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APPROVED JAN 1 0 2018

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Missouri Association of County Developmental Disabilities Services

**Executive Committee Meeting Minutes
311 S. Providence Rd.
Columbia MO**

Wednesday December 13, 2017

Attendees: Les Wagner, Ed Thomas, Marcus Whitlock, Anita Contreras-via phone, Andrea Swope-via phone, Robyn Kaufman, Jorgi McNamara, Rebecca Showinsky

Meeting called to order 2:08PM

- Motion to made by Jorgi McNamara to approve the presented agenda
Motion seconded by Marcus Whitlock
Motion carries
- Motion made by Jorgi McNamara to approve Executive Committee meeting minutes from December 7th, 2017 with three amendments.
Seconded by Marcus Whitlock
Motion carries

Meeting Minutes Procedure:

Executive Committee meeting minutes will be sent out for review and approved by the Executive Committee at the following meeting, signed by the Secretary or chair of the meeting and forwarded for posting on the MACDDS.org website on the members only tab.

Meeting Schedules:

The committee discussed adjusting recurring calendar meetings for increased attendance. Inquiries will be made with other groups to determine availability.

- Motion made by Jorgi McNamara to hold the next Executive Committee on Wednesday January 10th, 2018 at 2pm and every second Tuesday at 1pm starting in February 2018.
Seconded by Anita Contreras
Motion carries

Finalize Dues Applications/Invoices:

The committee discussed the dues application and invoice process for 2018. The application will use December 1, 2017 for client count. Invoices and applications template will be updated by Anita Contreras and sent to the MACDDS Office.

Annual Report Finalization:

The committee discussed the 2017 annual report and edit status.

Strategic Plan:

The committee discussed the MACDDS Strategic Plan developed by UMKC Institute for Human Development, updated April 4, 2016.

Governance Structure:

The committee discussed Governance Structure development as presented by Dick Goldbaum on December 6, 2017 at the MACDDS general membership meeting.

Discussed principles for determining the Governance Structure Committee include:

- 1.) Demonstrate previous leadership
- 2.) Current Executive Committee
- 3.) Representatives (chair or co-chair) of standing committees including Best Practices as it is anticipated to become a standing committee
- 4.) A large purchasing county
- 5.) A small providing county
- 6.) Geographic representation
- 7.) Group is manageable size.

Review of survey results:

The committee discussed results of the MACDDS Satisfaction Survey sent to the membership in November 2017. The Executive Committee will present the survey results to the membership at the January 2018 MACDDS membership meeting.

Discuss rate setting rule comments: Item deferred.

The next Executive Committee meeting is scheduled for January 10th, 2018 at 2:00pm.

Meeting adjourned: 5:00pm

Signature Andres Suze Date 1-10-18

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