



**ACQ Executive Committee Meeting Notes**  
**April 3, 2025**  
**2:30pm to 3:30pm**

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**Participants**

- Scott Doan, *Deputy Director, Developmental Disabilities Supports Division (DDSD)*
- Tracy Perry, *Co-Chair, ACQ Executive Committee and CEO, Direct Therapy Services*
- Siri Guru Nam Khalsa, *Co-Chair, ACQ Executive Committee, Advocate and Nurse Educator*
- Lisa Blue, *Special Education Consultant*
- Daniel Ekman, *Advocate, Developmental Disabilities Council, Program Manager, Center for Self Advocacy*
- Kelley Harvey, *ACQ Administrator*

**Agenda/Discussion**

1. ACQ Membership Recruitment
2. ACQ Executive Meetings for 2025
3. ACQ Meeting Agenda Review
4. Review ACQ Listening Session Questions
5. ACQ Distro and Documents to Distribute
6. Open Floor Discussion

**Meeting Notes**

**1. ACQ Membership Recruitment**

- a. Frank Villegas, Executive Director, Grace Requires Understanding, submitted a letter of interest for the open ACQ provider membership.
- b. ACQ Administrator will reach out to Frank to confirm the invite and his attendance, then place it on the FINAL version of agenda for ACQ Meeting on 4/10/2025.
- c. 2 remaining opening ACQ Memberships and Scott Doan will remind ACQ members at the upcoming ACQ meeting on 4/10/2025

**2. ACQ Executive Meetings for 2025**

- a. The ACQ Executive Committee agreed to have two ACQ Executive Meetings that are tied in timeline to the ACQ Meetings.
  - i. 2 weeks before the ACQ Meetings, a ACQ Executive Meeting will be scheduled to prep and ready the agenda for the ACQ Meeting and to confirm material to send to ACQ Distro
  - ii. 1 week after an ACQ Meeting, a ACQ Executive Meeting will be scheduled as a follow-up from the ACQ Meeting
  - iii. Action item: ACQ Administrator will review dates and send out invites for the calendar year of 2025

**3. ACQ Meeting Agenda Review**

- a. Speakers
  - i. Tracy Perry will contact House Representative Kathleen Cates to confirm if she will speak about Legislative Updates for the upcoming ACQ Meeting on 4/10/2025
    1. Tracy will confirm with Kelley to finalize agenda
  - ii. Daniel Ekman will reach out to Ellen Pines to confirm if she can speak about updates and send confirmation to Kelley by Sunday, 4/6/2025
    1. Update on 4/6/2025, no response from Ellen Pines, Kelley moved forward with finalizing the agenda to send to ACQ Distro
  - iii. Scott Doan will reach out to Niki Kozlowski, Director, Income Support Division

- (ISD) to confirm if she speak at the ACQ Meeting on 4/10/2025 and will reach out to Kelley to confirm for finalizing agenda
- iv. Scott will also reach out to Jennifer Rodriguez, Director, DDSB regarding topics of interest – but confirmed start time will need to be before noon due to schedule conflict.

#### **4. Review ACQ Listening Session Questions**

- a. Request from ACQ Listening Session on 3/13/2025, requested for ACQ Executive team to request ISD representation at ACQ meetings or at least speak to the issues occurring related to ASPEN
  - i. Scott Doan will reach out to Niki Kozlowski, Director, ISD
- b. Letter of Denial from December 2024, Lisa Blue is working with Gay Finlayson, pending details at the next ACQ Meeting of 4/10/2025

#### **5. ACQ Distro and Documents to Distribute**

- a. Scott will send documents to Kelley that need to be distributed to ACQ distro from the Advocacy Partner's Meeting from 4/1/2025. Items are the following:
  - i. Advocacy Partners Meeting Presentation
  - ii. Summary and Q&A from the last meeting on November 22, 2024
  - iii. Agenda from April 1, 2025
  - iv. DDSB Bureau Descriptions
  - v. DDSB Directory as of March 28, 2025
  - vi. DDSB Org Charts as of March 26, 2025
    - 1. Directors
    - 2. Operations
    - 3. Policy and Programs
    - 4. Support Services
    - 5. Systems, Data and Performance
- b. Additional items that need to be sent to ACQ Distro for the upcoming ACQ Meeting on 4/10/2025 are the following:
  - i. FINAL 2/20/2025 ACQ Committee Summary Notes
  - ii. FINAL 3/13/2025 ACQ Listening Session Summary Notes
  - iii. FINAL 4/10/2025 Meeting Agenda
  - iv. April 11 deadline for governor to act on bills
- c. Daniel confirmed items related to by-laws will not be distributed until June 2025 because he will be unable to attend the ACQ meeting on 4/10/2025

#### **6. Open Floor Discussion**

- a. ACQ Annual Training needs to be scheduled, including orientation. Scott will send orientation before the next ACQ Executive Meeting. Possibility of scheduling in June 2025
- b. ACQ Stipends and processing invoices:
  - i. Scott is completing the discussion with the contractor to define the process. He will sync with Kelley to discuss further the week of April 13th, 2025

#### **Follow-Up Points:**

- Next ACQ Meeting:
  - Date: April 10th, 2025, 9AM to 1PM
- Next ACQ Executive Meeting
  - Date: April 17th, 2025, 2PM to 3:30PM
- Next Listening Session:
  - Date: May 8th, 2025, 9AM to 10AM