

Policy Type: Ends Policy

Policy Title: Global Ends Policy

All Idahoans, including those with developmental disabilities, will participate as equal members of society, empowered to reach their full potential as responsible and contributing citizens of their communities.

Policy Sub-Title: Public Policy Agenda

The Council members shall adopt a public policy agenda yearly that supports the above Global Ends statement. This can include collaborating with other organizations in supporting systems change activities within the legislative setting.

Policy Sub-Title: Participating Members of Their Community(ies)

The Council shall support the national and state trends that support individuals in achieving the Global Ends statement by working in one or more of the following areas as identified in the 5-Year Plan:

- a) Quality Assurance
- b) Education
- c) Early Intervention
- d) Childcare
- e) Health
- f) Employment
- g) Housing
- h) Transportation
- i) Formal and Informal Community Supports

Policy Sub-Title: Strategies to Achieve Global Ends

The Council may choose to use a combination of the following strategies, and others, to achieve the Global Ends statement:

- a) Outreach
- b) Training
- c) Technical assistance
- d) Supporting and educating communities
- e) Interagency collaboration and coordination
- f) Coordination with related councils, committees and programs
- g) Barrier elimination
- h) System design and redesign
- i) Coalition development and citizen participation
- j) Informing Policymakers
- k) Demonstration of new approaches to services and supports
- l) Demonstration projects or activities

Policy Sub-Title: Targeted Disparity

The Council shall identify underserved populations within the developmental disabilities population in Idaho and shall focus efforts to help this population achieve the Global Ends statement. A commitment to on-going learning about the identified culture(s) will be undertaken as necessary in order to achieve outcomes within this sub-population.

Policy Type: Council-Executive Director Linkage Policy

Global Council-ED Linkage Policy

The Council's official connection to the operating organization will be through the Council Executive Director.

Policy Sub-Title: Accountability of the Executive Director

The Executive Director is the Council's primary link to outcomes of the work assigned to staff members. All accountability for the productivity and work products from staff falls to the Executive Director.

Policy Sub-Title: Delegation to the Executive Director

The Council shall instruct the Executive Director through written policies that describe the organization's Ends to be achieved as well as situations and actions to be avoided, allowing the Executive Director to use any reasonable interpretation of these policies.

Policy Sub-Title: Monitoring of Executive Director Performance

The Council shall monitor the Executive Director annually by monitoring progress towards the goals identified in the 5-Year plan, monitoring the Ends policies, and evaluation of Executive Limitations policies.

Policy Sub-Title: Unity of Control

The Executive Director works only for the Council as a body.

Accordingly:

- Instructions made to the Executive Director by individual Council members, officers or ad hoc Committees are not binding to the Executive Director unless the Council as a body specifically authorizes such exercise of authority.
- In the case of Council members or committees requesting information or assistance without Council authorization, the Executive Director may refuse such requests that require a material amount of staff time or funds.

Policy Type: Delegation of Authority to the Executive Director

Global Executive Limitations Policy

The Executive Director shall not cause or allow any practice, activity or decision that is in violation of commonly accepted business and professional ethics or any unlawful activities.

Policy Sub-Title: Treatment of People Served by the Council

The Executive Director will not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy in interactions with persons served by the Council.

Policy Sub-Title: Treatment of Staff

The Executive Director may not allow conditions that are unfair, unsafe or undignified for staff, interns or volunteers.

Additionally, he or she will not:

1. Discriminate or retaliate against a staff member for expressing an opinion different than that of the Executive Director.
2. Prevent staff from complaining to the Department of Health and Welfare Human Resources Division or the Human Rights Commission about the Executive Director.
3. Prevent staff complaining to the Human Resource Commission

Policy Sub-Title: Financial Planning/Budgeting, Grants and Contracts

The Executive Director shall not violate the Division of Financial Management and the Governor's office policies.

Accordingly, he or she will not:

1. Apply for any grant or contract that does not support the Council's Mission or would go against the values of the Council.
2. Enter into any contract or grant prior to approval from the Department of Health and Welfare Financial Services or Department of Health and Welfare Contracts Management Unit, and the Governor's office
3. Fail to take reasonable steps to prevent the theft of vandalism of Council property
4. Fail to take reasonable steps to protect the Council's intellectual property, information, and files from loss or significant damage.

Policy Sub-Title: Representation of the Council via Digital Communication or Council E-Mail

All posts written by the Executive Director on any social media web site relating to Council business will not deviate from Council objectives, Mission and Vision, and will not deviate from "Treatment of Persons Served by the Council" policies, above.

Accordingly, he or she will not:

1. Endanger the Council's public image or credibility, particularly in ways that would hinder accomplishment of its Mission.
2. Deviate from other state guidelines set forth by the Governor's Office

Policy Sub-Title: Communication and Support to the Council

The Executive Director will not allow Council Members to be uninformed or unsupported in the work of the Council, to the best of his/her ability and within reason.

Additionally, he or she will not:

1. Neglect to submit monitoring information required by the Council in a timely, accurate, and understandable fashion.
2. Fail to present as many internal and/or external points of view necessary for the Council members to be fully informed of all available choices.
3. Fail to supply the Consent Agenda to all Council members in a timely fashion, in plain language and/or in the way the Council members' request the information to be delivered.

Policy Sub-Title: Endorsements

The Executive Director may, upon request, endorse either verbally or in writing the efforts of other entities, groups or organizations when it aligns with the Mission and Vision of the Council. These decisions should, at minimum, involve the Council Chair and/or Full Council, if possible.

Policy Sub-Title: Succession of Executive Director

In order to protect the Council, its members and staff from the interruption in work that accompanies the succession of an Executive Director, the current Executive Director will ensure that one or more staff members have training in operational processes delegated specifically to the Executive Director.

In the event the Executive Director decides to retire or otherwise depart from the Council, the Executive Director will notify the Management Assistant of his/her intent to depart with the intended departure date. The

Management Assistant will follow the procedure associated with Succession of the Executive Director.

The outgoing Executive Director will commit to train the new Executive Director for at least two weeks before his/her departure date.

It is the responsibility of the current Executive Director and the Management Assistant/Fiscal Manager to ensure that the Division of Financial Management at the Department of Health and Welfare is aware of any payments that are due to the outgoing Executive Director once he/she departs the Council.

Policy Sub-Title: Emergency Succession of Executive Director

In order to protect the Council from the sudden loss of the Executive Director, there will be assurances that one or more staff members are trained in the operational processes delegated specifically to the Executive Director.

There should be at least one (1) staff member trained on the Council's issues and processes, as well as the day-to-day tasks of the current Executive Director.

In the event of emergency succession and/or lengthy absence of the current Executive Director:

1. The Interim Executive Director will work with the Council Chair on hiring a new Executive Director (see Procedure section).
2. The Interim Executive Director will assume the work of the Executive Director until a new Executive Director is chosen by the Council.
3. In the case of a lengthy absence but NOT succession from the Council, the Interim Executive Director will assume the work of the Executive Director until the return of the Executive Director.

Policy Type: Council Responsibilities

Policy Title: Council Responsibilities Policy

The purpose of the Council, on behalf of individuals with developmental disabilities and their families, is to ensure that the Idaho Council on Developmental Disabilities

- 1. Achieves what is stated in the 'Mission' and 'Vision' statements and*
- 2. Avoids unacceptable and/or illegal actions and situations.*

Mission Statement:

Promote the capacity of people with developmental disabilities and their families to determine, access and direct the services and/or supports they need to live the lives they choose, and to build the communities' ability to support their choices.

Vision Statement:

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

Policy Sub-Title: Governance Process—Designated State Agency

The Council Chair and Executive Director shall work with the Designated State Agency, to review, interpret, and implement the roles and responsibilities as set out in federal law in the Developmental Disabilities Act. These respective roles shall be outlined in a Memorandum of Understanding between the Council and the Designated State Agency (the Idaho Department of Health and Welfare).

Policy Sub-Title: Governing Style

The Council shall govern with an emphasis on:

1. Outward vision rather than internal preoccupation
2. Encouragement of diverse viewpoints
3. Collective rather than individual decisions
4. Proactivity rather than reactivity
5. Decision making with meaningful input of individuals with developmental disabilities
6. Decision making with meaningful input of parents with children who have developmental disabilities.

Accordingly, the Council shall:

- Cultivate a culture of group responsibility;
- Demonstrate responsibility for excellence in governing;
- Initiate needed public policy for the collective good of Idahoans with developmental disabilities; not merely react to staff initiatives
- Acknowledge the individual expertise of each member to enhance the ability of the Council as a whole;
- Work constructively together to meet set timeframes;
- Focus on intended long-term outcomes;
- Provide annual orientation to new Council members including, but not limited to:
 - a. policy governance process
 - b. periodic discussion of desired improvements
 - c. organizational outcomes as part of being a learning organization;
- Monitor and discuss Council process and performance at each quarterly Council meeting.

Policy Sub-Title: Council Job Description

The Council demonstrates a commitment to each Five-Year Plan with the purpose of benefitting individuals with developmental disabilities and their families throughout Idaho. The Council recognizes that the Five-Year Plan is a

living document that requires ongoing, thoughtful review and quarterly outcome presentations to members for oversight.

Accordingly, the Council shall:

- Formulate a Plan: Form a course of action for each program year, including setting objectives, outcomes, and performance measures for the Council.
- Set a Policy Agenda: Establish long-term directives which serve as the foundation for Council operations regarding scope of activity, target population(s), timelines, collaborative partners, and funding sources. Internal policy is established by federal and state law, as well as the bylaws of the Council.
- Set a Financial Plan: Oversee Council funds in order to assure that all monies are utilized in the best interest of the Council, the target population, and the State of Idaho. All Council activities in the area of financial management shall be compatible with federal and state grants, regulations, and policies. This also includes:
 1. ANNUAL BUDGET APPROVAL: The Council shall annually approve the budget for projected expenses and anticipated income for a funding period.
 2. QUARTERLY BUDGET REPORTS: The Council shall review and approve quarterly expenditure reports.
 3. ROLES OF COUNCIL AND STAFF: The Council shall oversee the management and expenditure of all funds. It remains the role of the staff to establish and maintain bookkeeping and reporting procedures in compliance or in addition to state and/or federal law, Council By-laws or policy.
- Affiliates and Networks: The Council shall maintain membership designated by our state and federal laws and provide opportunities for information sharing and collaboration during Council meetings, as time permits.

Policy Sub-Title: Council Member Job Description

All Council Members shall receive new member orientation after appointment is received from the Governor's office and prior to the fourth quarterly Council meeting. At the time of new member orientation, members shall be asked to sign a Council Member Agreement acknowledging their understanding of the responsibilities of Council membership. Additionally, Council members commit to:

1. *Public Relations:* Influencing the perception of the Council by the state-at-large. Each Council member should continually work to impact the image of the Council and people with developmental disabilities by building positive relationships with persons/groups/agencies in the state and within the Council itself. All Council members shall be given adequate information regarding the Council to ensure knowledgeable representation to the state-at-large.
2. *Advocacy:* Where allowed for individual members, advocating, advancing, interceding, assisting, and generally supporting appropriate public policy, services and delivery systems for persons with developmental disabilities. Before speaking or testifying on the Council's behalf, individual Council members must have approval from the Executive Director. This policy in no way is intended to interfere with each Council member's right to speak to public officials on their own behalf as a citizen of Idaho.

Conversely, Council members may not:

- A. Be chronically absent from quarterly meetings, as defined in procedure
- B. Refuse to participate in committee assignments in which they previously volunteered
- C. Continually choosing not to participate in Council meetings and/or discussions
- D. Commit illegal acts or violate the Council Member Agreement

Policy Sub-Title: Council Member Code of Conduct

The Council commits itself and its membership to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members. Council members who violate the Council member Agreement may be referred to the Governor for removal.

Support Person's Code of Conduct

It will be clearly communicated to all support staff what is expected of them in their role supporting individual Council members. The Council will seek to ensure that all Council members have the necessary support to fully participate in all Council and related meetings. All support staff will be expected to sign and adhere to the "Support Person's Code of Conduct." The Code of Conduct shall be signed by the support person and returned to Council staff before or at the beginning of a Council meeting or related activity. Support persons shall review and sign the Code of Conduct form annually.

Policy Sub-Title: Conflict of Interest and Remote Interest*Conflict of Interest:*

A conflict of interest may arise when an action or decision by a Council member creates a financial benefit to:

1. That Council member *and/or*
2. To a person from the member's household *and/or*
3. To a business with which the Council member is associated *and/or*
4. A member of the Council member's household is associated

Remote Interest:

A "remote interest" may occur if:

1. The member is a non-salaried officer of a nonprofit corporation that contracts with the Council

2. The member is an employee or agent of a corporation and his/her compensation consists entirely of fixed wages or salary from the corporation who receives funds from the Council
3. The member is a landlord to or a tenant of a party that contracts with the Council
4. Any action undertaken in the members official capacity on the Council that would directly or indirectly affect the Council member's household or business

Each Council member is obligated to bring to the Chair's attention instances in which it is unclear whether a conflict of interest or a remote interest may arise. In such cases, the Chair shall instruct the Executive Director to review the potential conflict with the Office of the Attorney General to determine whether a conflict exists. If it is determined that a conflict of interest is present, then the procedures listed in the "Conflict of Interest" section of the Procedure manual will be followed.

It is not considered a conflict of interest or remote interest when:

1. The member's position on the Council is required by law
2. A Council member has programmatic expertise and knowledge that should be considered in the overall planning and discussion of Council business.

Policy Sub-Title: Chairperson's Job Description

The chairperson assures the integrity and fulfillment of the Council's process. Additionally, the Chairperson can represent the Council to outside parties, as discussed with the Full Council and/or the Executive Director.

Accordingly, the Chairperson shall:

1. Preside at all Council meetings
2. Present policy for consideration by the Council membership
3. Work closely with the Executive Director on developing all agendas for Council meetings

4. Be a delegate at National Association of Councils on Developmental Disabilities (NACDD) activities and assist in the information sharing and policy implementation of NACDD (NOTE: Participation on national committees is subject to approval by the Full Council due to Council funds being dedicated towards participation)
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. Initiate and maintain ongoing communication with Council membership between quarterly meetings
7. Work with individual members to resolve member issues
8. Initiate and oversee Executive Director evaluation annually
9. Report to the Full Council at each regular meeting on activities performed on behalf of the Council
10. Perform all other duties as outlined by Council membership, by-laws, and policy

If at any time, the Chairperson is absent from a Council meeting, the Vice-Chairperson will assume the Chairperson's duties. In the case where the Vice-Chairperson is absent from a Council meeting, the past Chair will assume the Chairperson's duties.

Policy Sub-Title: Council Committee Principles

A Council committee is any group that is formed by, instructed by, and ordered to report to the Full Council. The committee's duty is to complete the task assigned by the Full Council but not make decisions for the full Council.

Accordingly, Council committees:

1. Will be formed on an ad hoc basis for the purpose of performing specific tasks outlined by the Full Council
2. May not take official votes or elect leadership
3. Will report information back to Full Council in order to take official action on the task(s) at hand

Policy Sub-Title: Cost of Governance

The Council shall comply with all state and federal requirements regarding expenditures.

Travel, Lodging, Meals and Personal Care Support Costs

Council members shall be reimbursed for travel, meals, childcare or costs associated with necessary support for members to fulfill their Council duties. The Council will not support day care costs for children that normally attend day care nor will the Council pay day care to a parent providing care for their child.

Unpaid Employment Leave

Council members may be compensated for the time they spend at authorized Council meetings and activities if they have to take leave without pay or use vacation time associated with their regular employment. The amount paid each member shall be \$50 per day as set out in Idaho Code 59-509 (h).