

**EXECUTIVE COMMITTEE REPORT**  
**Thursday May 14, 2020**

The Executive Committee meeting was called to order at 10:00 a.m. via zoom conference meeting. Roll call was taken and quorum was established.

**I. Approval of Minutes**

The committee unanimously approved the January 9, 2020 Executive committee meeting minutes.

**II. Personal Care Assistance**

In January 2020, the committee reviewed the Council's current Personal Care Assistant rate and reimbursement structure. Currently the Council reimburses a maximum of \$120 per day for 6 hours at an hourly rate of \$20 per hour. If the individual requires more than six hours of care the hourly rate decreases proportionately based on the number of hours the person requires. The committee asked staff to provide a model for reimbursing personal care at a more reasonable and fair reimbursement rate based on the level of need an individual has.

In the spirit of providing and reimbursing for the right supports to ensure full inclusion in all aspects of Council funded meetings, staff provided a creative business model, in a matrix format, that addressed the level of personal needs an individual may have and related it to three packaged reimbursement rates. The objectives of the proposed model are to:

1. Set a plan around the person's level of need at the time the individual joins the Council and/or is participating in a Council funded project.
2. Determine, with the individual, what their reimbursement rate will be based on their plan of need so they can negotiate with the right personal care assistant the types of needs they have and know that they can fairly reimburse the person they hire for their services; and
3. The Council can expect that the individual will engage their personal care assistant to ensure that they are fully included in Council activities.

The committee members reviewed the proposed matrix in detail proposing several scenarios to determine how the matrix would be implemented. The model offers three care packages of reimbursement based on whether the individual needs overnight (24 hour care), 16 hour supports/care (no overnight) or a daily rate (8 hours).

The new model was adopted unanimously by committee members. Staff were asked to develop a policy and procedure to address the new model. The new policy will be brought to the Executive committee for approval at their next scheduled business meeting.

**III. Review of Employee Handbook/Benefits**

The committee has been working with the Council's human resource consultant and staff to review every component of what the Council offers to its employees. After the committee resolved the staff salary/compensation program for employees in 2019 the next step was to review the total package of paid and unpaid benefits offered to staff.

The committee reviewed a newly proposed Employee Handbook, which contained updated policies to meet current labor laws. The committee was asked to review the newly revised handbook and current benefits summary provided to employees. A newly proposed catastrophic leave policy was provided to the committee to determine whether they wished to include it in the new employee handbook.

The members unanimously adopted the newly proposed employee handbook without a catastrophic leave policy at this time. The proposed catastrophic leave policy will be evaluated as part of a full benefits review discussion to be

conducted at an Executive committee meeting to be scheduled in late June or early July 2020 with the human resource consultant and Executive Director.

#### **IV. Executive Director Evaluation/Compensation**

Every year the Council is required to conduct an annual evaluation of the Executive Director and determine compensation for that position. When we hired Valerie in March 2017, the Council provided a three-year employment contract renewable annually for three years. This employment contract will end September 30, 2020.

We have asked the Council human resource consultant to re-visit the 2019 salary ranges and 2020 matrix the Executive Committee approved in 2019, review the new national salary compensation study conducted by our national ITACC office for DD Council Executive Directors, and propose a new employment agreement for the Executive Director position.

The Executive Committee will use its next meeting, scheduled for late June or early July 2020, to review the 2020-2021 compensation matrix for all employees and the Executive Director's compensation/employment agreement.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Sue Kabot, Chair