

New Member Orientation

2022



Who We Are



Our 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

Our Vision:

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



Councils - Created by Federal Law

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 Public Law 106-402 (commonly called the **DD Act**)

- **Title I, Subtitle B** talks about the functions of a Council.
 - **Engage in advocacy, capacity building, and systems change activities**
 - Work should contribute to a coordinated, consumer and family centered and directed, systems of community services, individualized supports, and other assistance to help people with developmental disabilities exercise self-determination, independence, productivity, and be integrated and included in all facets of community life.

The DD Act includes policies, goals of the nation, and principles for DD Act programs to follow.



Originally signed in
1963 by President
Kennedy

The Council and the Federal Government

The Administration for Community Living (ACL)

- └ The Administration on Disability (AoD)
 - └ Office of Intellectual and Developmental Disabilities (OIDD)

OIDD Program and Fiscal staff are assigned to help Councils.

All DD Council State plans and performance reports are sent to and approved by OIDD.

The DD Council report information is used by AoD/OIDD to develop reports to Congress.

Annually, OIDD sponsors a technical assistance institute for councils through the technical assistance contract.



Is the federal office that provides oversight, develops regulations, provides help and guides state and territory DD Council programs.

National Association



<https://www.nacdd.org/>

NACDD is the national association for the 56 Councils on Developmental Disabilities (DD Councils) across the United States and its territories. The DD Councils receive federal funding to support programs that promote self-determination, integration and inclusion for all people in the United States with developmental disabilities.

THE ROLE OF NACDD

- To provide technical assistance to all DD Councils
- To advocate for the national public policy agenda
- To advocate for DD Councils' appropriations in Congress
- To convene DD Councils for leadership and development training



Executive Directors Retreat, Arkansas 2019

Technical Assistance



The Information and Technical Assistance Center (ITACC) website connects Council members, staff and directors to important information and resources. The DD Act requires that the members of the Council of a State are appointed by their Governor. (Section 125(b) (1)(A)) Resources are provided to assist and support the DD Council Members as they fulfill their role.

ITACC is funded by our federal oversight agency OIDD. All materials and training are approved by OIDD.

itacchelp.org

Sign Up for List-Serve

ITACC hosts a List-serve for people to post questions, share information and network with each other. To become a member of the ITACC list-serve, please complete the form below. TA contract staff moderate the ITACC List-serve. To post a message, send an email to itacc@nacdd.simplelists.com.

Nacdd@nacdd.simplelists.com

itacc@nacdd.simplists.com

Civic_engagement@nacdd.simplelists.com

Public_policy@nacdd.simplelists.com

minallot@nacdd.simplelists.com

dicl@nacdd.simplelists.com

What's available:

Council Resources and sections - Director, Staff and Members

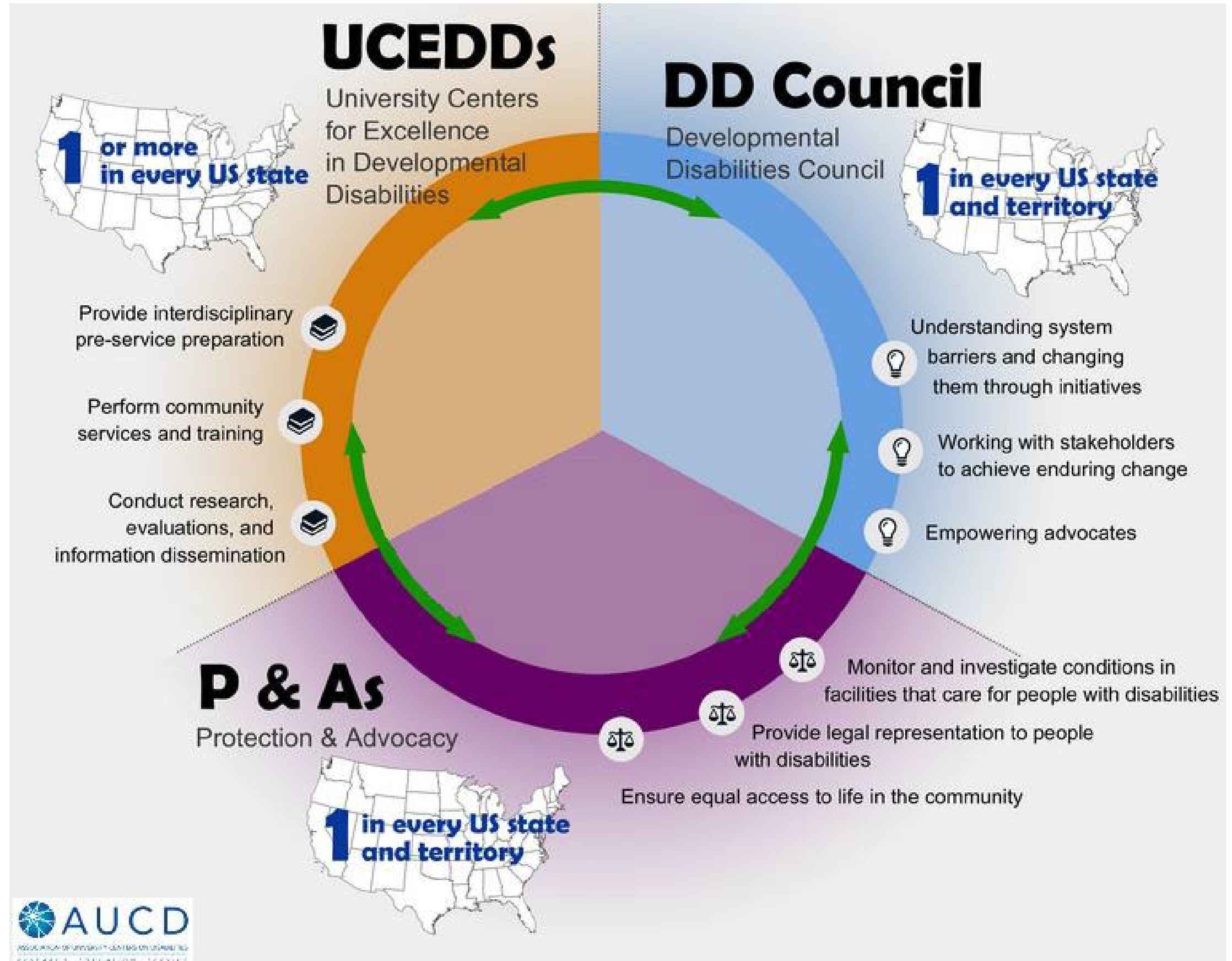
- DD Act
- Listservs
- Newsletter
- Training and Education
- Chairperson and leadership training



DD Network



Kentucky DEVELOPMENTAL DISABILITIES NETWORK



The Council is...

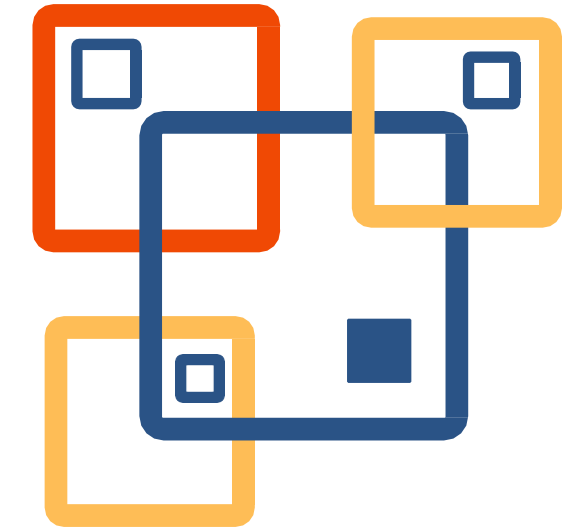
- A state agency.
- Made of volunteer Council members who guide the work. Who have the power to make decisions.
- An agency that gets money from Congress each year.
- Looked after by a federal agency and office.
- Bound by federal law(s), regulations, policies, and other rules.
- Focused on people with developmental disabilities and community living.

Governed by:

- Kentucky Revised Statute
- 41.410 Commonwealth Council on Developmental Disabilities Council By-Laws
- Council Policy
- Roberts Rules of Order
- Kentucky Open Meetings Law



Council Governance and Management



Council Chair and members

Executive Director and staff



Governance is the “what” – the planning and leadership of the Council carried out by Council members. It is about planning and overall direction of the Council that is reviewed on a regular basis.

Management is the “how” – the delivery of the plans and the work of the Council. It is the day-to-day running of the Council and supporting members, staff, and others to understand and carry out the vision of the Council.



Roles and Duties of Council Members



DD Council Member



Council committee member



Elected leader of the Council



Appointed leader of the Council



Work Team Member



DUTIES

- Decide on the mission.
- Hire an Executive Director.
- Evaluate the Director each year and encourage them.
- Help Create a 5-Year Plan.
- Make sure the 5-year plan is working and that progress is happening.
- Approve a budget; watch how the money is being spent.
- Develop well-informed Council members.
- Safeguard legal and ethical honesty.
- Improve the DD Council's "public standing".

Member Expectations- CCDD Policy

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:

- Be familiar with and act according to Robert's Rules of Order during official Council business.
- Attend all CCDD quarterly meetings in person or via video conferencing assuring quorums are met for Council business.
- Actively engage in CCDD activities including serving on a Council committee, work team and Council sponsored events, as able.
- Use reasonable care in the decision-making process remaining unbiased and respectful.
- Engage in respectful debate on the issues.
- Listen carefully and respect the opinions of Council colleagues.



Expectations- CCDD Policy

- Respect majority decisions of the Council.
- Recognize that all authority is vested in the Full Council only when it meets according to Parliamentary Procedure and Open Meetings Law.
- Stay well-informed about developments relevant to issues that may come before the Council.
- Bring to the attention of the Council any issues that may have an adverse effect on the Council or those the Council represents.
- Resolve conflicts at the lowest, most appropriate level possible.
- Recognize member's role to ensure that the Council is well managed, not to manage the Council.
- Respect all those the Council represents, not just a particular geographic area or interest group.



Expectations- CCDD Policy

- Ensure that the Council is fiscally sound and always operated consistent with the Developmental Disabilities Assistance and Bill of Rights Act of 2000.
- 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 conflict of interest policy.
- Recognize the duties of the Executive director and support his/her authority with staff members.
- Recognize the duties and respect the role of the Council Chair.



Conflict of Interest- CCDD Policy

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 defined 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 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 stated minimum standards of ethical conduct.



Support Person Code of Conduct- CCDD Policy

Support persons provide needed care services to the person they came with

- Support staff attend meetings as requested by their Council member for support but sit back and allow for:
 - Self Determination
 - Independence
 - Inclusion and Integration in all Council events
- Support persons are expected to allow the Council member complete autonomy in participating in Council meetings and discussion
- Disengage from Council business



CCDD Staff

- Staff members share the vision of the Council.
- Council members provide leadership and guidance for the work the Council will do.
- Staff gives help and information to the Council.
- Council members and staff work together as partners.

CCDD Staff

What does the DD Act say? Section 125 (c) (9)

The Council shall hire a Director.

The Council shall supervise the Director.

The Council shall evaluate the Director every year.

The Director shall hire staff to help do the work of the Council.

The Director supervises Council staff.

The Director evaluates Council staff every year.

Note: The Director works for the Council and is supervised by the Council; the Council staff works for the Director and is supervised by the Director

CCDD and Office of the Treasury

In July 2018, the CCDD moved operations to be administratively attached to the Office of the Treasury

Treasury provides:

- Legal Counsel
- Federal Financial Management
- Partial Personnel Functions
- Technology Support



STABLE 
KENTUCKY

Council Leadership and Committees

Executive Committee shall consist of:

Council Chairperson
Vice Chairperson
Finance Committee Chair
Public Policy Committee Chair
Council Affairs Committee Chair
State Agency Representative
Self-Advocate Representative

The Executive Committee may act on behalf of CCDD between regular meetings.

- Council Committees oversee Council Business
- Each Council member is assigned to a Committee
- Each committee has at least 1 individual with a DD, 1 family member/guardian and 1 agency representative
- Each Committee has a Chairperson & Vice-Chairperson:
 - elected annually
 - cannot be officers of the Council
 - also serve on Executive Committee
 - vote during committee meetings ONLY if there is a tie

Committees

Finance

- Compile work teams request & propose budget for Full Council approval at February Meeting
- Recommend obligation (or reallocation) of unspent funds
- Review findings of monitoring visits
- Meet quarterly to monitor Council expenditures

Public Policy

- Propose annual Policy Priorities agenda to full Council for Adoption
- Review and track current and proposed legislation, and provide updates to the Council
- Work with Full Council to educate legislators, other policy makers and the public
- Work with policy makers to introduce legislation which will have a positive impact for individuals with DD in KY

Council Affairs

- Maintain all bylaws and policies
- Make recommendations to the Governor to fill member positions
- Present a slate of officers at the Annual meeting
- Develop & maintain orientation materials
- Develop annual meeting calendar, assuring that all meeting places are accessible to all Council members.

Five Year Plan – Oct 1, 2021- Sept 30, 2026

The Five-Year State Plan is a blueprint of goals and objectives Council developed for the next five years.

What's inside the plan?

Council Information **Who we are, who staff are**

What services look like in Kentucky **What the needs are**

What the Council wants to happen **Goals/Vision**

How the Council will get their **Objectives and Activities**

Must include:

Targeted Disparity

Councils must identify an underserved population and develop a goal or objective to address the need: work teams have discussed rural populations

Projected Council Budget- Finance Committee

Assurances on use of funds

Projected budget for each year

Areas of Emphasis (needs) Council will address **Strategies** Council will use to meet goals

Federal Fiscal Years 2022-2026

Year 1: October 1, 2021, to September 30, 2022

Year 2: October 1, 2022, to September 30, 2023

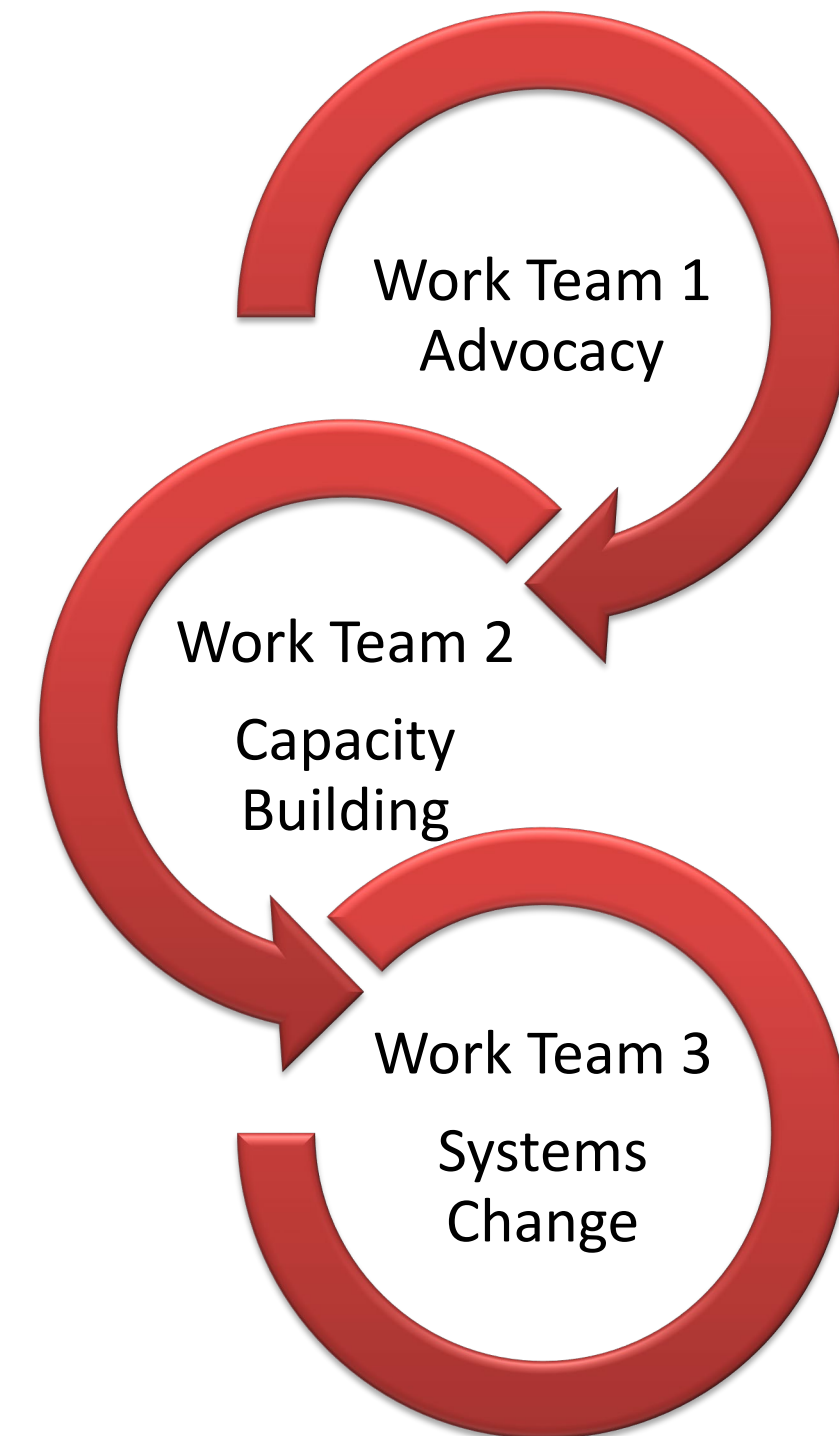
Year 3: October 1, 2023, to September 30, 2024

Year 4: October 1, 2024, to September 30, 2025

Year 5: October 1, 2025, to September 30, 2026

Work Teams – CCDD Policy

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



Goal 1: Advocacy – Work Team 1

Goal 1 By 2026, people with developmental disabilities and family members will increase their knowledge of disability issues and develop stronger advocacy skills

Objective 1

By 2026, the Council will establish or strengthen a program for the direct funding of a state self-advocacy organization led by people with DD.

Objective 2

By 2026, Support leadership development for people with DD to lead training to people with DD who may become leaders

Objective 3

By 2026, Support and expand participation of people with DD in cross disability and culturally diverse leadership coalitions

Objective 4

By 2026, Increase participation and outreach of council members and stakeholders to impact and affect legislative issues including ongoing and emergent issues related to the DD population of Kentucky.

Goal 2: Capacity Building– Work Team 2

Goal 2 By 2026, the capacity of communities and systems to include people with DD will be increased so that people will have opportunities for greater independence and integration.

- Objective 1 By 2026, the Council will identify and support methods that increase relationships beyond family and paid staff for people with DD.
- Objective 2 By 2026, the Council will support the development of education about competitive, integrated employment and the impact on their benefits.
- Objective 3 By 2026, the Council will identify and increase education and training about access to affordable, accessible and integrated housing through the analysis and modification of public policies, budget actions and/or practices.

Goal 3: Systems Change – Work Team 3

Goal 3 By the end of 2026, systems that provide services and supports for individuals with DD will be improved so that people with DD and their families can live and thrive in their communities.

Objective 1 Council will identify and improve up to 3 systems that provide services and supports for people with DD who are in rural Kentucky.

Objective 2 Council will identify and support up to 2 systems that support people with DD to access and participate fully in their communities

Questions?

Ways to stay connected and get resources:

- Follow us on Facebook
- Visit our website
- Visit Member Clicks
- Join ITACC list serves
- Join in NACDD events
- Attend Policy activities

