



ACQ Executive Committee Meeting Notes
November 10 2025
3:30PM to 5:00PM

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*
- 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*

Agenda/Discussion

1. Greetings
2. Welcome to Valerie Dewbre as the newest ACQ Executive Committee Member
3. Formal Complaint, 10/09/2025
4. Stipends for MVAC Members
5. ACQ Membership Openings
6. Reminder for Upcoming ACQ Meetings
7. Open Floor Discussion

Meeting Notes

1. Introduced Valerie Dewbre
2. Formal Complaint, 10/09/2025
 - a. Discussion on themes of issues:
 - i. Complaint
 - ii. Challenges and Improvements for Meeting facilitating
 - iii. Development of Guidelines
 1. Maintain Fairness
 2. Respect for All
 - iv. Potential revision to the By-Laws of adding a section on how to address formal complaints
 - v. Development of a process for formal complaints
 1. ACQ Member
 2. ACQ Executive Member
 - vi. Soliciting feedback from ACQ group
 - vii. Follow-up to Complaint
 1. Action item: ACQ Administrator will draft response for ACQ Executive Review
3. Stipends for MVAC Members
 - a. Challenge of collecting information from MVAC Team
 - i. Requested total proposal for reimbursement, which has not been received as of 11/10/2025. Proposal required to submit for budget purposes related

to each Fiscal Year. Proposal must go to Fiscal Year 2027. Scott Doan updated Elaine Hill (DDSD Mi Via Waiver Program Manager) and Melanie Buenviaje (DDSD Deputy Director over the Mi Via Waiver) on this issue.

ii. Notes:

1. 13 members on MVAC committee, it may increase by 4 with a total of 17 members
2. Certain members will not request reimbursement
3. Scott will follow up with MVAC Chair, sending a draft proposal that includes the total dollar amount for stipends, and request that the MVAC Chair confirm the total amount.

4. ACQ Membership Openings

a. Ann Marie Parmenter, 11/03/2025

- i. Final Day with UNM 01/06/2026
- ii. Listed a proxy, Shawna McGill (Interim Director for Med Frag)
- iii. Action item: ACQ Administrator will contact Ann Marie to confirm announcement

b. Additional opening:

- i. Open Position: People with I/DD and members of their families – Individuals with a diagnosis, either in childhood or adulthood, of an intellectual or developmental disability or family members or family guardians (i.e., not corporate guardian) of that individual. One member shall receive services at an Intermediate Care Facility/IDD.

5. Reminders for Upcoming ACQ Meetings:

- a. ACQ Listening Session, November 13, 2025 from 9AM to 10AM
 - i. Scott Doan confirmed unable to attend due to schedule conflict
- b. ACQ Executive Meeting, November 24, 2025 from 2pm to 3:30PM
- c. ACQ Meeting, December 11, 2025 from 9AM to 1PM
- d. ACQ Executive Meeting, December 18, 2025 from 2PM to 3:30PM

6. Open Floor Discussion

- a. HB395 - Update that only 1 comment was received
- b. Lease Agreements: Tracy Perry sent to Jennifer Rodriguez. They are very close to issuing a document and FAQs in the next 2 weeks. The outstanding questions for CMS is still on their radar
- c. ACQ Administrator Update: Preparing for Calendar Year 2026
 - i. Calendar updates
 1. Draft will be sent for CY 2026 Listening Session, ACQ Meetings, and ACQ Executive Meetings
 - ii. Zoom link confirmations
 1. Universal links will be confirmed for meeting invites
 - iii. Annual training
 1. Placing on radar - August 2026
 - iv. Updating the ACQ distribution list
 1. Planning to do a cleanup and update of the ACQ Distro. Will need to reach out to ACQ Distro to update and confirm with a deadline so invites for 2026 can be sent out
 - v. Review ACQ Board Members list
 1. Placing on ACQ Executive radar of ACQ Board Members who will be terming out for calendar year 2026 to begin prep