

**CT Council on Developmental Disabilities
Proposal Review Committee**

**May 14, 2013
1:30 to 2:30 PM
Regular Scheduled Meeting
Minutes**

Present: Jennifer Throwe, Chris Sullivan, Shelagh McClure, Tom Boudreau, Ada Suarez, Roslyn Hooks (newly joined member)

Staff: Molly Cole, Bill Knight, Chair of DD Council (both joined the meeting in progress)

Jennifer – Co-chair called the meeting to order at 1:35 PM. Jennifer shared she would be resigning from the DD Council to pursue new opportunities. The Committee and Council expressed our gratitude for her service.

1. **Approval of Minutes:** Shelagh made a motion to approve the minutes of March 12, 2013 - Tom seconded. The minutes were unanimously approved by the committee.
2. **Forms Review:** Molly forwarded all the forms the committee has working on.
 - a. **Review final edits of PRC Protocol:** Reviewed and compared protocol from the 2/2013 and 3/2013 discussions - all approved with no further committee action required.
 - b. **Review final CT DDC Application for Funding Packet:** Reviewed Application for Funding and compared to earlier discussions – the following edits (highlighted in yellow) are to be completed:
 - * Minor revision to page 2 (third paragraph/third line) after the word “call” **place in space and reduce the need for long line.**
 - * **Change dates** to correspond with current fiscal year.
 - * Ensure **timelines correlate** on page 2 (4:30pm) and page 6 (4pm).

Shelagh made a motion to approve the Application Funding Packet with the changes noted above - Chris seconded. The items were unanimously approved by the committee – no further committee action required.

- c. **Review the PR Panel Member Packet – instructions and scoring forms:** Current edits appear comprehensive however reviewing this packet with the edits from earlier changes was complicated. There was a discussion that once a finalized version is forwarded (without the edited pieces still noted); it may be easier to read the packet. Once this has been accomplished the committee will review this section more thoroughly. Form still needs to be approved – action needed.

- d. **Review the Review Panel Summary of Discussion Form:** Reviewing this section and the following edits (highlighted in yellow) are to be completed:

* The Review Panel Summary of Discussion Form – has on the final sheet (page 3) two paragraphs (with edits): *This summary reflects the panel’s discussion of the application, including substantive strengths and weaknesses, and panel recommendations to the applicant¹. The panel summary is not intended to duplicate individual reviewer’s comments.*
(intentional space)

¹ *General requirements that one or more reviewers identified as not satisfactorily addressed should be specifically detailed in this section. Any recommendations of “Fund Subject to Conditions” or “Do Not Fund” should be identified with specific details in this section.*

* Due to redundancy, it was agreed to combine the paragraphs into one: *This summary reflects the panel’s discussion of the application, including substantive strengths and weaknesses, and panel recommendations to the applicant. The panel summary is not intended to duplicate individual reviewer’s comments. Any recommendations of “Fund Subject to Conditions” or “Do Not Fund” should be identified with specific details in this section.*

Form still needs to be approved – action needed.

- e. **Review the PRC Protocol- for Following Receipt of Proposal Review Panel Results:** Reviewing this section and the following edits are to be completed (highlighted in yellow):

* Step 1. ... *which includes funding recommendation to the PRC without the face page.*

* Step 4. *The Council votes on recommendations presented by PRC.*

* ADD- *Step 5. The Council will notify applicants selected for funding.*

* Adjust next steps of 6 & 7.

Form still needs to be approved – action needed.

3. Discuss Next Steps:

a. Committee agreed to have a meeting (conference call) between Council meeting dates - Molly will help arrange this.

b. Review the “clean version” of changes above – Molly will forward the forms that require action.

c. Review and develop RFP language for Five Year Plan goals. Molly will forward examples of other DD Council RFP's and the information from the Council meeting to focus the direction of the RFP list – which then needs to be voted on by the entire council.

4. **Adjourn:** Chris moved to adjourn the meeting and Jennifer seconded. The meeting adjourned at 2:30 PM.

Respectfully Submitted,

Tom Boudreau 5/20/2013