



**Idaho Council on Developmental Disabilities**  
**SPRING QUARTERLY BOARD MEETING**  
**JRW Building, 700 W. State Street**  
**West Conference Room**  
**April 25-26, 2019**

**AGENDA AT A GLANCE**

**Thursday, April 25, 2019**

- 8:30am **Welcome, Introductions, Ground Rules, and Perfection of Agenda,** James Steed, Council Chair
- 8:35 **Closed Executive Session: Personnel Discussion\***
- 9:45 **Announcement of Election of Council Chair,** James Steed, Council Chair
- 9:50 **Consent Agenda\***
- a. February 7-8, 2019 Draft Meeting Minutes
  - b. Chair Report
  - c. Council Procedures
- 10:00 **Financial Report\*,** Trisha Hammond, Council staff
- 10:10 **Member Recruitment,** Toni Brinegar, Council staff
- 10:15 **Break**
- 10:30 **2019 Partners Recruitment,** Toni Brinegar, Council Staff
- 10:45 **Quarterly Progress Report,** Council staff
- 11:30 **July 10-11, 2019 NACDD National Conference, New Orleans, Louisiana,** Christine Pisani, Executive Director
- 11:40 **Highlights of the 2017/2018 Program Performance Reports,** Tracy Warren & Marieke Edwards, Council Staff
- 11:50 **2018 Annual Report,** Marieke Edwards, Council Staff
- 12:00pm **Council Member Recognition,** Jim Baugh, Joe Raiden, Jessica Rachels, and Rebekah Forster
- 1:00 **Walk and Talk** Council Members and Staff
- 1:30 **Legislative Report & Discussion,** Council Members and Staff
- 2:15 **Open Public Meeting Law,** Alana Minton, Deputy Attorney General
- 3:45 **Break**

- 4:00 **Ice Cream Social**  
**Highlighting Member Contributions**  
Council Members and Staff
- 5:00 **Adjourn**
- 5:30 **Membership Committee Meeting** - in Council office



## Friday, April 26, 2019

- 8:30am **Supported Decision-Making**, Amy Cunningham, Legal Director,  
DisAbility Rights Idaho
- 10:00 **Break**
- 10:15 **Supported Decision-Making**, Amy Cunningham, Legal Director,  
DisAbility Rights Idaho
- 12:30pm **Working through a Supported Decision-Making Agreement - Small  
Group Discussion** – West Conference Room
- 1:00 **Community Conversations**, Christine Pisani, Executive Director
- 1:10 **Council Member Reports**: Jim Baugh, Korynne Donehey, Nanna  
Hanchett, Jacob Head, and Natali Pellens
- 2:50 **Trauma Informed Care Training Rescheduled**, Christine Pisani,  
Executive Director
- 3:00 **Council Chair Election\***, Emily Petersen, Acting Council Chair
- 3:15 **Council Meeting Evaluation** - Council Members & Guests
- 3:30 **Adjourn**

### Next Council Meeting:

**New Member Orientation - Wednesday, July 24**

**Council Business Meeting - Thursday, July 25**

**Trauma Informed Care Training – Friday, July 26**

**\*Items in green require a vote.**

*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 or supports they need to live the lives they choose, and to build the communities' ability to support their choices.*

## Announcement: Election of Council Chair

### Background Information:

Each spring, the Council elects a person to serve as Chair of the Council for the coming year. After the Council selects someone the name is forwarded to the Governor for appointment. This position is limited to members of the Council who are self-advocates, parents, or guardians. The responsibilities of this position and a nomination form are listed after this page.

### Recommended Action:

If you are interested in serving as Council Chair, please review the attached pages regarding Chair responsibilities, talk to the current Chairperson and evaluate whether you have the time necessary to dedicate to this position. If you know of someone on the Council that you think would be a good Chair you may nominate them, but be sure to ask their permission first. If you are interested in running for Council Chair, please do the following:

- All completed “**Chair Nomination Forms**” received by April 15<sup>th</sup> will be included in the Member binder packet at the meeting so that Council members can review Chair candidates
- Prepare a 2-3 minute speech about why you would be a good candidate for this position and why you are interested in serving as Council Chair. Be prepared to deliver this speech at the Spring Council meeting.

The Council Chair election will be held **at 3:00pm on Friday, April 26<sup>th</sup>.**

### Notes:

## **Council Chair Responsibilities:**

Being the Chair of the Council is a significant responsibility and time commitment. The activities and responsibilities, unless otherwise delegated, of the Council Chair shall include, but not be limited to the following:

1. Preside at all Council meetings;
2. Present policy for consideration by the Council membership;
3. Develop agendas for Council meetings;
4. May be a delegate at National Association of Councils on Developmental Disabilities (NACDD) activities and assist in the information sharing and policy implementation of NACDD;
5. Serve as liaison to other organizations and government entities unless otherwise delegated directly by the Chair, or by full Council vote, whichever the Chair may choose;
6. With the Executive Director, initiate and maintain ongoing communication with Council membership between quarterly meetings;
7. Report to the full Council at each regular meeting on activities performed on behalf of the Council; and
8. Perform Annual Executive Director Evaluation

All other duties as outlined by Council membership, by-laws and policy.

To meet the responsibilities listed above the Chair should be able to commit time and identify local support (as needed) to do many behind the scenes activities such as:

- Represent the Council at public meetings
- Address individual membership issues
- Review and write materials such as:
  - Council newsletter articles and Chair letter for annual report
  - Letters to other organizations from the Council
  - Help with the development and review of various reports
- Send out and compile all Council member input for annual Executive Director evaluation
- Meet regularly with the Council Executive Director (usually bi-monthly and can be more often during Council meeting months) to discuss Council governance, preparation for Council meetings, and any current opportunities and responsibilities in representing the Council
- Work directly with current members when problems and issues arise (such as attendance issues, discipline issues, etc.)

**COUNCIL NOMINATION FORM**

Seeking Office As:	<b>CHAIR</b>
Name:	
Address:	
City/State/Zip:	
Nominated By:	
Number of Years on Council:	
Past Committee Assignments:	
Present Committee Assignments:	
Offices Previously Held:	
Outside Associated Groups:	
Other Relevant Activities:	

<p>Reason for Seeking Office:</p>	
-----------------------------------	--

## Consent Agenda

### Background Information:

The Consent Agenda contains items that require a vote by the Members. If there are items on the Consent Agenda a Member wishes to discuss before that vote a Member may make a motion to move the item to the Business Agenda.

### Recommended Action:

Review and vote to approve the Consent Agenda:

- a. Draft February 7-8 Meeting Minutes
- b. Chair Report
- c. Council Procedures

### Notes:

**Idaho Council on Developmental Disabilities  
WINTER QUARTERLY BOARD MEETING – February 7-8, 2019**

**Draft Minutes**

**JRW Building, 700 W. State Street, Suite 119 - East Conference Room  
February 7-8, 2019**

## Thursday, February 7, 2019

### Present at Meeting:

#### Council Members:

Art Evans	Carly Saxe	<del>Charlotte Silva</del>	Claudia Suastegui
Colleen Sisk	Danielle “DR” Reff	Emily Petersen	Holly Giglio
Ian Bott, VICE CHAIR	Jacob Head	Jacqueline Watson	<del>James Steed</del>
Jessica Rachels	Jim Baugh	Joe Raiden	<del>Kevin Bittner</del>
Korynne Donehey	<del>Kristie Oakes</del>	Nanna Hanchett	Natali Pellens
Rebekah Forster	Valerie Hurst	Julie Fodor	

#### Staff Members:

Christine Pisani	<del>Laurie Lowe</del>	Marieke Edwards	Toni Brinegar
Tracy Warren	Trisha Hammond		

#### Guests:

Diedra Hunt	Everett-Support	Larkin Seiler	Jen Magelky-Seiler
Gary Sandusky	Kevin Swearingen	Brittany Shipley	Lana Gonzales
Leon Grant	Nancy Grant	Wesley Edmo	

### Welcome, Introductions, Review Ground Rules and Agenda Review

At 8:42 am, Ian called the meeting to order and reviewed the rules.

Trisha Hammond was introduced as the Council’s new office manager.

No additions or corrections to the fall agenda were heard.

### Building on Council Gifts

Tracy conducted a grounding exercise inviting all members and staff to share how their individual gifts will contribute to the work of the next two days.

### Announcement of Executive Director Evaluation

Toni reminded members that she had sent council members a link to the ED evaluation on Monday. If members have not yet completed the evaluation, please go to the Council office to complete your evaluation by close of business today. Staff are able to assist with signing you into a computer but are not able to help. Please provide detailed examples of issues or areas you would like to see



improvement. The Council's human resource staff and the Council Chair will report the results at the April Council meeting.

#### Member Training Announcement

Dr. Karyn Harvey will provide a day-long training at our April meeting to train us about trauma informed care.

#### Legislative Visit Preparation

Introductions – Joined by Advocacy Coalition members.

We talked through each issue to understand what the issues are, collected thoughts, demonstrated conversations that could occur and then practiced what to say during the visits.

#### Depart for Capitol for Legislative Visits

Blessings of Liberty Film, EW 42

Governance Committee Meeting at 5:30 in the Council office.

## Friday, February 8, 2019

### Present at Meeting:

#### Council Members:

Art Evans	Carley Saxe	<del>Charlotte Silva</del>	<del>Claudia Suastegui</del>
Colleen Sisk	Danielle "DR" Reff	Emily Petersen	Holly Giglio
Ian Bott, VICE CHAIR	Jacob Head	Jacqueline Watson	<del>James Steed</del>
Jessica Rachels	Jim Baugh	Joe Raiden	Kevin Bittner
Korynne Donehey	Kristie Oakes	<del>Nanna Hanchett</del>	Natali Pellens
Rebekah Forster	Valerie Hurst	<del>Julie Fodor</del>	

#### Staff Members:

Christine Pisani	<del>Laurie Lowe</del>	Marieke Edwards	Toni Brinegar
Tracy Warren	Trisha Hammond		

#### Guests:

Everett Lee Support for Jacob	Jill Matthews for Charlie Silva	Deedra Hunt
----------------------------------	------------------------------------	-------------

#### Welcome and Chair Report

Ian called the meeting to order at 11:17 a.m. and reported he has traveled for the FC Coalition, chaired two Council meetings, been involved in his community and is going to apply to be the next Council Chair.

### Consent Agenda: ACTION

Draft minutes November 6-7, 2018 Council Meeting

Executive Director Report

Ian asked if there needed to be any changes or corrections to the minutes.

Hearing none.

- Emily Petersen moved to accept the minutes as presented.  
Rebekah Forster seconded. Motion carried – minutes approved.

### Financial Report: ACTION

Christine introduced Dan Sola and explained her appreciation for his assistance over the last year.

Dan explained the state funds allocated to the Council and then explained moved the Councils' Federal budget.

Christine explained the reversion of a little more than \$70,000. Due to Federal changes we learned about in July, it was thought we had to obligate these funds. We later learned that the money had to be spent before October 1, 2018. We have been working with our federal officers to work through this. We were recently notified that we have approval to spend our '17 funding before September 30, 2019.

Dan continued with the Federal '18 and '19 grant amount and then explained what had been spent to date on the Council's sub grants.

\*Refer to the Financial Position Report as of January 31, 2019 for budget details.

- Rebekah Forster moved to accept the financial report corrections noted  
DR seconded. Motion carried.

### Recognize Bryan Clark, Post Register

Ian recognized Bryan Clark for his exemplary coverage of issues that impact the Council. See page 37-42 in the packet for some of his supportive stories.

### Debrief from legislative visits and the Blessings of Liberty Event

Members relayed their experiences and the outcomes.

### Residential Service Options – Focus Group Discussions

Ian introduced Stephanie Perry with the Division of Family and Community Services. Stephanie presented information about the 1% of the I/DD population that are either in crisis or medically unstable and may need a residential option that is not currently available. Members and staff were split into three groups. In small groups discussion took place about what options members would like to see available as a residential option and discussed the current gaps in services.

## Council Meeting Evaluation

### What went well?

- Time at the capital
- Grounding first day
- Being here for the listening sessions
- Everyone has been here
- Video – Time to connect with Legislators
- Info before – Pre-council phone calls

### What could have gone better?

- No lemon rice
- Coconut milk creamer and Stevia is requested
- Member Reports
- Address updates
- Subject line: “Needs response”, “Info needed”, etc. Art will send a list that has already been created for our review.
- Bring the Coalition back for the debrief.
- Re-appointment reminder
- Re-appointment application in Word or that can be typed into.

### Can we move the October council meeting?

Ian asked for a motion to adjourn the Council meeting.

- Valerie Hurst moved to adjourn the meeting  
Rebekah Forster seconded. Motion carried - meeting adjourned.

## Next Council Meeting April 25-26, 2019

**Council Chair Report – James Steed****Summary of Council Chair Activity**

**January - March  
April 10, 2019**

This past quarter I have continued to have phone conversations two to three times a week with the Executive Director. I have been preparing a presentation on domestic violence and sexual assault that I will co-present for a with a staff from Disability Rights Idaho in June. I am also preparing for a presentation at the Julie Brown training sponsored by the Council in June for mental health clinicians.

I continue to serve on the National Advisory Committee for Mental Illness and intellectual and Developmental Disability. I have recently volunteered for a subcommittee on the national committee addressing the language to be used to identify individuals. I participated in most of the candidate interviews for Council membership. I attended the quarterly Community Care Advisory Council meeting. I have also been meeting with and preparing the Executive Director evaluation for this meeting.

I am sorry I was unable to attend the last two Council meetings. In November I was in the ICU due to an infection. Due to the type of infection I was in isolation for many weeks which resulted in a bi-polar episode and ended up in the psychiatric hospital for the February Council meeting. I am frustrated that these happened during Council meetings, but sometimes mental and physical health issues cannot be helped. It's been 5 ½ years since I spent any time in a psychiatric hospital. It makes me realize how important the Council's work on dual diagnosis is for me and so many other people in Idaho.

*James Steed, Chair*

## Policy Governance: Procedures

### Background Information:

In April 2015, the Council voted to move to a policy governance model where the full Council voice is heard on all issues. Since then an ad-hoc Governance Committee has been working on revising policies and procedures that reflect this model. Council policies were adopted in 2017. The Governance Committee has completed Council procedures for member review.

### NOTE:

**Policies** are large and over-arching—they tell us *what to do* and *what not to do*. Council policies were adopted in 2017.

**Procedures** tell us *how we do things*.

### Recommended Action:

1. Review draft procedures prior to the Council meeting
2. Participate in pre-Council phone call on April 22nd, 2019 10am MST/9am Pacific **OR** April 23<sup>rd</sup> 2:00pm MST/1:00pm Pacific
3. Ask questions about the proposed procedures
4. Vote on Consent Agenda during the Council meeting

### Notes:

## Council Procedures

### Procedure Title: Succession of Executive Director

---

In the event that the Executive Director gives his/her notice of succession from the Council, the Management Assistant will:

1. The Management Assistant will file appropriate paperwork with Department of Health and Welfare Human Resources Division and when Open Meeting Law applies to this process.
2. The Department of Health and Welfare will post a vacancy notice and gather all potential applications for screening.
3. The Management Assistant will send the vacancy notice to the National Association of Councils on Developmental Disabilities (NACDD), the Idaho Developmental Disabilities Network (Protection and Advocacy Organization: DisAbility Rights Idaho (DRI) and University Center on Excellence in Developmental Disabilities Organization: Center on Disability and Human Development (CDHD), the Consortium of Idahoans with Disabilities (CID) and post to vacancy on the Council website and on social media sites. Any inquiries will be directed to the DD Council's HR representative at the Division of Human Resources within the Idaho Department of Health and Welfare.
4. The Department of Health and Welfare will deliver all screened applications to the Management Assistant who will call all applicants and inquire about continued interest in the Executive Director position.
5. All qualified and interested applications will go to an ad hoc Governance Committee, as established by the Full Council. This committee shall include the following: ICDD Council Chair, ICDD Council Vice-Chair, P & A Representative (DRI), UCEDD Representative (CDHD). At least one person represented on the committee should be a current Council member who holds the position of a person with a developmental disability.
6. The ad hoc Governance Committee will review and rate all applications/resumes and choose up to ten (10) potentially qualified candidates based on a Likert scale rating system previously developed by the Council Chair and current Executive Director.
7. Applicants will participate in a face-to-face or phone interview with the ad hoc Governance Committee members. These interviews will also be rated on a Likert scale rating system that is developed by the Council Chair and current Executive Director.

8. Based on the final ratings, the top two (2) to three (3) highest scoring candidates will be recommended for face-to-face interviews to the Full Council. The Management Assistant and the Council Chair will work together in coordinating notification of the top candidates and with the Council in scheduling face-to-face interviews between with Full Council membership and the Executive Director candidates.
9. Prior to the interview, the Council Chair will work with the ad hoc Governance Committee members in developing questions and ratings to be used during the presentation-style interview(s).
10. The Management Assistant will ensure that all rules regarding proper public notification are followed.
11. During a regularly scheduled Council meeting and prior to the succession of the current Executive Director, the Executive Director candidates will participate in a face-to-face, presentation-style interview which will be rated by the Full Council during a closed session. Based on the rating outcomes, the Council Chair will ask for a motion and call for a vote to offer the position to the top candidate. After the formal vote, the Council Chair will contact the top candidate and offer him/her the Executive Director position. The Management Assistant and the current Executive Director will work with the Division of Human Resources on all formal hiring procedures.
12. For training purposes, the new Executive Director will start his/her employment at least two (2) weeks prior to the current Executive Director's end date.
13. The Council Chair will ensure that all applications, rating sheets and notes are gathered and given to the Management Assistant who will keep them on file for three (3) years.
14. The Management Assistant will work with the new Executive Director on an announcement and bio that will be distributed to the Director of the Department of Health and Welfare, the Director of Medicaid within the Department of Health and Welfare, the Director of Family and Children's Services within the Department of Health and Welfare, the National Association of Councils on Developmental Disabilities (NACDD), DisAbility Rights Idaho, the Center on Disability and Human Development and all current Council members.

**Procedure Title: Council Composition (as required by the DD Act\*)**

---

The Council shall develop and review annually Council membership composition and make it available to the Governor when considering appointments. Composition of the Council will be as follows as stated in federal and state law:

1. One member from the agency administering funds under the federal Rehabilitation Act. In Idaho, this is Idaho Vocational Rehabilitation;
2. The agency administering funds under the Education of Individuals with Disabilities Act. In Idaho this is the office of Special Education within the State Department of Education;
3. The agency administering funds under Title XIX (21) of the Social Security Act. In Idaho this is the Department of Health and Welfare, Division of Medicaid;
4. The agency administering funds under the Older Americans Act. In Idaho, this is the Office on Aging;
5. The University Center for Excellence in developmental disabilities education, research and service. In Idaho, this is the Center on Disability and Human Development (CDJD) which is housed at the University of Idaho;
6. The state protection and advocacy organization. In Idaho, this is DisAbility Rights Idaho (DRI);
7. The agency administering funds under Title V (5) of the Social Security Act. In Idaho this is the Department of Health and Welfare's division of Maternal and Child Health;
8. Local agency and non-governmental agencies concerned about individuals with developmental disabilities;
9. Local, non-governmental private, non-profit organizations concerned with developmental disabilities;
10. Persons with a developmental disability. There must be at least five (5) individuals represented on the Council;
11. Persons who are parents, relatives or guardians of individuals with a developmental disability. There must be at least seven (7) individuals represented on the Council;
12. A person with a developmental disability who is or who has been in an institution or a person who is an immediate relative or guardian of an person with developmental disabilities who currently resides or has resided within an institution. (NOTE: An "immediate relative" is defined as a blood relative with immediate and frequent contact with the person residing in the facility.)

\*The DD Act can be found here: <https://acl.gov/about-acl/authorizing-statutes/developmental-disabilities-assistance-and-bill-rights-act-2000>



**Procedure Title: Member Recruitment**

---

The Council can receive nominations for Council membership at any time, but planned public recruitment efforts will be performed after the Council's second quarter meeting (January/February). At that time, an ad hoc Membership Committee will be formed and will actively participate in Council membership recruitment and make appropriate recommendations to the Council:

1. Announcements and other methods of recruiting interested persons to apply for membership will be made as determined by the ad hoc Membership Committee but at a minimum include an announcement on the Council's Web;
2. Individuals desiring to become members of the Council will complete a brief standard application form which will be compiled by the Council staff member assigned to the Membership Committee and sent to the committee members to review. Current members who wish to be considered for reappointment must submit an updated application indicating their desire to serve an additional term to the Membership Committee. All applications will be due by March 1<sup>st</sup>;
3. Interviews of applicants will occur before the Spring Council meeting. Interviews should include at least two (2) Council members and a Council staff member to take notes. The summarized information (interview notes, applications and resumes of all applicants) will be compiled and presented to the full committee for thorough review;
4. The committee members will rank each applicant individually. The results of the individual ranking will be numerically tabulated and summarized by Council staff and reported to the full committee for further review and discussion. References will be checked for the top applicants;
5. All applications along with the Membership Committee recommendations will be forwarded to the Governor's Office by the Council staff liaison. It is understood that the Governor may appoint any individual he/she chooses, provided that the appointed member fits within the DD Act category;
6. A listing of the names of nominees forwarded to the Governor's Office will be kept on file at the DD Council office for a period of at least one (1) year;
7. Applicants who are not selected by the Governor will be sent a letter from the Council thanking them for applying and inviting them to apply at a later date.
8. When vacancies occur, the Council staff member acting as the membership liaison shall inform the Governor's Office of the vacancy and include a written resignation or other notification of the resignation from the resigning member;
9. If mid-term vacancies occur, the ad hoc Membership Committee will be formed within the quarter that the Council is notified of the resignation and the above steps #1-7 will be followed;
10. All applications and recommendations will be treated confidentially.

## **Procedure Title: Member Terms**

---

Members shall serve three (3) terms. Each term is a total of three (3) years. A member can only serve up to three (3) full three-year terms. A member appointed to the Council to serve the remainder of a term for a vacant position may apply for a fourth term if their total years of service is less than nine years at the end of their third term.

These term limits apply to the following Council positions:

1. Local, non-governmental agencies concerned with developmental disabilities;
2. Local, private, non-profit organizations concerned with developmental disabilities;
3. Persons with developmental disabilities;
4. Persons who are parents of individuals with developmental disability;
5. A person who is an immediate relative or guardian of a person with a developmental disability who is or who has resided within an institution OR a person with a developmental disability who is currently residing within an institution.

## **Procedure Title: Member Expectations**

---

Each Council member shall sign a Council Member Agreement form acknowledging their understanding of Council member expectations, which include agreement to the following:

- Respect all people the Council serves.
- Listen carefully to fellow Council members.
- Respect the opinion of fellow Council members.
- Have respectful discussion on issues without making personal attacks.
- Understand that only members who are appointed by the Governor can vote on Council business.
- Understand that all legal actions must be voted on by the full Council.
- Stay informed about issues that may come before the Council.
- Be an active participant in Council meetings.
- Make the Council aware of any issues that may have a negative effect on people with developmental disabilities or the Council.
- Work through conflicts directly.
- Understand that Council decisions are made by a majority vote and the outcome should be ultimately supported by all Council members.
- Understand that the Council Members' roles on the Council is **not** to manage the Council, but to govern and ensure that the Council is financially stable,

staffed appropriately, and operate under the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402, as amended).

- Understand that the Council is a learning organization, empowered by the Developmental Disabilities Act to try new approaches to eliminate barriers presented to people with developmental disabilities.
- Understand it is the responsibility of all members to openly share a conflict of interest between their personal/professional life and their position as a Council Member and abstain from discussions and voting as directed by the Council's "Conflict of Interest" policy.
- Understand the duties of the Executive Director and support his/her role with staff members.
- Understand the duties, support and respect the role of the Council Chair.

**Member Attendance:** Council members are expected to attend **ALL** quarterly meetings. If members are unable to make arrangements with their employers to take paid or unpaid leave to attend Council meetings, the member should communicate with the Executive Director about this barrier. The Executive Director will work with the member to communicate with the employer to reach a resolution.

### **Procedure Title: Council State Agency Participation**

---

Federal and state law mandates the participation of agency representatives to enhance cooperation and coordination between the Council and human service agencies. Agency representatives shall regularly alert the Council about issues or agency activity affecting Idahoans with developmental disabilities. Agencies may share general information or may request assistance for active intervention of the Council in agency-related issues. As with any Council member, agency representatives participate fully in Council activities where there is no conflict of interest. Agency representatives appointed by the Governor are the only individuals who can vote on Council business. Agencies can opt to send a replacement to sit in on Council meetings, however, this individual may not vote on Council business.

**Procedure Title: Election of Council Officers****Council Chair**

1. The Council Chair is elected yearly at the third quarterly Council Meeting (Spring). The following procedure should be followed in order to elect a Council Chair:
2. Announcement of nomination for Council Chair shall be made by the Current Council Chair at the second and third quarter meetings. A Council member may nominate him/herself or any other Council member, with his/her consent. Nominees must be limited to Council members who are self-advocates, family members, or guardians.
3. Each nomination will be in writing and shall be accompanied by a nominating statement completed by the nominee. If the statement is not with the written nomination, one will be sent to the nominee for completion and submission. The nominating statement should be no longer than two typed pages, double spaced, and include the following: office sought, name, address, city, representation on the Council, number of years on the Council, committee work (past and present), offices previously held, outside associations or groups, other relevant activities, and reason for seeking
4. In the event the member seeking the chair position is up for member reappointment a minimum of two (2) names must be submitted to the Governor's office for chair appointment.
5. During the third quarter (spring) Council meeting, all nominees will be announced by the Council Chair and given five (5) minutes to give a speech to the Full Council.
6. Immediately following the speeches, the Full Council will vote in writing and anonymously.
7. The ad hoc Membership Committee will ask two (2) Council staff members to compile the results of the voting and report to the Committee Chair.
8. The name of the winner will be announced by the Council Chair immediately after the counting of the votes
9. The new Council Chair will assume his/her role during the next Council meeting, pending the appointment by the Governor.
10. Once appointed, the Council Chair will make themselves available to attend the national conference and participate in the Council Chair training at this conference (if Council funding is available).
11. Council Chair will also participate in an on-line training on "conflict resolution" so as to be prepared to resolve issues as it pertains to Council members.

**Vice Chair**

During the Fourth Quarter Council meeting, the Vice Chair will be elected utilizing the same procedures outlined above.

**Past Chair**

In the event that the current Council Chair and Vice Chair are not available to run the meeting, the Past Council Chair will assume that role. The Past Chair will follow the Chair responsibilities and duties as outlined in policy and procedure.

If there is no Past Chair currently serving as a member, the current Chair will appoint a member to serve in his/her stead in the event that both the Chair and Vice Chair will be absent from a formal Council meeting.

**Procedure Title: Vacancy of Council Office****Replacing the Council Chair**

In the event that the Governor removes the Chair of the Council or the Chair resigns, an ad hoc Membership Committee will be formed and will follow the above procedure to fill the vacancy. Because the Council cannot run without a Chairperson, it is vital that this process be expedited and not left until the fourth quarter Council meeting (October).

**Replacing Other Officer Positions**

In the event that the Council votes to remove the Vice-Chair or the Past Council Chair OR either members holding these positions resign before their term ends, an ad hoc Membership Committee shall meet and recommend two (2) candidates for the vacant office to the Full Council. The Full Council will elect one (1) of the candidates for the vacant office by written ballot within thirty (30) days of resignation/removal.

**Procedure Title: Removal of a Council Member**

---

The ad hoc Membership Committee will implement the following procedures for recommending the removal of Council members from the Council and Council officers from any respective office for any of the following reasons:

1. **Non-compliance with Member Responsibilities:** A member will comply with the Member Agreement signed during orientation and after appointment by the Governor.
2. **Poor Attendance:** A member will be reviewed for continued membership if s/he is absent nineteen (19) hours or more annually for quarterly Council meetings.

Absences will be recorded by the Council Staff by way of sign-in sheet. The Executive Director will review the reported absences to the Council Chair and:

- a) Determine duration and frequency of absences, identifying member's absences requiring review; AND
  - b) Request explanation of absences from the member, if not previously known and pass this information on to the ad hoc Membership Committee.
3. **Lack of Participation:** A Council member's/officer's membership will be reviewed if that member/officer fails to perform an activity or assignment previously agreed upon by that respective member or officer without prior notice of inability to participate. After three (3) unexcused failures to participate occur, the ad hoc Membership Committee and Council Chair, will review the status of the member in question and may or may not recommend action to be presented to the full Council during the next regularly scheduled Council meeting. It is highly recommended that parents, self-advocates and agency representatives attend pre-Council meeting activities, such as the pre-Council meeting phone call. Not participating in these activities may be considered when members are re-applying for Council membership.
4. **Malfeasance:** A Council member's/officer's membership will be reviewed if that member/officer engages in misconduct or wrong-doing in their role as a member/officer. Examples of "malfeasance" could include: misrepresenting the Council in public settings; using Council membership as a means to get money or favors; behavior that causes harm to a Council member or Council staff member; breaking confidentiality after closed sessions (e.g. Executive Director evaluation) or revealing information discussed in the member selection process.

Prior to sending recommendations to the ad hoc Membership committee, the Chair and Executive Director will attempt to resolve issues with the member in question. The ad hoc Membership Committee will determine the consequences for the member which could include recommendation to the Governor's office for removal. Any recommendation will be formally presented to the member in question in writing and copied to the Governor. The Governor will make the final decision regarding removal or other sanctions.

### **Procedure: Communication**

Council members shall contact the Executive Director whenever necessary as related to a specific Council issue or operation.

Council members shall use a variety of communication methods that work best for them and the full Council that align with current modern communication practices.

Accommodations are made to meet the needs of all Council members.

Council members with email and phone access will provide this information to the Council office so that they may receive communications. If members change email addresses or phone number, they should notify the office to ensure that communication

can be maintained by other means. If internet or phone service is interrupted, the Council member will notify the Council office and discuss by what means of communication they will use to remain current on Council issues.

If Council members are experiencing barriers to participating in Council activities, it is up to the member to communicate these barriers to the Executive Director and/or Council Chair so a resolution can be sought and the member can fully participate. Examples of barriers: internet in the area in which the Council member lives is unaffordable; the Council member cannot pay for cell or home phone service; mail is unreliable in the Council members' area, etc.

### **Procedure(s): Conflict of Interest or Remote Interest**

---

If conflict of interest or remote interest is present, the Council member must:

1. Disclose in writing a statement of affiliation and a statement of all conflicts of interest, including those which are uncertain or potential. Such statement must specify any association with individuals or organizations
2. Disclose to the Full Council when that a conflict of interest or remote interest is present
3. Refrain from influencing other Council members in regards to the issue at hand
4. Abstain from voting on the issue or contract in which the conflict of interest or remote interest is present

With regard to Council contracts, a Council member who desires to bid for a contract being offered by the Council, would incur a conflict of interest.

Accordingly, the Council member must:

1. Disclose in writing to the Chair their interest in bidding for a specific contract and this will be recorded in the minutes
2. Abstain from the development and approval of the bid specifications, review of submitted bid proposals, or the awarding and monitoring of a contract
3. Participate in a competitive bid process based upon the quality and ability of the proposal to meet the bid specifications and be lowest bid, based upon the scope of the proposed activities
4. Abstain from voting on the award of the contract during the Full Council meeting
5. Abstain from future votes that pertain to renewal of the contract
6. Abstain from voting on any issue pertaining to contract reimbursement

## **Procedure: Grievance**

---

In the case that a member feels that another member has discriminated against them or otherwise made them feel devalued, it is incumbent on the member to do the following:

1. Approach the member and using diplomatic, non-accusatory communication try and resolve the grievance in question.
2. If the member does not feel that the reported offense has been amicably resolved, the member should approach the Council Chair.
3. The Council Chair along with both members will engage in a conversation with the Chair acting as the facilitator to resolve the conflict. The Executive Director may or may not be involved in this conversation.
4. If the Council member continues to feel that the conflict is not resolved and it impedes his/her ability to complete his/her duties as a Council member, the member can write a letter to the Membership Committee in order to seek resolution. NOTE: The members in question would be prohibited to be on this committee.
5. The Membership Committee will meet with each member, the Council Chair, the Executive Director; review all written documentation attached to the grievance; and make a recommendation to the member regarding resolution to this grievance.

## **Procedure: Council Meetings**

---

State law and Council By-laws mandate that the Council meet at least once during each federal fiscal quarter. A calendar for upcoming dates will be set at the Fourth Quarter Meeting.

The Council meeting will be accessible to all Council members. Council members will receive notification of the Council meeting at least fourteen (14) days prior to the meeting date.

The developed agenda and Council Packet (including agenda and meeting minutes) will be sent to all members at least fourteen (14) days prior to the Council meeting.

When situations arise that require an emergency meeting, one may be called in accordance with the Council By-laws. The purpose of the meeting, must be provided to all members in advance of the meeting. If time and finances permit, the meeting will be held in person. If not, the current method of group communication (e.g. conference call, video teleconference or other means) may be used to include all members.



## **Procedure: Cost of Governance**

---

### **Travel, Lodging and Meals**

Council members will be reimbursed for travel, meals, and child care or support costs in order to participate in Council functions. Council will not support child care costs for children that normally attend child care. Reimbursement rates will be set according to state established rates for applicable items or activities.

1. For child care, the rate will be according to the prevalent rate in the local area. In the event there appears to be excessive or abusive requests for reimbursement, the most recent request will be reviewed by the ad hoc Membership Committee to determine a resolution that is in the best interest of the Council.
2. Mode of transportation will be that which is most economically feasible, yet most convenient for each member as determined by the Executive Director.
3. Rental of automobiles by Council members for travel must be pre-authorized by the Executive Director.
4. Council members will stay in designated lodging facilities for Council activities. Council staff will identify and reserve all accommodations necessary for any Council function unless otherwise assigned. All facilities will be assessed for accessibility before arrangements are made.
5. Council staff will contact members in advance of scheduled meetings/functions regarding their travel needs. This contact will be made via email and/or telephone.
6. Council members are expected to respond with the requested information within the timeframe stated. Council members who do not respond by the stated deadline, except in the case of an emergency, will be required to make and pay for their own travel arrangements. Council members will be reimbursed for no more than the amount that their travel arrangement would have cost had they been made prior to the stated deadline.
7. Council staff will make arrangements for and pay for any adaptive equipment necessary to support Council members and any individuals involved in a Council sponsored project.
8. Travel and lodging arrangement information will be sent by Council staff to all members two (2) weeks prior to all meetings/functions.
9. In case of an emergency, the Council member will notify Council staff immediately so Council staff can cancel all lodging and travel arrangements. In one (1) year's time, if there is more than one (1) emergency situation with a specific Council member that results in loss of Council dollars, this information will be given to the ad hoc Membership Committee to review so they may assess

consequences. One consequence may be asking the member to repay travel costs incurred for missed meetings.

10. The Council office will provide all members with contact information during regularly scheduled business hours and after hours contact information to assist with travel related issues as it relates to Council meetings or travel as a result of scheduled participation in Council projects.

## **Unpaid Employment Leave**

---

Council members may be compensated for the time they spend at authorized Council meetings and activities if they are not provided paid leave from their employer. The amount paid each member will be \$50 as set out in Idaho Code 59-509 (h).

1. This payment will be in addition to any other authorized expenditure associated with the Council meeting or activity
2. The payment for participation at a non-Council sponsored activity is allowed at the same rate as above if the Council member is representing the Council and has received prior approval from the Council Chair and Executive Director
3. The Council may annually approve a sum of money that will be available for member honorarium. The Council is not obligated to place money in the fund if in their judgment the money is needed elsewhere in the Council budget
4. If fiscal resources are approved by the Council, yet are depleted prior to the end of the fiscal year, the Executive Director may recommend to the Council a supplemental amount to be placed in the stipend fund

## **In-Kind**

---

Council members will document all non-federally funded time volunteered or items donated to the Council for the purposes of in-kind match for Council federal funds. All donations by staff will also be documented for in-kind.

### **Requests for Proposals (RFP's) (as required by the State of Idaho)**

The Council shall follow applicable federal and state laws as the method to solicit bids from non-Council entities. All RFP's must have a Review Team to properly review all bids above \$10,000.

1. Proposal Review Teams shall review all proposals. The Council staff member shall identify and request assistance of Review Team members. Review Teams must meet the following compositions:
  - a. Each team must have an odd number of members with a maximum of five (5) members;

- b. The majority of the team should be Council members, although a non-Council member who is a Subject Matter Expert (SME) may be included provided there is no conflict of interest;
  - c. At least one (1) of these team members must be a self-advocate or a parent/guardian;
  - d. A staff person may serve as one of the Review Team members;
  - e. In the event only one proposal is received pursuant to an announced RFP, the Review Team should review the single submission based upon its merits and compliance with the information outlined in the RFP;
  - f. Person(s) involved in the development of the RFP shall NOT be a member of the review committee.
2. In no event will the Council accept unsolicited proposals.

### **Attendant Care Reimbursement or Facilitation Support**

Pursuant to Idaho Code 67-6706, reimbursement for costs associated with attendant care/facilitation support services to Council members appointed by the Governor as individuals with developmental disabilities shall be allowed according to the following schedules and procedures.

1. ALLOWABLE COUNCIL ACTIVITIES: Reimbursement for attendant care or facilitation support costs shall only be for the following Council associated activities:
- a. Regular Council meetings; or
  - b. Council committee meetings.
  - c. Those activities associated with legislative, policy, project and advocacy meetings in which a Council member has specifically been authorized to provide testimony or educational/informational material to officials; or
  - d. Council sponsored conferences; or
  - e. Other activities sponsored by the Council.
  - f. These costs shall only be allowed as applied to a member with a developmental disability unless this member is appointed to the position of a parent with a child with a disability but also has a developmental disability themselves.

2. REIMBURSEMENT SCHEDULES: The following rates will serve as the basis upon which amounts for reimbursement shall be computed:

- a. Facilitation Support, which is the support a person may need to prepare for the Council meeting and communicate with fellow members and others during regularly scheduled Council meetings or during Council sponsored activities. This is paid at an hourly rate using prevailing attendance care wages or attendant care hourly rates as a guide.
- b. Attendant or Personal Care
  - i. Shall be defined as those appropriate services necessary to aid a Council member to participate in Council meetings to perform activities associated with mobility, transportation, grooming, bathing, eating, sleeping, etc., that typically are provided for the Council member at their own home.
  - ii. Reimbursement shall be for reasonable actual costs, using prevailing attendant care wage and hourly rates as a guide.
- c. Existing Costs:

The member should first access their regularly scheduled support and only use Council dollars should their normal options be unavailable or should it become a financial burden on them to continue paying for their support.

All support individuals must sign an agreement with the Council stating they have not been reimbursed for services they provided through another resource (i.e. private dollars from the individual they are supporting, Medicaid or private insurance) prior to submitting the invoice for payment for Attendant Care or Facilitation Support.

**Reimbursement.** Costs for facilitation and attendant care shall be submitted via invoices or copies thereof identifying the date, provider, services rendered, unit costs and total cost. Requests may be made in the same manner as travel and meal reimbursements.

**Administration.** Attendant care and Facilitation Support reimbursement requests in excess of guideline rates will be reviewed by the Membership Committee and may be referred to the ad hoc Membership.

The Council recognizes that Facilitation and Attendant Care is often provided by the same individual.

## **Financial Report Second Quarter – Federal Fiscal Year 2019**

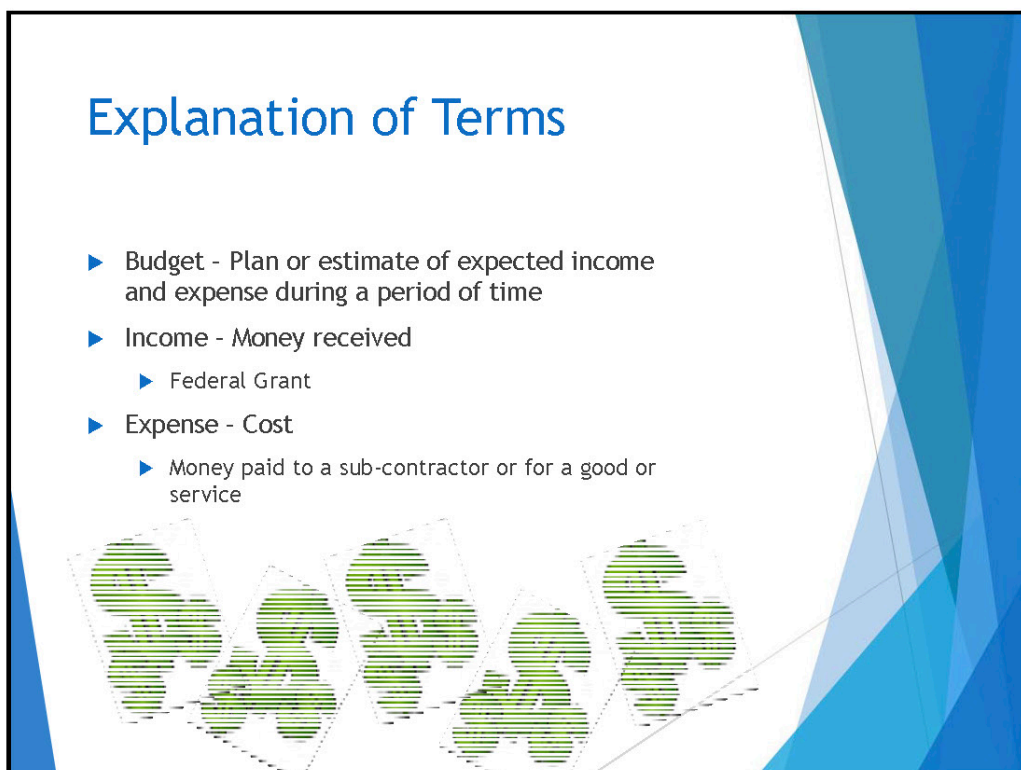
### **Background Information:**

A financial statement reflecting our fund balance and the amount spent to date in this Fiscal Year will be presented at the Council meeting. The Council operates on a federal Fiscal Year (October 1- September 30). The Council is responsible for overseeing and approving the budget.

### **Recommended Action:**

Review and approve the financial report that will be distributed at the meeting.

### **Notes:**



## Timelines

- ▶ Calendar Year - January 1 thru December 31
- ▶ State Fiscal Year (SFY) - July 1 thru June 30
- ▶ Federal Fiscal Year (FFY) - October 1 thru September 30



## Where does our income come from?

- ▶ SFY - The Department of Health and Welfare
  - ▶ \$180,700
- ▶ FFY - The Council receives a Notice of Award from the Federal Government annually
  - ▶ 2017 - \$499,452
  - ▶ 2018 - \$507,546
  - ▶ 2019 - \$506,300
- ▶ Living Well Grant
  - ▶ \$88,269



## Budgeted



### Sub Grants

- ▶ Medicaid Matters (Policy Coalition - Connexus)  
10/27/2016-9/30/2019
  - ▶ Total Contracted \$146,300
  - ▶ Paid \$113,327
- ▶ Community Connector (Griselda)  
2/24/2017-9/30/2019
  - ▶ Total Contracted \$61,360
  - ▶ Paid \$45,059
- ▶ Bracke & Associates  
1/1/2017-6/30/2019
  - ▶ Total Contracted \$89,000
  - ▶ Paid \$39,095
- ▶ Community Activators (Bruce) 7/9/2018-9/30/2019
  - ▶ Total Contracted \$22,600
  - ▶ Paid \$7,132

## Budgeted



## Continued

### Yearly Expenses

- ▶ Staff \$402,254
- ▶ Operating Expenses \$21,950
- ▶ Council Meeting & Fixed Costs \$55,470
- ▶ Occupancy \$16,743

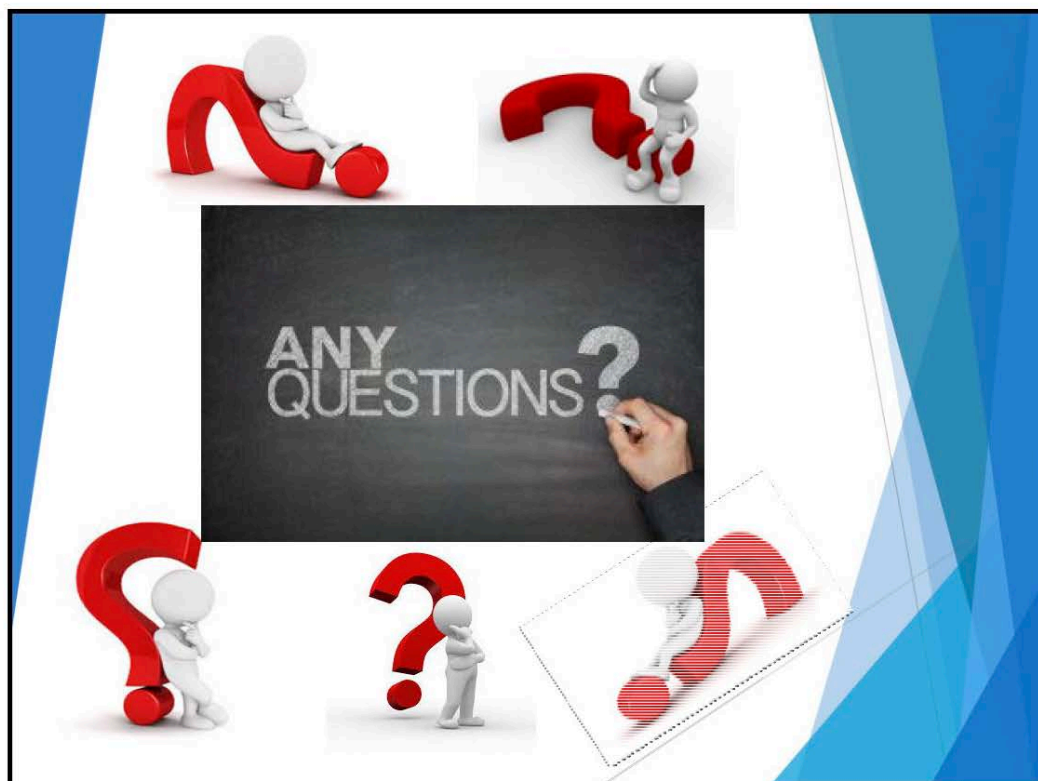


# Budgeted Continued

## Living Well Grant

Total Spent \$10,086.16

- ▶ Person Centered Thinking
- ▶ Part of the Bracke Sub-Grant
- ▶ Community NOW! Meetings
- ▶ Culturally Responsive Advisory Group
- ▶ Supported Decision Making



## Member Recruitment

### Background Information:

The Council has the following vacancies:

- 2 vacancies for person with a developmental disability
- 4 vacancies for family member of a person with a developmental disability
- 2 agency representative positions: Commission on Aging and Maternal & Child Health – Title V

We received applications from the following individuals and organizations:

#### **Person with a Developmental Disability:**

Robert Diedrich, Pocatello

Alan Jack Hansen, Jr., Boise

Shane Facer, Boise

Korynne Donehey, Idaho Falls (current member, reapplying)

#### **Family Member of a Person with a Developmental Disability:**

Mike Sandvig, Idaho Falls

Adrienne Seamans, Idaho Falls

La Donna Tunistra, Kuna

Holly Giglio, Ammon (current member, reapplying)

Emily Peterson (current member, reapplying)

#### **Aging Agency**

Deedra Hunt

#### **Material and Child Health, Title V**

Jacquie Watson (current member, reapplying)

An ad hoc Membership Committee was convened, and interviews are completed. A face-to-face Membership Committee meeting is scheduled for Thursday, April 25<sup>th</sup> at the end of the Council meeting. The meeting will be held in the Council office. After the committee meeting all applications (including the recommendations from the committee) will be sent to the Governor for his appointments to the Council.

### Recommended Action:

Listen to report and ask questions.

## Partners in Policymaking Recruitment

### Background Information:

Partners in Policymaking 2019/2020 will start in September. Recruitment is happening now! See the recruitment flyer on the following pages. Applications will be accepted until **July 12<sup>th</sup>**.

### Recommended Action:

Council members are encouraged to help recruit individuals and families from their respective areas.

### Notes:



# Idaho Partners in Policymaking

## What is Partners?

Partners is an innovative, *free* leadership development program for adults with developmental disabilities and parents of young children with disabilities. In conjunction with many supporting agencies, the program has been offered in Idaho since 1998 with the Idaho Council on Developmental Disabilities as the lead agency supporting this effort. There are now more than 200 Partners graduates in Idaho. Partners learn from an evidenced-based curriculum first designed by the Minnesota DD Council in 1987.

## When it is offered?

Individuals who are selected are brought-in to Boise one weekend a month over 8-months to learn this valuable information outlined in the curriculum.

The next class of Partners will begin in **September 2019** and run through May 2020 (*no class offered in December*).

## Who can apply?

Any adult with a developmental disability currently living in Idaho and any parent of a child with a disability under the age of 10yrs old can apply.

## Where do I get more information?

More information can be found on Partners page the ICDD website at: [icdd.idaho.gov](http://icdd.idaho.gov)

## Questions?

Contact: Toni Brinegar at ICDD  
[toni.brinegar@icdd.idaho.gov](mailto:toni.brinegar@icdd.idaho.gov)  
(208) 334-2178



Idaho Partners in Policymaking, 2018 Graduates



## Idaho Partners in Policymaking Learning Objectives

### Learning Objectives:

- Describe the history of services and perceptions of people with developmental disabilities.
- Describe the contributions of the parent, self-advocate, and independent living movements.
- Outline strategies to achieve inclusion and quality education.
- Understand person-centered planning and supports necessary to achieve community inclusion.
- Understand how to create positive community supports for people with disabilities.
- Identify strategies and develop skills for beginning and sustaining grass roots level organizing.
- Outline strategies used to support people with disabilities in their own homes throughout their lives.
- Understand the concepts of supported, competitive, and self employment.
- Describe how a bill becomes a law in Idaho and how to participate in this process.
- Draft and deliver testimony for legislative hearings.
- Demonstrate how to meet a public official and express views and concerns.
- Organize local community events that are accessible for all participants

### 2019/2020 Partners Program Dates

<u>2019 Dates</u>	<u>2020 Dates</u>
September 13-14, 2019	Jan. 10-11, 2020
October 11-12, 2019	February, 12-13, 2020 (Wed & Thurs.)
November 15-16, 2019	March 13-14, 2020
	April 10-11, 2020
	May 8-9, 2020

*"I have learned a lot by coming to Partners in Policymaking as a self-advocate. It has made a difference for me. I liked getting together with others who have disabilities and knowing that we all try very hard every day to make a difference in our schools and places where we work. I learned that I can do whatever I put my mind to.....I know that there are dreams I have that Partners helped me to see that they are not impossible, but something that I can achieve."*

**James Foster, Idaho Falls**

2016 Partners Graduate



## 2nd Quarter Progress Report

### Background Information:

The Council has a number of objectives and activities in the current annual plan. Some are part of large projects and some are ongoing smaller efforts. The quarterly report to members is an opportunity to share the highlights of progress on our plan goals during quarter two of this year – January 1<sup>st</sup> – March 31<sup>st</sup>.

### Recommended Action:

Review the progress report, once received, and contact Council staff to ask questions or provide comments if you have them.

### Notes:



## Second Quarter Progress Report

January 1 – March 31, 2019

### 1.1 HCBS DD Services Quality Assurance

**Objective Goal** Individuals with intellectual/developmental disabilities and family members have the information and support needed to meaningfully participate in Home and Community-Based developmental disability services stakeholder meetings and to develop quality indicators.

**Progress:**



Idaho Living Well Grant

An Idaho Living Well (ILW) grant coordination meeting was held in January and facilitated by Marsha Bracke. Jen Magelky-Seiler, ILW grant coordinator, participated. Council staff met to revise ILW work plan objectives and outcomes. Staff participated with ILW partners in meetings to outline activities and timelines. Council staff and ILW partners participated in grantee phone meetings with the Administration on Community Living (ACL), the federal entity providing the grant technical assistance contractors for the Living Well project.

The Council's contracted cultural broker identified five parents of adults with I/DD and five people with I/DD to serve on the Culturally Responsive Advisory Board (CRAG). A main goal of the ILW grant is to ensure that all activities are culturally and linguistically competent. CRAG members will provide guidance about recommendations to the service system associated with the ILW grant through our work and Community NOW!. The Council has observed that most Spanish-speaking families are unfamiliar with the service system. Council staff has organized five educational sessions for CRAG members. The first training was held on March 29<sup>th</sup> and additional meetings will take place through September 30, 2019. Following the five educational meetings, the CRAG will either meet before or after the C-NOW! meetings to provide recommendations to the work of Community NOW! to ensure a culturally and linguistically competent service system for the Latinx population.

Community NOW!

The Community NOW! Core Team met once this quarter to discuss progress and ILW grant work related to C-NOW! recommendations and objectives. A charter was drafted for Community NOW! to outline the purpose of the stakeholder group and

member responsibilities. Work progressed on C-NOW! recommendation 1 – Person Centered Planning (see objective 1-3).

### Program changes in education for Certified Family Homes – Linguistic Competence

A training specific to Spanish-speaking Certified Family Home (CFH) providers was hosted in Canyon County in January. This training was a result of work completed between the Council and the CFH Unit within the Department of Health and Welfare. Twenty-five Spanish-speaking CFH providers, parents, and advocates received training on the 2018 changes within CFH rules. The training was such a success that the Program Manager with the CFH Unit Program announced the Division's intent to deliver similar training in Spanish twice per year.



The revised curriculum for the CFH, specifically the Assistance with Medication class, was piloted at the College of Southern Idaho last semester. The instructors gathered feedback from participants and will continue to improve the curriculum prior to offering it statewide. The Workforce Training Centers (typically housed in community colleges) may opt to translate the material in other languages and offer it for CFH providers. It is likely the course will be offered in the Treasure Valley within the next year.

#### 1.1 - Outcomes/Work Products:

- Revised ILW work plan, objectives and outcomes
- Outline of ILW activities and timelines
- Culturally Responsive Advisory Committee created
- C-NOW! charter drafted
- Training conducted for Spanish-speaking CFH providers



## 1.2 Best Practice in Services and Supports

**Objective Goal** Increase the use of best practice in providing direct services that are based on quality person-centered practices through organizational change and training for direct support staff.

**Progress:**

### Training Strategies for Direct Support Staff

Council staff has been communicating with an individual who has expertise in training on person centered thinking. A training schedule is being created for statewide training for direct care staff in the fall to include the following locations: Coeur d'Alene, Lewiston, Pocatello, Idaho Falls, Twin Falls, Boise, Nampa, and Emmett.

### 1.2 - Outcomes/Work Products:

- Tentative plans for person centered thinking training

## 1.3 Person-Centered Planning Services

**Objective Goal** People with intellectual/developmental disabilities have access to Medicaid person-centered planning (PCP) services provided by trained, qualified planning facilitators.

**Progress:**

### Person-Centered Planning Model for Idaho

The PCP Implementation Workgroup met in person once this quarter and reviewed feedback/input on products completed by workgroups. The work plan was revised, and implementation plan was updated. Decisions were made about proposed services and program components that included a review of input from the PCP Advisory Committee. A request for information was outlined by the PCP Facilitator qualifications workgroup. The RFI, once completed, is intended to gather information related to training PCP Facilitators for the Idaho model.

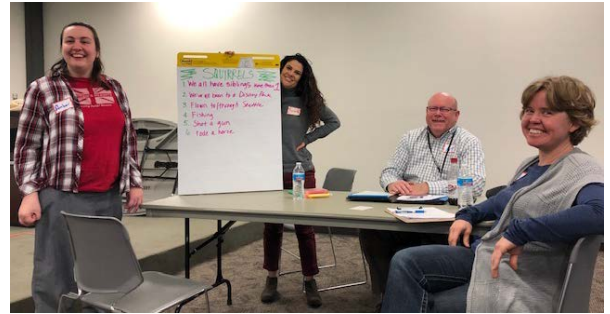
The PCP Advisory Committee met via video conference one time this quarter and a draft Charter for Community NOW was reviewed by the PCP Advisory Committee and they provided input and suggested edits.

Council staff participated in an ACL hosted phone call meeting of all DD Councils. The phone call was on the topic of person-centered planning with two states highlighting their projects and state programs. Staff shared about Idaho's work on PCP and process for stakeholder meetings.



### Community NOW! Spring Statewide Training Tour

Council staff identified a training team to include seasoned self-advocates and parents as well as parents and individuals new to the leadership opportunity of public speaking and community education. The team has met three times between February and April to create training videos on the topics of Behavior as Communication, Presume Competence, and Individual Rights. The Statewide Community NOW! Spring Training Tour will



provide statewide training in Lewiston, Orofino, Coeur d'Alene, Ponderay, Idaho Falls, Pocatello, Twin Falls, Caldwell, Emmett, Kuna, and Boise. Spanish interpretation will be provided in two additional trainings taking place in Twin Falls and Nampa. Training will take place beginning the week of May

### 1.3 - Outcomes/Work Products:

- PCP work plan revised; implementation plan updated
- Outline of request for information
- Trainers for statewide training identified and trained
- Training content created, videotaped, and captioned
- All training venues have signed agreements to host training
- All adult DD waiver participants notified about upcoming statewide training
- Advertisement and letters notifying waiver participants created in English and Spanish
- Spanish language interpreters secured

## 1.4 Services for People with Dual Diagnosis

**Objective Goal** People who experience dual diagnosis of mental illness and developmental/ intellectual disability have access to mental health services from skilled service providers.

### Progress:

#### Education in best practice serving people with dual diagnosis.

The Council, in collaboration with the Court and Crisis program in the Department of Health & Welfare, and Optum Behavioral Health will sponsor a three-day training with Dr. Julie Brown for mental health clinicians in Boise May 7-9. There are 76 mental health clinicians who registered to participate. James Steed,

Council Chair will provide opening remarks to the conference and Ian Bott, Council Vice-Chair will provide closing remarks at the conference.

#### 1.4 - Outcomes/Work Products:

- \$7,000 in financial sponsorship from Optum Behavioral Health
- Informed leadership provided by two Council members

## 2.1 Secondary Transition

**Objective Goal** Increase the number of children and youth who experience a gift-focused, strength-based, person-centered transition planning process.

#### Progress:

##### Strength-based Planning - Core Gift Assessment

The Core Gifts - Communications Strategies workgroup participated in a foundational meeting with the contractor in February. Council staff did Core Gift interviews with two new teachers before they attended the meeting, so they would have a deeper understanding of the process. Six teachers and one UCEDD staff – a communication specialist, participated and developed challenge questions that will be used in subsequent meetings to develop strategies to be tested in classrooms.

One previously trained classroom teacher hosted an in-service training for her fellow staff and teachers of the ASCENT program – grade 6-8 alternative school program. Eight teachers participated in the training to learn about Core Gifts and a strength-based approach to planning with their students.

##### Secondary Transition

Council staff participated in the planning committee for the 2019 Idaho Secondary Transition Institute scheduled for November. The team reviewed satisfaction survey data from 2018 Institute participants and made changes to the program based on input provided.

ICDD staff participated in a meeting of the Idaho Interagency Council on Secondary Transition (IICST) and announced new supported decision-making publications available from the Council for use with students. Staff also reported on progress of transition-related projects of the Council and connected with an associate professor of Idaho State University that leads the ISU Avatar program. Plans were made to include the Avatar program as one of the strategies used in the Core Gifts communications project.



ICDD staff participated in the planning committee for the statewide Tools for Life: Secondary Transition Conference and supported the conference on March 4 and 5 in Boise. Staff hosted the “photo booth” to connect with students and teachers during the conference and presented raffle prizes

with tickets earned when a student, parent or teacher completed the 2019 ICDD Transition Survey. Surveys were collected from 34 students, 8 parents, and 18 teachers. Results are currently being analyzed and will be reported during the next Council meeting. Results of the 2018 and 2019 transition surveys will be written into a report to be shared with the IICST and other transition partners.

### Supported Decision-Making

ICDD staff partnered with DRI staff to present a session on supported decision-making and alternatives to guardianship at the Tools for Life conference. Council vice-chair, Ian Bott, presented his personal story of how he gets the support he needs to make important decisions in his life. The session was attended by 4 students, 7 parents and 3 teachers.

### Educating Families about Planning for Transition

Las Señoras group began meeting again in February 2019 to plan for the conference. A name has been chosen for the conference: “Construyendo Mi Futuro – Yo Soy El Cambio! Building My Future – I am the Change!” Committee leads are identified. Statewide recruitment began, and Cultural Broker received a request from at least one family from eastern Idaho to attend. CDHD is assisting with drafting and printing flyers.

As part of the Council’s targeted disparity work within the Spanish-speaking community, Cultural Broker (Griselda Camacho) finds individuals and families who have fallen off Medicaid services and attempts to direct them back to the service system. This quarter, Mrs. Camacho followed up with two Spanish-speaking families: one with a 16-year-old son and one with a 19-year-old adult. Both families seemed overwhelmed, and language barriers make it difficult for them to comprehend the service system.

### 2.1 - Outcomes/Work Products:

- Eight teachers learned about Core Gifts
- 34 students, 8 parents and 18 teachers completed the Transition Survey
- Session on supported decision-making at the Tools for Life conference

## 2.2 Customized Employment

**Objective Goal** Increase the number of youth and young adults with I/DD who achieve integrated community employment.

**Progress:**

**Customized Employment and System Change Advocacy**

The Customized Employment pilot – coordinated by Idaho Division of Vocational Rehabilitation (IDVR) has run into challenges that have limited progress. Community Rehabilitation Provider (CRP) teams in the 3 areas of the state have not been able to complete the process with any individual. Council staff met with the IDVR training and TA contractor and a representative of TransCen/NTACT, one of the national technical assistance organizations involved, to discuss ways to revitalize the project. Staff participated in a meeting with IDVR and other project partners to discuss recommendations to “restart and re-energize” the project.

ICDD staff participated in workgroup lead calls with the Long-term Employment Supports Statewide Coordination Committee facilitator. Staff developed materials and information for review and discussion with the workgroup on quality assurance. A meeting is scheduled for the QA workgroup to review IDVR and Medicaid/IDHW policies that effect planning and quality assurance monitoring, develop a database and recommendations for policy improvement for the full group meeting scheduled for April.

Staff reviewed updates to the animated SSA and work videos from contractor Griffin Hammis Associates. The updates to both the English and Spanish versions of the videos that include new substantial gainful activity (SGA) numbers from the Social Security Administration were completed and posted on the Idaho Dept. of Labor website. The Council is paying the contractor fee for these updates for 2019.

**2.2 - Outcomes/Work Products:**

- SSA and work videos have been updated

### 3.1 Partners in Policymaking

**Objective Goal** Build the capacity of individuals and parents to advocate, lead, and mentor others by increasing their leadership and advocacy skills.

**Progress:**

#### Partners in Policymaking

Plans for the Advanced Partners sessions in six locations in April are finalized. Venues in all locations have been secured and graduates have been notified.

Recruitment for the 2019-2020 Partners in Policymaking session continues.

#### 3.1 - Outcomes/Work Products:

- Six Advanced Partners sessions to be conducted in April.



### 3.2 Idaho Advocacy Coalition (Medicaid Matters)

**Objective Goal** Establish a statewide coalition of people with disabilities and families who advocate at the state and local level on policy issues.

**Progress:**

#### Coalition Building and Awareness Events

The DD Network partners hosted the February 7, 2019 Blessing of Liberty film screening at the Capitol. In attendance were 16 state legislators, 15 individuals with I/DD, 30 family members, 12 state agency personnel, CDHD staff, DD Council staff, and DRI staff. A total of 250 people attended.

The Coalition had representation of individuals with I/DD and families at every hearing related to expedited evictions and Medicaid expansion, until the last few hearings of Medicaid when hearings were being posted last minute.

#### 3.2-Outcomes/Work Products:

- 250 attended the premiere screening of Blessings of Liberty
- 16 legislators, the Lieutenant Governor, and the Director of the DHW attended
- Coalition members were represented at all hearings or were making contacts with legislators related to expedited evictions and Medicaid expansion





## National Association of Councils on Developmental Disabilities Annual Conference

### Background Information:

The conference will be held July 10-11, 2019 in New Orleans, Louisiana. The Council has the ability to sponsor up to three additional Council members to attend the conference. The Council will determine sponsorship based on demonstrated Council member contributions over the past year.

### Recommended Action:

1. Complete Council Member conference sponsorship application that was e-mailed to you on Friday, April 12, 2019.
2. Submit completed application by Friday May 10, 2018 to Trisha Hammond.  
Trisha.Hammond@icdd.Idaho.gov

### Notes:



## Council Member Sponsorship Application for the NACDD Conference - July 10-11, 2019

### Contact Information

Name	
Street Address	
City, State, ZIP Code	
Best Phone Number	
E-Mail Address	

### Availability

Are you able to travel and attend the conference on all days?  
(Departing July 9<sup>th</sup> and returning July 12<sup>th</sup> This may vary depending on where  
you are located in Idaho.)

☐ Yes ☐ No

### Accommodations

What accommodations are needed to attend:

- ☐ Personal Attendant  
☐ Specialized Equipment. Please specify:

- ☐ Accessible transportation  
☐ Accessible hotel room  
☐ Roll-in shower  
☐ Dietary Needs



## Demonstrated Commitment to the Council

---

Please provide detailed information about the specific work have done over past year to support the mission of the Council. This may be a Council project or the way you followed through on your legislative assignments. This question will be weighted heavily as we are interested in supporting members who have demonstrated follow through with Council member expectations.

**Are you:**

---

☐

A person with a disability

☐

A parent of a child with a disability

## Agreement and Signature

---

I have been truthful with the information I have shared in this application. I understand if I am chosen to attend the national conference, I am expected to represent the Idaho Council on Developmental Disabilities to the best of my ability and attend sessions both days.

Name (print)	
Signature	
Date	

Thank you for your interest in leadership development!

**Applications due to [Trisha.Hammond@icdd.idaho.gov](mailto:Trisha.Hammond@icdd.idaho.gov) by**

**Friday, May 10<sup>th</sup>, 2019**

## Annual Program Performance Report

### Background Information:

The Council must submit a program performance report (PPR) to the Administration on Community Living (ACL) each year. Normally the report is due January 1<sup>st</sup>. Because of new administration and changes at the federal level, the online reporting system we use to submit our reports was not available until mid-February and our PPR's for both 2017 and 2018 were due on March 25, 2019.

The PPR annual report provides information about progress the Council made in reaching its goals and objectives during the previous fiscal year and how we have done in meeting federally guided performance measures. Following is the Executive Summary for the PPR's that were submitted last month. Staff can provide you with a printed copy of the entire report or send it to you via email as you request.

### Recommended Action:

Review the summary and ask questions or provide comments if you have them.

### Notes:



## Program Performance Reports Executive Summary

**FY2017:** October 1, 2016 to September 30, 2017

**FY2018:** October 1, 2017 to September 30, 2018

*From the ACL Reporting Form: In this section provide an executive summary with cohesive information that provides an overview of the report including, but not limited to the following: (1) targeted areas of emphasis, (2) strategies used to implement activities; (3) significant accomplishments and/or barriers to state plan implementation; (4) needs requiring state plan amendments and (5) a description of how the Council will disseminate the annual report to stakeholders and the general public and how the Council will address availability in accessible formats.*

In setting goals and objectives for its strategic plan, the Council prioritized improving quality in Home and Community Based Services (HCBS). That quality began, and continues, to be described and defined by the individuals with developmental disabilities and family members involved in the Community NOW! (C-NOW) systems change initiative through the first and second year of the plan. ICDD had a major role in developing this initiative with the intent that people with I/DD and family members have a significant and leading voice in efforts. Activities were designed specifically to put the voice of people with I/DD and family members in the forefront while other stakeholders listened. This was a new way of doing business for the Idaho Department of Health and Welfare, other state agency representatives, and service providers and was a significant accomplishment for the Council.

ICDD observed a change in how IDHW administrators and staff thought about engaging individuals with I/DD and family members in systems change efforts. Both in action and in speaking, administrators began to insist that meetings and processes encouraged and supported the full participation of individuals as the main voice in policy recommendations. This was observed related to Community NOW! initiative and is anticipated to continue in future efforts driven by the IDHW administrators and staff involved. IDHW staff involved in C-NOW became more aware of strategies and accommodations to be considered when supporting individuals with I/DD and family members so they may fully participate in systems change activities and discussions. IDHW Staff

learned of best practice strategies to provide support from ICDD staff as it was modeled for them in each meeting.

Through stakeholder generated recommendations for systems improvement, training for direct support staff, attention to the needs of individuals who experience both developmental disability and mental illness and demonstrating best practice to support individuals to fully participate in policy discussions, the Council made good progress towards the development of HCBS quality indicators and laying the basis for future policy development and infrastructure that meets the expectations and needs of the people served by the Idaho HCBS system.

To address lack of access to qualified professionals and services for people with dual diagnosis, the Council initiated a series of workshops to train mental health clinicians and other related personnel in how to best service individuals who experience both an intellectual disability and a mental health diagnosis. These successful workshops were continued in the second year to build capacity around the state.

Through our Core Gift work, the Council successfully launched a new strategy and introduced the concept of gift and strength-based planning in working with transition-age students, youth, young adults, and job seekers. Idaho has a regional cadre of Core Gift facilitators that continue to work with individuals with disabilities to change their self-concept and improve their ability to make contributions to their communities.

The Council now has its own series of animated videos that provide plain-language and easy to understand information about Social Security Administration (SSA) work incentives and the advantages of working. The videos (*available in both English and Spanish*) are being utilized by teachers, VR Counselors, and others to help individuals and families overcome the myth of employment causing all loss of public benefits. This myth was recognized as the main barrier to youth and young adults not setting and working towards an employment goal.

Collaboration with Workforce Innovation and Opportunity Act (WIOA) partners on development of a customized employment pilot will help create a

new path to employment available to Idahoans with I/DD, many of whom may have given up on finding support from agencies that could help them achieve employment that met their unique needs. *(The Idaho Division of Vocational Rehabilitation is coordinating the Customized Employment Pilot, ICDD is a supporting partner).*

ICDD revived its role in implementing the Partners in Policymaking program to conduct leadership development training. We enhanced our plan for this training to build on past success, this year with a focus on integrating individuals and family members from the Latinx community. We faced challenges in planning for access to training content and in-person presentations but were successful and learned even more about cultural and linguistic competence along the way. With 27 new Partners graduates in year two, Idaho has new strong advocates. Many of the graduates are now part of the statewide policy coalition, that continues to grow.

Establishing a statewide advocacy coalition has long been a dream of the Council and in the first year of the plan, efforts were focused here. Not only does this build our access to many more advocate voices but is a way for the Council to re-engage our past Partners in Policymaking graduates and mentor emerging leaders. The primary efforts of the Coalition in year two were directed at diffusing the idea of Medicaid Block Grants by getting decision makers in the room to have conversations with adults with I/DD and family members in order to humanize the negative impact this policy would have for people who access Home and Community-Based Services (HCBS). This approach also required considerable work to provide education to the disability community on the impact the policy would have in Idaho.

Overall, strategies used include: innovative approach in supporting PWD and family members to have the strongest voice in systems change conversations; public outreach through local listening sessions; coordinating and facilitating interagency and multi-stakeholder working groups/meetings; training to direct support professionals; planning events to be culturally sensitive and translating materials into Spanish; providing verbal translation at events; supporting training for teachers and labor professionals in innovative practice to identify gifts/strengths; supporting training of professionals in customized employment

practices; implementing a proven leadership development program; establishing a policy coalition that combines the strengths of self-advocates and family members; outreach through social media campaigns; utilizing videographer to capture stories; production of videos for educational purposes and to inform policymakers.

At the end of year one of the plan, the Council did identify a need to change one of our objectives to more clearly define the outcomes we wish to achieve. Under Goal 1 we determined that Objective 4, as initially written, was not something the Council could achieve because we do not have the authority to tell the Dept. of Health and Welfare to establish a specific personnel position. However, this objective was part of Community NOW discussions and was included in the final report and recommendations. This ICDD plan objective was restated to more clearly identify our intention to address the needs of individuals with dual diagnosis.

Our Annual Program Performance report is made available to Council members and the public upon request and a notification is posted on our website and through our Facebook page. Our narrative Annual Report is posted on our website and printed. Printed copies are sent to all state legislators, our Congressional delegates, and are made available to the public at various meetings/conferences and mailed upon request. ICDD honors requests for other accessible formats.

## Cultural Diversity

*Describe the Council's overall efforts to address the needs of individuals with developmental disabilities and their families of a diverse culture through its state plan supported activities.*

The Council learned from three years of work on asset-based community development in its previous 5-year plan, that outreach to communities of different cultures required special attention and a listening and learning attitude. To gain the trust and respect needed to work effectively together, the Council needed to approach the Spanish-speaking community of western Idaho in a culturally sensitive way.

The Council recruited and contracted with a Cultural Broker from the Latino community who has had many years of experience helping families access the

supports and resources needed by their children and other family members. Griselda Camacho brought her many connections to the job. She helped ICDD staff cultivate a relationship with Las Senoras, a group of mothers and grandmothers of children with disabilities. This was instrumental in our effectiveness to provide culturally and linguistically appropriate education and awareness and in recruiting people from the Latino community to take part in Council projects.

Nearly all Council publications and issue-specific informational materials have been translated into Spanish. Workshops and activities are planned with the need for Spanish-language interpretation identified and some workshops are designed specifically for the Latino community with presentations provided in Spanish by native speakers and events hosted in culturally appropriate ways.



## Member Recognition

### Background Information:

There are four Council members who have either served all three terms of their Council membership, are retiring from their position, or have chosen to not reapply. The following Council members will be recognized for their many contributions to the Council: Jim Baugh, Rebekah Forster, Jessica Rachels, and Joe Raiden.

### Recommended Action:

- a. Celebrate their accomplishments and many contributions to the Council's mission.

### Notes:

## 2019 Legislative Report

### Background Information:

Council staff will present information on legislative priorities of the Council as well as additional issues the Council was involved in for this legislative session.

Information about policies/issues the Council may not have been involved with but has an impact on people with disabilities will also be presented.

Full written report will also be provided at the meeting.

### Recommended Action:

Listen and ask questions if you have them.

### Notes:

## Open Public Meeting Law

### Background Information:

The Council must follow Idaho open public meeting law – Title 74 Transparent and Ethical Government:

(<https://legislature.idaho.gov/statutesrules/idstat/Title74/T74CH2/>)

There have been recent changes to the law and Alana Minton, Deputy Attorney General will present the changes to the law and talk about issues related to following open public meeting requirements.

### Recommended Action:

Please listen to the presentation and ask question if you have them.

### Notes:

## Supported Decision-Making Training

### Background Information:

Supported Decision-Making helps individuals with disabilities learn how to make decisions about their lives. It is an alternative to guardianship through which people with disabilities get help from trusted family members, friends, and professionals to help them understand the situations and choices they face, so they can make their own decisions. The people they choose commit to help them understand complex information and make informed decisions about their medical, legal, financial and other life matters. It's how most people make decisions.

Amy Cunningham, Legal Director with DisAbility Rights Idaho will present a training on Supported Decision-Making.

### Recommended Action:

Listen to the presentation. Ask questions if you have them.

### Notes:

## Community Conversations

### Background Information:

Medicaid Matters (The Idaho Advocacy Coalition), which is the DD Network collaborative goal will host a series of community conversations statewide. The statewide events will feature the film *Blessings of Liberty* and discussion of the value of Home and Community Based Services. A flyer will be provided at the Council meeting with dates and locations planned for June through September.

### Recommended Action:

Listen to the presentation. **Ask how you can help.**

### Notes:

## Council Member Reports

### Background Information:

At the request of the Council Chair there will be member reports provided by 5-6 Council members at each meeting. This will provide an opportunity for each Council member to report to the full Council the work they are doing in their home communities to advance the mission of the Council as well as agency reports from our agency representatives. At the upcoming Council meeting each of the five members will have 5-8 minutes each to provide their individual reports.

Members reporting at the Spring quarterly Council meeting include:

- Jim Baugh
- Korynne Donehey
- Nanna Hanchett
- Jacob Head
- Natali Pellens

### Recommended Action:

Please prepare for your member report in advance. If you have handouts, please send to the Council one week in advance so we may provide copies. You may also bring 30 copies with you to hand out. Please make sure information is provided in at least 14-point font.

### Notes:

**Jacob Head**  
**Council Member**  
**Southeast Idaho**

I've been very involved with local legislators to educate them about the issues facing Idahoans with disabilities. I was able to connect with legislators representing my district regarding Council concerns and activities. I have also worked somewhat with Gary Sandusky on activities to inform the community about bringing awareness that the Council projects and goals to the southeastern part of Idaho. There was a meeting in Idaho Falls that I had the opportunity to attend with Ian Bott. Currently I am attempting to set up further appointments with my state legislators after the legislative session ends. I am in the process of working with my local DDA in order to see what other participants needs are in order to be better informed and connected with the disabled community in my area so that I can be a more influential voice for the people in my area. I'm executing an idea where I start a website where I put informative videos from people I am acquainted with. I interview them about the needs and wants they seek as professionals to both help people with disabilities and people with disabilities themselves. The idea being that people with disabilities and the service professional providers can be more comfortable expressing their concerns outside a professional setting.

## Election of Council Chair

### Background Information:

Each spring, the Council elects a person to serve as Chair of the Council for the coming year, starting in July. Because the Governor must appoint the Chair, after the Council selects someone the name is forwarded to the Governor for appointment. This position is limited to members of the Council who are self-advocates, parents, or guardians. The responsibilities of this position and a nomination form are listed after this page.

### Recommended Action:

If you are interested in serving as Council Chair you may nominate yourself or have someone nominate you. If you know of someone on the Council that you think would be a good Chair you may nominate them, but be sure to ask their permission first. If you are interested in running for Council Chair please prepare a 2-3 minute speech about why you would be a good candidate for this position and why you are interested in serving.

**All nominations must be turned in to Toni Brinegar by**

**Thursday at lunch, April 25, 2019**

The election will be held on the afternoon of Friday, April 26, 2019.

Notes:



## **Council Chair Responsibilities:**

Being the Chair of the Council is a significant responsibility and time commitment. The activities and responsibilities, unless otherwise delegated, of the Council Chair shall include, but not be limited to the following:

1. Preside at all Council meetings;
2. Present policy for consideration by the Council membership;
3. Develop agendas for Council meetings;
4. May be a delegate at National Association of Councils on Developmental Disabilities (NACDD) activities and assist in the information sharing and policy implementation of NACDD;
5. Serve as liaison to other organizations and government entities unless otherwise delegated directly by the Chair, or by full Council vote, whichever the Chair may choose;
6. With the Executive Director, initiate and maintain ongoing communication with Council membership between quarterly meetings;
7. Report to the full Council at each regular meeting on activities performed on behalf of the Council; and
8. All other duties as outlined by Council membership, by-laws and policy.

To meet the responsibilities listed above the Chair should be able to commit time and identify local support (as needed) to do many behind the scenes activities such as:

- Represent the Council at public meetings
- Address individual membership issues
- Review and write materials such as:
  - Council newsletter articles and Chair letter for annual report
  - Letters to other organizations from the Council
  - Help with the development and review of various reports
- Send out and compile all Council member input for annual Executive Director evaluation
- Meet regularly with the Council Executive Director (usually weekly) to discuss Council governance, preparation for Council meetings, and any current opportunities and responsibilities in representing the Council.

Seeking Office As:	CHAIR
Name:	James Steed
Address:	93 Poplar Street #320
City/State/Zip:	Blackfoot, ID 83221
Nominated By:	Art Evans
Number of Years on Council:	7 years the first term serving as an individual with I/DD. 2 years serving as an individual living in an institution. First person to serve as Chair holding the position of individual living in an institution.
Past Committee Assignments:	Membership Committee at least three times. I have served as Chair the past year.
Present Committee Assignments:	Membership, Governance
Offices Previously Held:	Chair, and Vice-Chair when I served my first term.
Outside Associated Groups:	Community Care Advisory Council, Community NOW! Statewide Training team, National Training Center on Mental illness and I/DD, Idaho Partners graduate, founding Member of the Idaho Self-Advocate Leadership Network, Determined Vote Statewide Voter Education Team Member, Chair of Resident Council Bingham Skilled Nursing and Rehabilitation,
Other Relevant Activities:	Presenter at SABE Georgia, Atlanta. Presenter at the Administration on Community Living Washington DC

Reason for Seeking Office:	<p>I have had a year experience, and even though I have missed two meetings, I have come to the realization that chairing the meetings is just a small part of the work that the Chair person must do. I communicate with the director two to three times a week to discuss Council business, Council member issues, and planning for upcoming events. I feel that one year is just enough time to begin to understand the role of Council chair, and now can really start to implement some of my ideas to improve the Council membership. One of my ideas is to celebrate Council member contributions at each Council meeting. At this meeting I am pleased to see member reports provided by 5 members who will be able to share what they have been doing in their communities to serve the mission of the Council. Each meeting we will be highlighting a different set of Council members.</p>
----------------------------	---

## **Ian Bott Chair Application**

Name: Ian Bott

Address: 1421 w Jefferson #2, Boise, ID 83704

Nominated by: Self

Years on the Council: 5

Past committees: membership

### **Current committee:**

By-laws and Council rules and emergency preparedness committee

### **What I've done for the Council this past year or two:**

Been to national conference in 2017 in Salt Lake, Community NOW, emergency preparedness committee, by-laws and rules committee, lots of legislative change, chair for a couple of meetings, recognition of awards, partners in policymaking, and the list goes on.

### **Why I want to run for chair:**

Because I am a solid leader and I am passionate about disability advocacy I am also someone who is eloquent and caring and speaks up for himself and other people I am inspired by system change and I am a hard worker and will do whatever I need to do to make the Council be able to reach their goals in the next year and I am inspired to reach my goals as well.