



ACQ Executive Committee Meeting Notes
February 19, 2026
2:00PM to 3:00PM

Participants

- Scott Doan, *Deputy Director, Developmental Disabilities Supports Division (DDSD)*
- Tracy Perry, *Co-Chair, ACQ Executive Committee and CEO, Direct Therapy Services*
- Daniel Ekman, *Advocate, Developmental Disabilities Council, Program Manager, Center for Self Advocacy*
- Valerie Dewbre, *ACQ Executive Committee, Director of Adult Service Coordination, ENMRSH*
- Kelley Harvey, *ACQ Administrator*

Overview:

- The Board discussed member engagement - emphasis was placed on improving accountability, participation, and communication among board members.
- Consent for sharing contact information
- Bylaw revisions
- Open ACQ Board vacancies
- Legislative updates
- Orientation Training - Targeted for August 2026

Discussion:

1. Board Engagement & Participation

- a. Concern regarding low responsiveness and meeting attendance
- b. Need for clearer expectations around attendance, voting, document review, communication, and proxy submission.
- c. Encouragement for board members to volunteer for presentations to increase engagement.

2. Contact Information & Privacy (PII)

- a. Agreement that board member emails and personal information require explicit consent before sharing.
- b. A consent request will be distributed prior to the next meeting.

3. Bylaw Revisions

- a. Current bylaws were tentatively approved August 14, 2025; full approval pending.
- b. Revisions will clarify:
 - i. Roles and responsibilities
 - ii. Response expectations
 - iii. Participation standards

4. Open ACQ Board Vacancies

- a. Two open positions:
 - i. Provider Representative
 - ii. Self-Advocate
- b. Outreach efforts will begin to fill these roles and improve participation.

5. Legislative Updates

- a. Rate Study funding discussion from the recent ACQ listening session on February 12, 2026.
- b. Legislative update presentation planned for March 12 meeting, pending approval and finalizing of Jen's discussion points.
- c. No immediate formation of waiver steering committees; will revisit later in 2026.

6. Orientation Training

- a. Roles and responsibilities content will be added to board orientation materials.
- b. Additional educational presentations under consideration for future meetings.

Action Items

- **Tracy**
 - Contact Kathleen Cates to confirm availability for March 12, 2026 ACQ Meeting
- **All/Daniel**
 - Review and revise bylaws to clarify responsibilities and response expectations
- **ACQ Administrator**
 - Send consent email regarding contact information
 - Encourage timely responses and proxy use when absent
 - Re-engage distribution list regarding two vacancies
 - Follow-up with Tracy on Kathleen Cates availability
 - Add Roles & Responsibilities slide to orientation materials
 - Collect and consolidate committee meeting schedules
 - Draft ACQ Meeting agenda for March 12, 2026
 - Confirm Jen's discussion points
 - Add Board Engagement discussion

Questions to Consider:

- *What are the privacy concerns related to sharing board member contact information?*
- *Why is it important for board members to respond to communications?*
- *How can the ACQ improve board member engagement and attendance?*
- *What legislative issues are currently impacting the ACQ's work?*
- *How might presentations by board members benefit the larger group?*
- *What revisions might be necessary for the ACQ bylaws regarding member responsibilities?*