

Developmental Disabilities Council
Reading Cover Page

Date: May 21, 1999

Meeting: Governance

Reading Number: 99-G17A

Issue: Big Picture Work Plan

Background/Summary:

The DDC Charter charges the Planning & Public Policy Committee to, "Coordinate the development of an 'Annual Big Picture Work Plan' and make recommendations to the Council;" (page 13, number 4). Attached is a draft of the General Council Activities portion.

Action: Discussion & Decision

Focus Question(s):

Do any changes need to be made to this Work Plan?
Are there any activities that need to be added?
Is there anything that needs to be deleted?
Would you recommend any changes to the format?
Can you think of a better name for this portion of the Work Plan?
Do you recommend that the Planning & Public Policy Committee present this Work Plan to the Council for approval?



Developmental Disabilities Council
Annual Big Picture Work Plan
General Council Activities DRAFT 4/22/99

DRAFT

Activity or Outcome	May 1999	July 1999	September 1999	November 1999	January 2000	March 2000
Key dates Budget Plan Amendments	Council Retreat (No business meeting) 1999 Self- Determination	Council approve Plan Amendments (due to ADD 8/15/99)	- FFY 99 ends 9/30/99 - Council approve budget for FFY 2000	- First meeting of the FFY - Annual Report (PPR) Due to ADD 12/31/99		
Council leadership positions		Nominees for Second Vice Chair presented to the Council	Second Vice Chair elected	- Terms of Vice Chairs begin - Treasurer & Mentor Coordinator appointed by Chair - Appointment of standing committee and workgroup chairs and members		-Workgroups review Three Year Plan and develop Plan Amendments for Council approval -Focus of annual retreat approved by Council
General Plan Implementation			Review "Do" policies & develop legislative agenda			

Activity or Outcome	May 1999	July 1999	September 1999	November 1999	January 2000	March 2000
Discretionary Funds				Council approves requests for Discretionary Funds		Council approves requests for Discretionary Funds

Notes:

ADD = Administration on Developmental Disabilities (the Council's federal funding source and regulatory agency)
 FFY = Federal Fiscal Year (for example, October 1, 1999 to September 30, 2000 is FFY 2000)

General – to be scheduled (pages and numbers noted are from the Council Charter):

- Chair – Convene and facilitate the annual (at least) performance evaluation of the Executive Director by the full Council for the purpose of assessing the degree to which policy outcomes were achieved by management. (p.5, #2, p.8 – D)
- Council - Approve annual meeting schedule (p.8 – IV)
- Governance Committee – "Assist the Council on at least an annual basis in evaluating its own performance and make recommendations for improvement as appropriate;" (p.11, #2)
- Council – "Annually review the Plan and evaluate its current applicability and merit;" (p.1)
- Membership Committee – recommend to the full Council, on at least an annual basis:
 - revisions to the council member orientation plan
 - an education plan for members taking on new assignments within the Council
 - an ongoing education plan for all members
 - the nature and scope of a mentor plan for both new and existing Council members (p. 12, #8-11)
- Membership Committee – Plan the annual Council member retreat. (p.13, #15)
- Planning & Public Policy Committee – Coordinate the development of an "Annual Big Picture Work Plan" and make recommendations to the Council; (p.15, #4)

Developmental Disabilities Council
Reading Cover Page

Date: May 21, 1999
Meeting: Governance Committee
Reading Number: 99-G17

Issue: Committee Work Plan

Included in this reading:

Background/Summary:

The April 15, 1999 memo outlines outstanding issues that need to be scheduled on the Committee's agenda.

For your information, I have also included a copy of the outstanding policies identified in the April 15, 1999 memo.

Action: Discussion and Prioritize for future meetings

Focus Question(s):

How do I want to prioritize these for future meetings?

April 15, 1999

TO: Governance Committee
FROM: Ed Holen
SUBJECT: Future Work

In reviewing past minutes, it seems that the Governance Committee is addressing all the priority policies identified last November. However, the following policies were identified as review or update and have not yet been scheduled for discussion:

Conflict of Interest - review / *- AG review.*

Sept.

Rate for Match - update

Reimbursement for non-Council members - update

July.

Evaluations - review and revise

State Employee Protection - review and update

Sept mdy.

I have included a copy of each policy with this memo. There is time scheduled on the May meeting agenda to determine how each of these will be addressed and when.

Thanks!

Staff reviews / changes /

POLICY 100 SERIES

12/16/98

GOVERNANCE TASK FORCE GENERAL RECOMMENDATIONS

POLICY	TITLE	RECOMMENDATIONS
101	Council Member Attendance	Governance Committee Revise
102	Authorization of Council Members	Repeal - issue addressed in Charter
103	Training	Repeal - addressed by Membership Committee
104 a & b	Conflict of Interest	Review
105	Rate for Match	Update
106	Issues Requiring Council Decision	Repeal - addressed by revised Charter
107	Disposition of Unused Funds	Repeal - replaced by discretionary funds policy
108	Reimbursement for non-Council members	Update
109	Evaluations	Review & Revise
110	Award of Top Hat	Repeal
111	Application Procedure for Sub-grantees	Review & Revise
112	Training and Stipends	Repeal - replaced by discretionary funds policy
113	Support	Review/Revise and include in accommodation policy
114	Membership Solicitations	Refer to Membership Committee for review
115	State Employee Protection	Review and update
116	Council Members Participation	Refer to Governance Committee
117	Appointment of Council Committee Chair	Refer to Governance Committee

that may be made by, through, or under the supervision of the member, in whole or in part, or when a member accepts, directly or indirectly, any compensation, gratuity, or reward from any other person who could benefit from the actions of that member.

- B. State Employee. RCW 42.18.130 defines a state employee as "any individual who is appointed by an agency head...or his designee...and serves under the supervision and authority of an agency." The term "state employee" also includes "any member of a commission, board, committee or any other multi-member governing body of an agency." Consequently, Council members are considered state employees under state laws regulating conflict of interest.
- C. Agency. RCW 42.18.030 defines an "agency" as:
- (1) The office of the governor.
 - (2) Any office, department, board, commission, or other separate unit or division, however designated, of the state government, together with all personnel thereof:
 - (a) Upon which the statutes confer powers and impose duties in connection with operations of either a governmental or proprietary nature; and
 - (b) That has as its chief executive officer a person or combination of persons such as a commission, board, or council, by law empowered to operate it, responsible either to (i) no other public officer or (ii) the governor."
- D. Grantee. A "grantee" is the organization or individual receiving a grant from another organization or individual. Many grantees receive money from the Council for various projects.

Individuals and Organizations Covered:

- A. Conflicts of interest involving any of the following organizations or individuals are prohibited:
- (1) The member of the Council himself or herself;
 - (2) Any member of the member's immediate family related by blood or marriage;
 - (3) Partners or business associates;
 - (4) An organization in which any of the above is an officer, director, employee, or consultant; an officer or a director being someone holding a decision-making position and an employee or consultant being someone who benefits financially.
 - (5) A person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

Actions Prohibited:

- A. No member shall solicit, receive or accept anything of value whether in the form of money, service, gift, gratuity, benefit, loan, travel, entertainment, hospitality, promise, or any other form from any person who or organization which is presently interested or is likely to become interested in any contract or transaction over which the member exercises any discretionary function in the course of his or her official duties.
- B. The Council and Executive Director shall not hire for compensation any person related to any member by blood or marriage.
- C. No member shall divulge any information acquired in the course of official Council duties if that information would be exempt from public inspection or copying under RCW 42.17.310 (Public Disclosure statutes) except where the information has been discussed or disclosed during a meeting subject to chapter 42.30 RCW (Open Public Meetings Act).
- D. Except for reimbursement for approved travel and business related expenses, no member may directly receive funds, including honoraria or any portion of his or her salary, from any grant or contract funded by the Council. In addition, no member may have his or her salary used as match related to any grant or contract funded by the Council.
- E. Members who are paid employees of national or state organizations shall not participate in the discussion, selection, award or administration of or seek to advise on or influence a decision or vote regarding a grant or contract for which an affiliated regional or local organization is an applicant or recipient.

Exceptions:

- A. A member shall not be construed as having a conflict of interest with respect to any matter where the member makes a timely disclosure of the circumstances which could lead to a conflict and does not, in connection with that matter:
 - (1) participate on the Council or committee while the details and specifications of requests for proposals are being developed;
 - (2) participate in the discussion, screening or selection process for grants or contracts;
 - (3) vote on funding decisions;
 - (4) use his or her influence to effect a decision on the matter;
 - (5) participate in contract negotiations, administration or evaluation of grants or contracts; or

- (6) discuss the grant or contract with his or her organization or agency or with other members.
- B. Nothing in this policy shall prohibit any firm, agency or organization with which any member is associated from appearing, rendering services in relation to any matter before, or transacting business with the Council as long as that member or former Council member does not participate in the discussion or decision-making, share in the profits or receive compensation resulting from that appearance, service, or business. The prohibition on involvement of former Council members only covers those who have served on the Council sometime within the past two years.
- C. A member who has a developmental disability or who has a relationship or association with someone with a developmental disability shall not be construed as having a conflict of interest solely because of that disability, relationship or association.

Disclosure:

- A. A member shall immediately disclose any circumstances which could lead to a conflict of interest, including those which are uncertain or potential, and shall specify any association with individuals or organizations which might benefit from activities and decisions of the Council to:
 - (1) in the case of the Council Chairperson and Vice Chairperson, the Executive Committee;
 - (2) in the case of other members, the Council Vice Chairperson.
- B. Each member shall annually submit a conflict of interest statement which is included in these policies as Appendix A.
- C. All disclosures and declarations (except for the annual statement) shall appear with the minutes of the meeting or meetings during which they occurred or with which they are associated as a matter of public record.

Evaluation of a Possible Conflict of Interest:

- A. The Executive Committee shall determine whether or not a potential conflict of interest exists after reviewing all documentation requested by the Committee or submitted by a member.
- B. If the Executive Committee determines that the alleged circumstances, if substantiated, would constitute a violation of state law or that any action may be subject to legal or administrative proceedings against a member, the matter shall be referred to the governor to determine if any action should be taken against the member or if the matter should be referred to the Attorney General for civil action. The enforcement authority of the

governor under Chapter 42.18 RCW (Executive Conflict of Interest Act), including appeals, is subject to the Administrative Procedures Act.

- C. If the Executive Committee finds an intentional violation involving a grantee or contractor, it shall be sufficient cause to re-evaluate the grant or contract for termination and possible elimination of the grantee or contractor from future grant or contract considerations.

Effective Date:

- A. These policies shall become effective immediately upon ratification by the full Council at which time all former policies concerning conflict of interest are superseded by this policy.
- B. These policies shall be incorporated by reference into the Council By-laws.

Adopted: April 20, 1985
Revised: July 15, 1994

Policy 104b: Conflict of Interest Policy for Council Employees

Statement of Purpose and Principles:

- A. It is the objective of the employees of the Developmental Disabilities Council (referred to as employees throughout this policy) to serve the public and to further the independence, productivity and integration into the community of people with developmental disabilities.
- B. It is recognized that employees must be knowledgeable in areas for which the Council is responsible and that such knowledge is often derived from actual practice and experience in the field. Such individuals are expected to be objective and fair and shall not pursue financial or personal gain from work done in connection with or on behalf of the Council.
- C. Through these policies, the Council intends to ensure with reasonable prudence that no employee realizes, or creates the appearance of realizing, financial gain other than their state regulated salaries, from Council actions or programs.
- D. The disclosure of circumstances which could lead to a conflict of interest does not create a presumption that any person has violated this policy or state law. Reporting these circumstances allows the Executive Committee of the Council and the Assistant Director of the Department of Community Development to determine if they would unfairly benefit an organization or an employee. Reporting the potential conflict is a responsible and expected course of action.
- E. Employees shall not engage in any conduct or activity that might reasonably be interpreted by the general public as tending to adversely affect the performance of their official duties.
- F. Each employee shall, at all times, follow the procedures established in these policies. Training in and review of the Conflict of Interest Policy shall be provided to all staff on a regular basis.

Authority:

The Washington State Developmental Disabilities Council employees must comply with the conflict of interest requirements of the federal Developmental Disabilities Assistance and Bill of Rights Act (P.L. 103-230) and with state law (Chapter 42.18 RCW). Council employees must also comply with the Governor's Executive Order (EO 93-02) on Employee Ethics and Conflict of Interest. Council employees are also subject to the Department of Community Development Conflict of Interest Policy (2-36).

Definitions:

- A. Conflict of Interest. A "conflict of interest" exists when an employee benefits, directly or indirectly, from any grant, contract, sale, lease, purchase, or other action of the Council that may be made by, through, or under the supervision of the employee, in whole or in part, or when an employee accepts, directly or indirectly, any compensation, gratuity, or reward from any other person who could benefit from the actions of that employee.
- B. State Employee. RCW 42.18.130 defines a state employee as "any individual who is appointed by an agency head...or his designee...and serves under the supervision and authority of an agency."
- C. Agency. RCW 42.18.030 defines an "agency" as:
 - "(1) The office of the governor.
 - (2) Any office, department, board, commission, or other separate unit or division, however designated, of the state government, together with all personnel thereof:
 - (a) Upon which the statutes confer powers and impose duties in connection with operations of either a governmental or proprietary nature; and
 - (b) That has as its chief executive officer a person or combination of persons such as a commission, board, or council, by law empowered to operate it, responsible either to (i) no other public officer or (ii) the governor."
- D. Grantee. A "grantee" is the organization or individual receiving a grant from another organization or individual. Many grantees receive money from the Council for various projects.

Individuals and Organizations Covered:

- A. Conflicts of interest involving any of the following organizations or individuals are prohibited:
 - (1) The employee of the Council himself or herself;
 - (2) Any member of the employee's immediate family related by blood or marriage;
 - (3) An organization in which any of the above is an officer, director, employee, or consultant; an officer or a director being someone holding a decision-making position and an employee or consultant being someone who benefits financially.
 - (4) A person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

Actions Prohibited:

- A. No employee shall solicit, receive or accept anything of value whether in the form of money, service, gift, gratuity, benefit, loan, travel, entertainment, hospitality, promise, or any other form from any person who or organization which is presently interested or is likely to become interested in any contract or transaction over which the employee exercises any discretionary function in the course of his or her official duties.
- B. The Council and Executive Director shall not hire for compensation any person related to any employee by blood or marriage.
- C. No employee shall divulge any information acquired in the course of official Council duties if that information would be exempt from public inspection or copying under RCW 42.17.310 (Public Disclosure Statute) except where the information has been discussed or disclosed during a meeting subject to chapter 42.30 RCW (Open Public Meetings Act).
- D. No employee shall serve as a director, officer or employee of any profit-making entity without disclosure to the Executive Committee and the approval of the Assistant Director of the Department of Community Development. An employee may occupy an unpaid office or position in a nonprofit organization provided there is no adverse effect on his or her performance of official duties. Employees cannot be paid or receive honoraria for extra services performed for the State except as expressly authorized by law.

Exceptions:

- A. An employee shall not be construed as having a conflict of interest with respect to any matter where the employee makes a timely disclosure of the circumstances which could lead to a conflict and does not, in connection with that matter:
 - (1) participate in Council or committee meetings while the details and specifications of requests for proposals are being developed;
 - (2) participate in the discussion, screening or selection process for grants or contracts;
 - (3) use his or her influence to effect a decision on the matter;
 - (4) participate in contract negotiations, administration or evaluation of grants or contracts; or
 - (5) discuss the grant or contract with members or other employees.
- B. Nothing in this policy shall prohibit any firm, agency or organization with which any employee is associated from appearing, rendering services in relation to any matter before, or transacting business with the Council as long as that employee, or former Council employee, does not participate in the discussion or decision-making, share in the

profits or receive compensation resulting from that appearance, service, or business. The prohibition on involvement of former Council members only covers those who have served on the Council sometime within the past two years.

- C. An employee who has a developmental disability or who has a relationship or association with someone with a developmental disability shall not be construed as having a conflict of interest solely because of that disability, relationship or association.

Disclosure:

- A. An employee shall immediately disclose any circumstances which could lead to a conflict of interest, including those which are uncertain or potential, and shall specify any association with individuals or organizations which might benefit from activities and decisions of the Council to:
 - (1) in the case of the Executive Director, the Council Vice Chairperson;
 - (2) in the case of other staff, the Executive Director who shall report it to the Council Vice Chairperson.
 - (3) All employees are required to report potential conflicts of interest to the Assistant Director of the Department of Community Development.
- B. Each employee shall annually submit a conflict of interest statement which is included in these policies as Appendix A.
- C. The Council Executive Director is required to immediately disclose any outside employment, income or honoraria and the nature of that employment or income to the Executive Committee and to the Assistant Director of the Department of Community Development. In the case of other employees, outside employment shall be reported to the Executive Director, who shall disclose the matter to the Executive Committee and to the Assistant Director of the Department of Community Development.
- D. All disclosures and declarations (except for the annual statement) shall appear with the minutes of the meeting or meetings during which they occurred or with which they are associated as a matter of public record.

Evaluation of a Possible Conflict of Interest:

- A. The Executive Committee shall determine whether or not a potential conflict of interest exists after reviewing all documentation requested by the Committee or submitted by the Executive Director (on behalf of himself or herself or his or her employee).
- B. If the Executive Committee determines that the alleged circumstances, if substantiated, would constitute a violation of state law or that any action may be subject to legal or

administrative proceedings against an employee, the matter shall be referred to the Assistant Director of the Department of Community Development to determine if any action should be taken against the employee or if the matter should be referred to the Attorney General for civil action. The enforcement authority of the governor under Chapter 42.18 RCW (Executive Conflict of Interest Act), including appeals, is subject to the Administrative Procedures Act. Disciplinary actions against state employees are subject to the civil service law, merit system regulations and any applicable bargaining agreements.

- C. If the Executive Committee finds an intentional violation involving a grantee or contractor, it shall be sufficient cause to re-evaluate the grant or contract for termination and possible elimination of the grantee or contractor from future grant or contract considerations.

Effective Date:

- A. These policies shall become effective immediately upon ratification by the full Council at which time all former policies concerning conflict of interest are superseded by this policy.
- B. These policies shall be incorporated by reference into the Council By-laws.

Adopted: April 20, 1985

Revised: July 15, 1994

Appendix A

ANNUAL CONFLICT OF INTEREST STATEMENT

I, _____, an employee of the Washington State Developmental Disabilities Council, hereby attest and subscribe to the following:

- (1) I have read and understand the Conflict of Interest Policy of the Council ratified on _____;
- (2) For the preceding calendar year, I have not been in violation of any of the provisions of the Conflict of Interest Policy (Note: This subsection is not applicable to individuals who have been Council staff for less than one year);
- (3) I am not currently in violation of any of the provisions of the Conflict of Interest Policy; and

(4) I will immediately notify the Executive Director of the Council and the Assistant of the Department of Community Development during the following calendar year if I find that any of the provisions of the Conflict of Interest Policy apply to me. I further agree to specify the circumstances surrounding any conflict or potential conflict, as it arises, to the Executive Committee of the Council and to the Assistant Director of the Department of Community Development.

(Date)

(Signed)

The following is a list of organizations that I serve with as an officer, a member of a board of directors, or an employee that might be likely to contract with or receive funds from the Council. The following list also contains organizations that might contract with or receive funds from the Council in which I have a financial or contractual interest:

<u>Organization</u>	<u>Address</u>	<u>Contact/Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Policy Number 105: Establishes Rate for Match

Purpose: This policy establishes guidelines for computing match for Council, Committee members, and others serving on Council-sponsored activities.

Guidelines:

1. Average rate of \$25.00 per hour is established for computing match for Council, Committee members, and anyone serving on a taskforce or other Council-sponsored activity.
2. State or federal employees or those persons who are paid by federal monies time shall not be used as match.
3. State or federal employees or those persons whose salaries, expenses are used to match to federal monies other than PL 101-496 shall not be used as match.

Adopted April 20, 1985
Revised October 1, 1991

Policy Number 108: Reimbursement for Non-Council Task Force Members.

Purpose: The Council desires to have representation on its task forces from consumers and parents, as well as nonprofit organizations. This policy defines who the Council will reimburse for travel and out-of-pocket expenses for task force participation. Upon formal appointment by the Council Chairperson, the Council will:

1. Reimburse travel and per diem at the authorized state rates.
2. Assist primary and secondary consumers with reimbursement for transportation, parking, respite and attendant care when that is required.
3. Assist citizens and participants from private sector agencies with reimbursement for transportation and parking to the extent that funds are available and where need is demonstrated.
4. All requests will require prior approval.
5. The Council will not reimburse representatives of governmental agencies for transportation, travel expenses, or per diem.

Adopted May 19, 1989

Policy Number 109: Evaluations

Purpose: This policy defines the three types of evaluations to be undertaken by the Developmental Disabilities Planning Council.

1. Fiscal/Procedural Compliance Evaluation

- a. The intent of this evaluation is to assure that Council sub-grantees are in compliance with the contract, that standard accounting practices and procedures are utilized and that funds are being expended appropriately.
- b. This evaluation is to be performed by Council Staff and project monitor.
- c. The Compliance Evaluation format will be used for the evaluation.
- d. This evaluation shall be performed at least annually.
- e. Any corrective action will be monitored by Council Staff and the project monitor.
- f. Copies of the evaluation will be distributed to the Projects and Evaluation Committee.

2. Program Review and Evaluation

- a. The intent of this evaluation is to provide the Council with an assessment of the effectiveness and impact of Council-funded projects.
- b. All RFPs and sole-source contracts will stipulate an evaluation plan appropriate to the program or activity.
- c. At a minimum, the evaluation plan should include:
 - 1) Method(s) of evaluation;
 - 2) Who is responsible for conducting evaluation activities;
 - 3) Plan for analysis; and
 - 4) Timeline for evaluation
- d. Each sub-grantee will include funds if necessary for the evaluation in the budget request.

3. Self-Evaluation

- a. Annually the DDPC shall review its performance and current projects to determine its progress toward Council plan year goals.
- b. This review will be facilitated by the Planning and Coordinating Committee.

Adopted May 19, 1989

Policy Number 115: State Employee Protection

#200 separ

Purpose: This policy provides the basis for the State Employee Protection Plan required under Public Law 101-496.

Guidelines:

If a residential habilitation center reduces staffing levels or closes, the Developmental Disabilities Planning Council will encourage assistance to state employees in maintaining state employment.

The Council recognizes the skill, experience and overall value of state employees. In particular, the Council acknowledges the need to address the concerns of state employees who provide services to individuals residing in residential habilitation centers. Workers employed in state residential habilitation centers are a major asset to the state and to the individuals they serve. However, the needs of citizens with developmental disabilities take priority over the staff that provide services to them. If those needs change, then adjustments in services or programs need to be made. In the event a residential habilitation center reduces staffing levels or closes, the DDPC will encourage assistance to state employees in maintaining state employment.

Adopted September 20, 1991

STATE OF WASHINGTON
DEVELOPMENTAL ABILITIES COUNCIL

906 Columbia Street SW Post Office Box 48314 Olympia, Washington 98504-8314 (206) 753-3908 1-800-634-4473

Proposed Agenda for Governance Committee

Embassy Suites
15920 West Valley Hwy
Seattle, Washington
(206) 227-8844

May 21, 1999 1:00 - 4:00 p.m.

Members: Mark Stroh, Chair, Bob Chambers, Don Hanson, Cecile Lindquist, Diana McMaster, Tom Ross, Lee Ruddy, Jeff Stout

Materials are available in alternative formats. Please call the Council office at 753-3908 or 1-800-634-4473 (Voice or TDD)

Friday (19 th)				
Time	Topic	Person	Activity/Outcome	Reading
1:00 p.m.	Call to Order	Mark Stroh		
1:05	Adjusting Agenda	Mark Stroh		
1:10	Approval of Minutes	Mark Stroh		
1:15	Member Value/Expectations	Everyone	Final Review	99-G12
1:30	Complaint Resolution	Everyone	Final Review	99-G13
1:45	Contracting Policy	Everyone	Final Review	99-G14 - review
2:15	Meeting Attendance/Accommodations	Everyone	Final Review	99-G15
2:45	Break	Everyone		
3:00	Committee/Workgroup Chairs & Motions	Ed/Everyone	Discussion/Clarification	99-G16 approved
3:15	Committee Composition	Everyone	Discussion	
3:30	Future Work Plan	Everyone	Discussion	99-G17
4:00	Adjourn	Mark Stroh		

Developmental Disabilities Council
MEETING EVALUATION

Meeting: SW Comm.

Date: _____

Name (Optional): _____

☐ Primary Consumer ☐ Secondary Consumer
☒ Agency Representative ☐ Other

Overall I thought this meeting was: (Circle one number)

1 2 3 4 5
Lousy Average Great!

How much I think we accomplished: (Circle one number)

1 2 3 4 5
Nothing Average A lot!

How I felt about the way we talked together: (Circle one number)

1 2 3 4 5
Unhappy Average Satisfied

Overall I thought this meeting place was: (Circle one number)

1 2 3 4 5
Lousy Average Great!

Overall my travel arrangements were: (Circle one number)

1
Lousy

2

3
Average

4

5
Great!

What I liked about the meeting (I want **more** of this):

What I did not like about this meeting (I want **less** of this):

Comments:

Developmental Disabilities Council
Reading Cover Page

Date: May 21, 1999
Meeting: Governance Committee
Reading Number: 99-G14
Issue: Contracting Policy

Included in this reading:

Revised draft of the Project Development and Approval Policy and a copy of the Management Practices regarding contracting

Background/Summary:

The revised draft is based on discussion held at the last Committee meeting. Focus should be on the Project Development and Approval Policy. This replaces old Policy 111. Further, we have tried to distinguish the Council's role as policy setting from the staff role of management.

Action: Final Review and Vote to submit to full Council.

— July mty.?

Focus Question(s):

Are there any other changes, additions or deletions needed to the document before it is submitted to the full Council for consideration?

July meeting?

If approved at July - goes into effect immediately?

Council Project Development and Approval Policy

Draft 4/19/99

This policy addresses projects that are developed from Three-Year Plan goals and performance targets. This policy does not address "discretionary fund" activities. Refer to the Council Discretionary Funds Policy.

The Council shall:

1. Determine the priority areas, goals and performance targets in its Three-Year Plan and subsequent amendments as required by P.L. 104-183.
2. Determine the projects and activities that will be implemented to meet Plan goals and performance targets.
3. *Review + appropriate* Approve project descriptions *and content for responsibility*.
4. Determine the maximum total allocation for each project.
5. Approve all changes to project descriptions.
6. Approve the approach to be taken for project implementation:
 - In-house - Council members or staff have expertise; extensive project coordination is needed; determined to be more effective and/or cost effective to do it ourselves;
 - Contract or Agreement - Council staff may not have expertise; an expert in field needed; level of complexity requires diverse expertise and possibly multiple contracts; determined to be more effective to contract out;
 - Competitive - Issue/service can be addressed/provided by more than one consultant, organization, and/or agency; *awards given to winning bidder (RFP) or best qualified (RFQ)*
 - Non-competitive - Clearly apparent that only one particular person, agency or organization could administer the project (if the Council decides to issue a non-competitive grant, it shall provide written justification to the Project Coordinator).
7. Receive and review written project progress reports twice a year (June and December) and final report for each project as received.

Council Staff shall ensure that:

1. Project descriptions, including a purpose statement, performance targets(s), milestone(s), duration and funding allocation, are developed.
2. Anyone who may be a prospective bidder or is associated with a prospective bidder shall not participate in developing the project description.

Council Project Development and Approval Policy

Draft 4/19/99

3. Department of Community, Trade and Economic Development (CTED) policy, federal, and state rules and regulations are followed.
4. A contract scope (statement) of work is consistent with the project description.
5. Procurement procedures and contract administration is conducted according to CTED, federal, and state rules and regulations and that project descriptions are implemented.
6. Progress reports are provided to the Council twice a year (June and December) and final report for each project as received.
7. Council is informed if contractor performance becomes sub-standard and corrective action is implemented.

NOTE: The maximum total allocation for each project is determined when the Council approves the budget. The Council must approve any changes to the budget.

Management Practices: Contracting

Competitive Solicitation Process

- a. Competitive Solicitation - Council Staff determines the type of competitive solicitation that will be implemented:

Criteria	Request for Proposal (RFP)	Request for Qualifications (RFQ)	Request for Qualifications and Quotations (RFQQ)
Level of Detail in Project Description	General project description given by Council	Specific and detailed plan and budget given by Council	Specific and detailed plan given by Council
Focus of Project Proposal Evaluation	Methodology, project components, budget rationale	Qualifications of the bidder	Ability to perform the work at a quoted price

- b. RFP Coordinator – A Council staff person will be appointed by the Executive Director to be the RFP Coordinator.
- c. Advertising – All RFPs will be advertised through the published media throughout the state as appropriate. All RFPs will be announced to those on the Council bidders list.
- d. RFP Evaluation Team – A evaluation team of not less than three people shall be selected by the RFP Coordinator. A Council member shall not be on the Evaluation Team. Refer to Council Conflict of Interest Policy.
- e. Bidders Conference – The RFP Coordinator will advertise and hold bidder conferences if stated in the RFP. During a bidder's conference, all requirements as stated in the RFP will be presented and questions answered by the RFP Coordinator. Any responses to questions that go beyond the content of the RFP will be documented and sent to all that requested and received a copy of the RFP. Council members and staff
- f. will not provide information or assistance to any prospective bidder that is not specifically stated in the RFP.
- g. Submission – Prospective bidders must submit proposals according to timelines, due dates and instructions outlined in the RFP. Proposals received after the due date will not be accepted. Proposals may be withdrawn at any time prior to award by written notice from the bidder.
- h. Receipt and Opening of RFPs – All proposals must be received by the due date and in the manner specified in the RFP. All proposals must be logged in as they are received at the Council office. The RFP Coordinator is responsible for maintaining a file of all original RFPs.
- i. Responsiveness of Proposals – The RFP Coordinator reviews proposals for responsiveness as soon as possible after the opening of proposals, but prior to their evaluation. A proposal is responsive if it meets the minimum technical requirements (e.g., signatures, staff qualifications).

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- j. **Evaluation Criteria** – For each RFP, the evaluation criteria and scoring method will be clearly outlined in the RFP.
- k. **Scoring** – The RFP Coordinator will provide proposals to the Evaluation Team. Only the components to be evaluated (as stated in the RFP) will be provided to the Evaluation Team. Brochures and other promotional information will not be provided to the Evaluation Team. The Evaluation Team will score each proposal based on the criteria in the RFP. The RFP Coordinator will average the scores from each of the Evaluation Team members for each project. The proposal with the highest average score will be recommended to the Council for award. Results will remain confidential until presented to the Council at the next regularly scheduled Council meeting.

The Evaluation Team may develop questions for the bidders and request written responses. The same questions must be sent to all bidders. Those bidders who choose not to respond or do not submit their answers by the due date, will no longer be considered.

- l. **Oral Presentation** - In the case of close scoring finalists, the evaluation team may request the finalists to make oral presentations. The Evaluation Team will score the presentations based on the criteria in the RFP. The RFP Coordinator will average the scores from each of the Evaluation Teams Members for each presentation. The oral presentations provide final input into the selection of the apparent successful bidder. The evaluators then score the oral presentations and arrive at a consensus recommendation for award.

NOTE: ARE ANY CHANGES NEEDED IN THE FOLLOWING TWO ITEMS? Attention should be given to:

- **What is policy (Council) vs. management (staff);**
- **Is there duplication of effort by different groups;**
- **Should there be coordination among other policies/procedures, and**
- **Will the timing of our meetings create barriers.**

- m. **Award** – The RFP Coordinator will present the results and justifications to the Council for approval. If the Council approves the Evaluation Team's recommendation, the Project Coordinator will work with the bidder and the Contracts Manager to develop the contract scope of work. If the Council rejects the Evaluation Team's recommendation, the Council will document its reasons, review and/or redraft the project description and begin the process anew (i.e., Council approves project description and/or evaluation criteria).
- n. **Protest** – Any protest of an award made by the Council must be received in writing at the Council office within ten (10) working days of the date of the award decision. Protests received after ten (10) working days will not be considered. For a protest to be considered, the protest must stipulate an issue of fact concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures.

Upon receipt of a protest, contract development/negotiations will cease until a final determination is made. The CTED Division Assistant Director (AD) will be notified of the appeal. The ~~Executive Committee~~ will convene a Hearing Committee of Council members within ten (10) working days to hear the protest, conduct fact-finding and issue a conclusion. If the person/agency making the protest is not satisfied with the

Management Practices: Contracting

conclusion, an appeal may be made to the AD within ten (10) working days of the date of the decision. Final determination occurs upon issuance of a decision by the Council hearing committee or by a decision of the AD to the Council.

Contract Development

- a. Once an award has been made (or a justification for non-competitive contract) has been developed, the Project Coordinator will develop/negotiate a contract scope (statement) of work, including the project description, performance targets and milestones.
- b. Council Staff determines the type of contract/agreement that will be utilized:

	Client Services Contract	Personal Services Contract	Interagency Agreement
Project Participants or Recipients	Individuals with developmental disabilities and/or their families	Council members, Council staff, and/or professionals (who provide direct services to individuals with developmental disabilities and their families)	Individuals with developmental disabilities and/or their families, advocates or professionals
Examples of Project Services or Products	Advocacy Support Services Leadership Training	Develop Training Present Training Conduct Research Consultation Services	Develop Training Present Training/Conf. Support Council Activities Conduct Research Consultation Services

- c. The Contracts Manager will write the contract in accordance with the Attorney General's Office (AG) and CTED rules and regulations. The budget section will include all elements relating to cost and payment. Contractor performance will be measured against the contents of the contract over the duration of the contract.
- d. The proposed contract is submitted to CTED for the Assistant AG's approval as to form. The approved contract is sent to the contractor, then to the AD for signature. The AD's signature is considered the date of execution.
- e. Copies of the signed contract are provided to the contractor and CTED Fiscal Office. The Contracts Manager maintains a file on all contracts.

Contract Administration

After the contract has been executed, contract administration begins and continues until the contract termination date.

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- b. One month after the execution of the contract, the Contracts Manager makes an on-site visit to the contractor to become familiar with project implementation. Contract terms and conditions, scope of work,
- c. budget and report forms are reviewed. The contractor's fiscal accounting procedures and internal controls are also reviewed.
- d. Contracts are cost-reimbursement contracts. Requests for reimbursement are not approved unless the contractor has paid for the products or services in accordance with the contract, submitted monthly performance reports and documentation for the expenditures indicates the expenditures are reasonable and
- e. appropriate. If the expenditures are acceptable, the Contracts Manager signs the invoice as "approved for payment" and forwards it to the CTED Fiscal Office for payment.
- f. The Contracts Manager makes final payment upon approval of the final report.
- g. The Contracts Manager shall reconcile the Council's accounting records with those of CTED's fiscal office on a monthly basis.
- h. Technical assistance is provided by the Contracts Manager as needed. The contractor is encouraged to advise the Contracts Manager of any potential and actual delays or challenges prior to contract deadlines. Technical assistance may be provided to ensure deadlines are met. Such delays or challenges may result in the development of a contract amendment.
- i. A contract amendment may be proposed by the Project Coordinator, Contracts Manager or contractor. A contract amendment may change the performance targets and/or milestones including contract termination date, scope (statement) of work, timelines, or budget (10 percent or more of the total grant). Major changes to the project description must be approved by the Council. Amendments that include major changes in the contract scope (statement) of work follow the signature procedure as described above (Contract Development, b).
- j. Progress reports are given to the Council twice a year (June and December).
- k. Final reports for each project are provided to the Council as received. Final reports are submitted by the contractor prior to the completion of the contract. Final payment is not approved until the final report is approved by the Contracts Manager.
- l. If performance is below standard, one or more on-site visit(s) to the contractor may occur. Written documentation will be maintained by the Contracts Manager. These on-site visits may take the form of a formal Performance Monitoring Visit (see below). The Council is informed of the situation.
- m. If performance does not improve, the Executive Director will decide whether to implement an independent contract compliance audit, corrective action, or termination of the contract. The Executive Director will report the results of action taken to the Council. No payments will be made to the contractor unless or until corrective action has been taken and accepted by the Executive Director.

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- n. If a decision to terminate the contract is taken, the Executive Director will inform the contractor, AG's Office, the CTED Fiscal Office, and the Council. The contract will be terminated as in the terms of the contract.

Contract Compliance Review

- a. Six (6) months after the contract is executed, the Contracts Manager will conduct a Performance Monitoring Visit. Contract scope or work, project activities, budget status, progress reports, requests for reimbursement, and on-site documentation is reviewed utilizing the performance monitoring tool. Fiscal accounting procedures and internal controls are also reviewed.
- b. A performance report is written by the Contracts Manager and provided to the contractor. The report will describe the project activities, areas of strength and areas needing development. Compliance issues are explained and a corrective action plan is requested.
- c. The Contracts Manager reviews the corrective action plan submitted by the contractor and/or provides technical assistance as needed. The action plan must be approved by the Contracts Manager. Once corrective action is complete, a letter stating so shall be sent to the contractor.
- o. If the action plan is not implemented and/or completed in the specified manner or by the deadline date, the Executive Director will decide whether to implement an independent contract compliance audit, corrective action, or termination of the contract. The Executive Director will report the results of action taken to the Council. No payments will be made to the contractor unless or until corrective action has been taken and accepted by the Executive Director.

Developmental Disabilities Council
Reading Cover Page

Date: May 21, 1999

Meeting: Governance Committee

Reading Number: 99-G16

Issue: Committee and Workgroup Chairs making motions

Included in this reading:

Background/Summary:

At the last Council meeting the issue was raised as to whether or not a Committee or Workgroup Chair could make a motion at the full Council meeting on behalf of the Committee or Workgroup.

The attached draft seeks to clarify this question.

Action: Discussion and Clarification

Focus Question(s):

Are there alternative ways to clarify the question raised at the March Council meeting?

If not, are there changes, additions, and deletions you would recommend?

April 15, 1999

TO: Governance Committee

FROM: Ed Holen

SUBJECT: Motion Procedure

At the March Council meeting there seemed to be some confusion about whether or not a Committee or Workgroup Chair can present a motion, on behalf of the Committee or Workgroup, to the Council.

To help clarify this issue, I have drafted the following procedure for your consideration and discussion.

Draft – April 15, 1999
Motion Procedure – Clarification

Passed

When a Council Committee or Workgroup has voted on a motion and recommends it for final action to the Council, the following procedure shall occur:

The motion in its complete text, along with any necessary supporting documentation, shall be submitted to the Council office at least 20 working days prior to the Council meeting

The motion, in complete text with supporting documentation, shall be published for final action on the Council agenda

At the Council meeting, the Committee or Workgroup Chair or designee shall make the motion to the Council

Coming from a Committee or Workgroup, the motion does not need a second

The Council shall then engage in discussion and vote following its parliamentary procedures

Should you have questions, please give me a call at 1-800-634-4473

Developmental Disabilities Council
Reading Cover Page

Date: May 21, 1999

Meeting: Governance Committee

Reading Number: 99-G15

Issue: Meeting Attendance and Accommodations

Included in this reading:

Revised policy statement on meeting attendance and accommodations

Background/Summary:

This is a totally revised draft 2. The focus on the statement is on full meeting participation and includes three sections, namely (1) reasonable accommodation, (2) agency representative/designee participation and (3) meeting attendance.

Action: Final Review and Vote to submit to full Council

Focus Question(s):

Do you like combining three related topics into one policy statement?

Are there other changes, additions, or deletions needed before it is submitted to the full Council for consideration?

Council Member Participation and Attendance
Draft 2: April 15, 1999

The Council Chair appoints all members to a Standing Committee and to a Workgroup as specified in the Council Charter. The Council expects the full and active participation of all its members. Consistent with its Charter, it is the policy of the Developmental Disabilities Council to actively support participation and equal access in all activities of the Council by individuals with disabilities. The Council is committed to ensuring full participation of individuals with disabilities at all Council committee meetings and Council-sponsored activities by ensuring that meetings are accessible and whatever assistance is necessary for participation is available.

Reasonable Accommodation

Accommodation for participation at Council meetings and Council sponsored events should include, but not be limited to:

early to exit the meeting room in case of emergency

Safe Lodging and Meeting Practice - Every effort shall be made to see that persons with disabilities are given lodging rooms close to ground floor building exits. Meetings should be held on ground level if possible for easy access. Meetings should be held on floors that have accessible rest rooms. Ensure that safety information is provided to lodgers at time of check in. Ensure that safe evacuation information is available to participants prior to the start of meetings.

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Personal Assistance - ensure that a personal assistant is available if needed (to assist with dressing, toileting, and eating).

Communication Assistance - interpreters, reader assistance, Braille, large type, computer disk materials, tele-conference call meetings, or assistive listening systems.

Physical Accessibility - entrance to the building, meeting area, and rest rooms must conform to the Americans with Disabilities Act (P.L. 101-336); provide accessible overnight ~~hotel~~ accommodations.

Transportation Accessibility - ensure compliance with the Americans with Disabilities Act requirements (P.L. 101-336), including easy access to the meeting place; close accessible bus routes; and equal access to transportation for all participants.

Miscellaneous Accommodations - adjustments in food preparation, special equipment, reasonable break times. *pre + post of debriefing*

In addition to its own meetings, the Council strongly feels that it is the responsibility of all public and private boards and committees to actively promote the full participation of

individuals with disabilities. We expect the public sector to provide leadership in accommodating full participation of people with disabilities on committees, consistent with the Americans with Disabilities Act.

Agency Representatives

The DD Act requires that the membership on the Council include representatives of certain state agencies. Consistent with the Charter, agency representatives are full, voting members of the Council and are expected to fully participate in the full Council meetings and the Standing Committee and Workgroup to which they are assigned.

Agency Representatives may appoint a designee to serve on his/her behalf. The designee should be in a position to bring Council issues to the Agency Representative and represent the agency before the Council. To help ensure active and full participation on the Council, a designee should, at a minimum, serve for a year.

The Agency Representative/designee shall adhere to the attendance policy outlined below.

The Agency Representative/designee shall recognize any conflict of interest and recuse him or her self from discussion and voting on the issue, per the provisions of the Developmental Disabilities Assistance and Bill of Rights Act, section 124.

at least every three years will
~~After an Agency Designee has served on the Council for three years,~~ the agency representative and the designee *may* discuss the designee's participation, solicit input from the Membership Committee and then determine on-going participation on the representative's behalf. *upon termination*

Attendance

An attendance record shall be kept for all Council members. The attendance record shall include presence at full Council meetings, Standing Committee meetings and Workgroup meetings and shall include reasons for non-attendance.

When a Council member has missed three meetings in a row, the Executive Director shall send a memorandum to the Council Chair. The Chair shall send a letter to the member to request that the member or agency representative clarify future participation and to address his/her intention regarding on-going membership or agency participation on the Council.

Upon receiving input back from the member, the Chair shall review this matter, including the input from the member, with the Membership Committee at the next scheduled meeting. The Membership Committee may decide to take no action or request that the Governor's Office replace the member on the grounds of non-attendance.

The Membership Committee, if asking the Governor's Office to replace a member, shall submit at least two nominees from the list of candidates developed during the regular annual membership recruitment.

MINUTES
Governance Committee
Developmental Disabilities Council
March 18, 1999
SeaTac Hilton

Present: Mark Stroh (Chair), Bob Chambers, Tom Ross, Diana McMaster, Jeff Stout, and George Walker

Absent: Don Hanson, Cecile Lindquist, and Lee Ruddy

Staff: Ed Holen

Mark Stroh called the meeting to order at 9:00 am. The Committee reviewed the agenda and Bob Chambers requested that an agenda item be added to discuss the composition of the Committee, with concern about the number of agency representatives on the Committee and not that many secondary consumers. Mark placed the item on the agenda following the 11:00 item.

The minutes of the January 20, 1999 meeting were reviewed and approved as mailed.

Parliamentary Procedures

The Committee reviewed the revised draft of the Council Parliamentary Procedures. The Committee proposed that on the second chart, second item the words " or lack of order" be inserted between

"temperature" and "ect". The purpose of adding the words is to have a way of responding to side bar conversations that occur during Council meetings.

It was moved (Chambers) and seconded (Stout) that the Council Parliamentary Procedures be advanced to the Council for final action. The motion passed unanimously.

Member Values and Expectations

The Committee reviewed the draft of the Member Values and Expectations. The members made several changes to the document. The Committee felt that so many changes were made that the Committee requested the document be re-drafted and re-submitted to the Council for final action at the July 1999 meeting.

It was moved (Stout) and seconded (Ross) that the Council Member Values and Expectations be re-drafted and submitted to the Council at the July meeting for final action. The motion passed unanimously.

Complaint Resolution Process

The Committee reviewed the draft of the complaint resolution process. There was considerable discussion on the first point under the procedure section regarding how the complaint would be

transmitted to the Council, especially in light of reasonable accommodation.

Given the discussion and several other changes the Committee requested it be re-drafted and submitted to the Council for final action in July.

Contracting Policy

The Committee reviewed the draft contracting policy and the management procedures attached to it. Ed Holen explained that the draft was developed by staff. It tries to make a distinction between the activities the Council does in its policy setting role and what activities staff members do in their management role.

Mark asked the Committee members to respond within two weeks and submit any changes or thoughts to staff. He asked that staff redraft the policy for consideration at the May Committee meeting.

Memo of Understanding

Ed gave a brief review of the memo of understanding between the Council and the Department of Community Trade and Economic Development. The purpose of the review is to assure the memo is consistent with the revisions made to the Council Charter. Mark asked staff to make suggested changes and bring the revisions back to the Committee in May.

Meeting Attendance and Accommodation Policy

The Committee members reviewed the draft policies and made changes to the attendance policy and the agency participation section. The Committee asked that staff to re-draft the policy and re-submit it for consideration at the May meeting.

The agenda item regarding Committee composition was delayed to the May meeting. In addition to the carry over items above, staff was asked to review the notes from the last meeting and include on the May Committee agenda all other items previously scheduled.

At this time only the motion on Parliamentary Procedures will move from the Committee to the Council for final action.

With that the meeting was adjourned.

Developmental Disabilities Council
Reading Cover Page

Date: May 21, 1999
Meeting: Governance Committee
Reading Number: 99-G13
Issue: Complaint Resolution

Included in this reading:

Background/Summary:

Revisions to this procedure were made based on discussion at the last Committee meeting.

Action: Final review and Vote to submit to the Full Council

Focus Question(s):

Are there any changes, additions or deletions needed before submission to the Full Council for consideration?

Complaint Resolution Procedure for Council Members
As revised by Governance Committee
Draft 2: March 24, 1999

What is a complaint?

It goes without saying that conflicts and disagreements will occur between people. It is the Council's intent that such conflicts be worked out on a one to one, individual basis, with the help of a mediator if necessary.

The Council acknowledges that sometimes such conflicts cannot be worked out, even given the good faith of the parties. A party may still seek resolution if the conflict or disagreement rises to the level of a complaint.

A complaint which comes before the Council must be based on facts which allege a violation of federal law (e.g. the ADA or the DD Act) state law or authority (e.g. Council Executive Order) or Council policy (e.g. Council Charter, Council Policy).

For example, a complaint is not simply a disagreement between two parties, i.e. one person thinks another talks too much at a meeting. A complaint is more serious in nature, i.e. one feels that reasonable accommodation is not provided to allow him/her to participate fully at the meeting.

Complaints arising at the Council level and covered by this procedure shall include, but not be limited to conflicts of interest, sexual harassment, ADA/Section 504, public open meetings, and public disclosure.

Procedure

Any member may make a complaint to the Governance Committee. The complaint shall be written or recorded and delivered to the Governance Committee Chair through the U.S. Mail. The complaint shall include information regarding alternative format for communication if there is such a need. The request for an alternative format of communication will be

honored by the Governance Committee unless it constitutes a financial hardship as defined in the Americans with Disabilities Act.

Within ten working days of receipt of the complaint the Governance Committee Chair shall acknowledge, in writing or alternative format if requested, receipt of the complaint to the person filing the complaint.

The Committee chair shall begin the investigation by consulting with the Council Chair and Executive Director to determine any potential legal issues and, through the Executive Director seek the advice of the Council's Assistant Attorney General. The Committee Chair shall then outline a proposed Course of Action for Committee consideration.

At the next Committee meeting following receipt of the complaint, the Committee Chair shall present to the Committee the Course of Action. The Committee shall accept or modify the Course of Action. Upon reaching agreement, the Committee, through the Committee Chair, shall present the Course of Action to the parties and seek their mutual agreement.

Once agreement is reached, the Committee Chair shall order the Course of Action implemented.

The Course of Action shall, at a minimum, contain a timeline, a date when resolution is expected, who is to be involved, how information is to be collected, due process procedures for the parties, and the format to be used to present the final report.

The Committee, when examining the complaint, shall conduct all sessions in Executive session pursuant to RCW 42.30.110 (f).

All action shall be consistent with existing state law or policy, if such exists pertaining to the area in question. In some cases, the Committee may refer the complaint to the properly appointed authority in accordance with State law.

A report shall be presented to the Committee, consistent with the timeline in the course of action. If the Committee is called upon to make a determination, the members shall consider the grounds of the complaint and the facts of the case as presented by both parties. Once the

committee has rendered its decision, it shall be transmitted to all parties concerned within ten working days after the meeting.

Developmental Disabilities Council
Reading Cover Page

Date: May 21, 1999

Meeting: Governance Committee

Reading Number: 99-G12

Issue: Member Values and Expectations

Included in this reading:

Background/Summary:

Revised policy statement made after discussion at the last Committee meeting.

Action: Final Review and Vote and recommend to Council

Focus Question(s):

Are there additional changes, additions or deletions needed before submitting the document to the full Council?

Council Member Values and Expectations
As Proposed and Revised by Governance Committee
Draft 2: March 24, 1999

As a member of the Council I will:

- Listen carefully to my Council colleagues.
- Respect the opinion of my fellow Council colleagues.
- Engage in respectful debate on the issues without entering into personal attacks.
- Respect majority decision of the Council.
- Recognize that all authority is vested in the full Council only when it meets in legal session.
- Keep well-informed about developments relevant to issues that may come before the Council.
- Actively participate in Council meetings.
- Bring to the attention of the Council any issues I believe will have an adverse effect on the Council or those we serve.
- Resolve conflicts at the lowest, most appropriate level possible.
- Recognize that my job is to ensure that the Council is well managed, not to manage the Council.
- Respect all those the Council serves, not just a particular geographic area or interest group.
- Do my best to ensure that the Council is well managed, fiscally sound, appropriately staffed, growing and always operated consistent with the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 104-183, as amended).
- Declare conflicts of interest between my personal/professional life and my position as a Council Member and 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 when acting within that authority
- Recognize the duties and respect the role of the Council Chair.

I agree with these values and expectations:

Signed:

Date:

