

Idaho Council on Developmental Disabilities

Member Orientation

VISION:

*“All Idahoans participate as equal members of society,
empowered to reach their full potential as responsible and
contributing citizens of their communities”*



July 2015

IDAHO COUNCIL ON DEVELOPMENTAL DISABILITIES

Welcome to the DD Council!

The **MISSION** of the Idaho Council on Developmental Disabilities is to promote the capacity of people with developmental disabilities and their families to determine, access and direct the services and/or support they need to live the lives they choose, and to build the communities' ability to support their choices.

VALUES:

Inclusion. Partnership. Advocacy. Equality. Choice. Community.
Responsibility. Independence. Participation. Quality of Life.

PURPOSE:

To make sure that people with developmental disabilities and their families help design the services they use and can get the support they need to live a full life included in their community.

FUNCTION:

To work in many different ways to improve systems and programs so they are centered around the individual and family and provide the services and supports people need to be self-determined in their lives.

AUTHORITY FOR THE COUNCIL

Councils were created in 1963 and are currently authorized by federal law: the **Developmental Disabilities Assistance and Bill of Rights Act**. There is a council in every state and territory.



The Idaho Council is also authorized in state law: the **Idaho Council on Developmental Disabilities Act**.

The law includes language that says that the Council must be free to act without interference from any entity. This allows the Council the freedom to do its job without undue influence from any person, group, or agency.

PRINCIPLES OF THE DD ACT

Independence

To have control

Productivity

To work or make other contributions to a household or a community

Integration

Right to the same opportunities, services, and community resources as all other Americans

Inclusion

To fully participate, be welcome in social, educational, and work activities and community life

PURPOSE OF THE DD ACT

The purpose of the Act is to provide for federal funding to support State Councils on Developmental Disabilities in each State to –

- 1) engage in **advocacy, capacity building, and systemic change** activities
- 2) contribute to a system of community services that is consumer and family directed and that includes supports for each person who needs them so that the person can be independent, productive and be included in their community.

Councils are required by law to engage in:

Advocacy

Speaking out for people with developmental disabilities and their families and helping them speak out for themselves.

Capacity Building

Increasing the amount of and access to services that people with developmental disabilities need.

Systems Change

Change the way services are delivered so that people with developmental disabilities have more independence, inclusion and participation in their communities. Working with policymakers to change laws and rules when necessary.



Working on Goals for Change

Councils are given powerful direction and broad authority to set priorities in their individual states by the DD Act. Councils work toward public policies that promote several goals for people with developmental disabilities, including:

- **Self Determination** - Activities that result in individuals with developmental disabilities having the ability and opportunity to communicate and make personal decisions, exercise control over the type and intensity of supports and services they receive, the authority to control resources, opportunities to participate in and contribute to their communities, and support to advocate for themselves and others.
- **Inclusion** - acceptance and encouragement of the presence and participation of individuals with developmental disabilities, by individuals without disabilities, in social, educational, work, and community activities.
- **Integration** - exercise of the equal right of individuals with developmental disabilities to access and use the same community resources as are available to and used by other individuals.



FIVE YEAR PLAN

The Council's Plan:

- Is the 'big picture' of how services and programs for individuals with developmental disabilities and their families should be five years from now
- Provides guidance to the Council about how it spends its resources
- Identifies barriers to be overcome or changes that need to be made
- Includes long term goals to be accomplished within five years
- Includes measurable outcomes that the Council reports to the Administration on Intellectual and Developmental Disabilities (AIDD)



Developing Goals and Desired Outcomes

Every five years, as required by our federal law, the Council gathers information from people with disabilities, their families, service providers, public agencies and other organizations to determine what the Council's action agenda should be for the next five years. This information is provided to Council members who, with help from staff, develop goals and outcomes. Then staff recommend the activities needed to accomplish them. This plan must be submitted to the Administration on Intellectual and Developmental Disabilities for approval. The next 5-year plan will be developed during 2015-16 and is due August of 2016.

Each year, the Council also develops an **annual work plan** that outlines what we will do that year to work toward our five year plan goals. Any

amendments the Council would like to make to goals or objectives that effect the meaning of a goal in its 5-year plan must be sent to AIDD by August 15th of that year. Otherwise the annual plan is due in December.

"Banana Packet"

A yellow callout box with a black border and a slight shadow, containing the text "Banana Packet" in a bold, black, sans-serif font. The box is positioned to the right of the text "Any amendments..." and partially overlaps the text "effect the meaning...".

Reporting Progress

In December of each year, the Council must submit a Program Performance Report (PPR) to AIDD about the progress the Council has made toward achieving the goals in its plan during the past federal fiscal year.

WHO IS ON THE COUNCIL?

The Council is comprised of 23 members. Representation is from the following:

- People with developmental disabilities (6)
- Family members of people with developmental disabilities (7)
- Person living in (or has lived in) an institution or guardian/relative of a person living in (or has lived in) an institution (1)
- Division of Vocational Rehabilitation (1)
- Special Education Section of the State Department of Education (1)
- Title XIX - Medicaid (1)
- Title V – Maternal and Child Health (1)
- Office on Aging (1)
- Idaho Center on Disabilities & Human Development (1)
(Idaho's University Center for Excellence or UCEDD)
- Disability Rights Idaho - DRI (1)
(Idaho's Protection and Advocacy Agency)
- Local agencies concerned with developmental disabilities (1)
- Non-governmental or private organizations concerned with developmental disabilities (1)

These can change with changes in the law. Some representatives fit more than one category but only represent one position on the Council.

Individuals are appointed by the Governor for three-year terms, starting July 1st. Membership for non-agency members is limited to 3 full terms (9 years).

Meet the Council

COUNCIL MEMBER RESPONSIBILITIES

Serving on the Council is more than attending four meetings each year. Although attendance at those meetings is important and provides an opportunity for discussion and input into Council work, being a Council member means being an ambassador for the Council's efforts. Specific responsibilities are:

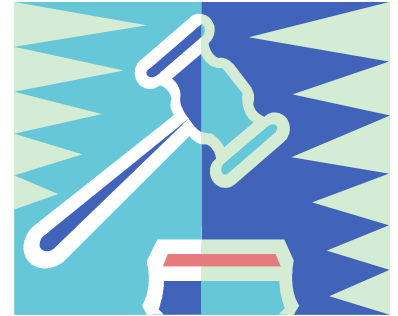
**Council Member
Agreement Form**

- 👏 Help develop and approve a Council plan
- 👏 Listen to individuals with developmental disabilities, their families and other stakeholders
- 👏 Regularly attend and actively participate in Council, committee, and workgroup meetings
- 👏 Advocate for policies and services that advance the values and objectives of the Council
- 👏 Work to positively impact the image of the Council by building relationships with others in their communities and within the Council itself
- 👏 Monitor the activities and expenditures of the Council to ensure effectiveness, efficiency, and compliance with the law
- 👏 Take part in other Council sponsored activities and encourage the participation of others
- 👏 Ask questions and inform and educate yourself about disability issues in general and Council initiatives in particular
- 👏 Avoid the appearance of any conflict of interest
- 👏 Sign a Member's Agreement that says you understand the expectations
- 👏 Help and support new Council members



COUNCIL OFFICERS

The Council is governed by three officers, all of whom must be either self-advocates, parents or guardians. The officers and their functions are listed below.



Chair: Elected at the spring meeting
Appointed by the Governor
(following election)
Serves one-year term; may serve more than one term
Presides at all Council meetings
May be a representative to National Association of Councils on Developmental Disabilities (NACDD)

Vice-Chair:
Elected at the summer meeting
Presides over the Council in the Chair's absence

COUNCIL GROUPS

Ad Hoc Committees/Task Forces:

An Ad Hoc Committee or Task Force may be formed for a period of time if they are needed to study or work on issues of concern to the Council. They give advice to the full Council. An example would be a Membership Committee that is formed to review Council Member applications and develop recommendations for member appointment to the Governor.

List Serves:

The Council may use email list serves to share information about a certain topic with Council members and others. These may be temporary or more long lasting.



COUNCIL OPERATIONS



Quarterly Activities and Meetings:

The Council holds a 2-day meeting in Boise at the end of each federal fiscal year quarter. There are certain actions that take place during each quarter and at specific meetings during the year. These are:

Quarter 1 – October through December

Fall Council Meeting (generally last week of October)

- Member training – current policy issues, legislative process
- Select legislative issues/agenda for the coming session
- Review Plan Goals – monitor outcomes and results from prior year activities
- Conduct Stakeholder Satisfaction Survey

Staff Activities:

- Complete Annual Program Performance Report (PPR)
- Submit Annual PPR
- Submit Annual Plan Amendments

Quarter 2 – January through March

Winter Council Meeting (generally last week of January)

- Member training - prepare for legislative visits
- Meet with legislators to discuss legislative agenda
- Announce beginning of recruitment for members

Staff Activities:

- Respond to questions (if any) from AIDD on Annual PPR

Quarter 3 – April through June

Spring Council Meeting (generally last week of April)

- Member training – topic related to Council goals
- Elect Chair
- Review what happened during the legislative session
- Annual evaluation of Executive Director
- Review applications for membership for recommendations to Governor (ad-hoc Membership Committee)

Staff Activities:

- Begin review of annual State plan for any necessary amendments

Quarter 4 – July through September

Summer Council Meeting (generally last week of July)

- Welcome new members (if any)
- Member training – topic related to Council goals
- Elect Vice-Chair and Consumer Representative
- Review proposed annual plan and draft budget for coming Federal Fiscal Year. Approve final version.

**Forms:
Travel
Reimbursement
Match**

Other Council Operations:

Elections And Voting:

The Council tries to get consensus on issues so that everyone can agree. For some matters or if there are differences, the Council follows parliamentary procedure.



Policy Governance:

The Council operates using a model called **Policy Governance**. It is a way for a part-time, often volunteer board to lead an organization effectively without getting bogged down in management issues. Under a full Policy Governance model, the Council discusses issues and makes decisions as a full body without standing committees that have decision-making authority. The board, in this model, speaks with **one voice** and the Director, as the Chief Executive Officer (CEO) of the organization, is accountable to the full body.

The Director oversees the implementation of the Council's strategic plan and manages staff who conduct/monitor activities to achieve the objectives and goals of the Council. The Council examines progress towards goals and reviews reports on the outcomes and results of plan activities.

Conflict Of Interest:

Members must be aware of when they may have a conflict of interest about something the Council is working on. A conflict of interest can happen when a decision or action of the Council might help a member, or someone in that member's family, to benefit financially (get money). When that happens, the Council member should say what the conflict of interest is and not vote on that matter.

**Council Member
Conflict of
Interest Form**

COUNCIL BUDGETS



The Council receives funding from both the federal government and the state government. Occasionally, we also receive funds from other sources like grants.

Federal: Every year we receive federal money (appropriation) from the Administration on Intellectual and Developmental Disabilities. Idaho is one of 14 minimum allotment states. This means we get the smallest amount (appropriation) that is available for DD Councils. A Federal Fiscal Year (FFY) starts October 1 and runs through September 30 of the next year. The fiscal year is numbered by the year in which it ends. For example, FFY14 is from October 1, 2013 through September 30, 2014. For FFY14 we were awarded approximately **\$452,000**. Although the Council receives an appropriation each year, the Council has three years to spend federal funds:



1st year October 2013 - September 2014

PLAN: Decide how the money will be spent.

2nd year Oct 2014 - Sept 2015

OBLIGATE: money has to be assigned through contract or purchase order.

3rd year Oct 2015-Sept 2016

EXPEND: all money has to be spent by September 30, 2015 or anything left over goes back to AIDD.

State: Each year the Idaho Legislature provides state money for the Council. These funds are appropriated for one State Fiscal Year (SFY) beginning July 1 and running through June 30 of the next year. This money must be spent within that state fiscal year. Our SFY14 appropriation was **\$100,400**.

COUNCIL BUDGETS (continued)

Other Funds: Sometimes we apply for other funds called **grants**. Grants are funds offered by other agencies, federal or local, for a specific goal. The goal of the grant has to align with the Council work plan and help us achieve our goals. The length of the grant is determined by the agency providing it. We had a 3-year federal CMS Independence Plus Grant (2004-2006) that helped us develop the My Voice My Choice Medicaid self-directed services option and a 3-year federal Person-Centered Planning Implementation Grant (2007-2009).

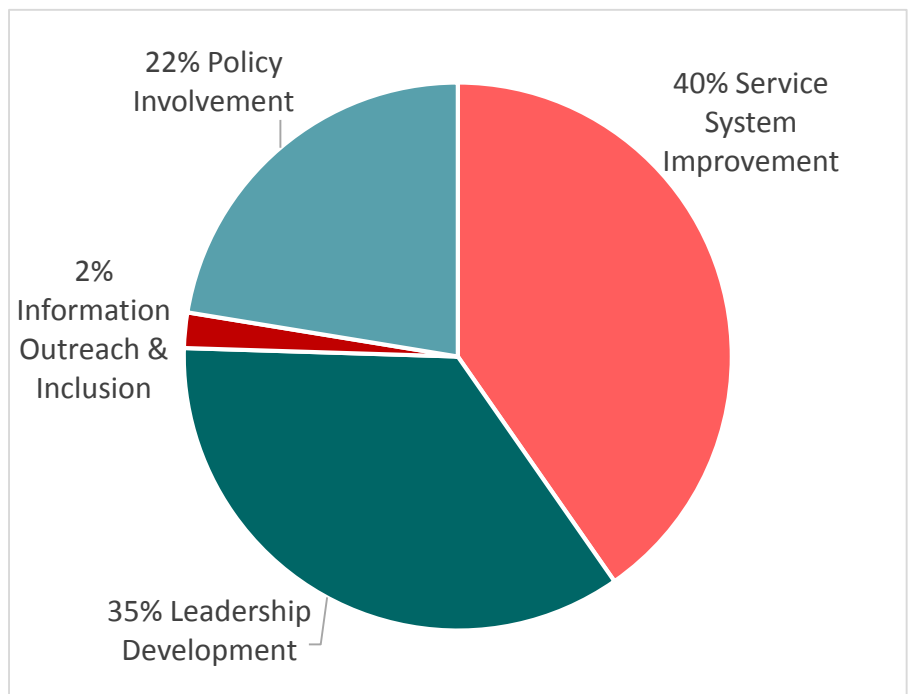
Categories: The Council budget is divided into two parts:

Administration/planning includes some staff costs and operating costs for the Council (rent, phones, mail, copying, etc.). We cannot spend more than 30% of our federal money on administration.

Program includes some staff costs, travel costs for Council for oversight of the plan, and costs for activities to accomplish the goals and objectives in our work plan.

Program expenditures for FFY 2014:

- Goal 1 - 40%
Service System Improvement
- Goal 2 - 35%
Leadership Development
- Goal 3 - 2%
Information, Outreach, and Inclusion
- Goal 4 - 22%
Policy Involvement



COUNCIL STAFF

Christine Pisani, Executive Director (christine.pisani@icdd.idaho.gov)

General administration, supervision of staff; legislative liaison; connection to NACDD, AIDD, Consortium for Idahoans with Disabilities (CID); Collaborative Workgroup on Services for Adults with Developmental Disabilities. Project Areas: Public Policy, Public Awareness, Health and Services, National Self-Advocacy

Tracy Warren, Program Specialist/Planner (tracy.warren@icdd.idaho.gov)

State Plan and Annual Reports; Employment First Initiative, Employment First Consortium; Project Areas: Employment, Youth in Transition

Toni Belknap-Brinegar, Program Specialist (toni.brinegar@icdd.idaho.gov)

In-ED Initiative; Inclusive Education Task Force; Building Real Communities. Project Areas: Special Education, Parent Education, Children and Family Issues, Community Development

Jean Weber, Management Assistant (jean.weber@icdd.idaho.gov)

Responsible for budgets/financial monitoring of contracts; travel arrangements; assists Executive Director

Laurie Lowe, Office Specialist (laurie.lowe@icdd.idaho.gov)

Reception; meeting arrangements; paying bills; general office support

Suzie Hanks, Customer Service (suzie.hanks@icdd.idaho.gov)

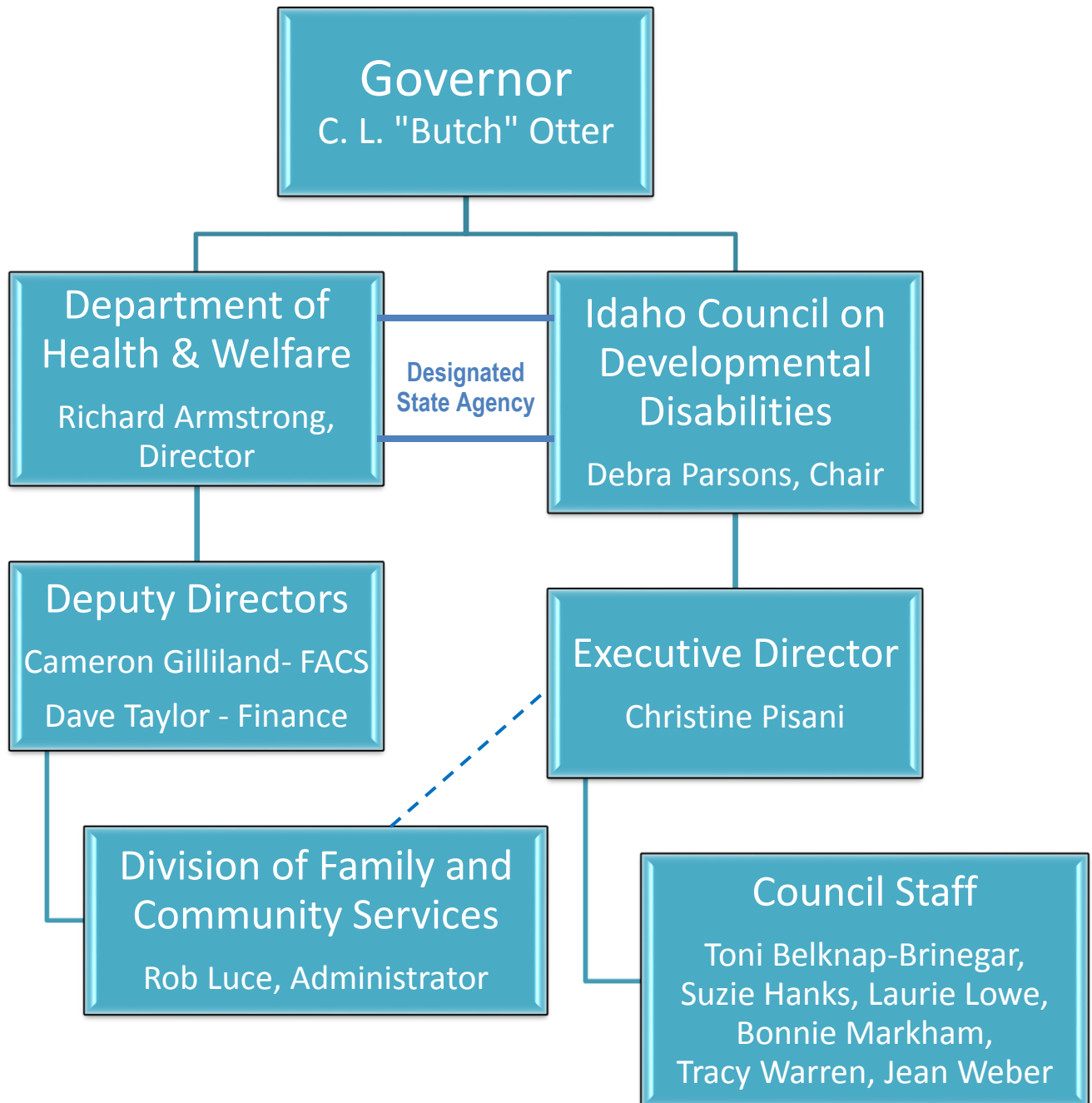
Provides support to Members to understand information related to Council activities and preparation for meetings.

Bonnie Markham, Coordinator

Partners in Policymaking (bonnie.markham@icdd.idaho.gov)

Coordinates the Idaho Partners in Policymaking program, a leadership development program for adults with developmental disabilities and parents that have children with developmental disabilities.

Where does the Council fit in State Government



Where does the Council fit in Federal Government



Where to Find the Council

Office location: Joe R. Williams Building (Hall of Mirrors)
700 W. State Street, First Floor West
Boise, ID 83702-5868

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Or you can find us on:

