



**Board of Directors
October 4, 2018
Newington Town Hall Room L101
131 Cedar Street, Newington, CT
2:00 p.m.**

MINUTES

In attendance: William DeMaio, Suzanne Oslander, Erik Barbieri, Marcia DuFore, June O'Leary, Dianne Stone (ADACC Consultant), Karen Green (New England Life Span Management Company)

Absent: Debbie Moore, Keith Mullinar, William Pierce

- I. Call to Order
Regular meeting called to order at 2:25 p.m. by President William DeMaio.
- II. Minutes of Previous Meeting
Motion "to accept the September 13, 2018, minutes made by Suzanne Oslander; seconded by Erik Barbieri; motion approved. Minutes will be posted on the ADACC website for review.
- III. Finance Report
Financial Report- not submitted.
- IV. Welcomed New Board Member, Marcia DuFore, who is the Executive Director of the North Central Regional Mental Health Board, presently located in Hartford.
- V. Report from Karen Green, New England Life Span
 - a.) Trainings
 - Classes are going well.
 - 21 participants are registered for both locations and 5 people are registered for the June session.
 - b.) Membership
 - Presently there are 33 members, 17 of them are brand new.
 - c.) Conference
 - Conference registration is at 35 people, 5 more with a verbal confirmation for a total of 40 people.
 - Food options discussed. Gluten free options need to be made available. Request will be made to the caterer that food selections be labeled.
 - Gifts for attendees discussed- all will receive a smiley guy cell phone holder, a pen, and a notepad (white paper, black ink).
 - Reviewed that everyone should be working on contacting people for sponsorships. Chairman DeMaio will be sending out letters to possible sponsors.
 - June has sent out 25 letters for sponsorships in the New Britain area, including previous sponsors.
 - Items for the event discussed (candy trays, candy, speaker appreciation gifts, CEU's)
 - Everyone is asked to bring in at least two items for the raffle table.
 - Sheet raffle tickets will be used and sold as:

1 sheet for \$ 5.00
3 sheets for \$10.00

-Chairman DeMaio will be the master of ceremonies and Erik and will work with Bill on the raffle prizes.

-Set-up will begin at 7:00 a.m. on Friday by Newington Parks and Recreation Dept.

VI. Report from Dianne Stone

New England Life Span Management Company (NELSPMC)

-Meeting in the near future to review contract with Chris.

-Overall, very happy with the services that Karen has provided through NELSPMC. Membership is the highest we have ever had! Presently our contract covers 10 hours per week but Karen is putting in more hours. We will be discussing with Lifespan terms of new contract, and the need to possibly increase hours. Presently the yearly contract is for \$7,500.00.

-Due to contractual needs through NEADA Center, we need to complete 33 more surveys; discussion. Motion made by Erik Barbieri "to authorize Lifespan up to \$300.00 to make phone calls to complete the surveys," seconded by Marcia DuFore; all in favor, motion passed.

New England ADA Center

-Reviewed the New England ADA Center & ADA Coalition of CT State Affiliate Scope of Work & Agreement which runs from October 1, 2018 – September 30, 2019. Board members received a copy of the contract. Overview of the contract:

-The Institute of Human Centered Design holds the contract. ADACC Awarded:

ADA Technical Assistance Activities	\$24,000.00
Research Activities	<u>\$2,500.00</u>
Total	\$26,500.00

A. General programmatic requirements:

- 1.) Explain all titles of the ADA through technical assistance, training, outreach, capacity building and information dissemination
- 2.) Assist in the implementation or research activities
- 3.) Assist in the dissemination of the Title II action Guide for State and Local Government and ADA Checklist and report on any feedback(ongoing)
- 4.) Assist in the dissemination of materials to reach persons with alcohol addiction and in recovery from substance use and opioid use disorders (ongoing)
- 5.) Convene and coordinate statewide ADA Coalition to promote ADA implementation
- 6.) Coordinate and co-train at an event with New England ADA Center staff
- 7.) Co-staff one exhibit at an event with New England ADA center staff
- 8.) Host one annual "Architectural Plan reading" Workshop
- 9.) Provide the ADA center with an article & photo for the Access New England Newsletter once a quarter. Preferable, a story that focuses on successful implementation of the ADA or any accomplishments and contributions, can be consumer accomplishments, or organizational awards or recognition.
- 10.) Meet at New England ADA Center twice a year for State Affiliate Meeting and strategic planning. This is a requirement ad each affiliate must send a representative.
- 11.) Make clear attribution to the New England ADA Center on grant supported trainings, meetings, websites, materials, and conference events, "With support from the New England ADA Center" and or Logo.
- 12.) Submit a digital and hard copy of ADA Work Report and an ADA Research Report on letterhead quarterly.
- 13.) Submit a digital and hard copy invoice and that includes a line item for ADA work and ADA research work on letterhead quarterly.

B. New Report and Invoice Requirements

1.) Submit a digital and hard copy report to ADA Services, with a separate ADA Research Report on letterhead quarterly. These are due December 31, March 31, June 30, and September 30, to be submitted within 15 days of due date.

2.) Submit a digital and hard copy invoice that includes a line item for ADA work and ADA research work on letterhead quarterly. These are due: December 31, March 31, June 30, and September 30. Submission should be within 15 days of due date.

3.) ADA Center will process payment within 45-60 days of receiving both quarterly invoice and report.

C. Annual Financial Requirements -Subcontractors are responsible for:

- 1.) Provide a budget with expenditure allocation to be included with a signed agreement- this is required before payment can be made.
- 2.) Annual financial reporting that confirms the expenditure of money based on allocations you projected- this must be submitted to receive the 4th quarter payment.
- 3.) Submission of most recent annual audit and financial statements.
- 4.) Retain support documents of expenses and labor related to this agreement making these documents available to the Center upon request.
- 5.) Complete all documentation required by the Center related to fiscal concerns in a timely manner.
- 6.) Reply to HCD's independent Auditors KPM Confirmations in a timely manner.

D. Miscellaneous Provisions

ADACC shall comply with all applicable provisions under the Rehab Act of 1973, Sections 502 and 504 as well as the Americans with Disabilities Act of 1990 in carrying out all of the activities specified by this agreement. Failure to comply may result in termination of the agreement.

While the quarterly progress reports are vehicles of communication between the subcontractor and the center, there will be occasions when the subcontractor must communicate information to the Center instead of waiting for the submission of the next quarterly report. Examples of this are a change in the state budget, or significant barriers to conducting business of the subcontract.

E. Lobbying Form

Our funders, the National Institute on Disability, Independent Living and Rehabilitation and Research (NIDILRR) request that state affiliates sign a "Lobbying Form".

-Discussion. Overall, the contract outlines our efforts to increase understanding and implementation of the ADA throughout the State and participate in research activities. Chairman DeMaio authorized to sign the contract by board members.

-As part of our contract, Dianne discussed the importance of disseminating material to reach persons with alcohol addictions and recovery from substance use and opioid use disorders. New board member, Marcia DuFore shared information on "Change the Script", partnering with statewide initiatives, may be very productive. Presently Marcia sends out a weekly news e-mail which shares information to a multitude of people that reach our goal population.

-Dianne discussed the need for a time of strategic planning (off-site); discussion. Date to be determined, but a day the 2nd or 3rd week in January from 10:00 a.m. to 2:00 p.m. would be preferred; locations to be explored.

VII. Adjournment and New Meeting

Motion "to adjourn meeting at 3:35 p.m." made by Erik Barbieri, seconded by Suzanne Oslander; so carried by unanimous vote.

Due to our ADACC Conference on Friday, November 2, we will not have a meeting on November 1st. Next Meeting scheduled for Thursday, December 6, 2018 at 2:00 p.m.

