

# Full COCA Meeting Minutes

Thursday, February 16, 2012

**DRAFT MINUTES TO BE APPROVED MAY 17, 2012**

**Members present:** Dawn Olson (ND), Shannon Caldwell (KY), Deb Unruh (ND), Jack Brandt (VA), Mitchell Levitz (NY), Karen Irick (SC), Carl Durocher (WI), Hillary Spears (AUCD), Kendall Corbett (WY), Pat Cloppert (OH), Gordon Richins (UT), Tiffany Hunter (NV), Olivia Lebens (ID), Barbara Levitz (NY), Brady Sellet (OH), Mark Smith (NE), Nelrene Yellowbird (ND)

## 1. **Co-Chairs monthly report: Shannon Caldwell, Dawn Olson:**

- a. Shannon introduced himself as the new COCA Family Member with a Disability co-chair. He works at the Kentucky UCEDD. He mentioned that COCA is looking for ideas on ways to network with other councils on projects within the AUCD network. He and Dawn have been attending monthly AUCD Board meetings, where the following topics have been discussed:
  1. Ideas for a project that the AUCD network would work on this year. A couple of topics mentioned for a project were transitions and advocacy.
  2. A theme for the 2012 AUCD Annual meeting. "Innovation" and "creativity" are a few key words that were discussed surrounding the theme.  
*If members have ideas regarding these two areas of discussion (project or theme), please share them with Dawn or Shannon so that they can be passed on to the AUCD board.*
  3. The winter AUCD Board retreat is coming up in late February in Phoenix, Arizona.
- b. Dawn introduced herself as the COCA Person with a Disability co-chair. She works at the North Dakota UCEDD. She asked whether there has been an issue with members getting emails from the COCA listserv. Hillary suggested that people check their spam folders, and make sure that emails from the COCA listserv are allowed. If people are still having trouble getting COCA emails, please let Hillary know at: [hspears@aucd.org](mailto:hspears@aucd.org)

## 2. **Approval of minutes and Secretaries report: Deb Unruh, Luz Cantres:**

Deb asked for any corrections to the November COCA Annual Meeting minutes. Carl made a motion for approval of the minutes as submitted, and Mitchell seconded the motion. Minutes approved. Deb informed members that the 2012 call schedule for Full COCA meetings is listed on the bottom of both the agenda and meeting minutes. Call times and dial in information remains the same for every call.

## 3. **Introduction of new members on the call:**

Dawn provided an opportunity for any new COCA members to introduce themselves. Brady Sellet introduced himself as a member from the Cincinnati, Ohio UCEDD. Nelrene Yellowbird introduced herself as a CAC member from the Minot, North Dakota UCEDD.

## 4. **Discussion of Annual Meeting:**

Discussion was held regarding what went well at the Annual Meeting:

- a. From the survey, a positive comment was received about having the agenda up on a big screen.
- b. Having the various other committee meetings during the day instead of in the evening provided more time for the evening COCA Annual Meeting.

A few areas of improvement for the Annual Meeting were identified:

- a. Pillars in the meeting room were an issue because of the obstructed view of the room, as well as making it more difficult to get around in the room. Since the 2012 meeting will be held at a different hotel, this issue may be resolved for the next meeting.
- b. Not everyone likes pizza, which has traditionally been provided for the evening meal.

c. A need was expressed to briefly explain the handouts in the packet at the beginning of the meeting. This would help attendees gain full advantage of the materials in the packet.

5. **Discussion from Parking Lot at Annual Meeting: UCEDD support for CAC meetings:**

Extensive discussion was held surrounding this topic. Some of the areas of discussion included:

- a. Stipends for CAC members who attend the meetings (\$100 per meeting).
- b. Different states hold their meetings in different ways: face to face, IVN (Interactive Video Network), webcam, speaker phone, video phone, or a combination of these methods. While most members expressed a preference for face to face meetings, travel is sometimes complicated by weather, as well as the size of the state. UCEDD budgets may also influence the number of face to face meetings held each year.
- c. Some UCEDD's have four meetings per year, while some have two or three per year. Some UCEDD's hold monthly conference calls in addition to their regularly scheduled CAC meetings.
- d. Several UCEDD's reimburse CAC members for all expenses related to travel for CAC meetings (including lodging, mileage/transportation costs, meals, personal care attendant, childcare), or provide an honorarium to cover expenses.
- e. Some UCEDD's hold CAC meetings at the same location for every meeting (at the UCEDD or a centrally located place), while others rotate the meeting location within the state.
- f. Several members expressed frustration with recruiting CAC members to represent all areas of their state, as well as CAC members who represent the ethnic diversity within the state (particularly CAC members to represent the Native American population within their state). Other members collaborate with organizations within their states to ensure adequate representation from the whole state (Commission on Minority Affairs, P & A, DD Council, etc.)
- g. Several members felt that holding CAC meetings on the weekend (typically Saturday) has been more successful than holding them on weekdays.
- h. Some UCEDD's schedule a year's worth of CAC meetings at a time, with the new schedule decided upon at the end of the year or beginning of the new year.

There was considerable support from COCA members surrounding the idea of holding a workshop or roundtable discussion on this topic at the AUCD Annual Meeting. This would enable UCEDD Directors and others to get together to discuss a number of topics related to this issue. This discussion could be facilitated by those UCEDD's who are already providing technical assistance for CAC's. Karen offered to put together a blog on this topic, since input from the blog could be pulled together for a presentation at the AUCD Annual Meeting. Hillary will look into what the AUCD Central Office can do to support this topic. It was also suggested that a workshop could be held on cultural relevance for racial minorities, since there is a reoccurring theme of difficulty with recruiting Native American members to CAC's. Because of the length of discussion surrounding this agenda item, as well as its importance to many COCA members, it was moved to the Parking Lot for further discussion during the next Full COCA meeting.

6. **Discussion of support for increased social time at the Annual Meeting:**

Shannon explained to members that the Steering Committee has had some discussion about increasing the amount of social time at the COCA Annual Meeting. This discussion came about because of one of the goals expressed at the COCA Annual Meeting, which is "keeping people interested and participating in COCA". The feeling is that people who are personally connected to other members of COCA tend to be more involved with the group, work together better, and stay involved for a longer period of time. Shannon would like to know whether there is general support from COCA members for the idea of increased social time at the Annual Meeting. While most members expressed agreement that developing personal relationships with other COCA members is important, there were several problems raised around this idea. The general feeling was that it would be too difficult to build added social time into the meeting itself. The pizza and salad provided at the evening meeting were added to fulfill this need. Because of the amount of business to take care of at the meeting, as well as the number of other councils and committees who meet on

Sunday, it gets to be a very long day for everyone. Setting up informal times outside of the Annual Meeting for people to gather, or getting together in a hospitality room might be some options.

7. **Discussion on outreach to UCEDDs regarding their COCA representative:**

Shannon would like suggestions on how to reach out to UCEDD's to find out who their COCA representatives are. He would also appreciate ideas on how to get UCEDD's who don't have representatives on the calls, or at the COCA Annual Meeting, involved. This would provide a more diverse group of people to COCA. One thing that COCA is already doing is to keep track of who is currently participating in COCA, so that those who are not participating can be contacted. Shannon has been working on a letter to send out to UCEDD Directors in an effort to reach out to those centers that aren't already represented on the calls. The email sent out by Tony Antosh from AUCD has only garnered two responses, so far. Gordon informed members that the COCA Nominating Committee is working on putting together lists of UCEDD's from each of the three "at-Large" regions, as well as the COCA contact from each UCEDD. The Steering Committee at-Large members should be in contact with the UCEDD's in their region, and can then keep the lists updated. Karen alerted members that this topic has been an ongoing issue for COCA. Many things have been tried in the past to encourage UCEDD's to send a COCA representative to the Annual Meeting, but since it is not mandated in the DD Act, things haven't really changed over the years. She suggested that maybe COCA needs to come up with some products or a "buy-in" for Directors to encourage them to send members from their UCEDD to the Annual Meeting. Mitchell suggested sending out an email to members who haven't participated to see how they feel, or what their ideas are on this matter.

8. **Possible Universal ID for PWD using Paratransit Systems (transportation issue):**

Dawn informed members that she put together a fact sheet with some talking points around this initiative. Karen has also put together a blog around this issue. Since the blog has AUCD's name on it, COCA is waiting for approval from AUCD before the link can be distributed. The blog has the potential to reach a lot of people, and should generate a lot of comments from people surrounding transportation issues. Dawn will let everyone know whether the blog is approved or not, and COCA can proceed from there. Hillary agreed to follow up with George Jesien regarding the approval.

9. **Updates from subcommittee co-chairs:**

a. **Planning Committee: Mitchell Levitz, Deb Unruh:**

Mitchell outlined what the Planning Committee does for the members who are new to the call. He explained that the committee works with AUCD to plan the Annual Meeting, and to come up with ideas for what COCA would like to see occur at the conference. He informed members that the AUCD Planning Committee will be meeting with Deb and himself in March to discuss ideas for the 2012 Annual Meeting. He will schedule a meeting with the COCA Planning Committee after that time. He would like to hear from COCA members if they have any ideas for the 2012 Annual Meeting. Mitchell stated that AUCD has posted a call for proposals for the next Annual Meeting, and members are encouraged to send in their proposals. Deb reported that 8 responses were received from the survey that went out to evaluate the 2011 COCA Annual Meeting. Most responses were positive, and all comments made will be taken into consideration when planning for the next Annual Meeting.

b. **Nominating Committee: Gordon Richins, Sharon Jodock-King:**

Gordon introduced himself, as well as his co-chair (Sharon Jodock-King), who was not able to be on the call. He stated that there are two co-chairs for each of the committees, which provides more opportunity for leadership within COCA. Two items that the Nominating Committee is working on are to developing job description for each COCA Officer position, as well as to put together a contact list for the Members-at-Large in each region. Anyone who is interested in

working with the Nominating Committee on these items should send an email to Gordon, Sharon, or Deb.

**c. Legislative Committee: Carl Durocher, Joe Basey:**

Carl informed members that Joe has been sitting in on the AUCD Legislative Committee calls. One issue that has been raised is an Action Alert about the Affordable Care Act, which suggests that people contact their legislators to prevent a cut in the reimbursement rates for doctors who provide services to Medicaid patients. Mark Smith was on the call, and stated that the biggest topic discussed was the President's budget. Most of it was favorable, but the worst news is that the Family-to-Family Health Information Centers were not included in the budget. There was some discussion about whether the Family-to-Family Information Centers would be defunded through Title V, and the huge impact that this would have on families. Hillary informed members that UCEDD's and LEND's are level funded, and that Projects of National Significance (PNS) took a large cut.

**10. AUCD Update: Hillary Spears and Liz Weintraub:**

Hillary reported that AUCD is in the process of doing the next round of self-advocacy summits. These are summits in areas that weren't covered in 2011. AUCD is also working on engaging people with the most significant disabilities in the work of UCEDD's, CAC's, and AUCD. If any COCA members have resources for this topic, please send them to her. Hillary informed members that Liz is not on the call because of another commitment she has with one of her other jobs.

**11. Parking Lot Items or Other Important Issues:**

Items moved to the Parking Lot for further discussion during the next Full COCA call are:

1. UCEDD support for CAC meetings
2. Outreach to UCEDD's regarding their COCA representatives

Mitchell encouraged any new members to speak out regarding any topics that are important to them. Nelrene informed members that she would be willing to help with the recruitment of Native American members to CAC's in the Northern Plains area, which members expressed appreciation for.

**Meeting adjourned**

**Future call Schedule:**

*March 15<sup>th</sup> (Steering Committee), April 19<sup>th</sup> (Steering Committee),*

*May 17<sup>th</sup> (Full COCA Call), June 21<sup>st</sup> (Steering Committee), July 19<sup>th</sup> (Steering Committee),*

*August 16<sup>th</sup> (Full COCA Call), September 20<sup>th</sup> (Steering Committee), October 18<sup>th</sup> (Steering Committee),*

*November 15<sup>th</sup> (Full COCA Call), November 16<sup>th</sup> (Steering Committee),*

*December 2<sup>nd</sup> (Full COCA Meeting at Annual Meeting)*