

## Disability Benefits Support Contract Committee

### Meeting Minutes

<b>Date and Time:</b>	December 06, 2013 from 2:00-3:30pm
<b>Location:</b>	1300 Broadway St. Denver, CO, Room 1F
<b>Attendance:</b>	<b>In person:</b> Julie Farrar, David Henninger, Clif Croan, Donovan O'Dell, Mellisa Umphenour (Guest), and Marty Zimmerman (Staff) <b>Phone:</b> Kristin Lupfer, Darla Stuart, John Weber (2:00-2:45), Mark Simon, and Donna Downing
<b>Excused:</b>	Cindy Corwin and Josh Winkler
<b>Absent:</b>	Ryan Carson, Kelly Perez, Hope Krause, and Mary Colecchi

#### Notes:

- **Meeting was called to order at 2:20pm.**
- **Motion that the October 4, 2013 minutes are accepted. Motion passed with no abstentions.**
- **Motion that the November 15, 2013 minutes are accepted. Changes submitted by Mark and Marty. Motion passed with no opposition. Donovan O'Dell abstained due to his absence.**
- Marty and John were at a meeting with folks at DPA to learn more about their role. Tanya is the Department Controller, Leroy does accounting, Sabrina does the website, Abby is a legislative liaison.
- Anyone who will claim expenses should complete a W-9. Marty can collect them. Julie will review and sign them and then Marty will submit them to Leroy.
- We received another invoice from Christy Blakely for last month's meeting and the final bill for the phone expenses.
- We took a look at the graphical depiction of how the different funds work together. The graphic was created by DPA (Abby was the main author). Marty made a correction based on Mark's recommendation that the middle box should read "SB 13-276 allows for grants **[and loans]** to Registration Number Fund.
- Mark clarified how we can use the money that comes from the Registration Number Fund. The repayment from the loan is what we can use for the grants and loans. The money from the sale of license plates is what we use to contract for increasing access to disability benefits (Disability Benefit Support Fund).
- Donovan had a question whether it would be good for him to join the Grants committee. It was agreed that he should.
- David reviewed the minutes form the first Grants subcommittee meeting. He said that they are still in the early stages about the process for how folks will apply. John explained that the statute already has 7-8 criteria that they have to follow.
- Mark, Clif and David discussed the grant process. They reviewed the Colorado Grant Application form that is used by private philanthropy as a common application. This form requires you to be a 501C3. Mark pointed out that we want to make it possible for individuals to apply. David requested other committee members to provide other templates they may have or know about. They want to come up with a document that

people can use to apply. The understanding is that there is approximately \$800,000 available.

- Outstanding question: Do we want to have a formula for what percentage of loans to grants that we make? If we do more loans than grants it will sustain the fund further into the future. It would be good to have a general guideline, but not make ourselves inflexible.
- Applicants for loans or grants have to (1) demonstrate self-sustaining activities, (2) organizations that apply need a board of directors that have disabilities or are directly engaged with people who have disabilities, (3) projects or programs that improve quality of life or increased independence for people with disabilities.
- In addition to an application form we would also have a meeting or follow-up to discuss the application further. We will also have some guidelines for those that apply.
- Darla expressed that she thinks it is important that both individuals and organizations be eligible to apply. Donna and Kristin agreed that it is good to keep eligibility broad. Strong consensus across the committee.
- The grants sub-committee will meet again in early January and will come up with a recommendation for a fair process for applying.
- The revised by-laws and loan document are pending at the AGs office, waiting for review. Julie will work with Kyle so that Kristen R. can get the appropriate people to do what they need to do.
- Finances update: nothing unusual in spending. Marty will get the info (DIPS operating budget spreadsheet) to Donna (interim Treasurer) earlier prior to the meeting. Leroy will provide the info to us for each meeting.
- Marty has created Dropbox so that we can all access relevant documents. He will send access to all of us. The email will come via Dropbox.
- Darla requested that we change how we do the conference calls so that virtual participants can participate more fully. Marty said that he could set-up a Web-Ex meeting in the future. This would enable everyone to see the documents being discussed.
- Next Grants subcommittee meeting will be on Thursday, January 9, 2014, at 1:30pm-2:30pm
- 2014 Committee Meetings: Fridays from 2:00-3:30pm (Usually, first Friday of each month).
- Mark requested that Marty send out meeting dates via Outlook as appointments that can be accepted.
- Julie would like to be reimbursed for meal costs at the first few meetings. Mark also requested reimbursement for his costs. No objections.
- Next meeting is January 10, 2014 at 2pm.
- **Meeting Adjourned at 3:35pm.**

**\* Please note that due to Colorado's Open Meeting Laws these are being posted. However, they will undergo formal approval by vote at the January 10<sup>th</sup> Meeting which is why the word draft is in the background.**