

DDD-PI-076

Guidelines for the Advisory Committee **Developmental Disabilities Unit**

Purpose

The purpose of the Advisory Committee is to advise the Director of the Disability Services Division concerning policy and program issues and delivery of services to eligible clients with developmental disabilities.

Functions

1. Review, analyze, and advise the Director of the Disability Services Division regarding this implementation plan for the recommendations developed by the four task forces (Day Services, Residential Services, Children and Family, and Case Management).
2. Provide input into the plans and goals relating to the delivery of services and supports coordinated by the Developmental Disabilities Case Management system.
3. Contribute to informed communication and a positive working relationship between consumers, providers, the Developmental Disabilities Unit, and other related agencies on policy and program issues.
4. Assist the Developmental Disabilities Unit with public education efforts, including the development of community and natural supports.

Guiding Principles

The group will develop recommendations that:

- are consumer and family centered,
- define the consumer as the customer,
- maximize individual choice,
- develop an array of support options,
- facilitate utilization of generic services,
- strengthen natural informal supports,
- define a flexible, responsive easy to use system of supports,
- assess quality through outcomes,
- maximize available resources,
- address statewide and regional issues in a realistic manner, and
- deliver services and supports in a culturally sensitive manner.

Membership

1. Composition - The initial advisory committee will be composed of members representing the Task Forces and others as needed to represent various interests of the Developmental Disabilities system. Examples of membership may include: consumer of adult services, parent of a minor child receiving services, legally appointed guardian of an adult consumer receiving services, representative from citizen advocacy organization, Special Education, Legislator, Protection and Advocacy Project, Licensed Developmental Disabilities Provider, Human Service Center Director, Regional Developmental Disabilities Program Administrator, Regional Developmental Disabilities Case Manager, Developmental Center, The Arc, and North Dakota Interagency Coordinating Council.
2. Appointment - Members of the Committee will be appointed by the Director of the Disability Services Division. The committee membership will not exceed seventeen.
3. Terms of Appointment -
 - A) Length of Term - each member of the committee shall serve for a term of 3 years, except that -
 - A member appointed to **fill** a vacancy occurring prior to the expiration of the term for which a predecessor was appointed, shall be appointed for the remainder of such term; and
 - The terms of Service of the members initially appointed shall be for one (1) to three (3) years to provide for the expiration of terms on a staggered basis.
 - B) The Director of the Disability Services Division may appoint a member to serve consecutive terms.
4. Vacancies - Any vacancy occurring in the membership of the Committee shall be filled in the same manner as the original appointment.
5. Compensation and expenses – the Disability Services Division will reimburse consumer, parent/guardian, and citizen advocate representatives of the Committee for reasonable and necessary child care, personal assistance services, transportation, meals, and lodging expenses for attending Committee meetings. Costs for transportation, meals, and lodging will be reimbursed at the state rate.
6. If a member is unable to participate on a regular basis, a replacement may be appointed by the Director.
7. The Advisory Committee will function as a body. The Director of the Disability Services Division will speak for the Committee or may authorize one of its members to act as public spokesperson.

Meetings

1. There shall be four (4) meetings each year, and additional meetings as determined by the Director of the Disability Services Division. Meetings may be rescheduled due to bad weather or other extenuating circumstances. Meetings will be held February, May, August and November, with the dates to be specifically designated at the February meeting. The February meeting will be set at the previous November meeting.
2. The Committee will adhere to the established Ground Rules in conducting the meetings:
 - A. Only one person may speak at a time.

- B. Speak to each other, not third parties or "the air."
 - C. Everyone must understand (not agree with) the speaker.
 - D. Treat all parties as good faith partners, not as adversaries.
 - E. The group starts and ends on time.
 - F. When facilitators ask us to self-limit, we say "Thank you."
 - G. When consensus is achieved, all members agree to support the decision.
 - H. All members agree to actively participate in the discussion of issues under consideration.
 - 1. Describe concerns as "impacts on you"; do not place blame.
3. Meetings will be facilitated by the Director of the Disability Services Division.

Subcommittees

- 1. Standing and/or ad hoc subcommittees may be created by the Director of the Disability Services Division.

Communication

- 1. The Disability Services Division staff shall prepare and distribute summary minutes of each meeting as soon as feasible after each meeting. Notice of the next meeting and its location will be made through this report.