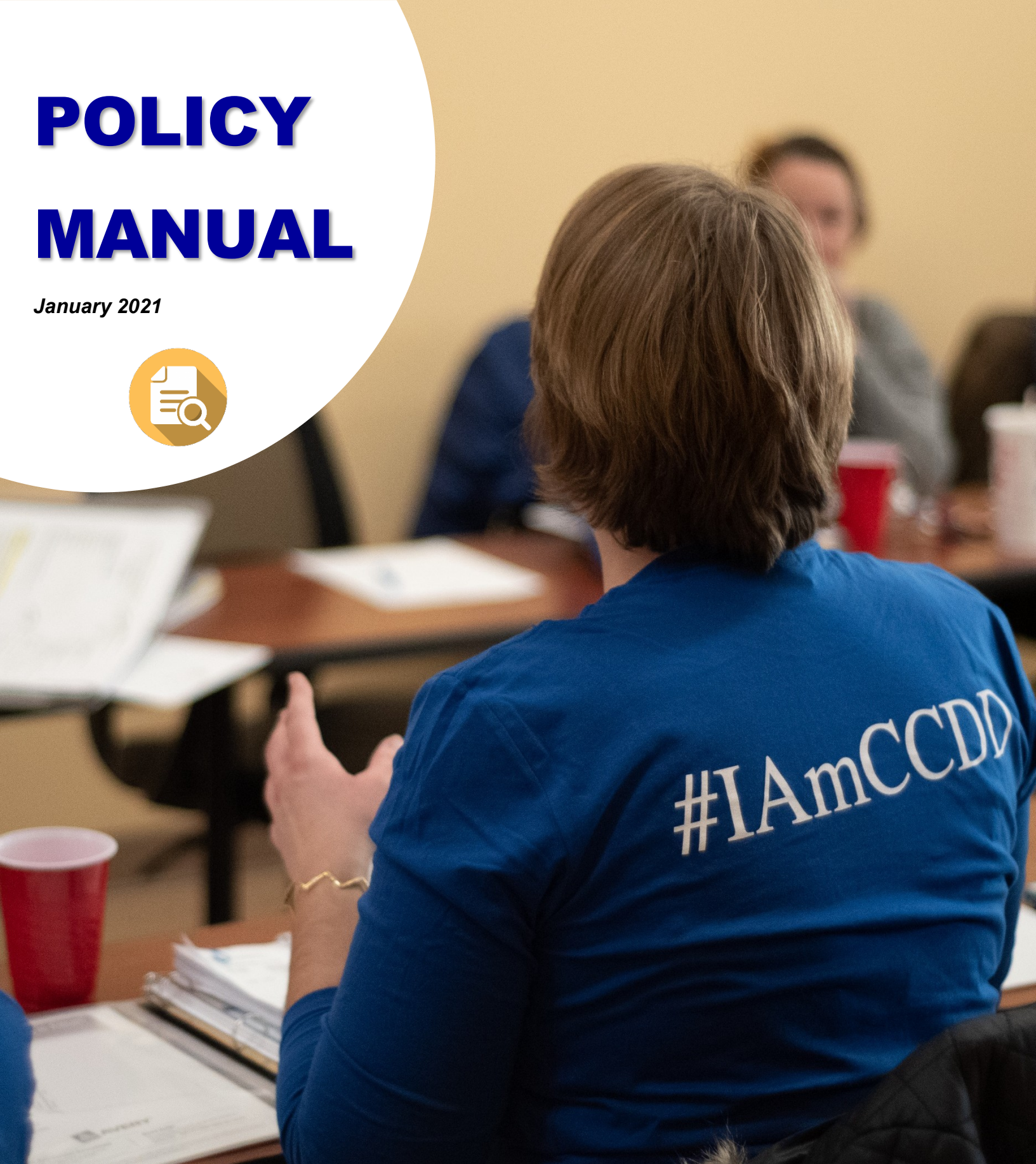


POLICY MANUAL

January 2021



COMMONWEALTH COUNCIL ON
DEVELOPMENTAL
DISABILITIES

Table of Contents

Section 1 Organizational Overview 2

 Council Overview 2

 Guiding Principles 3

 Mission and Vision 5

 Organizational Charts 6

 Council Organization 7

 Authorizing Statutes 9

Section 2 Council Operations 12

 Reporting Fraud and Abuse of Federal Funds 12

 Council Meetings 14

 Accessible Meetings 16

 Special Committee Assignments 17

 Council Program Implementation 18

 Support Persons Code of Conduct 20

 Letters of Support 22

 Council Work Teams 23

 Social Media 24

 Conference Exhibiting 25

 Executive Director Evaluation 26

Executive Director Annual Evaluation 29

 Requests for Funding 33

 Public Policy and Legislative Engagement 36

 Travel Reimbursements for Self-Advocates 38

Section 3 Council Membership 41

 Membership 41

 Council Mentor Guidelines 45

 Member Travel and Reimbursement 46

Section 4 Quality Management 48

 Quality Management System 48

Appendix 53

 Member Annual Forms 53

 Member Expectations 54

 Code of Ethics 54

 Statement of Agreement 55

 Signature Authorization 56

Section 1 Organizational Overview

Council Overview

Appointed by Governors in every state and territory, DD Councils consist of people with developmental disabilities, their family members, disability advocates and state agency representatives.

The Commonwealth Council on Developmental Disabilities (CCDD) was established in October 1971 to fulfill the Developmental Disabilities Bill of Rights Act (the DD Act). Every US state and territory has a Council to improve services and advocate for people with developmental disabilities. Councils work with policy makers and community partners to achieve real changes on a state-wide level. Because of the DD Act and DD Councils, people with developmental disabilities are given the opportunity to be directly involved with building capacity and changing systems.

The CCDD is composed of 26 members. Sixteen members are self-advocates with developmental disabilities or the parents/guardians of self-advocates. The other 10 are representatives of principal state and other agencies that advocate for, fund or provide services to people with developmental disabilities.

To help serve their communities, Council members developed a five-year state plan addressing the needs of Kentuckians with developmental disabilities. The plan was implemented through community partnerships and vendors educating communities in disability awareness by designing projects that were innovative and sustainable. The Council used a comprehensive needs assessment to identify areas for goal development.

Guiding Principles

Public Law 106–402—OCT. 30, 2000 114 STAT. 1677

Developmental Disabilities Assistance and Bill of Rights Act of 2000

POLICY - It is the policy of the United States that all programs, projects, and activities receiving assistance under this title shall be carried out in a manner consistent with the principles that—

- 1) individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of self-determination, independence, productivity, and integration and inclusion in all facets of community life, but often require the provision of community services, individualized supports, and other forms of assistance;
- 2) individuals with developmental disabilities and their families have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of such individuals;
- 3) individuals with developmental disabilities and their families are the primary decision- makers regarding the services and supports such individuals and their families receive, including regarding choosing where the individuals live from available options, and play decision making roles in policies and programs that affect the lives of such individuals and their families;
- 4) services, supports, and other assistance should be provided in a manner that demonstrates respect for individual dignity, personal preferences, and cultural differences;
- 5) specific efforts must be made to ensure that individuals with developmental disabilities from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families;
- 6) recruitment efforts in disciplines related to developmental disabilities relating to pre-service training, community training, practice, administration, and policymaking must focus on bringing larger numbers of racial and ethnic minorities into the disciplines in order to provide appropriate skills, knowledge, role models, and sufficient personnel to address the growing needs of an increasingly diverse population;
- 7) with education and support, communities can be accessible to and responsive to the needs of individuals with developmental disabilities and their families and are enriched by full and active participation in community activities, and contributions, by individuals with developmental disabilities and their families;
- 8) individuals with developmental disabilities have access to opportunities and the necessary support to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, and States, and the Nation;

- 9) efforts undertaken to maintain or expand community-based living options for individuals with disabilities should be monitored in order to determine and report to appropriate individuals and entities the extent of access by individuals with developmental disabilities to those options and the extent of compliance by entities providing those options with quality assurance standards;
- 10) families of children with developmental disabilities need to have access to and use of safe and appropriate childcare and before-school and after-school programs, in the most integrated settings, in order to enrich the participation of the children in community life;
- 11) individuals with developmental disabilities need to have access to and use of public transportation, in order to be independent and directly contribute to and participate in all facets of community life; and
- 12) individuals with developmental disabilities need to have access to and use of recreational, leisure, and social opportunities in the most integrated settings, in order to enrich their participation in community life.

Mission and Vision

Mission

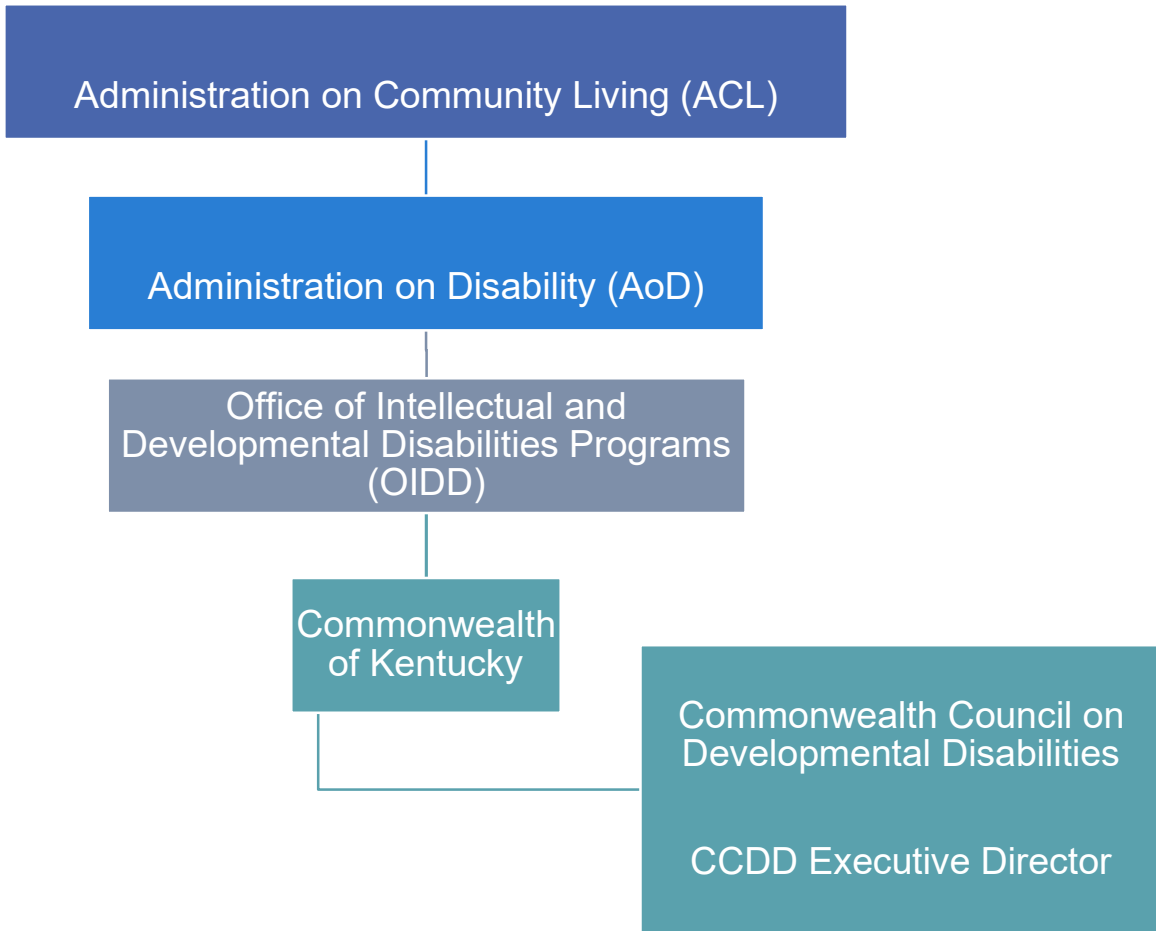
To create systemic change in Kentucky that empowers people to achieve full citizenship and inclusion in the community through education, capacity building and advocacy

Vision

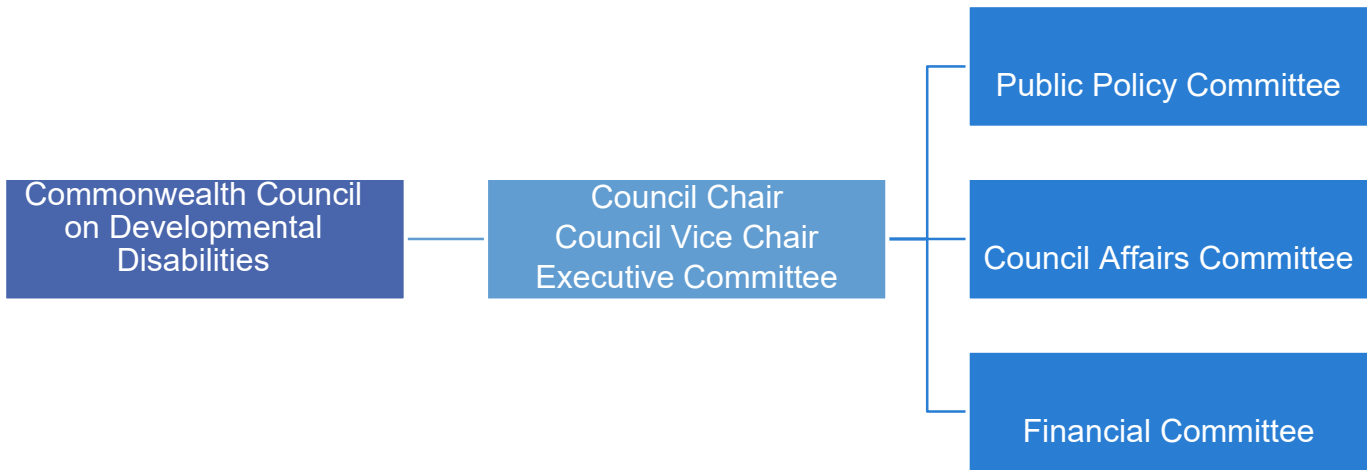
Communities that fully engage, support and provide equal opportunity for every person to be a valued and contributing member of their community

Organizational Charts

Federal to State



Council Organization



Staff Organization



Authorizing Statutes

Federal Authority

Public Law 106–402—OCT. 30, 2000 114 STAT. 1677

Developmental Disabilities Assistance and Bill of Rights Act of 2000

Kentucky Revised Statute

41.410 Commonwealth Council on Developmental Disabilities -- Members -- Executive director -- Duties. (Effective June 27, 2019)

- 1) The Commonwealth Council on Developmental Disabilities is created within the Department of the Treasury.
- 2) The Commonwealth Council on Developmental Disabilities is established to comply with the requirements of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and any subsequent amendment to that act.
- 3) The members of the Commonwealth Council on Developmental Disabilities shall be appointed by the Governor to serve as advocates for persons with developmental disabilities. The council shall be composed of twenty-six (26) members.
 - a. Ten (10) members shall be representatives of: the principal state agencies administering funds provided under the Rehabilitation Act of 1973 as amended; the state agency that administers funds provided under the Individuals with Disabilities Education Act (IDEA); the state agency that administers funds provided under the Older Americans Act of 1965 as amended; the single state agency designated by the Governor for administration of Title XIX of the Social Security Act for persons with developmental disabilities; higher education training facilities, each university- affiliated program or satellite center in the Commonwealth; and the protection and advocacy system established under Public Law 101-496. These members shall represent the following:
 - i. Office of Vocational Rehabilitation;
 - ii. Division of Blind Services within the Office of Vocational Rehabilitation;
 - iii. Division of Exceptional Children, within the Department of Education;
 - iv. Department for Aging and Independent Living;
 - v. Department for Medicaid Services;
 - vi. Department of Public Advocacy, Protection and Advocacy Division;
 - vii. University-affiliated programs;
 - viii. Local and nongovernmental agencies and private nonprofit groups concerned with services for persons with developmental disabilities;
 - ix. Department for Behavioral Health, Developmental and Intellectual Disabilities;

and

- x. Department for Public Health, Division of Maternal and Child Health.
 - b. At least sixty percent (60%) of the members of the council shall be composed of persons with developmental disabilities or the parents or guardians of persons, or immediate relatives or guardians of persons with mentally impairing developmental disabilities, who are not managing employees or persons with ownership or controlling interest in any other entity that receives funds or provides services under the Developmental Disabilities Assistance and Bill of Rights Act of 2000 as amended and who are not employees of a state agency that receives funds or provides services under this section. Of these members, five (5) members shall be persons with developmental disabilities, and five (5) members shall be parents or guardians of children with developmental disabilities or immediate relatives or guardians of adults with mentally impairing developmental disabilities who cannot advocate for themselves. Six (6) members shall be a combination of individuals in these two (2) groups, and at least one (1) of these members shall be an immediate relative or guardian of an institutionalized or previously institutionalized person with a developmental disability or an individual with a developmental disability who resides in an institution or who previously resided in an institution.
 - c. Members not representing principal state agencies shall be appointed for a term of three (3) years. Members shall serve no more than two (2) consecutive three (3) year terms. Members shall serve until their successors are appointed or until they are removed for cause.
 - d. The council shall elect its own chair, adopt bylaws, and operate in accordance with its bylaws. Members of the council who are not state employees shall be reimbursed for necessary and actual expenses. The Department of the Treasury shall provide personnel adequate to ensure that the council has the capacity to fulfill its responsibilities. The council shall be headed by an executive director. If the executive director position becomes vacant, the council shall be responsible for the recruitment and hiring of a new executive director.
- 4) The Commonwealth Council on Developmental Disabilities shall:
- a. Develop and implement the state plan as required by Part B of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, as amended, with a goal of development of a coordinated consumer and family centered focus and direction, including the specification of priority services required by that plan;
 - b. Monitor, review, and evaluate, not less often than annually, the implementation and effectiveness of the state plan in meeting the plan's objectives;
 - c. To the maximum extent feasible, review and comment on all state plans that relate to persons with developmental disabilities;
 - d. Submit to the Department of the Treasury and the Secretary of the United States Department of Health and Human Services any periodic reports on its activities as

required by the United States Department of Health and Human Services and keep records and afford access as the Department of the Treasury finds necessary to verify the reports;

- e. Serve as an advocate for individuals with developmental disabilities and conduct programs, projects, and activities that promote systematic change and capacity building;
- f. Examine, not less than once every five (5) years, the provision of and need for federal and state priority areas to address, on a statewide and comprehensive basis, urgent needs for services, supports, and other assistance for individuals with developmental disabilities and their families; and
- g. Prepare, approve, and implement a budget that includes amounts paid to the state under the Developmental Disabilities Assistance and Bill of Rights Act of 2000, as amended, to fund all programs, projects, and activities under that Act.

Effective: June 27, 2019

History: Amended 2019 Ky. Acts Ch. 125, sec. 1, effective June 27, 2019; and Ch. 146, sec. 4, effective June 27, 2019. -- Repealed, reenacted as KRS 41.410, and amended 2018 Ky. Acts Ch. 95, sec. 1, effective July 14, 2018. -- Amended 2016 Ky. Acts Ch. 18, sec. 3, effective July 15, 2016. -- Amended 2012 Ky. Acts ch. 146, sec. 22, effective July 12, 2012; and Ch. 158, sec. 17, effective July 12, 2012. -- Amended 2007 Ky. Acts Ch. 24, sec. 5, effective June 26, 2007. -- Amended 2006 Ky. Acts Ch. 211, sec. 118, effective July 12, 2006. -- Amended 2005 Ky. Acts Ch. 99, sec. 156, effective June 20, 2005; and Ch. 138, sec. 3, effective June 20, 2005. -- Amended 2002 Ky. Acts Ch. 59, sec. 1, effective July 15, 2002. -- Amended 2000 Ky. Acts Ch. 20, sec. 1, effective July 14, 2000. -- Created 1998 Ky. Acts Ch. 426, sec. 14, effective July 15, 1998.

Formerly codified as KRS 194A.135.

Legislative Research Commission Note (6/27/2019). This statute was amended by 2019 Ky. Acts ch. 125 and 146, which do not appear to be in conflict and have been codified together.

Section 2 Council Operations

Reporting Fraud and Abuse of Federal Funds			
Effective Date:	2/13/2020	Supersedes:	NEW
Purpose: To describe the Commonwealth Council on Developmental Disabilities process for reporting suspected fraud and abuse of federal or state funds.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000			

I. Policy Statement

The CCDD shall follow all applicable state and federal laws pertaining to use of federal grant funds and state allocations.

II. Procedures

a. Reporting Fraud and Abuse of Federal Funds

- i. Any suspected fraud or abuse of public funds may be reported on the federal level by submitting allegations online through the website of the U.S. Government Accountability Office (GAO) at www.gao.gov
 - 1. This is the preferred method of the federal government.

- ii. Other Ways to Report Fraud to the USGAO:

Phone: 1-800-424-5454

Fax: 202-512-2841

Mailing Address:

441 G Street, N.W.

Mail Stop 4T21

Washington, DC 20548

b. Reporting Fraud and Abuse of State funds

- i. Any suspected fraud or abuse of state public funds may be reported on the state level through the Office of the Auditor of Public Accounts.

- ii. For on line reporting go to:
<https://secure.kentucky.gov/formservices/Auditor/DigitalSafeHouse>
- iii. For confidential assistance, please call 1-800-KY-ALERT.

Council Meetings			
Effective Date:	2/13/2020	Supersedes:	NEW
Purpose: To describe the Commonwealth Council on Developmental Disabilities operations for meetings.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000; Kentucky Open Meetings and Records Act, KRS 61.800 to KRS 61.850			

I. Policy Statement

The CCDD shall convene at least four full Council meetings each year, one of which will be prior to the annual NACDD meeting and will include but not be limited to adoption of the annual calendar, a completion of the committee assignment form and election of officers.

The current chair will conduct the annual meeting. At the end of the annual meeting, the newly elected Chairperson will assume the duties. Minutes from all regular meetings will be included in the next meeting book.

The CCDD shall follow all applicable state and federal laws pertaining to use of federal grant funds and state allocations.

II. Procedures

a. Meeting Frequency

III. Procedures

a. The CCDD shall conduct other meetings as necessary. Meeting Facilitation

b. Meeting Facilitations

a) Meetings shall be compliant with the ADA and accessible to people with a wide range of disabilities. the CCDD will use all means of accessibility planning including room set-up, accessibility of presentations, assistive listening devices and other auxiliary aides, interpreters and any other necessary accommodations.

b) An agenda and supporting materials shall be distributed (10) days in advance of all CCDD meetings. Matters not appearing on the agenda may be considered upon a favorable vote of the majority of the quorum.

c) Matters that have supporting material where alternative

format has been requested and not provided shall be removed from the agenda.

d) Agenda items can only be tabled one time at the Full Council meetings.

e) Any member may request that the Chairperson place an item on the agenda for the next Full Council meeting. If the Chair declines or neglects to do so, the member may have the item placed on the agenda by submitting it in writing with the supporting signatures of five members.

1. The Chairperson shall call any special meetings with a ten (10) calendar day notice to carry out the duties of the CCDD. Upon the request of the majority of the members, the Chairperson shall call a special meeting within ten (10) days. If the Chair declines or neglects to do so, members may call a meeting upon their own authority. Minutes of special meetings shall be included in the meeting book at the next CCDD Full Council meeting.

Accessible Meetings			
Effective Date:	August 2016	Supersedes:	N/A
Purpose: To ensure the Commonwealth Council on Developmental Disabilities (CCDD) facilitates meetings that are accessible for all.			
Authority: Commonwealth Council on Developmental Disabilities			

I. Policy Statement

All meetings conducted by or sponsored by the Commonwealth Council on Developmental Disabilities will be accessible to people with disabilities.

II. Procedures

a. Accessibility includes but is not limited to:

- i. Accessible meeting locations and room Set-Up
- ii. Accessible meeting materials
- iii. Accessible registration table podium, refreshment table, and stage.
- iv. Service Animals
- v. Auxiliary Aids and Services including interpreters

Special Committee Assignments			
Effective Date:	August 2016	Supersedes:	N/A
Purpose: To ensure the Commonwealth Council on Developmental Disabilities (CCDD) operates with defined committees.			
Authority: Commonwealth Council on Developmental Disabilities			

I. Policy Statement

Council members can serve on one special committee for a maximum of one year or until such special committee is dissolved. Committees shall be comprised of at least one consumer, one consumer representative and one state agency representative. The Chair, with input of the Executive Committee will make final committee assignments.

II. Procedures

- a. Each Council member will be given the option to volunteer for any special committee assignment created throughout the year as needed. See CCDD Bylaws Article VIII, Section 6.
- b. Chairperson, with input from Executive Committee, and utilizing the Committee Choice form will assign council members to a special committee.

III. Definitions

- a. Standing Committee- a committee listed in the bylaws considered a permanent part of the Council.
- b. Special Committee- a committee not considered standing that is created to perform a specific task and is dissolved when the task is completed.

Council Program Implementation			
Effective Date:	2/13/2020	Supersedes:	NEW
Purpose: The Commonwealth Council on Developmental Disabilities shall implement a DD Council program according to applicable state and federal rules and regulations.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000; KRS 41.410			

I. Policy Statement

The purpose of the DD Council is to empower people with developmental disabilities to be independent, productive and to realize his or her place in the community as a citizen of the Commonwealth of Kentucky. Councils on Developmental Disabilities are in every State and select US Territories. DD Council members serve as volunteers and are appointed by the governor to represent and advocate for people with developmental disabilities and their families.

The CCDD is required to promote and support advocacy, systems change and capacity building for people with developmental disabilities and their families. Council activities will support programs, projects and activities that improve the quality of life for people with developmental disabilities.

II. Procedures

- a. The CCDD shall determine a mission and develop internal policies, by-laws and other procedures to assure Council operations are implemented according to the DD Act.
 - i. Documents will be reviewed as needed and no less than annually for updates or amendments.

III. Program Management

- a. Develop and implement a five-year state plan.
 - i. On a five-year schedule, the council will create a five-year plan, which will dictate the work of the council for the subsequent years. This plan will consist of overarching goals, which will each have set objectives to achieve through specified areas of emphasis and approved strategies to meet those objectives.
 - ii. The plan activities will be based on the needs of the Commonwealth that have been identified through research and needs assessments.

- iii. The plan will be submitted to the Administration on Community Living (ACL) for approval. Plans may be updated and amended annually according to ACL procedures.
 - iv. The council will develop annual work plans outlining activities to meet objectives and goals of the five year plan.
 - v. Progress will be monitored quarterly with changes made as necessary.
- b. Approve annual budget
 - i. Council members and staff will prepare and council will approve a budget annually based on the federal grant award and any state funds appropriated. Council will monitor the budget quarterly.
- c. Council members and staff will develop grants and contracts to implement activities of the program.
 - i. All activities of the CCDD will be monitored according to federal and state regulations.
- d. To meet the Self-advocacy mandate in the DD Act, The CCDD shall establish, strengthen or collaborate with a self-advocacy organization to help provide leadership opportunities for people with developmental disabilities.

Support Persons Code of Conduct			
Effective Date:	8/23/2019	Supersedes:	2016 Policy 350
Purpose: To describe the Commonwealth Council on Developmental Disabilities expectations for persons providing direct supports to Council members during Council meetings and activities			
Authority: Commonwealth Council on Developmental Disabilities			

I. Policy Statement

The CCDD shall facilitate council members to experience full and meaningful participation in all Council meetings and activities.

II. Procedures

- a. Support persons shall respect all council members' right to:
 - i. Self-Determination.
 - ii. Independence.
 - iii. Inclusion and integration in all Council meetings and Council sponsored events.
- b. Support persons are not permitted to participate in Council business. However, support persons may sit at the table as required when assisting the council member.
- c. Support persons are not permitted to express their personal opinions or advice about issues being discussed or considered by the Council during Council meetings, Committee meetings, and Council sponsored activities.
- d. Support persons are not permitted to address the Council unless directed by the person that they support or during audience participation.
- e. The supports that may be provided include:
 - i. Assisting with full participation in the meeting
 - ii. Transferring
 - iii. Arranging and or providing transportation
 - iv. Assisting with meals
 - v. Preparing and adapting meeting space, restaurant, and overnight rooms
- f. Support persons shall acknowledge receipt of this policy at each CCDD meeting.

III. Definitions

- a. Support person: an individual supporting a council member to participate in Council meetings and activities.

Letters of Support			
Effective Date:	8/23/2019	Supersedes:	2016 Policy 365
<p>Purpose: To ensure the Commonwealth Council on Developmental Disabilities (CCDD) offers letters of support to individuals, agencies and/or projects whose formal requests support the CCDD's mission and is consistent with the Administration for Community Living directives for systems change, capacity building and advocacy.</p>			
<p>Authority: Commonwealth Council on Developmental Disabilities</p>			

I. Policy Statement

The Executive Director of the CCDD may write letters of support to individuals, agencies and/or projects whose request is consistent with the mission of CCDD.

II. Procedures

- a. The CCDD grants authority to the Executive Director to write a letter of support on behalf of the Council. This authority is granted with the following conditions:
 - i. The request must meet criteria as defined in the Purpose of this policy.
 - ii. The Executive Director will request review and approval of letter from Council Chair prior to issuance of letter.
 - iii. Copies of letters will be maintained on file at CCDD office for review as requested by Council members.

III. Definitions

- a. Letter of Support: A letter written to an agency or individual that supports the Council's mission, vision and Five Year State Plan.

Council Work Teams			
Effective Date:	2/13/2020	Supersedes:	NEW
Purpose: To describe the Commonwealth Council on Developmental Disabilities (CCDD) process for work teams.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000			

I. Policy Statement

The CCDD has the authority to develop internal processes for addressing the requirements of the DD Act. This policy describes coordination and facilitation of work teams.

II. Procedures

a. Work Teams

- i. The Council will form work teams to address each goal in the five-year plan.
- ii. Each Council member shall join at least one and no more than two work teams.
- iii. Work teams will elect two co-leaders.
- iv. Work team leaders will not be a part of Executive Committee.
- v. Work teams shall establish guidelines for their work teams and will review proposals and make recommendations to the Finance Committee for funding projects.
- vi. Work team members will participate in yearly reviews of projects.
- vii. Work teams are informal and do not follow Parliamentary procedure.
- viii. Work teams are subject to Kentucky Open Meetings Law.
- ix. Work Teams will meet quarterly and as needed in the interim.

b. Public Participation

- i. Members of the public and other stakeholders may be invited to participate on work teams in an advisory capacity as non-voting members.

Social Media			
Effective Date:	11/22/2019	Supersedes:	430
<p>Purpose: The purpose of this policy is to define and outline acceptable use of social media sites and resources in state government. Examples of social media sites include, but are not limited to, Facebook, Twitter, Flickr, YouTube, blogs, wikis, virtual worlds and other sites that allow interactive posting of information, images, video and comments.</p>			
<p>Authority: State government employee handbook; CIO-061: Social Media Policy as well as Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000</p>			

I. Policy Statement

The CCDD’s goal is to have a social media presence that offers multiple ways to receive agency updates, information and provide education on developmental disability issues. CCDD social media content will reflect the agency mission and vision.

II. Procedures

- a. The CCDD will develop a branding guide for the use in all social media and marketing.
- b. All plans for new social media sites and accounts must be approved by the Executive Director. The social media provider’s terms of service should be reviewed by the Executive Director or appointed Communications Staff.
- c. When developing social media, CCDD will consider existing platforms or accounts instead of establishing new ones.
- d. The CCDD communications staff will control and approve social media accounts and retain information related to those accounts (i.e., username, password, etc.)

CCDD reserves the right to address or remove any social media posts or comments at its discretion.

Conference Exhibiting			
Effective Date:	2016	Supersedes:	N/A
Purpose: To describe the Commonwealth Council on Developmental Disabilities policy on conference exhibits.			
Authority: CCDD adopted a policy on Conference Exhibits on May 24, 2001.			

I. Policy

The Council will offer conference exhibits to increase awareness in the area of developmental disabilities and the purpose and activities of the Council. Conference exhibits should also be forums for educating the community and gaining support.

II. Procedure

- a. The Executive Director will determine which conferences to provide with exhibits depending on available resources
- b. Council staff will:
 - i. Submit registration form and pay fee.
 - ii. Notify Council members for participation
 - iii. Set up the exhibit.
 - iv. Remove the exhibit.

III. Definitions

- a. Exhibits- Informational presentation for public viewing.

Executive Director Evaluation			
Effective Date:	Approved 2/13/2020	Supersedes:	370
Purpose: To provide Council membership authorization to recruit, hire, evaluate and dismiss the Executive Director of the Council.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000; KRS 18A; KRS 41.410			

I. Policy

The Commonwealth Council on Developmental Disabilities shall be headed by an Executive Director for overall administration of the CCDD in state administrative processes and as delineated in the DD Act. Shall the position become vacant, the council shall be responsible for the recruitment and hiring of a new executive director. In accordance with state law, and by two-thirds vote of the quorum at a regular or special CCDD meeting, the Full Council may dismiss the executive director. The Director shall hire, supervise, and annually evaluate the staff of the Council. Council recruitment, hiring, and dismissal of staff shall be conducted in a manner consistent with Federal and State nondiscrimination laws.

II. Procedure

a. Annual Evaluation

- i. The Chairperson will be responsible for coordinating the Executive Director’s annual evaluation.
- ii. Completed evaluations will be sent to UK/HDI for tabulation.
- iii. Chair will meet with the Executive Director to discuss the results of the evaluation
- iv. Chair will distribute the tabulated results to Full Council.

b. Executive Director Job Description

- i. The Executive Director has a broad knowledge of the field of developmental disabilities, as well as an extensive knowledge of the values, needs and capabilities of persons with disabilities and their families. The Executive Director has a demonstrated capability to administer a complex systems change program, which supports and serves a broad range of disability areas and age related needs. The Executive Director must provide proactive leadership on behalf of persons with disabilities and their families. The Executive Director is highly knowledgeable about state and federal legislative processes and statutory

provisions. The Executive Director must have experience in organizational management and personnel supervision and must supervise staff of the CCDD

c. Responsibilities

- i. Report to the Commonwealth Council on Developmental Disabilities (KRS 41.410). Designated by the Council to carry out the policies and objectives of the Council. Provide leadership in the facilitation of Council organizational planning and development. This requires creativity, initiative and good judgment in involving Council members and other concerned parties in Council supported programs and activities;
- ii. Be responsible to the Council and supervised by the chairperson for administration of programs, offices and fulfillment of Council operations, authorities and responsibilities. Assist Council, its committees, subcommittees, and task forces in formulating public policy positions impacting persons with disabilities and families; Prepare recommended policies, budgets, plans, and reports for Council review and approval;
- iii. Establish and maintain relationships with a wide range of agencies and constituencies. Ensure implementation of Council directives and policies in the most cost effective way possible;
- iv. Assist the Council and the Governor's Office in maintaining representative Council membership in compliance with federal and state law(s);
- v. Provide training for the Council on Developmental Disabilities Assistance and Bill of Rights Act, role of State Planning Councils, and relationships to other units of the national Act. Arrange training opportunities for Council members through community, state and national conferences to gain information and competence in public policy processes; legislative process; administrative and fiscal planning process and state of the art services, supports and best practices. With the consent of the Council, shall employ such personnel as may be necessary within available funds to adequately perform the functions of the Council. Direct the staff in meeting the State Plan's Areas of Emphasis. Conduct surveys and assessments to determine values and needs of people with disabilities and their families;
- vi. Supervise and direct all staff and ensure that they are adequately trained; participate in relevant state-offered trainings as needed or directed by the Council; and participate in relevant state and advocacy committees to ensure the Council is an active participant. Ensure all trainings, functions and travel in relation to CCDD receive prior approval by the Council Chair or designee.
- vii. Prepare budget for Council review and approval as well as preparing the Governor's Office for Policy and Management Biennium Budget Request on behalf the Council. Prepare Federal and State reports in compliance with Federal

and State regulations. Approve time and attendance of CCDD staff in accordance with 101 KAR 2:102, 101 KAR 3:015 and KRS Chapter 18A.145

Executive Director Annual Evaluation

Please pick one answer for each statement. "The Council Executive Director..."

1. Knows what is going on nationally and statewide in the field of intellectual/developmental disabilities and stays up to date with this information.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

2. Understands the factors that impact the people the Council serves (people with developmental disabilities (DD) and their families).

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

3. Keeps the Council on track in serving individuals with DD and their families by referring to the mission, vision, goals and objectives of the 5-year plan.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

4. Presents unbiased information from more than one source to help Council members make informed decisions.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

5. Is honest, responsible, ethical and trustworthy.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

6. Sets a good example of the behavior asked from members and staff.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

7. Establishes an environment where Council members and staff welcome change.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

8. Has effective 2-way communication with Council members and is open to feedback.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

9. Shares information with staff and Council members in a way that everyone understands.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

10. Communicates so Council members feel informed and can make good decisions.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

11. Listens to directions given by Council members.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

12. Ensures staff and Council members feel engaged and ideas are heard.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

13. Values all Council members as decision makers.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

14. Builds strong relationships with other agencies and individuals including elected officials.

Strongly Agree Agree Disagree Strongly Disagree

Neither Agree or Disagree

Comment:

15. Please comment on any question for which you chose Strongly Disagree or Disagree

16. Overall, I rate the Executive Director’s BUSINESS skills as:

Excellent Good Average Fair Poor

Comment: _____

17. Overall, I rate the Executive Director’s RELATIONSHIP BUILDING skills as:

- Excellent Good Average Fair Poor

Comment: _____

18. Overall, I rate the Executive Director’s CONTRIBUTIONS toward Council mission, vision, goals and objectives as:

- Excellent Good Average Fair Poor

Comment: _____

19. Please comment if you marked Poor or Fair to any of the questions above, citing specific examples of why you feel this way:

20. Additional feedback to share with the Executive Director:

Requests for Funding			
Effective Date:	8/23/2019	Supersedes:	N/A
Purpose: To describe the Commonwealth Council on Developmental Disabilities policy on reviewing requests for funding.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000; 45 CFR Part 75—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.			

I. Policy Statement

The CCDD is committed to serving Kentuckians with developmental disabilities and their families with innovative programs administered in partnership with community vendors. CCDD is awarded federal funds and operates with state funding as appropriated. All grantees and vendors are obligated to follow Kentucky state procurement regulations and federal grant management regulations. CCDD works to address identified needs by conducting advocacy, systems change, and capacity building efforts that promote self- determination, integration, and inclusion.

II. Procedures

a. Requirements for Grantees and Vendors

- i. Grantees and vendors are expected to follow all applicable procurement and accounting regulations filed by the Kentucky Finance and Administration Cabinet. Policies and regulations may be found at <https://finance.ky.gov/services/eprocurement/Pages/doingbusiness.aspx>.
- ii. Grantees and vendors are expected to follow all applicable federal grant regulations as directed by the U.S. Department of Health and Human Services. These regulations may be found at <https://www.hhs.gov/grants/grants/grants-policies-regulations/index.html>.
- iii. Recipients of federal funds are not allowed to use federal funding to lobby federal, state or local officials or their staff to receive additional funding or influence legislation.
- iv. Recipients are bound by the Federal Funding Accountability and Transparency Act.

b. Review of Requests for Funding Proposals

- i. The CCDD accepts requests for funding to support innovative projects that promote progression toward meeting the goals and objectives in the CCDD Five Year State

Plan and are provided in accordance with the values, mission and vision of the Council.

- ii. Requests for funding proposals must be submitted in writing to the CCDD Executive Director at least 6 months prior to the need for funding.
- iii. All programs will be designed following sanctioned DD Act key activities: conducting outreach, providing training and technical assistance, removing barriers, developing coalitions, encouraging citizen participation, and keeping policymakers informed about disability issues.

c. Proposals must include the following:

- i. **Description of Program** Provide a concise description of the issue to be addressed or a condition to be improved upon. The proposal must clearly state how the program will promote advocacy, capacity building, or systemic change in concert with a goal or objective of the Council Five Year State Plan.
- ii. **Program Plan** Provide a thorough step by step plan to address the identified issue. Include benefits obtained or barriers that will be eliminated. Identify timelines and benchmarks for reaching measurable goals and objectives. Classify personnel to be utilized and tasks to be completed.
- iii. **Budget** The budget justification should clearly and specifically describe each cost element and how each item would support the achievement of proposed objectives. Include any equations or formulas used for applying prorated costs to the grant and an explanation of the details of the equation. Salaries and personnel costs must include the breakdown of benefits provided.
- iv. **Required Funding Match** The match is the contribution of the grantee towards the total project costs. The amount of match required for a project can vary depending upon where the project activities will be performed. In most cases, grantees will be required to provide 25% of the total project costs as match. However, if project activities will be performed solely in designated poverty county or counties, the match requirement will be reduced to 10% of the total project costs. Poverty counties are identified through the US Census. Federal funds cannot be used to match CCDD grant funds. Funds used to match a CCDD grant cannot be used as match for another federal grant. Match can include cash and in-kind contributions that could otherwise be charged to the grant. As a rule, only those items eligible to be paid by the grant funds may be used to meet the match requirement.
- v. The proposal will be reviewed by CCDD staff for required elements and assessed for meeting goals and objectives of the Five Year State Plan. Additional information may be requested.

- vi. The proposal will be presented to the appropriate Council committees for approval. Approval of requests for funding proposals will be at the discretion of the CCDD.
- vii. All proposals become the sole property of CCDD and may be used by the Council for future requests for proposals or projects.

Public Policy and Legislative Engagement			
Effective Date:	Approved by Council Affairs 8/22/2019	Supersedes:	2016 Policy 330
<p>Purpose: To ensure the Commonwealth Council on Developmental Disabilities (CCDD) public policy and legislative initiatives are handled in a collaborative and non-partisan manner, that is consistent at all levels of government.</p>			
<p>Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000; Administration on Community Living; OMB Circular A-122</p>			

I. Policy Statement

The CCDD has the authority to advocate for the enactment or amendment of legislation, at the state level, affecting individuals with developmental disabilities. CCDD will take actions to assist policymakers to improve the services and opportunities available to people with developmental disabilities and their families. Acting in accordance with the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (hereinafter DD Act) and any other applicable program instruction from the Administration on Community Living (ACL), CCDD staff and members will collaborate and advocate in a non-partisan manner with policymakers. The CCDD is authorized to educate, advise and inform federal, state and local policymakers.

II. Procedure

- a. It is the role of CCDD staff and members to be a source of information in helping legislators and other policymakers to identify and evaluate options for meeting the needs of individuals with developmental disabilities.
- b. The Council may support and conduct activities to provide information to policy makers by supporting and conducting studies and analyses, gathering information, and developing and disseminating model policies and procedures, information, approaches, strategies, findings, conclusions, and recommendations.
- c. The Council may provide the information directly to federal, state, and local policymakers, including Congress, the federal executive branch, the governors, state legislatures, and state agencies, in order to increase the ability of such policymakers to offer opportunities to enhance services to meet the needs of individuals with developmental disabilities and their families.
- d. Using a nonpartisan approach, CCDD may advocate a position or viewpoint with complete and unbiased facts to enable the policymaker to form an independent opinion or conclusion.

- e. In doing such work, CCDD staff, council members and contracted partners are prohibited from engaging in lobbying activities. Further, CCDD cannot use funds to influence the outcome of a federal, state or local election or for contributions to political parties.

III. CCDD Public Policy Committee (PPC)

- a. The CCDD PPC serves to oversee issues related to public policy as it relates to persons with disabilities and their families. The PPC develops an annual legislative agenda as a formal platform of issues adopted by the Council.
- b. In addition, the PPC will have authority to collaborate and respond to legislative matters on the Council's behalf. The PPC will develop Council activities to advocate, educate, inform and advise legislators and other policy makers in a non-partisan manner.
- c. The PPC will assist and support council members in non-partisan ways to advocate, educate, inform and advise lawmakers and policy makers.

IV. Legislative Engagement

- a. Any response to legislative inquiries and or engagement with policy makers will coincide with current Council legislative agenda and issue statements. At no time will any CCDD staff or council member act independently of any Council decision on matters of public policy. All responses must remain within the parameters established by the Council.
- b. In the event the CCDD office receives legislative inquiries or requests, the CCDD staff has the responsibility to respond appropriately and timely in concert with established Council values and policy beliefs. CCDD staff will confer with official CCDD policy statements and legislative agendas as appropriate. If a matter is in opposition of Council mission and values, no official statement will be given until the Council can be consulted.

Travel Reimbursements for Self-Advocates			
Effective Date:	Approved by Council Affairs 8/22/2019	Supersedes:	N/A
Purpose: To describe the Commonwealth Council on Developmental Disabilities policy on travel reimbursement for self-advocates.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000			

I. Policy Statement

This policy applies to self-advocates who have a developmental disability with insufficient economic resources to pay their travel expenses necessary to attend such events. The CCDD is committed to empowering self-advocates in becoming leaders in their communities.

II. Procedures

Reimbursement Guidelines

The CCDD reimburses qualifying expenses of \$500.00 per year, per self-advocate to attend meetings, training, and seminars relevant to increasing self-advocacy skills, promote systems change, or building capacity for Kentuckians with developmental disabilities.

Meetings and trainings must have a primary focus of leadership development or participation, disability policy, or self-advocacy empowerment. Events must be consistent with the CCDD mission.

Reimbursement funds are not guaranteed and only available based on Council budget approvals per year. Applicants will be served on a first come, first served basis until funds are depleted.

A request form must be completed and submitted within at least 15 business days of the event. The request form will be reviewed for eligibility. Applicants will be notified of approval or disapproval within 5 business days of application.

The CCDD will provide notification to the applicant via email or phone call. Applicants must complete all reimbursement forms required in a timely manner.

Go to www.ccdd.ky.gov and follow the links to the Self Advocate Travel Reimbursement request form.

Complete on line or print the application to mail in to the CCDD at 656 Chamberlin Ave., Suite C, Frankfort, KY 40601 OR scan and email it to ccdd@ky.gov.

The CCDD retains the right to deny approval if those reviewing the application are not satisfied that the event meets applicable requirements.

III. Eligibility Requirements

- a. Self-Advocates shall be:
 - i. An individual with a developmental disability.
 - ii. A Kentucky resident.
- b. Training and meetings shall consist of:
 - i. Training in self-advocacy, leadership and self-determination.
 - ii. Training that expands knowledge of rights.
 - iii. Meetings with Legislators.
 - iv. Training that teaches how to access services, support and other assistance.
 - v. Self-Advocacy Public Policy Activities such as Town Hall meetings.
 - vi. Participation on State Disability or Advocacy Committees.
- c. Reimbursable travel expenses shall include:
 - i. Auto Mileage up to the Commonwealth State Rate per diem per mile.
 - ii. Local Public Transportation, Uber or Taxi. A receipt is required and must be for a local event.
 - iii. Parking fees. Receipts required for fees \$10 and above.
 - iv. Hotel accommodations up to \$150 per room per night. Hotel reimbursement is only made if the event is more than 40 miles from the self-advocate's residence.
 - v. Attendant care and/or respite care may be reimbursed up to 8 hours. Rates must be based on the Bureau of Labor Statistics median hourly wage data for Kentucky in the occupations of health and personal care attendant services. Overnight sleep care is not covered. Attendant/respite services cannot be claimed if the attendant is being paid by an agency through an approved Medicaid Waiver or other service. Wage estimates may be found at https://www.bls.gov/oes/current/oes_ky.htm. Special requests must be approved prior to billing.

IV. Ineligible Expenses

- a. The following are not reimbursable expenses.
 - i. Car or Van rental
 - ii. Meals
 - iii. Meeting materials or equipment
 - iv. Online courses, webinars, etc.

- v. Events mainly for professional employment development
- vi. Any event that provides professional continuing education credits to the attendee
- vii. Out of state events
- viii. Recreation events
- ix. Socialization events

Section 3 Council Membership

Membership			
Effective Date:	Approved by Council Affairs 8/22/2019	Supersedes:	2016 Policy 315
<p>Purpose: The Commonwealth Council on Developmental Disabilities (CCDD) shall ensure new council members are provided the necessary training and materials to promote understanding of their role and responsibilities as council members.</p>			
<p>Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act). 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000. KRS 41.410</p>			

I. Policy Statement

The purpose of a DD Council is to help people with developmental disabilities to use self-determination, be independent, be productive and be integrated and included in all parts of community life. Councils on Developmental Disabilities are in every state and select United States territories. Council members serve as volunteers appointed by the governor to represent and advocate for people with developmental disabilities and their families.

II. Procedures

a. New Members

- i. Upon appointment to the CCDD, new members are required to attend an orientation training. Orientation is held within three months of appointment.
- ii. Orientation training will be provided by CCDD staff and/or Council members.
- iii. New members will be assigned a Council mentor according to CCDD policy.
- iv. If an appointed member requires a personal attendant to facilitate attendance, or participation in CCDD meetings, or should an appointed member need respite care for a family member with a disability in order to attend and participate in CCDD meetings, such member shall receive reimbursement for expenses in accordance with CCDD policy.

b. Member Rotation

- i. The CCDD respects all perspectives and insights from its members.
- ii. Council members shall serve terms according to KRS 41.410.

- iii. A person shall be eligible for Council reappointment after a period of three years (a full term) has elapsed since completion of a member's term or replacement.
- iv. In the event that a member has two absences from any meeting requiring a quorum in a calendar year, such member shall be recommended for removal by the executive committee. In the event a member attends a Full Council meeting requiring a quorum but is absent from a committee meeting held on the same day, only one absence shall be recorded.
- v. Members may be recommended for removal due to misconduct, lack of attendance, or any act or omission detrimental to the CCDD provided that the member is given prior notice of this action, and opportunity to be heard by the CCDD.
- vi. Upon recommendation by two-thirds of the quorum at a regular or special CCDD meeting, the CCDD may recommend to the Governor the removal of a member for misconduct, lack of attendance or any act or omission detrimental to the CCDD provided that the member is given prior notice of this action and opportunity to be heard by the CCDD.

c. Duties and Responsibilities of Members

- i. Determine mission; the purpose of a DD Council is mandated by the DD Act. Create and review a statement of mission and purpose that speaks to the Council's goals and primary people served.
- ii. A DD Council will only be as effective as its individual members. The DD Act allows DD Councils to recommend to the Governor people to serve as members. However, the CCDD staff and members may not interfere with the appointment process.
- iii. Council business is governed by Parliamentary Procedure thus members are held to duties as identified in Roberts Rules of Order. Once a Council decision has been made, members shall act accordingly.
- iv. Council responsibilities as mandated in the DD Act.
- v. Select the Executive Director. Review and update the Executive Director's job duties and responsibilities; conduct a careful search to find the most qualified person for the position.
- vi. Support and annually evaluate the Executive director. Council members should ensure the Executive director (ED) has the moral and professional support to further the goals of the organization; annually evaluate the Executive Director following applicable policies and procedures.
- vii. Ensure effective planning. Council members should actively participate in the overall planning process for the Council's Five-Year State Plan.

- viii. Implement and monitor the DD Council Five-Year State Plan. Council members should actively participate in the implementation of the plan by providing leadership for strategies, activities, and monitoring the plan's goals.
- ix. Approve and implement the budget; provide financial oversight. Council members should assist in developing, approving, and implementing the annual budget.
- x. Build a competent Council. Identify potential members for appointment; orient and mentor new members; periodically evaluate individual and overall Council membership effectiveness.
- xi. Ensure legal and ethical integrity (conflict of interest, code of conduct, etc.). Be knowledgeable about legal and ethical requirements for public officials; and follow all policies to ensure the public trust.
- xii. Enhance the Council's public standing. Be able to talk about the DD Council mission, accomplishments, and goals to the public and gain support from the community.

d. Member Expectations

- i. Council members serve as advocates for individuals with DD and support projects and activities that carry out the purpose of the DD Act. To be successful in this charge, Council members are expected to:
 - 1. Be familiar with and act according to Robert's Rules of Order during official Council business.
 - 2. Attend all CCDD quarterly meetings in person or via video conferencing (when available) assuring quorums are met for conducting Council business.
 - 3. Actively engage in CCDD activities including serving on a Council committee, project team and Council sponsored events, as able.
 - 4. Use reasonable care in the decision-making process remaining unbiased and respectful.
 - 5. Engage in respectful debate on the issues.
 - 6. Listen carefully and respect the opinions of Council colleagues.
 - 7. Respect majority decisions of the Council.
 - 8. Recognize that all authority is vested in the Full Council only when it meets according to Parliamentary Procedure and Open Meetings Law.
 - 9. Stay well-informed about developments relevant to issues that may come before the Council.

10. Bring to the attention of the Council any issues that may have an adverse effect on the Council or those the Council represents.
 11. Resolve conflicts at the lowest, most appropriate level possible.
 12. Recognize member's role to ensure that the Council is well managed, not to manage the Council.
 13. Respect all those the Council represents, not just a particular geographic area or interest group.
 14. Ensure that the Council is fiscally sound and always operated consistent with the Developmental Disabilities Assistance and Bill of Rights Act of 2000.
 15. Declare conflict of interest between personal and professional life and as a Council member; abstain from voting and discussion as directed by the Council's Bylaws Article XI.
 16. Recognize the duties of the Executive Director and support his/her authority with staff members.
 17. Recognize the duties and respect the role of the Council Chair.
- ii. Council Members must review and sign this commitment annually.

Council Mentor Guidelines			
Effective Date:	8/23/2019	Supersedes:	2016 Policy 320
Purpose: To describe the Commonwealth Council on Developmental Disabilities expectations for individuals assigned as mentors to new council members.			
Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000			

I. Policy Statement

The Commonwealth Council on Developmental Disabilities (CCDD) assigns mentors to new council members to facilitate their successful orientation to Council procedures, and promote their understanding of Council priorities and projects.

II. Procedures

- a. The Council Chairperson shall be responsible for assigning individuals to serve as mentors to new council members.
- b. Mentors are expected to adhere to the following guidelines and expectations.
- c. Contact the new council member by phone prior to the new council member’s first meeting.
- d. If time permits, meet with the new council member in-person prior to his/her first meeting and answer any questions he/she may have.
- e. Orient the new council member to the CCDD by explaining the following: meeting procedures; and the Council's projects, committees and 5-year plan. Reference the meeting book for background information.
- f. If possible, sit with the new council member during their first meeting to answer any questions they may have.
- g. Introduce the new council member to other members of the Council.
- h. Contact the new council member within seven (7) business days after their first meeting to address additional questions or concerns.

Member Travel and Reimbursement			
Effective Date:	Approved by Council Affairs 8/22/2019	Supersedes:	2016 Policies 335 and 340
<p>Purpose: The Commonwealth Council on Developmental Disabilities (CCDD) shall ensure members are reimbursed for expenses accumulated during Council business and other Council activities as appropriate.</p>			
<p>Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000; 2 CFR part 200 and 200 KAR 2:006; OMB Super Circular Cost Principals</p>			

I. Policy Statement

The Council will act in accordance with the DD Act Section 125 (8) (ii) by reimbursing members of the Council for reasonable and necessary expenses (including expenses for child care and personal assistance services) for attending Council meetings and performing Council duties; (II) paying a stipend to a member of the Council, if such member is not employed or must forfeit wages from other employment to attend Council meetings and perform other Council duties; (III) supporting Council member and staff travel to authorized training and technical assistance activities including in-service training and leadership development activities; and (IV) carrying out appropriate subcontracting activities.

II. Procedure

- a. The CCDD provides active members a stipend as financial compensation on a per diem basis for participation in approved Council activities. The rate shall be \$100 per full day (greater than 4 hours, including travel time) and \$50 for ½ day (4 or fewer hours, including travel time). Stipends will be paid to members for full Council meetings, Committee meetings, Work Team meetings and Program Performance Reviews.
- b. The CCDD reimburses active Council members for reasonable and necessary expenses incurred while participating in Council business and approved Council activities. Reimbursable expenses are described below:
 - i. Council Activities include full Council meetings, Committee meetings and/or other business pre-approved by Chair and/or Vice-Chair. A Council activity must be directly related to a specific work team or committee, and must fit into the Council’s state plan and budget. Members must be actively representing the Council during the activity.

- ii. Lodging and meals during travel. The event must be more than 40 miles from the member's residence to qualify for lodging. Receipts must be kept and provided as requested.
 - i. Personal care attendant for active members during approved Council activities. Attendant care may be reimbursed up to 8 hours. Rates must be based on the Bureau of Labor Statistics median hourly wage data for Kentucky in the occupations of health and personal care attendant services. Overnight sleep care is not covered. Attendant/respite services cannot be claimed if the attendant is being paid by an agency through an approved Medicaid Waiver or other service. Wage estimates may be found at https://www.bls.gov/oes/current/oes_ky.htm. Special requests must be approved prior to billing.
 - iii. Respite support services are reimbursed for governor appointed members who need caregiver services in order for them to attend approved Council activities.
 - iv. Auto mileage up to the Commonwealth current state reimbursement rate per 200 KAR 2:006.
 - v. Local public transportation, Uber/Lyft or taxi when utilized during Council activities. A receipt is required and is only reimbursable for local transit.
 - vi. Parking fees. Receipts required for fees \$10 and above.
 - vii. Registration for in state conferences, seminars and the like.
- c. Conferences and Seminars**
- i. Out of state conference and seminar attendance must be pre-approved by the Executive Committee. The Chair and Vice Chair out of state travel must also be approved by the Executive Committee.
 - ii. When requesting to attend an out of state conference or seminar, the event must be in concert with the current Council Five Year Plan goals and objectives and should further the mission of the Council.
 - iii. Active members may request one out of state event per calendar year.
 - iv. After the event, members must complete a conference attendance form and report to the Council as requested.

Section 4 Quality Management

Quality Management System			
Effective Date:	Approved by Council Affairs 8/22/2019	Supersedes:	N/A
<p>Purpose: The Commonwealth Council on Developmental Disabilities establishes a Quality Management System (QMS) for evaluating internal operations and program performance to provide assurances for the proper use of federal funds and the accomplishment of program objectives.</p>			
<p>Authority: Developmental Disabilities Assistance and Bill of Rights Act of 2000. 42 USC 15001 Pub. L. 106-402. Stat. 1693-1712. 30 October 2000; Kentucky Revised Statutes (KRS) 41.410, 45A.410, 45A.035; CCDD Assurances 2019, CFR §75.342 Monitoring; CFR §75.351 Sub recipient monitoring and management</p>			

I. Policy Statement

The CCDD Quality Management System (QMS) is a monitoring plan to assure compliance with federal and state regulations. The QMS includes a methodology, frequency, measurements and assurances to identify areas of nonperformance so that corrective action or technical assistance can be provided. The systems also identifies areas of strength so success can be recognized and built on.

The QMS has three objectives:

1. Program Performance
2. Allowable Expenditures
3. Compliance with applicable laws and regulations

II. Procedures

a. QMS Methodology and Elements

The CCDD utilizes several methods to determine effectiveness and compliance for all CCDD funded activities. Methods identify the operations that are completed to assure a quality system. Elements of the system identify the factors in which quality is measured against. The QMS encompasses both methods and elements to identify strengths and areas of need in internal and vendor operations.

Elements

- Policy and Procedures
- By-Laws
- Five Year State Plan
- Contract Deliverables
- CCDD Assurances
- Federal Performance Measures
- Parliamentary Procedure
- Federal Program Performance Review (PPR)
- On Line Reporting System
- Federal 425 Financial Report

Methods

- Program Performance Review
- Financial Accountability Review
- Desk Review
- Remediation
- Vendor and Project Quarterly Reporting
- Consumer Satisfaction Surveys
- Council Member Evaluation and Review
- Quarterly Management Review
- Weekly Updates to Executive Committee
- Weekly Staff Meetings

b. QMS Frequency

Quality management is an ongoing process. CCDD operations include reviewing progress and performance throughout staff and Council activities. CCDD Assurances require evaluation of vendors at least two times per year. CCDD will review on a quarterly basis internal and external program performance.

Monthly

- Weekly Staff Meetings
- Weekly Updates to Executive Committee
- Financial Accountability

Quarterly

- Quarterly Management Review
- Council Member Evaluation and Review
- Vendor and Project Quarterly Reporting
- Financial Accountability

Annually

- Federal Program Performance Review
- Annual By-Law Review
- Program Performance Review
- Financial Accountability
- Federal 425 Financial Report

As Occurs

- Consumer Satisfaction Surveys
- Desk Review

c. Program Performance Review

- i. On-site monitoring is a formal review of a vendor’s records and program activities. CCDD staff will contact vendors to schedule the review and provide an expected duration of the review, request that a space for reviewing the files be available. CCDD staff will share the survey dates with council members who wish to assist in the survey.
- ii. The review will be completed using a project specific survey checklist

- iii. Vendor contacts and CCDD staff will sign the survey document upon completion
- iv. CCDD staff will document compliance identifying a “yes,” “no,” or “N/A”
- v. Additional comments and notes will be documented on the survey checklist
- vi. CCDD staff will document findings on federal performance measures
- vii. After concluding the review, CCDD staff will lead an exit interview to provide an overview of findings, observations and secure additional information as needed
- viii. Findings will be addressed verbally during the review and exit interview
- ix. Technical assistance will be provided on-site as needed
- x. Items that require formal remediation will follow the appropriate established remediation process
- xi. CCDD staff will discuss findings with Council through appropriate meetings
- xii. A final review letter will be written and provided to the vendor and/or responsible CCDD staff providing a summary of the review

d. Financial Accountability Review

- i. A financial accountability review is completed by CCDD finance staff according to KRS 45A.410 (Audit Inspection Rights) and KRS 45A.035 (FAP 111-51-00) along with all other applicable fiscal regulations. Fiscal monitoring is an on-going process including invoice review, quarterly budget review with Council, daily budget management and reporting on fiscal activities. The financial accountability review for the Program Performance Review includes:
 1. Review of vendor invoices for timeliness and services provided
 2. Documentation of matching expenditures
 3. Use of grant funds appropriately

e. Desk Review

- i. Desk reviews include a thorough review of reporting documentation, including on-line quarterly reporting, financial accountability, applicable communications, CCDD Assurances, contract deliverables and other pertinent information. Findings will be documented as a Project Performance Review and follow the process for a Program Performance Review.

f. Remediation

- i. Remediation is a reconciliation process addressing findings in any area of performance including contract compliance, fiscal accountability and program integrity. Upon the finding and documentation of findings or citations, CCDD staff will begin the facilitation of a remediation process adhering to any applicable

federal and state authorities or Parliamentary Procedure when addressing Council business activities. Remediation may include, but is not limited to: conflicts of interest, contract noncompliance, Council complaints, financial matters, vendor performance and matters regarding Open Records and Meetings laws.

- ii. When such issue occurs, CCDD staff will begin documentation of the issue. A report will be provided to the Executive Director and Council Chairperson. The Executive Director will identify the appropriate remediation process to take and communicate the matter with the Council Chairperson. Follow up steps will be taken according to any applicable regulation including state and federal law, Parliamentary Procedure or written policy. In the event federal or national associations must be alerted, the Executive Director, with input from the Council Chairperson, will serve as liaison and provide the appropriate information.

g. Vendor and Project Quarterly Reporting

- i. CCDD has established an on line reporting system in which all contractors, vendors and staff report progress on a quarterly basis. All Council activities are to be reported. Data provided in the on line system is collated for the annual federal Program Performance Review (PPR). Quarterly reports from entered data will be created for CCDD staff and Council evaluation. Follow up activities will be developed as appropriate. Reporting guidelines are available to provide guidance on entering data.
- ii. Vendor contacts and staff are identified at the start of a contract or project to complete reporting. CCDD staff will monitor quarterly reporting on an on-going basis and during the Program Performance Review.

h. Consumer Satisfaction Surveys

- i. CCDD has developed a standard Consumer Satisfaction Survey to be completed with all CCDD activities. Data collected is reported on the annual federal Program Performance Review. Surveys may be amended to include additional data points tailored to a specific activity as needed. CCDD staff will assure that surveys are completed and provided for data input.

i. Council Member participation in Evaluation and Review

- i. Council members serve an integral role in the monitoring and evaluation of progress in the Five Year State Plan activities and overall Council performance. Council members may attend and participate in Program Performance Reviews. Any Council member that represents a vendor or state agency must declare a conflict of interest if participating in a performance review that is in direct conflict or gives the appearance of a conflict over competing programs and services. CCDD staff will provide the survey dates and collaborate with any Council member interested in attending. Council members attending a review will sign

any pertinent survey checklists and will be appropriately reimbursed as identified in Council policies. Once the survey is complete, CCDD staff and the attending Council member will share findings and discuss with the appropriate Council team or committee. Follow up or remediation activities will be developed as needed.

j. Quarterly Management Review

- i. The CCDD Executive Director (or designee) will conduct a Quarterly Management Review with pertinent staff to review progress of vendor and internal staff operations. The review will include discussion and documentation of progress on activities, deliverables, projects and budget issues. Findings will be documented and followed up on as appropriate.
- ii. The Quality Management Review may include but is not limited to:
 1. Review of all Program Performance Reviews completed
 2. Progress on activities and/or deliverables
 3. Updates and review of quarterly reporting
 4. Review of Five Year Plan Goals and Objectives
 5. Updates on expenditures and status of budget

Appendix

Member Annual Forms

1. Member Expectations
2. Code of Ethics
3. Signature Authorization

Member Expectations

Council members serve as advocates for individuals with DD and support projects and activities that carry out the purpose of the DD Act. To be successful in this charge, Council members are expected to:

1. Be familiar with and act according to Robert’s Rules of Order during official Council business.
2. Attend all CCDD quarterly meetings in person or via video conferencing (when available) assuring quorums are for Council business.
3. Actively engage in CCDD activities including serving on a Council committee, project team and Council sponsored events, as able.
4. Use reasonable care in the decision-making process remaining unbiased and respectful.
5. Engage in respectful debate on the issues.
6. Listen carefully and respect the opinions of Council colleagues.
7. Respect majority decisions of the Council.
8. Recognize that all authority is vested in the Full Council only when it meets according to Parliamentary Procedure and Open Meetings Law.
9. Stay well-informed about developments relevant to issues that may come before the Council.
10. Bring to the attention of the Council any issues that may have an adverse effect on the Council or those the Council represents.
11. Resolve conflicts at the lowest, most appropriate level possible.
12. Recognize member’s role to ensure that the Council is well managed, not to manage the Council.
13. Respect all those the Council represents, not just a particular geographic area or interest group.
14. Ensure that the Council is fiscally sound and always operated consistent with the Developmental Disabilities Assistance and Bill of Rights Act of 2000.
15. Declare conflict of interest between personal and professional life and as a Council member; abstain from voting and discussion as directed by the Council’s Bylaws Article XI.
16. Recognize the duties of the Executive director and support his/her authority with staff members.
17. Recognize the duties and respect the role of the Council Chair. Council Member must review and sign this commitment annually.

Signature: _____ Date: _____

Code of Ethics

Ethical Principles

The principles of ethical behavior for public servants of the Commonwealth are provided in KRS 11A.005(1). Although not “public servants” as defines in KRS Chapter 11A, as members of the Commonwealth Council on Developmental Disabilities, we believe that public service is for the benefit of the people of the Commonwealth. We also recognize that such public service trust and that we have a duty to:

- a. Be independent and impartial;
- b. Make policy and decisions through established processes of government;
- c. Not use our positions to obtain private benefits; and
- d. Uphold the public trust in the integrity of the *Commonwealth Council on Developmental Disabilities*.

Thus, the members of the Commonwealth Council on Developmental Disabilities shall comply with the following minimum standards of ethical conduct.

Statement of Agreement

I hereby acknowledge that I have read the Code of Ethics adopted by the Commonwealth Council on Developmental Disabilities. I understand the restrictions contained herein, and I will abide by the provisions of the Code of Ethics.

Signature

Date

Printed name

Signature Authorization

Name _____

Address _____

City _____ **Zip** _____

Birthday _____

00/00/0000

Signature Authorization

I, _____, give the staff of the Commonwealth Council on Developmental Disabilities permission to sign my name to documents (example timesheet, travel etc.)

Signature _____