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**Minutes of Meeting  
 June 21, 2024**

**Zoom**

Members Present:

Toni Feist  
 Bernie Grimme  
 Val Husby  
 Samantha Hynes  
 Caryn Johnson  
 Tania Kostal  
 Julie Nelson  
 Shawnie Rechtenbaugh

Keath Rick  
 Brenda Smith  
 Wendy Trujillo  
 Cole Uecker  
 Melanie Westin  
 Joey Younie

Others Attending:

Arlene Poncelet

INTRODUCTIONS

Val Husby, Chair, called the meeting to order at 8:30 a.m. Roll call was completed. The mission statement was read, and the meeting agreements were reviewed.

All members were asked to introduce themselves and something that is on their to do list for this summer.

APPROVE AGENDA & MINUTES

By consensus of the members the agenda was approved. By consensus of the members the minutes from April 26, 2024 were approved.

BUDGET UPDATE

Arlene Poncelet reviewed the Information Budget that she prepared. Arlene shared that the final Notice of Award has been received and the Council saw a decrease of \$1450. The current available funds from FFY23 and FFY24 as \$148,846.72 if the proposals presented today are funded.

EXECUTIVE COMMITTEE MEETING June 4, 2024

Arlene did not provide notes as the meeting was simply an email vote to have SD Parent Connection present their proposal to the Council at the June meeting. By consensus of the members, the verbal report was accepted and actions ratified.

GRANT APPLICATION – SD PARENT CONNECTION

Carla Miller presented the project entitled “Printing “What Parents Should Know About Special Education in South Dakota” Updated Guide”. The guide was last printed in 2013. Translation to Spanish is the next step. Given to families at no cost and \$10 for professionals.

After discussion on the printing project, Arlene asked Carla to share a quick update on the re-design of SD Parent Connections website. Carla shared that the new website will include a resource mapping tool that can be accessed by county, by age or topic.

Tania Kostal made a motion, seconded by Toni Feist, to approve \$28,500 for this project. Motion passed 12-0 with Cole Uecker abstaining.

## CREATING A WEBSITE FOR THE DD COUNCIL

Matt Russell, Cole Collard and MacKenzie Campbell from Granicus provided an overview of their proposal. Discussion included:

- If there would be multiple ways to find the information
- Digitizing of forms is not included in the proposal
- Project timeline – 6-9 months after contract is signed
- Can information be read to someone? The site should be accessible through the tools the person has available on their computer
- Down the road, would the files come back to the Council? Yes, they can be archived and downloaded.

Arlene shared that she met with the Bureau of Information and Telecommunications (BIT) yesterday about creating a website and the process. An option that was shared was having BIT staff create a website for the Council. Council would be charged for development of the website but ongoing maintenance and hosting is paid across a number of state agencies and the Council would have no ongoing cost. Arlene will be meeting again with BIT on this topic on Weds. June 26 and any Council members interested can participate. Arlene will share the calendar invite.

Arlene suggested the Council wait for the additional information from BIT before deciding on the next step. Rather than waiting too much longer, the Council members agreed to meet on the morning of July 16 to make a decision on a new website.

## REQUESTS FOR PROPOSALS

Arlene shared draft proposals for Mini-Grants for Education and Training; Public Information; Leadership Development, Advocacy and Leadership for Native Americans and the SD Conference on Developmental Disabilities. Keath Rick made a motion, seconded by Val Husby, to issue the Requests for Proposals as provided. Motion passed.

### SUCCESSION PLANNING FOR EXECUTIVE DIRECTOR

Arlene thanked the Council members who assisted in creating the position description - Brenda Smith, Keath Rick, Julie Nelson and Samantha Hynes. Shawnie provided the following information by email – the job posting is ready and can be posted anytime; typically a posting is open for 2 weeks and then closed; it can be opened again anytime; the Bureau of Human Resources identified the salary range of \$85,456.62 to \$100,537.20 with the actual offer amount based on the applicants experience and qualifications. Bernie Grimme made a motion, seconded by Cole, to post the job announcement as soon as possible. Motion passed by consensus

### MEMORANDUM OF UNDERSTANDING

Arlene read through the draft Memorandum of Understanding between the Council and the Department of Human Services. There were no questions from Council members at this time. Arlene shared her only concern was the language of number 5 in the Services and Support Provided by DHS. This deals with the provision of the non-federal share (match needed for the federal grant award). Arlene's only other suggestion was that the Council consider reviewing the MOU annually even though it only needs to be signed every 5 years.

### PUBLIC COMMENT

No one from the public was present.

### Next Meeting

The next meeting will be July 16 in the morning on Zoom to discuss the creation of a website for the Council. The fall meeting will be held in September. Arlene will share a Doodle poll to determine the date and time.

### Adjourn

Toni Feist made a motion, seconded by Caryn Johnson, to adjourn the meeting at 11:30 a.m. Motion passed.