

**Ohio Developmental
Disabilities
Council**

**Policies and
Procedures**

Manual

Table of Contents

#00-1, The Administrative Means by Which Grants and Allocations are Initially Funded.....	1
#00-2, Composition of Grant Review Panels.....	5
#00-3, Criteria for Selection of Competitive Grants.....	7
#00-4a, Grant Appeals Process for Applicants for Competitive Grants..	8
#00-4b, Grant Appeals Process for Continuation Grants.....	11
#00-5, Duration of Projects.....	14
#00-6, Unsolicited Request for Funds.....	16
#00-7a, Grantee Compliance with Reporting Requirements.....	19
#00-7b, Grantee Compliance with Program Requirements.....	22
#00-8, Ethics.....	24
#00-9, Special Advisor Selection, Role and Reimbursement.....	26
#00-10, Executive Committee Discretionary Fund.....	28
#00-11, Financial Compensation of Members.....	30
# 00-12, Correspondence to Policymakers or Responses to Alerts Staff/Grantees.....	32
#00-13, Conference Attendance - Council Members and Staff.....	34
#00-14, Number of Projects Held By a Single Grantee.....	36
#00-15, Shared Management for Grantees.....	37
#00-16, DD Council Member Participation in Grants.....	38
#00-17, Dual Leadership.....	40
#00-18, Revolving Door.....	42
#00-19a, Attendance at Issue Committees and Subcommittees.....	43
#00-19b, Attendance at Council Business Meetings.....	45
#00-20, Grantee Eligibility for No Cost Extension.....	47
#00-21, Inclusion of Individuals with Developmental Disabilities.....	49
#00-22, Grant Reviewer Requirements.....	51
#00-23, Use of Carryover Funds.....	53
#00-24, Council Member Responsibilities.....	54
#00-25, Members Representing Council on Other Boards, Councils and/or Organizations	56

Approved: February 2, 2002
Revised: Policy Subcommittee
Date: July 10, 2007
Reapproved: October 5, 2007

#00-1, The Administrative Means by Which Grants and Allocations are Initially Funded

PURPOSE:

To insure that the administrative process by which grants and allocations are initially funded are consistent with the authorizing federal legislation, Public Law 104-183 and successors, and the U.S. Code of Federal Regulations #45, Part 74 and 92.

POLICY:

The ODDC follows an orderly process for soliciting, reviewing and initially awarding proposals for DD Basic State Grant Funds consistent with pertaining law, regulations and the Ohio State Plan for Developmental Disabilities. DD Basic State Grant Funds awarded by ODDC are initially awarded through one of the two methods permitted by the U.S. Code of Federal Regulations. The two methods are:

- a. Competitive Selection
- b. Non-Competitive Allocation

PROCEDURES:

A. Competitive Selection

The procedure employed to initially award funds is as follows:

Procedure 1.

Notices of Funds Available (NOFA) are published in Ohio's Metropolitan Newspapers, (specifically, Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Toledo, Youngstown, all state editions of the Call and Post, and selected non-metropolitan communities, e.g. Findlay, Mansfield, Portsmouth and Athens), posted on the council web site, and disseminated electronically and by mail.

Procedure 2.

Each NOFA encourages all parties notified to repeat the announcement in newsletters and periodicals. The NOFA will be distributed to potentially interested groups.

Each NOFA includes:

- a) A brief description of the grant for which funds are available and proposals are being requested.
- b) The amount of federal funds to be awarded and non-federal matching funds required.
- c) Instructions to obtain application materials.
- d) Proposal submission deadline.
- e) Information regarding the date, site and purpose of a Bidders' Conference, if one is to be held. If applicable, see Procedure 3.

Procedure 3.

A Bidders' Conference is held on an annual basis unless the number of new grants is judged too few to justify the Conference. When convened, however, the Bidders' Conference agenda includes:

- a) A general introduction to the Ohio Developmental Disabilities Program by staff and, if possible, Council members followed by discussion with conference attendees.
- b) A section by section examination of the grant application by staff of Committee of origin, Planner, and Grants Administrator followed by questions and answers.
- c) Small group discussions between prospective applicants and Council staff about each new grant being offered and members regarding Council's intent and purpose in authorizing the grant and its expectations of the grantee.

Procedure 4.

Within sixty days following the deadline for the submission of proposals, the grants review panel meets to select the best proposal(s). (Please see Policy #00-2 on the Composition of Grant Review Panels.)

Procedure 5.

There will be a Grant Appeals process. (Please see policy on Grant Appeals Process.)

Procedure 6.

During grant reviews in which there is clearly no proposal of satisfactory quality, panels have the option not to fund any proposal. If the Panel finds that there are so many conditions to be fulfilled that the proposal would have to be rewritten, then the decision regarding whether or not to fund any proposal or re-bid will be referred to the full Committee of origin.

B. Non-Competitive Allocation

According to Federal Rule, this funding strategy can be used only when the use of the competitive process is not feasible for one of the following reasons:

- a) There is only one solely qualified entity that can carry out the project,
- b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, or
- c) After solicitation of a number of sources, competition is deemed inadequate.

Designated recipients of funds through non-competitive allocations must complete an application and are subject to the same review process as a competitive selection.

The following procedures must be followed:

Procedure 1.

Committees, in the planning process, decide that the funding strategy should be a non-competitive allocation. The idea is explored with the recipient to carry out the activity.

Procedure 2.

The recipient of the allocation is informed in writing of Council's intention to fund a non-competitive allocation to the agency. An application form is included.

Procedure 3.

A Grant Review Panel meets to consider the proposal and decide whether or not to approve the proposal.

Approved: February 2, 2002
Revised: Policy Subcommittee
Date: July 10, 2007
Reapproved: October 5, 2007

#00-2, Composition of Grant Review Panels

PURPOSE:

To insure that proposals for grants and allocations being awarded by ODDC under the DD Basic Grant Program are reviewed by a panel composed of members and/or others who understand Council's intentions for the project, have expertise in the area under discussion, or offer outside perspectives.

POLICY:

Applicants for funds being awarded by ODDC shall be reviewed by a Grant Review Panel of three or five members. Panels for competitive grants, and for continuation grants for which there is a significant question of performance as determined by the staff and committee of origin, shall be comprised of five members. Non-competitive allocations and other continuation applications shall be reviewed by at least three member panels.

For competitive grants, and continuation grants for which there is a significant question of performance as determined by the staff and committee of origin, the five-member panel will consist of three Council members who, if possible, shall be members of the committee originating the State Plan activity. The two remaining members shall be outside experts, one of whom may be a Special Advisor. There shall be an alternate for each category of panel member. Should any designated panel member(s) be unable to attend, (a) Council staff (preferably of the committee of origin) member(s) may serve as (a) panel member(s). These panel meetings about competitive grants and continuation grants with significant questions shall be held in person. The Chairman of the Originating Committee and of Council may not serve on Competitive grant review panels so they can remain objective if they are needed to serve on an appeal panel.

For non-competitive allocation and continuation grants except as described above, the three member panel will be comprised of Council members who, where possible, serve on the committee of origin. Outside experts may be added to non-competitive allocation panels. Should any designated panel member(s) be unable to attend, (a) Council staff member(s), preferably of the committee of origin, may serve as (a) panel member(s). The panels will meet in person.

For each panel, there shall be 1 alternate Council member and 1 alternate outside expert. Meetings of the Review Panel will be chaired by an appropriate senior staff member experienced in grant reviews and preferably to the Committee of origin.

Review Panel Members will be provided reimbursement for expenses and overnight accommodations when necessary to complete the task.

PROCEDURE:

Grant Review Panels for competitive projects must be selected prior to the issuance of the NOFA for the project. Panels for all projects are selected by the committee that developed the State Plan language for the project. The committee takes into account: a) the need for an appropriate blend of perspectives and b) any potential conflicts of interest.

The panel meetings are scheduled by the staff member for the committee. If any of the panel members selected is unable to serve, the staff member contacts the Committee Chair to request appointment of another person. If any panel member cancels or does not attend the meeting, an appropriate Council staff member, preferably to the Committee of origin, serves as a panel member.

Approved: February 2, 2002
Revised: Policy Subcommittee
Date: July 10, 2007
Reapproved: October 5, 2007

#00-3 Criteria for Selection of Competitive Grants

PURPOSE:

To insure that proposals for grants submitted to the ODDC are reviewed against criteria which reflect: (a) the purpose of the Federal DD Basic Grant Program, (b) the mission, philosophy and values of the ODDC and (c) the Council's desire for the proposals to fully and accurately address the State Plan for DD and the proposal instructions.

POLICY:

Grants awarded by ODDC shall be reviewed on the basis of criteria which reflect those areas outlined above. Applicants will be informed of the review criteria, through inclusion in the application materials. All application materials will have been approved by the Grants Administrator.

PROCEDURE:

These criteria will be incorporated into score sheets used by review panel members (refer to policy 00-22).

At the meeting, the panel chairperson totals the points that panel members assigned to each proposal.

The panel also holds considerable discussion on the strengths and weaknesses of each proposal.

All completed score sheets will be signed, and returned to the Council Staff at the close of the review.

Approved: February 2, 2002
Revised: Policy Subcommittee
Date: July 10, 2007
Reapproved: October 5, 2007

#00-4a, Grant Appeals Process for Applicants for Competitive Grants

PURPOSE:

To provide a mechanism whereby applicants for Federal DD funds can file an appeal should they believe there has been fraud, conflict of interest, or substantive violation of policy or procedure.

POLICY:

A Grant Appeals Process for applicants for Federal funds awarded by ODDC will be implemented. There will be a three (3) member Appeal Panel consisting of the Council Chair, Committee Chair, and Council Executive Director. Alternates for the above must be an Executive Committee member for Council Chair, Committee member for Committee Chair and Staff person for Executive Director. In no event shall a member of the Grant Review Panel sit on the Appeal Panel. All reviewers will have signed an Ethics Statement. There will be written statements/ letters of appeal by the appellant and by the Chair of the Grant Review Panel with input from the panel. During the period of the appeal, there will be no discussion or comment on the appeal by Council members, staff, or appellant.

GROUND FOR APPEAL:

The grounds for an appeal will be that during the Grant Review process the party who is appealing (the appellant) believes that there has been fraud, conflict of interest, or substantive violation of policy or procedure.

PROCEDURES:

1. Within seven (7) business days each applicant will be informed by phone and mail of the grant review panel's decision. Each applicant will also receive a copy of the grant appeal policy.

2. If an applicant wishes to consider an appeal, they should notify the Grants Administrator, in writing. The notification must be received at the Ohio DD Council, 8 E. Long Street, 12th Floor, Columbus, Ohio 43215, not later than fifteen (15) calendar days after the date of the review.
3. When a notification to consider an appeal is received, the Grant Administrator will forward the following to the appellant by certified mail within 3 business days:
 - a. Evaluation forms showing calculations of preliminary and final scores by each panel member
 - b. A copy of the selected proposal.
 - c. Copies of the signed Ethic Statements of the reviewers and the appropriate review format.
 - d. Copy of Council policy regarding the composition of Grant Review Panels
4. In order to be considered by the three member Appeal Panel, a written statement / letter of appeal identifying the grounds for the appeal, with supporting documentation must be submitted within fifteen (15) calendar days after the receipt of the items in #3 above.
5. Notification of Appeal filed will be sent to the following:
 - a) The Director of the Ohio Department of MR/DD, Council's designated state agency.)
 - b) The Applicant originally selected to receive grant funding.
 - c) The Appeal Panel
6. In the event that the Chairperson of the Council or the Chairperson of the Council Committee under which the proposal was requested was a member of the grant review panel, the Executive Committee of the Council will select another Council member or members to serve on the Appeal Panel

7. A written statement from the Chair of the Grant Review panel summarizing the meeting and the procedure followed shall also be submitted to the Appeal Panel within fifteen (15) business days.
8. The Grants Administrator provides items in #3 above to the Appeal Panel members along with the review summary and appellant statement.
9. The three-member panel will meet within fifteen (15) calendar days after their receipt of the appellant's written statement/letter of appeal.
10. If an appeal is affirmed by the panel, all submitted proposals will be reviewed by a newly formed five (5) member Grant Review Panel. Once the new panel has made a decision, procedure #1 will be followed and any subsequent procedures as applicable.
11. All applicants will be informed by certified mail of the Appeal Panel's decision, and a copy will be provided to the Director of the Department of MR/DD.

Approved: February 2, 2002
Revised: Policy Subcommittee
Date: July 10, 2007
Reapproved: October 5, 2007

00-4b, Grant Appeals Process for Continuation Grants

PURPOSE:

To provide a mechanism whereby continuation applicants of Federal DD funds can file an appeal should they believe there has been fraud, conflict of interest, or substantive violation of policy or procedure of the grants award process.

POLICY:

A policy Grant Appeals Process for applicants for continuation funds awarded by ODDC will be implemented. There will be a three (3) member Appeal Panel consisting of the Council Chair, Committee Chair, and Council Executive Director or his/her designee. Alternates for the above may be Executive Committee member for Council Chair, Committee member for Committee Chair, and Staff member for the Executive Director. In no event shall a member of the Grant Review Panel sit on the Appeal Panel. All reviewers will have signed an Ethics Statement. There will be written statements/letters of appeal by the appellant and by the Chair of the Grant Review Panel with input from the panel. During the period of the appeal, there will be no comment or discussion on the appeal by Council members, staff, or appellant.

GROUND FOR APPEAL:

The grounds for an appeal are the appellant believes that there has been fraud, conflict of interest, or substantive violation of policy or procedure.

PROCEDURES:

1. Within seven (7) business days the applicant will be informed by phone and mail of the grant review panel's decision. The applicant will also receive a copy of the grant appeal policy.
2. If the applicant wishes to consider an appeal, they should notify, in writing, the Grants Administrator, Ohio DD

Council, 8 E. Long Street, 12th Floor, Columbus, Ohio 43215, no later than fifteen (15) calendar days from the date of the review.

3. When a notification to consider an appeal is received, the Grant Administrator will forward the following to the appellant by certified mail within 3 business days:
 - a. Copies of Evaluation forms/score sheets.
 - b. Copies of the signed Ethic Statements of the reviewers.
 - c. Copy of appropriate Review Format
 - d. Copies of Council policy regarding the:
 - (1) Composition of Grant Review Panels
 - (2) Council Members on Grant Review Panels
4. A written statement/letter of appeal identifying the grounds of the appeal, with supporting documentation must be submitted within fifteen (15) working days of the receipt of above in order to be considered by the three member Appeal Panel.
5. Appropriate notifications of appeal:
 - a. The Director of the Ohio Department of MR/DD
 - b. The appeal panel
6. In the event that the Chairperson of the Council or the Chairperson of the Council Committee under which the proposal was requested was a member of the grant review panel, the Executive Committee of Council will select another Council member or members to serve on the Appeal Panel.
7. The Chair of the Grant Review panel writes a summary of the meeting and the procedure followed in the Grant Review.

8. The Grants Administrator provides the items in numbers 3, the appellant statement and the Grant Review Chair's summary to the appeal panel.
9. The three-member panel will meet within fifteen (15) calendar days of their receipt of the appellant's written statement/letter of appeal.
10. If the continuation applicant is affirmed by the appeal panel, then the newly formed grant review panel is convened to reevaluate the proposal and develop the conditions letter if applicable.
11. The decision of this panel is final and not subject to appeal.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-5, Duration of Projects

PURPOSE:

This policy clarifies the number of years projects may be funded and discourages an individual grantee from becoming dependent on Council funding.

POLICY:

Council must develop and annually revise a Five-Year State Plan for Developmental Disabilities. The Plan includes Goals, Objectives, and Performance Targets. Projects are funded to accomplish the State Plan Goals and Objectives. Thus, most projects are planned as five-year initiatives. Projects may also be planned for fewer years.

Grants awarded by Council will be competitively bid every five years.

If a grantee that had the grant for the first five (5) years is awarded the grant for the second five (5) years, it will be mandatory for the original grantee to collaborate with another agency or organization during the second five year grant cycle. At the end of 10 years, the original grantee must wait one (1) year before applying for another DDC grant.

Grants begun prior to Federal Fiscal Year 2007 will be allowed to complete their six-year cycle providing federal funds are available and the grantee is in compliance with program and fiscal requirements.

PROCEDURE:

The State Plan for Developmental Disabilities will indicate the number of years each project is projected to run.

Once competitively selected, a project will be continued for each subsequent year if the grantee has performed successfully during the previous year, submits an application, which is approved, and funds are available.

Council, based on originating committee recommendation, will determine the number of years each project will continue.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-6, Unsolicited Request for Funds

PURPOSE:

To clarify how Council handles and responds to an unsolicited request for funds and ideas from individuals, agencies and organizations.

POLICY:

The Ohio Developmental Disabilities Council does not fund unsolicited requests for funds. The Council does, however, encourage unsolicited new ideas in writing. This helps to expand possibilities considered to better meet the goals and objectives in the State Plan. Council will consider the potential of the idea in the paper to improve the service systems for people with developmental disabilities rather than the originator's needs for funds; although, the originator may be the only logical implementer of the idea.

PROCEDURE:

The Ohio Developmental Disabilities Council develops a State Plan which, when implemented, makes DD funds available through competitive grants or non-competitive allocations to accomplish specific objectives. As a planning body, the Council is responsible for exercising a high level of discretion in the allocation of funds, so that the service system is impacted in a comprehensive, coordinated and effective manner.

When Council members or staff receive unsolicited requests for funds, staff will adhere to the following policies and procedures:

- a) Receipt of unsolicited requests for funds will be acknowledged immediately, using the attached form letter;

- b) An idea contained in an unsolicited request for funds is assessed initially in terms of its contribution to the goals and objectives established by the Council and articulated in the State Plan. DD Council Staff will not consult with the originator of the idea for clarification; and
- c) Irrespective of the manner in which an idea is brought to the DD Council, it will be considered with the same criteria and through the same process.

Ideas will be brought before the relevant Committee of Council that has the responsibility for making recommendations related to planning and allocations to the Executive Committee. The determination as to which Committee would review an idea will be based upon the subject matter. Staff, to the appropriate Committee, at the appropriate point in the planning cycle, will review the idea for completeness and assess against established criteria. Staff will prepare an unsolicited request for funds summary and with the chair of the appropriate Committee, present it, along with a copy of the unsolicited proposal request for funds policy, to the Committee for its recommendation.

The Committee's recommendation could take a variety of forms including:

- a) Incorporation of idea into next year's plan;
- b) Incorporation of idea into current year's plan as funds are available
- c) Rejection of idea.

SAMPLE LETTER:

Dear _____:

The Ohio Developmental Disabilities Council is writing to acknowledge receipt of your recently submitted proposal. It is the current policy of the Council, however, not to accept unsolicited request for funds. Federal regulations regarding the intent and the design of the Council discourage this. Council does, on the other hand, welcome and encourage new ideas.

As a planning body, the Council develops a Five Year State Plan with goals and objectives designed to increase opportunities for persons with developmental disabilities to become fully integrated into community life. The State Plan is updated annually. Each year at a prescribed time, request for funds are solicited for the purpose of implementing the State Plan for Developmental Disabilities, with the majority being solicited every three years.

Council's planning is conducted through its committees. Any new ideas presented in unsolicited request for funds that are congruent with Council's goals are included in information reported to the most appropriate Committee at the next relevant point in the planning cycle.

Thank you for your interest in improving services to people with developmental disabilities. Should you have any questions regarding Council and its activities, our office maybe contacted at (614) 466-5205 or 1-800-766-7426.

Sincerely,

(name)
Council Staff

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

00-7a, Grantee Compliance: Reporting Requirements

PURPOSE:

To insure that all grantees of Ohio Developmental Disabilities Council Program are complying with the fiscal and programmatic reporting requirements set forth in the Application Guidelines, Application Assurances, and the Ohio State Plan for Developmental Disabilities.

POLICY:

The Grants Coordinator shall maintain a compliance form to document:

- a. That up-to-date Quarterly Expenditure Reports and Program Reports have been submitted, and
- b. That current expenditures are consistent with the line estimates of the approved budget, or
- c. That terms of the Award as set by the Grants Administrator are being met.

The program committee staff person shall:

- a. **Provide a thorough Orientation with new grantees which includes among other topics reporting requirements, and other topics as deemed necessary by program staff.**

PROCEDURE:

Procedure for Part a of the compliance form:

Following the conclusion of each FFY quarter, all active grants will be examined by the Grants Administration Section to determine if Quarterly Expenditures Reports and Quarterly Program Reports for the previous quarter have been submitted to DD administration staff.

1. Program and fiscal reports are due in the Council office by the close of business on the last business day of the month following the end of each quarter.
2. Council staff will acknowledge receipt of program and fiscal reports within five (5) business days after they are received. Acknowledgement will be made by E-mail.
3. The fiscal and programmatic status of each grant will be reported by the Grants Administration section to the appropriate Council - program staff person.

A. Suspension for non-submission of fiscal and/or program reports

1. If a grantee's fiscal and/or program reports are not in the Council office by the close of business on the last business day of the month following the end of the quarter, the staff person will notify the grantee (letter or e-mail) that they are automatically suspended.
2. If the reports are not received in the Council office within fifteen (15) calendar days from the date of the notification letter, the process to terminate will be initiated, and the staff person and chair of the originating committee will be notified.

3. Request for extension due to extenuating circumstances must be submitted to staff in writing. An extension may be granted by the Executive Director with approval of the Executive Committee for the following :

- a) Death of family member or co-worker of grantee
- b) Serious illness of grantee
- c) Facility damage (acts of nature, fire, flood...)

B. Suspension for other issues of non-compliance

If a project is found to be in non-compliance, the grantee will be informed in writing of the:

- 1. Specific items of non-compliance.
- 2. Specific actions required to restore compliance.
- 3. Timelines for actions to restore to compliance.

C. Termination

If compliance has not been restored within specified timelines, staff will write issue a notice of termination and notify Council. Termination means immediate and permanent withdrawal of the grantee's authority to obligate funds before that authority would otherwise have expired.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-7b, Grantee Compliance with Program Requirements

PURPOSE:

To insure that all grantees of Ohio Developmental Disabilities Council Program are complying with the Ohio State Plan for Developmental Disabilities, the approved proposal for the grant, and the Conditions Letter; and to establish sanctions for grantees that are out of compliance.

POLICY:

The Committee Program Staff Member shall monitor the grant to determine that satisfactory progress has been maintained with regard to the proposal, each Performance Target that is in the Ohio Developmental Disabilities Council State Plan and for each final condition for approval.

PROCEDURES:

Monitoring compliance – the Committee Staff person shall:

- a) Provide a thorough Orientation with new grantees which includes discussion of Council's Mission, Performance Targets, DD Suite, reporting requirements, use of Council logo, use of State Plan Amendments and other topics as deemed necessary by program staff.
- b) Monitor the grantee to determine that satisfactory progress has been maintained with regard to the approved proposal, each Performance Target in the Ohio Developmental Disabilities Council State Plan, and for each final condition for approval.
- c) Complete the Grant Evaluation Form and give a copy to the fiscal section for inclusion in the main files.

d) Distribute report to the Committee.

Suspension for non-compliance

If a relevant program staff person determines that there are concerns regarding non-compliance, he or she will bring them to the attention of the Committee Chair and the Committee.

The Committee considers the items identified by the staff person. If the Committee determines that the grantee is non-compliant regarding one or more issues, then the Committee determines that the grant is suspended.

The Committee will then determine:

1. Specific items of non-compliance.
2. Specific actions required to restore compliance.
3. Timelines for actions to restore to compliance.

The Committee staff person will inform the grantee in writing.

Termination

If compliance has not been restored within the specified timelines, the Grants Administrator will write a formal notice of termination and notify Council.

Termination means immediate permanent withdrawal of the grantee's authority to obligate funds.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-8, Ethics

PURPOSE:

To avoid actual or seeming conflict of interest in the conduct of Council business, including planning, awarding of funds, and advocacy as required by Federal and state laws.

POLICY:

ODDC members, staff and Special Advisors shall, at all times, adhere to federal and state ethic laws.

PROCEDURE:

1. Council members, staff and Special Advisors will not write a letter of support for any applicant for Basic State Grant funds awarded by ODDC.
2. Council members representing State agencies will not participate in discussions in Committees or Council, or vote on matters pertaining to:
 - A grant for which their agency has applied or might be expected to apply
 - A grant which has been awarded to their agency
 - A grant in which they are paid as an employee or a consultant
3. Council members and Special Advisor will not participate in discussions in committee or council or vote on matters where a conflict of interest may exist.

4. Members and Special Advisors will not participate in any grant review for which they have a conflict of interest with any of the proposals. At the beginning of each Grant Review Panel meeting, each reviewer will sign the "No Conflict of Interest" Form.
5. Both federal and state law provides a different standard for its partners under the DD Act. That standard is set out in Section 5123.35 of the Ohio Revised Code.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-9, Special Advisor Selection, Role and Reimbursement

PURPOSE:

To clarify the selection process, role and reimbursement of expenses for Special Advisors

POLICY:

A. Selection

Council bylaws allow Committees to have Special Advisors. The Special Advisor will be recommended by the Committee requesting a Special Advisor for approval by Full Council. Selection of individuals should be based upon the following criteria:

1. The individual brings special knowledge, skills, experience and/or abilities related to current Committee activities that the Committee does not already possess.
2. The individual can commit the necessary time to the task.
3. The individual's expertise should be needed for an extended period of time.

B. Role

Special Advisors will be non-voting members of Committees who will provide special expertise and insight to deliberations.

C. Reimbursement

Special Advisors will receive reimbursement for travel in Ohio to the appropriate committee meeting and for meals in accordance with prevailing state government rates.

Reimbursement request for overnight accommodation will be approved by the Committee Chair for valid reasons.

Special Advisors who are affiliated with an agency or organization that would benefit from the Committee discussions shall not receive reimbursement. In all cases, Council will be payer of last resort.

The individual's status will be subject to annual review.

PROCEDURE:

Committees will bring forth their candidates for Special Advisor to full Council for approval. After appointment, the Staff person responsible for the fiscal section, will notify each Special Advisor of allowable rates for reimbursement. Special Advisors must submit travel vouchers to receive reimbursement.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-10, Executive Committee Discretionary Fund

PURPOSE:

To enable Council to support one-time initiatives.

POLICY:

Current grantees are not eligible to receive funds from the Executive Committee Discretionary Fund. At the beginning of each fiscal year, Council shall set aside an amount not to exceed \$20,000 for this fund. Expenditures must be in accordance with Council's mission, vision and policies. Expenditures should complement and not conflict with Council's State Plan or its projects. Once a recipient receives funds from the Executive Committee Discretionary Fund, they are not eligible to receive funds for the same project for a period of one (1) year.

PROCEDURE:

Applicants shall submit a written request for funds that clearly indicates the purpose for which the funds are being requested. Expenditures from the fund shall be in the form of mini-grants to support an individual or an organization. Each recipient will be asked to provide matching funds either in cash or in kind, and to submit an expenditure report with receipts. Recipients will also be asked to return all unexpended funds in a check made payable to the Treasurer, State of Ohio.

The Executive Committee shall consider all requests on a first-come, first-served basis. No mini-grants shall be awarded in excess of \$2,500 annually to any one recipient. These limits may be exceeded only with full Council approval.

The availability and process for applying for funds from the Executive Committee Discretionary Fund will be posted on Council's website.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-11, Financial Compensation of Members

PURPOSE:

To meet the requirements of the Developmental Disabilities Assistance and Bill of Rights Act regarding a stipend for Council Members and to provide specific parameters that must be met in order to be eligible for compensation.

POLICY:

Stipends will be offered to Council Members who:

1. Are not employed, are employed at sub-minimum wage rates, or must forfeit wages from other employment to attend Council meetings and serve on grant review panels, and
2. Submit a statement that it would be a hardship to serve on Council without receiving the stipend.

A stipend will be offered to a qualified Council Member for attending Council meetings and doing grant reviews at the rate of \$150 per day for time spent on Council duties for a “day” that is 4 hours or longer, and at a rate of \$50 per day for a day that is longer than 1 hour but shorter than 4 hours. An exception to the 4-hour rule will be made during the annual grant review gathering.

Monthly Council Committee and Business meetings will qualify as two full days. Travel time will not be included in calculating the length of a stipend’s “day” except in those instances where total travel time in one day exceeds three hours. In the latter situation involving 3 or more hours of travel in the same day, the Council Member will qualify for the \$150 stipend.

Compensation will be limited to meetings of the issue committees, the business meeting, grant reviews and the annual interview meeting of the Nominating Committee. Reimbursement expenses to attend a Subcommittee meeting on the day before regularly scheduled meetings will be calculated at a rate of \$50 per day for a day that is longer than 1 hour but shorter than 4 hours.

Members receiving retirement compensation are not eligible for the stipend.

PROCEDURES:

All activities eligible for stipends will be fully documented according to guidelines established by the Business Office of Council and the State of Ohio. Council Members intending to apply for a stipend or requiring assistance in completing documentation should contact the Council Business Office.

Every Council Member who applies for a stipend shall be required to complete a hardship statement in which he/she indicates that he/she could not afford to serve on Council, or that it would be a significant hardship to serve on Council, unless he/she is allowed to receive a stipend.

The hardship statement must be submitted at the beginning of each term of office, approved and signed by the Executive Director. If an individual's circumstances change midterm, it is the individual's responsibility to notify the Executive Director.

PLEASE NOTE:

Council Members who are receiving SSI or Medicaid should carefully evaluate the impact that receiving compensation in the form of a stipend might have on their continued eligibility for such benefits prior to applying for the stipend.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-12, Correspondence to Policymakers or Responses to Alerts by Staff/Grantees

PURPOSE:

To clarify the circumstances under which staff and members may write correspondence and respond to alerts.

To explain how grantees should handle Alerts.

POLICY:

All positions taken by DD Council Staff, members and grantees must be consistent with DD Council's Public Policy Platform. Council staff, members, and grantees may write correspondence to policymakers and respond to Alerts as outlined below.

PROCEDURE:

1. Correspondence to policymakers or correspondence intended for widespread public distribution, initiated by Council staff or Council Members, which states or appears to represent a position of Council, may be approved by the Director when (1) the position stated represents a clearly approved Council position, or (2) the position represents a logical outcome of a Council position and (3) the position is consistent with Council's Public Policy Platform.
In the absence of one of the above criteria, no correspondence on behalf of Council may be distributed without approval of full Council.
2. The Director may approve responses to Alerts on behalf of Council requested by NACDD when such responses are clearly consistent with Council positions and are non-controversial. The Executive Director must copy Council members on such responses.

3. The Director may defer approval of correspondence or response to an alert to seek approval by a Council committee or Council as a whole.
4. Correspondence in the above situations shall be signed by either of the following:
 - The Director,
 - The Director and the relevant Committee staff person,
 - The Director and the relevant Committee Chairperson,
 - The relevant Committee Chairperson and staff,
 - The Director and Council Chairperson,
 - The Council Chairperson, or
 - Whoever appears to be most appropriate in light of the circumstances.
5. Responses to Alerts from other organizations shall be subject to approval by Council Chair in addition to #2 above.

Grantees (e.g., legislative projects) may respond to Alerts on behalf of Council by urging a response from their constituents that is clearly consistent with approved Council positions upon approval by the Director or the relevant Committee staff person. In the absence of a clearly approved Council position, or in the face of ambiguous facts, the Grantee may forward the Alert without editorial comment with a "For Your Information (FYI)" cover letter, fax, or e-mail.

Approved: Council

Date: February 2, 2001

#00-13, Conference Attendance - Council Members and Staff

PURPOSE:

To formalize rules regarding conference attendance.

POLICY:

Council members and staff members may attend conferences in Ohio and out-of-state in accordance with the procedure outlined below. These procedures are set forth as a means to control Council's budget, and concerns those conferences where expenses are submitted to Council for payment or reimbursement.

PROCEDURE:

- 1 . Attendance at in-state conferences involving a registration fee and/or travel expenses but not involving an overnight stay shall be at the discretion of the Director.
2. Attendance at in-state conferences involving a registration fee, travel expenses or an overnight stay and costing less than \$500 in total expenditures shall be at the discretion of the Director.
3. Attendance of Council Members at out-of-state conferences or in-state conferences involving overnight stays and costing more than \$500 for registration fees, travel expenses, and lodging shall be at the discretion of the Director and approved by a majority of the Council's Officers. Telephone approval by the Officers is permitted.
4. Attendance of staff at out-of-state conferences or in state conferences costing more than \$500 shall be at the discretion of the Director.

5. To the extent possible, Council Members and staff shall limit their attendance at out-of-state conferences to one per year. This limitation shall not apply to the Director or the Council Chair. Out-of-state trips by the Director shall be approved by Council Chair.
6. Out-of-state trips to what might be viewed as exotic locations (e.g., Arizona, Florida, California, etc.) or outside the continental United States shall be approved by the Executive Committee. Telephone approval by Executive Committee Members is permitted.

Approved: Council
Date: February 2, 2001

#00-14, Number of Projects Held By a Single Grantee

PURPOSE:

This policy encourages Council funds to be distributed to a larger number of grantees and discourages any one grantee from becoming dependent upon Council funding.

POLICY:

No grantee shall be allowed to be the fiscal agent for more than one project at a time unless there is a vote to override this policy by at least 21 of the 28 Council members.

PROCEDURES:

Council Policy, Criteria for Selection of Competitive Grants, revised November 6, 1992 and reapproved April 2, 1993, currently includes: Qualification of Agency and Personnel. In the event that an agency chooses to apply for a grant with an implementation period that would run concurrently with an existing grant, the agency must identify this fact under Section 2. Qualification of Agency and Personnel, in the grant application form.

Upon receipt of such information, it must be brought to the Council floor where it shall take a passing vote of 21 of the 28 members (3/4 of the total membership) for the application to be included in the grant review process. In the event that the grant review panel is scheduled to convene prior to the opportunity for a Council vote and the grant review panel selects the agency's application, it will still require a passing vote of 21 of the 28 members before the agency can receive final approval. If the latter event occurs, the "Conditions" letter will include the statement, "depending upon the approval of a 3/4 member vote by Council at the next scheduled business meeting."

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-15, Shared Management

PURPOSE:

Organized efforts to support and strengthen the voice and influence of people with developmental disabilities have been conducted by advocacy agencies of Ohio for many years. The impact of those efforts has been lessened by the use of scarce resources for necessary agency overhead.

In order to combat this trend, Council believes that economies of scale can be realized by small agencies if a specified list of services is provided by other grantees. This list includes: accounts payable/receivable, space, utilities, equipment, and support staff.

POLICY:

If a grantee uses the services of another grantee, it must be identified in the application for Council funding.

PROCEDURES:

Depending upon the service provided, there are several places within Council's grant application where the above information must be reported (e.g., Project Financial Officer on the identification page and within the budget documents). It will be the responsibility of applicants to do so.

Council's fiscal unit will then be responsible for reporting the specifics to the grant review panel.

Approved: Policy Committee
Date: July 7, 2007
Reapproved: Council
Date: October 5, 2007

#00-16, DD Council Member Participation in Grants

PURPOSE:

To clarify the role of DD Council Members in Grants.

POLICY:

A major role of DD Council Members is to set general planning objectives and Performance Targets for grants. It is also a proper role for a DD Council Member to provide oversight to a grant as part of a grant review panel, as a member of the originating issue committee, or as a part of full DD Council, in addition to oversight and monitoring provided by DD Council staff.

Once DD Council has approved a grant proposal and any initial conditions have been responded to by the grantees, DD Council should give grantees maximum freedom in how they manage their grants as long as they are meeting Performance Targets.

When an Issue Committee of DD Council determines that a grant should have an Advisory Committee, Task Force, or Council, members of the issue committee may participate as a member of the Advisory Committee, Task Force or Council provided their participation does not create a conflict of interest. Under no circumstances should a DD Council Member change plan language or outcomes as this is a role of the Originating Committee.

The State Plan Language for that grant must specify the involvement of a DD Council representative(s).

The DD Council member(s) must be authorized by the Originating Committee to be Council's representative on that grant.

The DD Council member(s) is eligible for reimbursement of approved expenses from Council's budget.

The DD Council member(s) MUST abstain from voting in Committee and full Council on issues related to that grant.

The DD Council member(s) reports to the originating Committee, as appropriate on grant activity.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-17, Dual Leadership

PURPOSE:

To clarify the role of Council members who also serve as officers on the boards of entities who apply for/have grants with Council. The federal law is very clear when it says that “members on the 60 percent side (individuals with a developmental disability and parents/guardians/family members) may not be employees of a State agency that receives funds or provides services under this subtitle, or managing employees [as defined in section 1126(b) of the Social Security Act (42 U.S.C. 1320a-5(b))] of any other entity that receives funds or provides services under this subtitle.” An Ethics Commission ruling contained in a letter dated February 22, 2007 states that any member of the DD Council who serves in a category of individual with a developmental disability, parent, guardian or family member may not hold a managing employment position or serve as the officer or member of a board of an entity that receives a grant from Council.

PROCEDURE:

Applicants for Council who are in one of the above positions on an entity that is receiving a grant from Council may either:

- a. Withdraw their application to be appointed to Council and keep their position, or
- b. Resign their position with the grantee and serve on Council.

Council members who are in one of the above positions on an entity that plans to apply for, applies for, and/or receives a grant from Council must:

- a. Recuse themselves from all discussions related to a grant for which they think the entity might apply,
- b. Refrain from voting on any matters pertaining to such a grant,
- c. Not participate on any grant review panel related to the grant, and
- d. If the entity receives the grant, either resign from the managing position with the entity that received the grant or resign from Council.

Approved: Policy Subcommittee
Date: July 7, 2007
Reapproved: Council
Date: October 5, 2007

#00-18 Revolving Door

PURPOSE:

To clarify the financial relationship between current and former members of Council with grantees, and to avoid the appearance of conflict of interest.

PROCEDURE:

No Council member may receive compensation for performance of a service from a grantee while serving as a member of Council.

No Council member may receive compensation for performance of a service from a grantee for one year after the member is no longer on Council.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-19a, Attendance at Issue Committees and Subcommittees

PURPOSE:

To create a policy that reflects attendance at the various Committees and Subcommittees of Council is important, and that enables Committee/Subcommittee Chairmen to more accurately determine who are members for purposes of determining if a quorum is present for voting purposes and for purposes of conducting business.

POLICY:

All members of Council Committees and Subcommittees are expected to attend all meetings of those Committees and Subcommittees of which they have expressed intention of being members. All members shall notify the Committee/Subcommittee Chairman or staff person if they are/were unable to attend. The Committee Chairman shall determine whether an absence is excused or unexcused.

After three (3) unexcused absences within a twelve-month period, the Committee/Subcommittee Chairman shall notify the individual concerned that he/she is no longer considered to be a member of that Committee/Subcommittee.

In addition, Section 3.17 of the Ohio Revised Code also indicates that any Council member who fails to attend at least three-fifths (3/5) of the regular and special meetings held by Council during any two-year period, forfeits the member's position on Council including membership on Committees or Subcommittees.

PROCEDURES:

Attendance at Committee and Subcommittee meetings shall be tracked by Council staff and periodically reported to the

Committee/Subcommittee Chairman. After a member has accumulated 2 unexcused absences during a calendar year, the Chairman or the Council staff upon direction from the Chairman, shall notify the member in writing that one more unexcused absence shall cause the automatic termination of his/her membership on that Committee or Subcommittee.

Council members who are not members of a Committee or Subcommittee, or who were members before losing membership due to excessive absence, are welcome to attend and otherwise participate in the meetings of that Committee or Subcommittee. However, they may not vote.

A member of Council who lost membership on a Committee or Subcommittee because of excessive unexcused absence shall be considered reinstated as a Committee/Subcommittee member at the beginning of the second consecutive meeting the member attends after stating his/her intent to rejoin the Committee or Subcommittee. Other Council members who have either not previously belonged to that committee or have not been a member of that committee for at least a year shall be considered voting members when they attend their first meeting after stating intent to join that Committee/Subcommittee.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-19b, - Attendance at Council Business Meetings

PURPOSE:

To create a policy that reflects the importance of attendance at the Business Meetings of Council. Attendance by members is imperative for achieving a quorum, for voting and conducting business.

POLICY:

All members of Council are required to attend all Business Meetings of Council. All members shall notify the Council Chairman or Executive Director if they are/were unable to attend. The Chairman shall determine whether an absence is excused or unexcused as determined by established guidelines outlined in this policy.

After three (3) unexcused absences within a twelve-month period, the Council Chairman and/or the Executive Director shall notify the individual concerned that he/she is no longer considered to be a member of Council.

In addition, Section 3.17 of the Ohio Revised Code also indicates that any Council member who fails to attend at least three-fifths (3/5) of the regular and special meetings held by Council during any two-year period forfeits the member's position on Council. If a person is no longer a member of Council, he/she is likewise no longer a member of Council's various Committees or Subcommittees.

Guidelines for determining excused vs. unexcused absences:

Excusable Reasons

- Illness of member or immediate family member

- Death of a family member
- Personal assistance - not available
- Caregiver/Childcare issues
- Car/van/transportation problem
- Adverse weather conditions
- Jury duty
- Giving Legislative testimony
- Court appearance
- Attending Council sponsored event, conference or meeting
- Religious Holidays

Inexcusable Reasons

- Work
- Medical or other appointment
- IEP or other meeting

Attendance at Council Business Meetings shall be tracked by Council staff and periodically reported to the Council Chairman. After a member has accumulated 2 unexcused absences during a calendar year, the Chairman or the Council staff upon direction from the Chairman, shall notify the member that one more unexcused absence shall cause the automatic termination of his/her membership on Council.

If a third unexcused absence occurs within the calendar year, the Chairman and/or Executive Director will notify the Council member that the Council Member is in violation of Policy #00-19b, that the Governor is being notified, and that the Member's term on Council will be terminated and membership revoked. A letter signed by the Council Chairman and the Executive Director will be sent to the Governor notifying the Governor of the member's lack of attendance and therefore violation of Council Policy #00-19b and section 3.17 of the ORC.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-20, Grantee Eligibility for No Cost Extension

PURPOSE:

To create a policy to determine when a no cost extension is appropriate.

This policy recognizes the need for some flexibility when unforeseen circumstances prevent completion of activities according to the original schedule.

POLICY:

A no cost extension is allowing a grantee to continue project activities without additional funding beyond the scheduled completion date of the grant.

Grantees are not eligible for a no cost extension if they are delinquent in any way, including the submission of either program or fiscal quarterly reports, and any documentation necessary to substantiate that grant funds from a prior fiscal year were properly expended. There are NO EXCEPTIONS to this policy.

Grantees may apply for a no cost extension for additional time as determined by the Committee of origin of the grant. No cost extensions must be approved by the originating Committee and full Council.

PROCEDURES:

When the originating Committee staff person receives notification that additional time is needed to complete the project activities, the Program staff person brings the request

for a no cost extension to the Committee Chairman and the Committee for discussion and a decision.

If a no cost extension is **approved** by the Committee it must then go to full Council for approval. Once approved the following procedure will be followed:

1. Program staff person notifies the Fiscal Section that a no cost extension is approved for the specific grant.
2. The grantee must submit a Budget Revision form to the Grants Administrator within seven (7) business days of Committee approval of the no cost extension.
3. The Budget Revision Form must be signed/approved by the Fiscal Section staff
4. The Fiscal Section staff will send Notice of approval of the no cost extension to the Grantee via e-mail.
5. Any unexpended funds can be spent during the NCE time period.
6. At the conclusion of the no cost extension time period, the Grantee will comply with all final reporting requirements.

If a no cost extension is NOT approved, the following procedure will be followed:

1. All unexpended funds must be returned by the Grantee within seven (7) business days of receiving notification from the committee of origin.
2. The Grantee must comply with all final reporting requirements.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-21, Inclusion of Individuals with Developmental Disabilities

PURPOSE

To insure that the supports and assistance necessary for inclusion/participation of people with developmental disabilities are provided for all Council and grantee activities, trainings, and events that have a target audience including people with developmental disabilities. To recognize that a significant number of individuals with developmental disabilities are unemployed and are low-income, thereby lacking the financial means to participate in Council and grantee events to the same degree as others do.

POLICY

All activities, trainings, and events planned, conducted/implemented by the Ohio DD Council **and** by its grantees shall provide the necessary supports and assistance needed for individuals with developmental disabilities to participate. All such events shall provide for a significant number of individuals with developmental disabilities' participation. There shall be no "token" participation or involvement.

All activities supported by Council must be in fully accessible locations.

PROCEDURES

During the development of the State Plan for DD, every initiative must be analyzed with regard to the potential inclusion of individuals with developmental disabilities in the project activities and efforts.

In accordance with the Planning Guidelines and the Application Guidelines, each proposed project must reflect that individuals with developmental disabilities are to be **supported** to be a part of the Project.

Budgets for projects must take into consideration the cost of such support. The cost shall include: transportation, personal assistance care, special needs, etc.

Approved: Policy Subcommittee
Date: July 7, 2007
Reapproved: Council
Date: October 5, 2007

#00-22, Grant Reviewer Requirements

PURPOSE

To establish requirements for Grant Reviewers when determining selection of a new grant (competitive), continuation grant (noncompetitive) and direct allocation.

POLICY

Reviewers will review proposals and complete the score/sheets prior to the grant review meeting.

Reviewer will be provided grant proposals; evaluation forms/score sheets and instructions at least 14 days in advance of grant review date or as otherwise acceptable to the reviewer. Grant reviewers will adhere to established requirements.

PROCEDURES

New Grants:

- Prior to the grant review meeting, the grant reviewer will complete score sheet for each proposal and assign points according to how well, in his or her opinion, the proposal met the criteria.
- The reviewer **MUST** document comments on the score sheet to substantiate points assigned.
- The reviewer totals the points assigned and brings the score sheet(s) to the Grant Review meeting (Refer to procedures in Policy #00-3).
- The reviewer documents any suggested conditions and recommendations for the Grantee.

Continuation Grants and Direct Allocations

- The reviewer will complete the evaluation form Prior to the grant review meeting.
- The reviewer will document comments as to how well, in his or her opinion; the proposal met the evaluation criteria and performance targets.
- The reviewer will document any suggested conditions and recommendations for the Grantee.

In the event a reviewer does not have a completed evaluation form/score sheet at the start of the grant review, the reviewer will be replaced on the panel with the alternate or the staff person chairing the panel.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-23, Use of Carryover Funds

PURPOSE

To specify requirements for the use of unobligated funds at the end of a project year.

POLICY

Council staff gives a report to Council every month detailing the amount of unobligated funds.

PROCEDURES

1. Amendments to the state plan will be permitted anytime during the year to allow for the use of carryover funds.
2. All state planning guidelines and rules must be followed.
3. Any amendments to the state plan that fund new grants/projects from carryover funds are not to exceed one year duration.
4. Amount used to fund new grants/projects in any fiscal year is not to exceed 30% of total carryover funds for that year.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

#00-24, Council Member Responsibilities

PURPOSE

To specify the expectations and responsibilities of Council Members.

POLICY

Council members shall adhere to any and all requirements of the DD Act (Federal Law) and the Ohio Revised Code (State Law) as well as the expectations established in this policy.

PROCEDURES

1. Council members are required to:

- Adhere to all Council policies.
- Attend two (2) days of meetings, ten (10) times per year.
- Be an active member of at least two (2) standing committees of Council.
- Participate in at least one (1) grant review panel per year for each Committee joined.
- Be prepared for Council and Committee meetings.
- Advocate for Council's Mission and Philosophy.
- Participate in the development of Council positions on matters of Public Policy.
- Read and respond to action alerts.
- Attend Council sponsored events.

2. Council members are encouraged to:

- Attend selected state or local events.
- Mentor a new Council member.
- Be a resource to/provide information to legislators.

- Share information between Council and other organizations as appropriate.
- Serve on groups external to Council.
- Participate in visits to Council projects with Council staff.
- Serve on Council subcommittees and ad hoc groups.

Approved: Policy Subcommittee

Date: October 31, 2007

Approved: Council

Date: December 7, 2007

**#00-25, Members Representing Council on Other Boards,
Councils and/or Organizations**

PURPOSE

To establish the process by which a Council Member is selected to represent council on other boards, councils and/or organizations.

POLICY

A Council member may not represent the DD Council on any board, council or organization without being selected and approved by full Council to do so.

PROCEDURES

When a need arises for DD Council to have representation on an outside board, council and/or organization, a name or names of candidates must be brought before full Council for a vote. A vote by majority of Council is required for approval of the candidate to be a representative of DD Council.

A name may be brought forth in a number of ways:

- Committee recommendation.
- Recommendation by another Council member or staff person.
- Council member wishing to be considered voluntarily submits his/her name.
- Outside board, council or organization requests a specific Council member

Council members being considered to represent Council must be:

- Available to fulfill the commitment of attending the meetings of the outside board, council or organization.
- Have extensive knowledge of the topic that the board, council or organization is meeting about.
- Willing to report to Council the activity of the meetings they attend on behalf of Council.
- Have sufficient time to devote to being prepared and knowledgeable for participation on the outside board, council or organization.