Lawton  
Valerie Williams, Okla. City

## Council Staff

### Council Administrator

Alissa Patterson

### Advocacy Training Coordinator

Dr. Bradley Mays

### Self-Advocacy Training

#### Coordinator

Morgan Davis








### Planning & Grants Director

John Houston

### Executive Director

Jenifer Randle

\*Possible action items.

- I.  Call to Order: Ms. Sharon Garrity
- II.  Roll Call & Establish Quorum: Ms. Sharon Garrity
- III. Discussion & Possible voting: Review April 26, 2024 minutes\*
- IV.  Discussion: Funding Request(s): \*  
NACDD 2024 Conference for Nancy Ward, Wanda Felty
- V.  Discussion and Possible Voting: Old and New Items: \*
- VI.  Other New Business \*
- VII.  Announcements
- VIII.  Adjournment \*

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



## Executive Committee Minutes

### Developmental Disabilities Council of Oklahoma


DATE: Friday, April 26, 2024

TIME: 12:30 P.M.

PLACE: 2400 N. Lincoln Blvd., Room C-48, Oklahoma City, OK 73105

*BE IT REMEMBERED that on Friday, April 26, 2024, at 12:30 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 2024 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 Thursday, April 25, 2024, 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 12:40 P.M.

II.  **ROLL CALL:**

Members Present: Janie Fugitt, Sharon Garrity, Michelle Kelley

Members Absent: Mark Lewis

Members Online: Lori Wieder (voting member listed on agenda)

Staff: Morgan Davis, John Houston, Bradley Mays, Alissa Patterson, Jenifer Randle

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

I.  **Review of February 23, 2024, minutes.**

**ACTION:** Ms. Fugitt moves to approve the minutes for the February 23, 2024, Executive Committee meeting and Mr. Lewis seconds the motion.



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

 **NAYS:**

**ABSTAIN:**

MOTION: Motion carried 

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

  **Discussion:** The Executive Committee discussed Council staff attending the NACDD Conference in July 2024. Ms. Randle presented travel estimates. Ms. Randle would travel early, to attend the Bridging Aging and DD Services Community of Practice Annual Conference, which Oklahoma is one of 11 states added to this work this year, receiving \$5,000 each year. Total estimate for 5 staff members and 2 support persons = \$12,224.

**ACTION:** Ms. Kelly moves to approve funding for Council staff to attend the 2024 NACDD Conference and Ms. Wieder seconds the motion.

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

 **NAYS:**

**ABSTAIN:**


MOTION: Motion carried 

  **DISCUSSION:**

V.   Discussion and Possible Voting: Old and New Items:

VI.  Other New Business:

VII.  Announcements:

VIII.  **Adjournment:** Ms. Kelly made a motion to adjourn, and Ms. Fugitt seconded. Meeting was adjourned at 12:57 P.M.

**From:** [Robin Troutman](#)  
**To:** [Jenifer Randle](#)  
**Cc:** [Green, Kayla](#); [Eric Berg](#); [Jill Jacobs](#)  
**Subject:** [EXTERNAL] NACDD Betty Williams Champion of Equal Opportunity Award  
**Date:** Wednesday, May 22, 2024 3:55:44 PM

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Hi Jen

On behalf of the NACDD Member Services Committee I am excited to announce that Nancy Ward has been selected as the 2024 recipient of the Betty Williams Champion of Equal Opportunity Award.

We are so excited to honor Nancy and her accomplishments at the NACDD Annual Conference on July 25<sup>th</sup> in Washington DC.

We would like to set up a call with you and Nancy so that we can meet and discuss the awards lunch on the 25<sup>th</sup>. As in the past we will ask someone from the Oklahoma Council to introduce Nancy and then Nancy will be able to come up and share a few words as well. In addition, we like to show slides of photos or videos of Nancy to be shown during the presentation. If you can get those to us by June 30<sup>th</sup> that would be appreciated.

Would you like me to send an email to Nancy to let him know or would you like to let her know directly?

Please let me know days and times in June that work for you and Nancy.

Thank you so much  
Robin

**Robin Troutman**  
**Deputy Director**  
**National Association of Councils on Developmental Disabilities**  
**1825 K Street, NW, Suite 1250**  
**Washington, DC 20006**  
**202.506.5813 Ext. 105 (Phone)**  
[www.nacdd.org](http://www.nacdd.org)  
**Pronouns: she/her**

**\*While I may send emails outside of standard business hours, I do not expect a response outside of your own.**

**From:** [Rafael Rolon-Muniz](#)  
**To:** [Jenifer Randle](#); [Beth Swedeen](#)  
**Cc:** [Jill Jacobs](#)  
**Subject:** [EXTERNAL] CEO Awards Booklet Materials  
**Date:** Monday, June 3, 2024 10:33:41 AM

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Hello Jen and Beth,

I hope you are both doing well. I wanted to congratulate you again on having Nancy Ward and Jordan Anderson honored at this year's CEO Awards. I'm reaching out to you about collecting the materials needed for the booklet.

We need a headshot and a half-page bio to include in the book. Also, as you know, we always have space for councils and family/organizations to add ads congratulating the awardees. I wanted to share the ad size measurements and prices with you so that you can distribute this information within your communities to see who would be interested in placing a congratulatory ad in the booklet.

The size options are as follows:

- Full Page: 7.875" x 10.5" (\$200)
- 1/2 Page Island: 4.625" x 7.25" (\$100)
- 1/2 Page Horizontal: 7" x 4.75" (\$100)
- 1/2 Page Vertical: 3.375" x 9.5" (\$100)

Please let me know if you have any questions.

Best regards,  
Rafa

Nancy	Wanda	
\$425.00	\$425.00	<b>Registration</b>
		<b>Per Diem</b>
\$0.00	\$59.25	Sunday, 7/21
		travel day
\$0.00	\$54.00	Mon, 7/22 L
\$59.25	\$36.00	travel day
\$36.00	\$36.00	Tues, 7/23 B&L
		Wed, 7/24 B&L
		Thurs, 7/25 B&L
\$36.00	\$36.00	Fri, 7/26
\$56.00	\$59.25	
\$59.25	\$59.25	travel day
		Sat 7/27
\$996.00	\$1,494.00	<b>Lodging (\$249/night)</b>
		<i>3 nights=\$747; 4 nights=\$996; 5 nights=\$1245;</i>
\$500.00	\$500.00	<b>Travel</b>
\$80.00	\$80.00	<b>parking and/or uber (airport)</b>
\$2,247.50	\$2,838.75	<b>totals</b>

<b>Operating Unit</b>	<b>Operating Unit</b>
<b>29143004</b>	<b>29142001</b>
\$2,219.50	\$2,838.75

**NACDD 2024 Annual Conference Budgeting**

		<b>Jen</b>	<b>Alissa</b>	<b>John</b>	<b>Morgan</b>		<b>Brad</b>	
<b>Registration</b>		\$425.00	\$425.00	\$425.00	\$425.00	\$0.00	\$425.00	\$0.00
<b>Per Diem</b>								
	Sunday, 7/21	\$59.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
jen travel day	Mon, 7/22 L	\$54.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
others travel day	Tues, 7/23 B&L	\$36.00	\$59.25	\$59.25	\$59.25	\$59.25	\$59.25	\$59.25
	Wed, 7/24 B&L	\$36.00	\$36.00	\$36.00	\$36.00	\$74.00	\$36.00	\$74.00
	Thurs, 7/25 B&L	\$36.00	\$36.00	\$36.00	\$36.00	\$74.00	\$36.00	\$74.00
	Fri, 7/26 (travel day) B	\$59.25	\$56.00	\$56.00	\$56.00	\$74.00	\$56.00	\$74.00
	Sat 7/27 (travel day)	\$0.00	\$59.25	\$59.25	\$59.25	\$59.25	\$59.25	\$59.25
<b>Lodging (\$249/night)</b>		\$1,245.00	\$996.00	\$996.00	\$996.00		\$996.00	
<i>3 nights=\$747; 4 nights=\$996; 5 nights=\$1245;</i>								
<b>Travel</b>		\$472.00	\$472.00	\$472.00	\$472.00	\$472.00	\$472.00	\$472.00
<b>parking and/or uber (airport)</b>		\$80.00	\$80.00	\$80.00	\$80.00		\$100.00	
<b>totals</b>		\$2,502.50	\$2,219.50	\$2,219.50	\$2,219.50	\$871.75	\$2,239.50	\$812.50

<b>Operating Unit 29142001</b>
\$4,722.00

<b>Operating Unit 29144001</b>
\$3,091.25

breakfast \$18  
lunch \$20  
dinner \$36  
1st / last day travel \$59.25

<b>Total for all</b>	\$10,032.75
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