

## Working Group Operating Procedures

- All meeting will be held at the Waterbury State Office Complex (280 State Drive, Waterbury, VT) as well as via MS Teams.
- Meetings will be posted and open to the public, in accordance with Vermont's Open Meeting Law.
- Special meetings may be called as needed.
- At least 48 hours before a regular meeting (and 24 hours before a special meeting), DAIL will:
  - post the agenda and prepared materials to the DAIL website;
  - distribute the agenda to all Working Group members; and
  - make the agenda available upon request.
- DAIL will use its best efforts to distribute to members, at least 7 calendar days in advance of the scheduled meeting, the agenda and any identified materials to be referenced at the meeting.
- All agendas will provide time for public input.
- Any addition to or deletion from the agenda will be made as the first act of business at the meeting.
- DAIL staff shall take meeting minutes. Within 5 calendar days from the date of the meeting, DAIL will:
  - post the draft minutes to the DAIL website;
  - distribute the draft minutes to all Working Group members; and
  - make the draft minutes and a meeting summary available for inspection and/or copying;
- During the meeting, all individuals will identify themselves before speaking.
- The chair and, in the chair's absence, the vice chair will facilitate the meetings.
- Periodically, the chair/vice chair will check in with members to ensure that the topic under discussion is clear and will provide an opportunity for members to ask any clarifying questions.

## Future Meeting Dates

*All meetings will be held from 2:00 – 4:00 p.m.*

**7/10/2023:** Overview of the Developmental Services System of Care and Act 248

**8/2/2023:** Identify unmet needs/gaps in resources for individuals with ID that could be addressed in a forensic facility (invite DOC to present) (Mary-Graham McDowell (VCP) and Pat Frawley (VCIN) will present.)

**8/23/2023:** Proposed (subject to change): Discuss amendments to 18 V.S.A. chapter 206, the role of VT Legal Aid, an ombudsman, and DRVT, and necessary changes to 13 V.S.A. chapter 157 (invite State Attorney/Sheriffs and Defender General?)

**9/6/2023:** Proposed (subject to change): Identify investments, policies, and programmatic options for high-quality community-based supports.

**9/20/2023:** Proposed (subject to change): Discuss the circumstances and process under which an individual committed under Act 248 could be placed in the forensic facility.

**10/4/2023:** Topic TBD

**10/18/2023:** Topic TBD

**11/1/2023:** Topic TBD

**11/15/2023:** Topic TBD

**11/21/2023:** If needed

**12/1/2023:** Report due to Legislature