

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

**June 11, 2013
2:00 to 3:00 PM
Regular Scheduled Conference Call Meeting
Minutes**

Participating by Phone: Chris Sullivan, Shelagh McClure, Roslyn Hooks

Staff: Molly Cole

Meeting was called to order at 2:05 PM by Chris.

1. **Approval of Minutes:** Shelagh made a motion to approve the minutes of May 14, 2013 subject to a correction of the day of the meeting to May 14th - Chris seconded. The minutes were unanimously approved.
2. **Final Edits to Proposal Review Forms:** Final revisions of the following forms had been forwarded to committee members for their review prior to the meeting. The committee briefly discussed the forms as they have been reviewed extensively in past meetings. Minor grammatical changes to the Grant Application for Funding Packet and one change recommended to Protocol Following Review Panel Results were made.
 - a. **Grant Application for Funding Packet:** Reviewed and corrected minor grammatical errors, page 2, 2. Proposed Work Plan a. – last line remove “and”.
 - b. **Proposal Review Panel Member Packet – instructions and scoring forms:** No additional edits were recommended.
 - c. **Review Panel Summary of Discussion Form:** No additional edits were recommended.
 - d. **PRC Protocol Following Receipt of Proposal Review Panel Results:** Shelagh recommended revising Paragraph 2 to more properly reflect the steps the committee needs regarding executive session. The following language was recommended:

3. The PRC needs to take a public vote on the recommendations from the Proposal Review Panel. Therefore, PRC can vote once convened, or enter Executive Session for any discussion prior to the vote. If PRC enters executive session, it must exit Executive Session and publicly vote on the proposals to be presented to the Council.

A motion was made by Shelagh seconded by Roz to accept the above Forms subject to the minor revisions indicated. Motion was unanimously approved.

3. Draft/ Review RFP's for new funding:

- After a lengthy discussion concerning the issues that arose last year in submitting application for funding online through DD Suite, the committee recommended allowing applicants to submit a word document rather than requiring submission through DD Suite. The intent is to encourage as many substantively appropriate applications as possible to allow for a quality competition.
- The committee discussed two areas for new funding priorities: employment and bullying. Specifically, the committee began discussing the purpose and objectives of the employment funding initiative in order to draft an RFP. After discussion it was recommended that Molly have a discussion with Robin Wood concerning the objectives/purpose for an RFP in employment and review ideas from other states and then report back to this committee before drafting the RFP.

Action: Follow-up with Molly after her discussion with Robin Wood – to be on the agenda of next committee meeting.

4. Review protocol for new Conference Attendance Support Fund Application – The committee reviewed the drafts of:

**Consumer Involvement Fund (CIF) CT Council on
Developmental Disabilities – Q&A Fact Sheet
Request for Reimbursement, CIF
CIF Approved Expenses
CIF Application
CIF Conference/Event Report and Action Plan**

Short discussion regarding forms – Motion made by Shelagh, second by Chris to accept all CIF forms as drafted subject to the inclusion of page numbers.

5. **Email format for solicitation of applicants for RFPs.** The committee briefly discussed utilizing the internet, specifically email to circulate solicitations for new RFPs in the future, following the example of other DD Councils.
6. **Next Steps:** The committee agreed to participate in another telephone conference call before the next full Council meeting in July in order to continue the discussion on drafting RFPs and to incorporate the results of the discussion Molly has with Robin Wood. It was agreed to meet by conference call on July 11th or 12th, 2013 at 2:00pm. Molly will contact Ada and Tom as to their availability and notice will be sent thereafter.
7. **Adjourn:** Chris moved to adjourn the meeting and ***** seconded. The meeting adjourned at 3:05 PM.

Respectfully Submitted,

Chris Sullivan