

**Ohio Developmental  
Disabilities  
Council  
Policies and  
Procedures  
Manual**

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## **#00-1, The Administrative Means by Which Grants and Allocations are Initially Funded**

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### **PURPOSE:**

To insure that the administrative process by which grants and allocations are initially funded are consistent with the authorizing federal legislation, Public Law 106-402 and successors, and the U.S. Code of Federal Regulations #45, Part 74 and 92.

### **POLICY:**

Council follows an orderly process for soliciting, reviewing and initially awarding proposals for Basic State Grant Funds consistent with pertinent law, regulations and the Ohio State Plan for Developmental Disabilities. Basic State Grant Funds awarded by Council are initially awarded through one of the two methods permitted by the U.S. Code of Federal Regulations. The two methods are:

- a. Competitive Selection
- b. Non-Competitive Allocation

### **PROCEDURES:**

#### **A. Competitive Selection**

The procedure employed to initially award funds is as follows:

#### **Procedure 1.**

Notices of Funds Available (NOFA) will be posted on the council web site, and disseminated electronically and by mail. When possible, the notice will be shared on public access television or on the radio.

#### **Procedure 2.**

Each NOFA will encourage all parties notified to repeat the announcement in newsletters and periodicals. The NOFA will be distributed to potentially interested groups.

Each NOFA will include:

- a) A brief description of the grant for which funds are available and proposals are being requested.

- b) The amount of federal funds to be awarded and non-federal matching funds required.
- c) Instructions to obtain application materials.
- d) Proposal submission deadline.
- e) Information regarding the date, site and purpose of a Bidders' Conference, if one is to be held. If applicable, see Procedure 4.

### **Procedure 3.**

#### **Application Requirements**

1. Council staff shall develop a "Proposal Kit" for each Request for Proposal. Proposal Kits shall be available upon request and will be made available at the Council's web site.
2. The Proposal Kit will include at a minimum:
  - a) Goals describing the purpose for the grant program;
  - b) Eligibility requirements;
  - c) Description of the project activities and outcomes;
  - d) Application instructions;
  - e) Application requirements and restrictions; and
  - f) Selection criteria and the process to evaluate grant proposals and select proposals for awards.
3. The applicant shall use the format included in the Proposal Kit. A proposal which is not submitted in a format that is substantially different from the Council's format will not be considered.
4. Proposals received after the closing date will not be considered, unless an exception is approved. The executive director is authorized to approve requests for exceptions for good cause received prior to the closing date. Exceptions requested after the closing date may be approved only by the Executive Committee. Any exceptions shall be documented in writing and retained as part of the grant application file.
5. Projects seeking continuation funding may have separate application forms, instructions and procedures as determined by Council staff.

### **Procedure 4.**

A Bidders' Conference is held on an annual basis unless the number of new grants is judged too few to justify the Conference. When convened, however, the Bidders' Conference agenda includes:

- a) A general introduction to the Ohio Developmental Disabilities Program by staff and, if possible, Council members followed by discussion with conference attendees.
- b) A section-by-section examination of the grant application by staff of Committee of origin, Planner, and Grants Administrator followed by questions and answers.
- c) Small group discussions between prospective applicants and Council staff about each new grant being offered and members regarding Council's intent and purpose in authorizing the grant and its expectations of the grantee.

**Procedure 5.**

Within sixty days following the deadline for the submission of proposals, the grants review panel will meet to select the best proposal(s). (Please see Policy #00-2 on the Composition of Grant Review Panels.)

**Procedure 6.**

There will be a Grant Appeals process. (Please see policy on Grant Appeals Process.)

**Procedure 7.**

During grant reviews in which there is clearly no proposal of satisfactory quality, panels have the option not to fund any proposal. If the Panel finds there are so many conditions to be fulfilled that the proposal would have to be rewritten, then the decision regarding whether or not to fund any proposal or re-bid will be referred to the full Committee of origin.

B. Non-Competitive Allocation

According to federal rule, this funding strategy can be used only when the use of the competitive process is not feasible for one of the following reasons:

- a) There is only one solely qualified entity that can carry out the project,
- b) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, or
- c) After solicitation of a number of sources, competition is deemed inadequate.

Designated recipients of funds through non-competitive allocations must complete an application. Upon determination by Council that a project will be awarded under subparagraphs a) or b) of this section, the need for a grant review as determined by Policy #00-2 is left to the discretion of the executive director. Upon determination by Council that a project will be awarded under subparagraph c) of this section, the application is required to undergo a grant review as determined by Policy #00-2.

The following procedures must be followed:

**Procedure 1.**

Committees, in the planning process, decide that the funding strategy should be a non-competitive allocation. The idea is explored with the recipient to carry out the activity.

**Procedure 2.**

The recipient of the allocation is informed in writing of Council's intention to fund a non-competitive allocation to the agency. Application instructions are included.

**Procedure 3.**

If required by the policy or determined necessary by the executive director, a Grant Review Panel meets to consider the proposal and decide whether or not to approve the proposal.

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## **#00-2, Composition of Grant Review Panels**

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### **PURPOSE:**

To insure that proposals for grants and allocations being awarded by ODDC under the DD Basic Grant Program are reviewed by a panel composed of members and/or others who understand Council's intentions for the project, have peer reviewers/expertise in the area under discussion, or offer outside perspectives.

### **POLICY:**

For competitive grants and continuation grants for which there is a significant question of performance as determined by the staff and committee of origin, Council will conduct a grant review.

Members of Council who are not members of the originating committee may participate on a grant review panel.

Applicants for funds being awarded by Council shall be reviewed by a Grant Review Panel of five (5) members. Panels for competitive grants shall be comprised of two (2) Council members and three (3) outside peer reviewers. Non-competitive allocations that require a review shall be reviewed by at least three (3) member panels, comprised of two (2) Council members and one (1) outside peer reviewer.

### **PROCEDURE:**

#### Continuation Funding

1. Projects may be eligible for continuation funding as specified in the original request for proposals. Continuation funding will not be automatic. Consideration for continuation funding will include a review of the project's accomplishments, progress toward stated goals and objectives, financial management of grant funds, compliance with reporting requirements, review of the most recent project audit, review of findings from onsite reviews and development of alternative funding. The grantee

shall submit a proposal for continuation funding as requested by Council staff.

2. The Executive Committee may approve continuation grants after a review in accordance with the provisions of these policies. A summary of past accomplishments and future activities of each project awarded continuation funding shall be provided to the Council.
3. In the event the Executive Committee decides not to approve a continuation proposal, the grantee may appeal the determination of the Executive Committee. The appeal process is outlined in Policy #00-4b.

## Competitive Reviews

### A. Screening of Proposals:

1. Council staff will screen applications to determine if all information has been provided in a timely fashion, in the prescribed manner.
2. An application must be complete for consideration.
3. Council staff will provide written notification to applicants eliminated through the screening process.

### B. Grant Review Process:

1. The Council shall use Council members as well as peer reviewers to evaluate proposals submitted in competitive requests for proposals.
2. The executive director shall submit recommendations for review panel members to the Executive Committee for approval. Council members and staff will be asked for suggestions of professionals and public citizens to evaluate proposals. Reviewers may not evaluate proposals in which there is, or is an appearance of, a conflict of interest.

3. Should any designated panel member(s) be unable to attend, Council staff, preferably from the committee of origin, may serve as a panel member.
4. Panel meetings about competitive grants and continuation grants shall comply with Ohio's open meetings laws. The chairperson of the originating committee and of Council may not serve on competitive grant review panels.
5. Council staff shall provide written instructions and training for all review panel members.
6. Meetings of the Review Panel will be chaired by an appropriate senior staff member experienced in grant reviews and preferably to the committee of origin.
7. Council staff shall convene a meeting with each review panel and shall record the summary evaluation of the review of each proposal.
8. Review panel members will be provided reimbursement for expenses and overnight accommodations when necessary to complete the task, as well as a stipend for outside peer reviewers.

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Revised: September 16, 2011

## **#00-3a Criteria for Selection of Competitive Grants**

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### **PURPOSE:**

To insure that proposals for grants submitted to the ODDC are reviewed against criteria which reflect: (a) the purpose of the Federal DD Basic Grant Program, (b) the mission, philosophy and values of the ODDC and (c) the Council's desire for the proposals to fully and accurately address the State Plan for DD and the proposal instructions.

### **POLICY:**

Grants awarded by ODDC shall be reviewed on the basis of criteria which reflect those areas outlined above. Applicants will be informed of the review criteria, through inclusion in the application materials. All application materials will have been approved by the Grants Administrator.

### **PROCEDURE:**

These criteria will be incorporated into score sheets used by review panel members (refer to policy 00-22).

At the meeting, the panel chairperson totals the points that panel members assigned to each proposal.

The panel also holds considerable discussion on the strengths and weaknesses of each proposal under consideration.

All completed score sheets will be signed, and returned to the Council staff at the close of the review.

Approved: September 16, 2011

## **#00-3b Conditional Awards**

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### **PURPOSE:**

To ensure that grants that are awarded on a conditional basis follow appropriate steps to receive a final award.

### **POLICY:**

Grants that receive approval contingent upon satisfactory response to conditions will be required to revise their grant application. Members of the review panel will be responsible for ensuring the response to conditions is satisfactory.

### **PROCEDURE:**

Once the review panel has determined that conditions must be satisfied in order for the grant application to receive final approval, the grant review chairperson will be responsible for notifying the applicant in writing of the conditions. A deadline may be set by the grant review chairperson, however, if one is not set, final approval will not be provided until all conditions have been satisfied.

Any response received by the grant applicant shall be forwarded to each member of the grant review panel via e-mail or U.S. Postal Service. Grant review panel members will be given a deadline to raise an objection to the response to conditions. If the deadline passes without an objection to the response to conditions, the grant will be processed for final approval.

If a member of the grant review panel is not satisfied with the response to conditions, the member must notify the grant review panel chairperson and indicate they object to approval. The grant review panel member must declare the reason for their objection. Objections that do not relate to the stated conditions or response to conditions will not be considered a valid objection.

When a grant review panel member has a valid objection to a response to conditions, the grant review panel chairperson shall schedule a hearing for all voting panel members to consider the response to conditions. All hearings must comply with Ohio's Open Meetings Laws.

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## **#00-4a, Grant Appeals Process for Applicants for Competitive Grants**

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### **PURPOSE:**

To provide a mechanism whereby applicants for federal funds can file an appeal should they believe there has been fraud, conflict of interest, or substantive violation of policy or procedure.

### **POLICY:**

A grant appeals process for applicants for federal funds awarded by Council will be implemented. There will be a three (3) member appeal panel consisting of the Council chair, committee chair, and Council executive director. Alternates for the above must be an Executive Committee member for Council chair, committee member for committee chair and staff person for executive director. In no event shall a member of the grant review panel sit on the appeal panel. All reviewers will have signed an ethics statement. There will be written statements/ letters of appeal by the appellant and by the chair of the grant review panel with input from the panel.

During the period of the appeal, there will be no discussion or comment on the appeal by Council members, staff, or appellant.

### **GROUND FOR APPEAL:**

The grounds for an appeal will be that during the grant review process the party who is appealing (the appellant) believes there has been fraud, conflict of interest, or substantive violation of policy or procedure.

### **PROCEDURES:**

1. Within five (5) business days each applicant will be informed by phone, and mail or e-mail of the grant review panel's decision. Each applicant will also receive a copy of the grant appeal policy.
2. If an applicant wishes to consider an appeal, they should notify the grants administrator, in writing. The notification must be received at the Ohio DD Council, 899 E. Broad Street, Columbus, Ohio 43205, not later than ten (10) business days after the date of the review.

3. When a notification to consider an appeal is received, the grant administrator will forward the following to the appellant by certified mail within three (3) business days:
  - a. Evaluation forms showing calculations of preliminary and final scores by each panel member
  - b. A copy of the selected proposal.
  - c. Copies of the signed ethic statements of the reviewers and the appropriate review format.
  - d. Copy of Council policy regarding the composition of grant review panels
  - e. A written statement from the chair of the grant review panel summarizing the meeting and the procedure followed.
4. In order to be considered by the three-member appeal panel, a written statement / letter of appeal identifying the grounds for the appeal, with supporting documentation must be submitted within ten (10) business days after the receipt of the items in #3 above.
5. Notification of appeal filed will be sent to the following:
  - a) The director of the Ohio Department of DD (Council's designated state agency),
  - b) The applicant originally selected to receive grant funding,
  - c) The appeal panel
6. In the event that the chairperson of the Council or the chairperson of the Council committee under which the proposal was requested was a member of the grant review panel, the Executive Committee of the Council will select another Council member or members to serve on the appeal panel.
7. The grants administrator provides items in #3 above to the appeal panel members along with the review summary and appellant statement.
8. The three-member panel will meet within fifteen (15) calendar days after their receipt of the appellant's written statement/letter of appeal.

9. If an appeal is affirmed by the panel, all submitted proposals will be reviewed by a newly formed five- (5) member grant review panel. Once the new panel has made a decision, procedure #1 will be followed and any subsequent procedures as applicable.
  
10. All applicants will be informed by certified mail of the appeal panel's decision, and a copy will be provided to the director of the Department of DD.

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## **00-4b, Grant Appeals Process for Continuation Grants**

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### **PURPOSE:**

To provide a mechanism whereby continuation applicants of federal funds can file an appeal should they believe there has been fraud, conflict of interest, or substantive violation of policy or procedure of the grants award process.

### **POLICY:**

A policy grant appeals process for applicants for continuation funds awarded by Council will be implemented. Review and determination on the appeal will be made by the members of Council who are not members of the Executive Committee. Any member of Council who served on the Executive Committee at the time of the Continuation Review is not eligible to make a review or determination on the appeal.

All reviewers will have signed an Ethics Statement. There will be written statements/letters of appeal by the appellant and by the Chair of the Executive Committee with input from the Executive Committee members. During the period of the appeal, there will be no comment or discussion on the appeal by Council members, staff, or appellant.

### **GROUND FOR APPEAL:**

The grounds for an appeal are the appellant believes that there has been fraud, conflict of interest, or substantive violation of policy or procedure.

### **PROCEDURES:**

1. Within five (5) business days the applicant will be informed by phone, and mail or e-mail of the Executive Committee's decision. The applicant will also receive a copy of the grant appeal policy.
2. If the applicant wishes to consider an appeal, they should notify, in writing, the Grants Administrator, Ohio DD Council, 899 E. Broad Street, Columbus, Ohio 43205, no later than ten (10) business days from the date of the review.

3. When a notification to consider an appeal is received, the Grant Administrator will forward the following to the appellant by certified mail within three (3) business days:
  - a. Copies of evaluation forms.
  - b. Copies of the signed ethic statements of the reviewers.
  - c. Copies of Council policy regarding the:
    - (1) Composition of Grant Review Panels
    - (2) List of Council members on Executive Committee
  - d. A written summary of the meeting and the procedure followed by the Executive Committee which shall be drafted by the program staff person assigned to the committee of origin for the grant.
4. A written statement/letter of appeal identifying the grounds of the appeal, with supporting documentation must be submitted within ten (10) business days of the receipt of above in order to be considered by the appeal panel.
5. Appropriate notifications of appeal:
  - a. The Director of the Ohio Department of DD
  - b. The appeal panel
6. The grants administrator will provide the items in numbers 3 and the appellant statement to the members of Council who are eligible to consider the appeal.
7. The review of the appeal will occur at the next regularly scheduled Council meeting immediately following receipt of the appellant's written statement/letter of appeal.
8. If the continuation applicant is affirmed by the appeal panel, then a newly formed grant review panel is convened to reevaluate the proposal and develop a conditions letter if applicable.
9. The decision of this panel is final and not subject to appeal.

Approved:

December 7, 2007

Revised: September 16, 2011

## **#00-5, Duration of Projects**

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### **PURPOSE:**

This policy clarifies the number of years projects may be funded and discourages an individual grantee from becoming dependent on Council funding.

### **POLICY:**

Council must develop and annually revise a Five-Year State Plan for Developmental Disabilities. The Plan includes Goals and Objectives. Projects are funded to accomplish the State Plan Goals and Objectives. Thus, most projects are planned as five-year initiatives. Projects may also be planned for fewer years.

Grants awarded by Council will be competitively bid every five years.

If a grantee holds a specific grant for five (5) years and is subsequently awarded the same grant for another five (5) years, it will be mandatory for the original grantee to collaborate with another agency or organization during the second five year grant cycle.

At the end of 10 years, the original grantee must wait one (1) year before applying for another DDC grant.

Grants begun prior to Federal Fiscal Year 2007 will be allowed to complete their six-year cycle providing federal funds are available and the grantee is in compliance with program and fiscal requirements.

### **PROCEDURE:**

The State Plan for Developmental Disabilities will indicate the number of years each project is projected to run.

If applicable, once competitively selected, a project will be continued for each subsequent year if the grantee has performed successfully during the

previous year, submits an application, which is approved by the Executive Committee of Council, and funds are available.

Council, based on originating committee recommendation, will determine the number of years each project will continue.

Approved: October 31, 2007  
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## **#00-7a, Grantee Compliance: Reporting Requirements**

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### **PURPOSE:**

To insure that all grantees of Council are complying with the fiscal and programmatic reporting requirements set forth in the application guidelines, application assurances, and the Ohio State Plan for Developmental Disabilities.

### **POLICY:**

The grants coordinator shall maintain a compliance form to document:

- a. That up-to-date periodic expenditure reports and program reports have been submitted, and
- b. That current expenditures are consistent with the line estimates of the approved budget, or
- c. That terms of the award as set by the grants administrator are being met.
- d. For projects receiving \$50,001 or more they will report quarterly; for projects receiving \$16,000 to \$50,000 they will report twice a year; for projects receiving \$15,999 or less they will report once annually.

The committee staff person shall:

- a. Provide a thorough orientation with new grantees which includes among other topics reporting requirements, and other topics as deemed necessary by program staff.

### **PROCEDURE:**

Procedure for Part A of the compliance form:

Following the conclusion of each appropriate period, all active grants will be examined by the grants administration section to determine if periodic

expenditures reports and periodic program reports for the previous quarter have been submitted to DD Council.

1. Program and expenditure reports are due in the Council office by the close of business on the last business day of the month following the end of each period.
2. Council staff will acknowledge receipt of program and expenditure reports within five (5) business days after they are received. Acknowledgement will be made by e-mail.
3. The status of each grant will be reported by the grants administration section to the appropriate program staff person of Council.

A. Suspension for non-submission of expenditure and/or program reports

1. If a grantee's expenditure and/or program reports are not in the Council office by the close of business on the last business day of the month following the end of the period, the staff person will notify the grantee (letter or e-mail) that they are not in compliance with Council's reporting schedule and that requests for funds will not be approved until reports are received. The staff will also indicate that reports not received within fifteen (15) calendar days could result in termination of the grant.
2. If the reports are not received in the Council office within fifteen (15) calendar days from the date of the notification, the process to terminate will be initiated, and the staff person and chair of the originating committee will be notified.
3. Request for extension due to extenuating circumstances must be submitted to staff in writing. An extension may be granted by the executive director with approval of the Executive Committee for the following:
  - a) Death of family member or co-worker of grantee
  - b) Serious illness of grantee

c) Facility damage (acts of nature, fire, flood...)

B. Suspension for other issues of non-compliance

If a project is found to be non-compliant, the grantee will be informed in writing of the:

1. Specific items of non-compliance.
2. Specific actions required to restore compliance.
3. Timelines for actions to restore to compliance.

C. Termination

If compliance has not been restored within specified timelines, staff will issue a notice of termination and notify Council. Termination means immediate and permanent withdrawal of the grantee's authority to obligate funds before that authority would otherwise have expired.

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## **#00-7b, Grantee Compliance: Program Requirements**

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### **PURPOSE:**

To insure that all grantees of Council are complying with the Ohio State Plan for Developmental Disabilities, the approved proposal for the grant, and the conditions letter; and to establish sanctions for grantees that are out of compliance.

### **POLICY:**

The committee program staff member shall monitor each grant to determine whether satisfactory progress has been maintained with regard to the proposal, the conditions required for approval, performance target(s) as specified in the Ohio Developmental Disabilities Council State Plan.

### **PROCEDURES:**

Monitoring compliance – the committee staff person shall:

- a) Provide a thorough orientation with new grantees which includes discussion of Council's mission, performance targets, DD Suite, reporting requirements, use of Council logo, use of state plan amendments and other topics as deemed necessary by program staff.
  - i) All new grantees will be required to participate in an orientation with program staff;
  - ii) When a joint orientation is scheduled to accommodate multiple new grants, all new grantees are required to attend;
  - iii) Grant funds may be used to pay for mileage to attend orientation.
- b) Monitor the grantee to determine that satisfactory progress has been maintained with regard to the approved proposal and for each final condition for approval.

- c) Complete the grant evaluation form and give a copy to the fiscal section for inclusion in the main files.
- d) Distribute report to the committee.
- e) Seek modifications or clarification of each periodic report, if necessary. If the report is satisfactory, the program and fiscal staff will accept the respective program and expense reports that have been submitted.

### Suspension for non-compliance

If a relevant program staff person determines that there are concerns regarding non-compliance, he or she will bring them to the attention of the committee chair and the committee.

The committee will consider the items identified by the staff person.

If the Committee determines that the grantee is non-compliant regarding one or more issues, the grant is suspended and the Committee shall determine the following:

1. Specific items of non-compliance.
2. Specific actions required to restore compliance.
3. Timelines for actions to restore to compliance.

The committee staff person will inform the grantee in writing.

### Termination

If compliance has not been restored within the specified timelines, the grants administrator will write a formal notice of termination and notify Council.

Termination means immediate permanent withdrawal of the grantee's authority to obligate funds.

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## #00-8, Ethics

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### **PURPOSE:**

To avoid actual or seeming conflict of interest in the conduct of Council business, including planning, awarding of funds, and advocacy as required by federal and state laws.

### **POLICY:**

Council members, staff and special advisors shall, at all times, adhere to federal and state ethic laws.

### **PROCEDURE:**

1. Council members, staff and special advisors will not write a letter of support for any applicant for basic state grant funds awarded by Council.
2. Council members representing state agencies will not participate in discussions in committees or Council, or vote on matters pertaining to:
  - A grant for which their agency has applied or might be expected to apply
  - A grant which has been awarded to their agency
  - A grant in which they are paid as an employee or a consultant
3. Council members and special advisor will not participate in discussions in committee or council or vote on matters where a conflict of interest may exist.
4. Members and special advisors will not participate in any grant review for which they have a conflict of interest with any of the proposals. At the beginning of each grant review panel meeting, each reviewer will sign the ethics statement.

5. Both federal and state law provides a different standard for its partners under the DD Act. That standard is set out in Section 5123.35 of the Ohio Revised Code.

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## **#00-9, Special Advisor Selection, Role and Reimbursement**

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### **PURPOSE:**

To clarify the selection process, role and reimbursement of expenses for special advisors

### **POLICY:**

#### A. Selection

Council bylaws allow committees to have special advisors for a period of one (1) year. The special advisor will be recommended by the committee requesting a special advisor for approval by full Council. Selection of individuals should be based upon the following criteria:

1. The individual brings special knowledge, skills, experience and/or abilities related to current committee activities that the committee does not already possess.
2. The individual can commit the necessary time to the task.
3. The individual's expertise should be needed for an extended period of time.

#### B. Role

Special advisors will be non-voting members of committees who will provide special expertise and insight to deliberations.

#### C. Reimbursement

Special advisors will receive reimbursement for travel in Ohio to the appropriate committee meeting and for meals in accordance with prevailing state government rates and travel policies.

Reimbursement requests for overnight accommodation will be approved by the committee chair for valid reasons.

Special advisors who are affiliated with an agency or organization that would benefit from the committee discussions shall not receive reimbursement. In all cases, Council will be payer of last resort.

**The individual's status will be subject to annual review.**

**PROCEDURE:**

Committees will bring forth their candidates for special advisor to full Council for approval. After appointment, the grants administrator will notify each special advisor of allowable rates for reimbursement. Special advisors must submit travel vouchers to receive reimbursement.

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## **#00-10, Executive Committee Discretionary Fund**

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### **PURPOSE:**

To enable Council to support one-time initiatives.

### **POLICY:**

Current grantees who seek funds from the Executive Committee Discretionary Fund must demonstrate that discretionary funds will not be used to supplement their grant with Council. At the beginning of each fiscal year, Council shall set aside an amount as determined by the State Plan for this fund. Expenditures must be in accordance with Council's mission, vision and policies.

Expenditures should complement and not conflict with Council's State Plan or its projects. Once a request has been submitted, subsequent requests are also subject to the limits described in paragraphs A through D of the following procedure for a period of one year, beginning with the date of the first request was received by Council.

### **PROCEDURE:**

- A. Applicants shall submit a written request for funds that clearly indicates the purpose for which the funds are being requested. Expenditures from the fund shall be in the form of mini-grants to support an individual or an organization. Each recipient will be asked to provide matching funds either in cash or in kind, and to submit an expenditure report with receipts. Recipients will also be asked to return all unexpended funds in a check made payable to the Treasurer, State of Ohio.
- B. Applicants for funds from the Executive Committee Discretionary Fund for an amount no greater than \$2,000 may be approved by the executive director with the consent of the chair of Council. Requests for funds in an amount greater than \$2,000, in aggregate, may only be approved by a vote of Executive Committee.
- C. Requests for Executive Committee Discretionary Funds shall be considered on a first-come, first-served basis. No mini-grant shall be

awarded in excess of \$5,000 annually to any one recipient. These limits may be exceeded only with full Council approval.

- D. The availability and process for applying for funds from the Executive Committee Discretionary Fund will be posted on Council's website.
- E. The Council shall, on a quarterly basis, receive a report that includes all of the following:
  - 1) A list and description of all requests made to the Executive Committee Discretionary Fund;
  - 2) An accounting of funds expended to date for mini-grants awarded under the Executive Committee Discretionary Fund; and
  - 3) A description of any benefit or outcome that resulted from the award of Executive Committee Discretionary Funds.

Approved: December 7, 2007  
Date of Last Revision: September 16, 2011

## **#00-11, Financial Compensation of Members**

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### **PURPOSE:**

To meet the requirements of the Developmental Disabilities Assistance and Bill of Rights Act regarding a stipend for Council members and to provide specific parameters that must be met in order to be eligible for compensation.

### **POLICY:**

Stipends will be offered to Council members who:

1. Are not employed, are employed at sub-minimum wage rates, or must forfeit wages from other employment to attend Council meetings and serve on grant review panels, and
2. Submit a statement that it would be a hardship to serve on Council without receiving the stipend.

A stipend will be offered to a qualified Council member for attending Council meetings and doing grant reviews at the rate of \$100 per day for time spent on Council duties for a “day” that is 4 hours or longer, and at a rate of \$50 per day for a day that is longer than 1 hour but shorter than 4 hours. An exception to the 4-hour rule will be made during the annual grant review gathering.

All official meetings of Council, including committees and subcommittees, will qualify. Travel time will not be included in calculating the length of a stipend’s “day” except in those instances where total travel time in one day exceeds three hours. In the latter situation involving 3 or more hours of travel in the same day, the Council Member will qualify for the \$100 stipend.

Compensation will be provided for any official meeting of Council, its committees and subcommittees.

Reimbursement expenses to attend a subcommittee meeting on the day before regularly scheduled meetings will be calculated at a rate of \$50 per day for a day that is longer than 1 hour but shorter than 4 hours.

Members receiving retirement compensation are not eligible for the stipend.

**PROCEDURES:**

All activities eligible for stipends will be fully documented according to guidelines established by the business office of Council and the state of Ohio. Council members intending to apply for a stipend or requiring assistance in completing documentation should contact the Council business office.

Every Council member who applies for a stipend shall be required to complete a hardship statement in which he/she indicates that he/she could not afford to serve on Council, or that it would be a significant hardship to serve on Council, unless he/she is allowed to receive a stipend.

The hardship statement must be submitted at the beginning of each term of office, approved and signed by the executive director. If an individual's circumstances change midterm, it is the individual's responsibility to notify the executive director.

**PLEASE NOTE:**

Council members who are receiving SSI or Medicaid should carefully evaluate the impact that receiving compensation in the form of a stipend might have on their continued eligibility for such benefits prior to applying for the stipend.

Approved: December 7, 2007  
Date of Last Revision: September 16, 2011

## **#00-12, Correspondence to Policymakers or Responses to Alerts by Staff/Grantees**

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### **PURPOSE:**

To clarify the circumstances under which staff and members may write correspondence and respond to alerts.

To explain how grantees should handle alerts.

### **POLICY:**

All positions taken by Council staff, members and grantees must be consistent with Council's Public Policy Platform. Council staff, members, and grantees may write correspondence to policymakers and respond to alerts as outlined below.

### **PROCEDURE:**

1. Correspondence to policymakers or correspondence intended for widespread public distribution, initiated by Council staff or Council members, which states or appears to represent a position of Council, may be approved by the executive director when (1) the position stated represents a clearly approved Council position, or (2) the position represents a logical outcome of a Council position and (3) the position is consistent with Council's Public Policy Platform.

In the absence of one of the above criteria, no correspondence on behalf of Council may be distributed without approval of full Council.

2. The executive director may approve responses to alerts on behalf of Council requested by NACDD when such responses are clearly consistent with Council positions and are noncontroversial.

The executive director must copy Council members on such responses.

3. The executive director may defer approval of correspondence or response to an alert to seek approval by a Council committee or Council as a whole.

4. Correspondence in the above situations shall be signed by either of the following:
  - The executive director,
  - The executive director and the relevant committee staff person,
  - The executive director and the relevant committee chairperson,
  - The relevant committee chairperson and staff,
  - The executive director and Council chairperson,
  - The Council chairperson, or
  - Whoever appears to be most appropriate in light of the circumstances
  
5. Responses to alerts from other organizations shall be subject to approval by Council chair in addition to #2 above.

Grantees (e.g., legislative projects) may respond to alerts on behalf of Council by urging a response from their constituents that is clearly consistent with approved Council positions upon approval by the executive director or the relevant committee staff person. In the absence of a clearly approved Council position, or in the face of ambiguous facts, the grantee may forward the alert without editorial comment with a "For Your Information (FYI)" cover letter, fax, or e-mail.

Approved: July 11, 2008

Date of Last Revision: December 14, 2012

## **#00-13, Conference Attendance and Travel for Council Members and Staff**

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### **PURPOSE:**

To formalize rules regarding conference attendance.

### **POLICY:**

Council members and staff members may attend conferences in Ohio and out-of-state in accordance with the procedure outlined below. It is the policy of Council to use its federal and state funds prudently and in a way that achieves the greatest benefit for the citizens of the state of Ohio who have a developmental disability and their families. This policy will follow the current state of Ohio rules on travel reimbursement.

### **PROCEDURE – Out-of-State Travel:**

Attendance at out-of-state conferences and related travel shall be approved only after due consideration for any state travel rules and restrictions, and only with clear written justification of how attendance at the conference is expected to benefit the goals and objectives of Council, of one of its committees or subcommittees, of a particular grant project (i.e., existing or proposed), or of a state-level taskforce, committee or workgroup as a result of appointment by the governor or by Council.

1. Representatives of the Ohio DD Council may attend events sponsored by national organizations including, but not limited to, the annual National Association of Councils on Developmental Disabilities (NACDD) Conference, the Technical Assistance (TA) Institute, and the Disability Policy Seminar. In general, attendance to the NACDD annual conference will normally be the executive director and the Council chairperson or one of the other officers of Council. The representative to the TA Institute, which covers Council responsibilities to NACDD and the Administration on Developmental Disabilities (ADD), including the completion of the State Plan and the annual Program Performance Review (PPR), will normally be a Council staff person. Attendance to the Disability Policy Seminar will normally be the staff person for the Public Policy Committee, the chairperson of Council and the chairperson or another Council

member from the Public Policy committee. For other conferences, the most appropriate person to represent Council may depend on specific items on the agenda. See paragraph 3 as to who makes this determination.

2. Members who wish to attend an event will be responsible for informing the chair of Council or the executive director of their interest prior to a vote to approve out-of-state travel.
3. Requests for participation in out-of-state conferences or events shall be submitted to Council for approval or denial. In the absence of a meeting of full Council, the Executive Committee may approve such requests. A vote to support a representative of the DD Council elected to the NACDD Board shall be considered a vote to support attendance at up to 4 meetings per year for the duration of the 2-year-term (i.e., a separate vote is not needed for each NACDD Board meeting).
4. Whenever possible in attending a conference, Council members and staff shall share rooms and share transportation to the event if by state or personal vehicle.
5. All requests for reimbursement from Council members or staff persons shall include a report of the event attended and a clear delineation of how attendance at that event provided a tangible benefit to Council as a whole. A similar report shall also be required in the event of a pre-payment or cash advance. The responsibilities of the attendee shall not be considered complete until such a report is submitted and it has been distributed to all Council members and all Council staff.

**PROCEDURE – In-State Travel:**

Attendance at in-state conferences and related travel shall be approved only after due consideration for any state travel rules and restrictions, and only with clear written justification of how attendance at the conference is expected to benefit the goals and objectives of Council, of one of its committees or subcommittees, of a particular grant project (i.e., existing or proposed), or of a state level taskforce, committee or workgroup as a result of appointment by the Governor or by Council.

1. Attendance at in-state conferences involving a registration fee and travel expenses not exceeding \$500 shall be at the discretion of the executive director.
2. Attendance at in-state conferences involving a registration fee and travel expenses that exceed \$500 shall be at the discretion of the executive director but shall also require the written/e-mail approval of the Council chairperson.
3. To the extent possible, and depending on the conference agenda, attendance at in-state conferences shall rotate among Council members and staff so that it is not the same members or staff attending a disproportionate share of such events.
4. Whenever possible in attending a conference, Council members and staff shall share rooms and share transportation to the event if by state or personal vehicle.
5. All requests for reimbursement from Council members or staff persons shall include a report of the event attended and a clear delineation of how attendance at that event provided a tangible benefit to Council as a whole. A similar report shall also be required in the event of a pre-payment or cash advance. The responsibilities of the attendee shall not be considered complete until such a report is submitted and it has been distributed to all Council members and all Council staff.

Approved: February 2, 2001  
Date of Last Revision: September 16, 2011

## **#00-14, Number of Projects Held By a Single Grantee**

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### **PURPOSE:**

This policy encourages Council funds to be distributed to a larger number of grantees and discourages any one grantee from becoming dependent upon Council funding.

### **POLICY:**

No grantee shall be allowed to be the recipient of multiple projects where the sum of all projects held at one time exceeds \$100,000, unless there is a vote to override this policy by at least three-fourths of the membership of Council.

### **PROCEDURES:**

Council Policy, Criteria for Selection of Competitive Grants, revised November 6, 1992 and reapproved April 2, 1993, currently includes: Qualification of Agency and Personnel. In the event that an agency chooses to apply for more than one grant with an implementation period that would run concurrently with an existing grant, and the sum of Council funds during the implementation period exceeds \$100,000, the agency must identify this fact under Section 2. Qualification of Agency and Personnel, in the grant application form.

Upon receipt of such information, it must be brought to the Council floor where it shall take a passing vote of three-fourths of the total membership of Council for the application to be included in the grant review process. In the event that the grant review panel is scheduled to convene prior to the opportunity for a Council vote and the grant review panel selects the agency's application, it will still require a passing vote of three-fourths of the membership of Council before the agency can receive final approval. If the latter event occurs, the "Conditions" letter will include the statement, "dependent upon the approval of three-fourths membership of Council at the next scheduled business meeting."

Approved: December 7, 2007

## **#00-15, Shared Management**

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### **PURPOSE:**

Organized efforts to support and strengthen the voice and influence of people with developmental disabilities have been conducted by advocacy agencies of Ohio for many years. The impact of those efforts has been lessened by the use of scarce resources for necessary agency overhead.

In order to combat this trend, Council believes that economies of scale can be realized by small agencies if a specified list of services is provided by other grantees. This list includes: accounts payable/receivable, space, utilities, equipment, and support staff.

### **POLICY:**

If a grantee uses the services of another grantee, it must be identified in the application for Council funding.

### **PROCEDURES:**

Depending upon the service provided, there are several places within Council's grant application where the above information must be reported (e.g., Project Financial Officer on the identification page and within the budget documents). It will be the responsibility of applicants to do so.

Council's fiscal unit will then be responsible for reporting the specifics to the grant review panel.

Approved: October 5, 2007  
Date of Last Revision: September 16, 2011

## **#00-16, Council Member Participation in Grants**

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### **PURPOSE:**

To clarify the role of Council members in grants.

### **POLICY:**

A major role of Council members is to set general planning objectives and Performance Targets for grants. It is also a proper role for a Council member to provide oversight to a grant as part of a grant review panel, as a member of the originating issue committee, or as a part of full Council, in addition to oversight and monitoring provided by Council staff.

Once Council has approved a grant proposal and any initial conditions have been responded to by the grantees, Council should give grantees maximum freedom in how they manage their grants as long as they are meeting performance targets.

When an issue committee of Council determines that a grant should have an advisory committee, task force, or council, members of the issue committee may participate as a member of the advisory committee, task force or council provided their participation does not create a conflict of interest. Under no circumstances should a Council member change plan language or outcomes as this is a role of the originating committee.

The state plan language for that grant must specify the involvement of a Council representative(s).

The Council member(s) must be authorized by the originating committee to be Council's representative on that grant.

The Council member(s) is eligible for reimbursement of approved expenses from Council's budget.

The Council member(s) **MUST** abstain from voting in committee and full Council on issues related to that grant.

The Council member(s) reports to the originating committee, as appropriate on grant activity.

Approved: December 7, 2007  
Date of Last Revision: September 16, 2011

## **#00-17, Dual Leadership**

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### **PURPOSE:**

To clarify the role of Council members who also serve as officers on the boards of entities who apply for/have grants with Council. The federal law is very clear when it says, “not less than 60 percent of the membership of each Council shall consist of members who are..... not be employees of a State agency that receives funds or provides services under this subtitle, or managing employees [as defined in section 1126(b) of the Social Security Act (42 U.S.C. 1320a-5(b))] of any other entity that receives funds or provides services under this subtitle.”

An Ethics Commission ruling contained in a letter dated February 22, 2007 states that any member of the DD Council who serves in a category of individual with a developmental disability, parent, guardian or family member may not hold a managing employment position or serve as the officer or member of a board of an entity that receives a grant from Council.

### **PROCEDURE:**

Applicants for Council who are in one of the above positions on an entity that is receiving a grant from Council may either:

- a. Withdraw their application to be appointed to Council and keep their position, or
- b. Resign their position with the grantee and serve on Council.

Council members who are in one of the above positions on an entity that plans to apply for, applies for, and/or receives a grant from Council must:

- a. Recuse themselves from all discussions related to a grant for which they think the entity might apply,
- b. Refrain from voting on any matters pertaining to such a grant,
- c. Not participate on any grant review panel related to the grant, and
- d. If the entity receives the grant, either resign from the managing position with the entity that received the grant or resign from Council.

Approved: October 5, 2007  
Date of Last Revision: December 14, 2012

## **#00-18 Revolving Door**

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### **PURPOSE:**

To clarify the financial relationship between current and former members of Council with grantees, and to avoid the appearance of conflict of interest.

### **PROCEDURE:**

No Council member may receive compensation for performance of any service from a grantee while serving as a member of Council.

No Council member may receive compensation for performance of any service from a grantee for one year after the member is no longer on Council.

Approved: December 7, 2007  
Date of Last Revision: September 16, 2011

## **#00-19, Attendance at Council Business Meetings, Issue Committees and Subcommittees**

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### **PURPOSE:**

To create a policy that reflects attendance at Council business meetings, issue committees and subcommittees is important, and that enables committee/subcommittee chairpersons to more accurately determine who are members for purposes of determining if a quorum is present for voting purposes and for purposes of conducting business.

### **POLICY:**

All members of Council committees and subcommittees are expected to attend all meetings of those committees and subcommittees of which they have expressed intention of being members. All members shall notify the committee/subcommittee chairperson or staff person if they are/were unable to attend. After three (3) absences within a twelve-month period, the committee/subcommittee chairperson shall notify the individual concerned that he/she is no longer considered to be a member of that committee/subcommittee.

In addition, Section 3.17 of the Ohio Revised Code also indicates that any Council member who fails to attend at least three-fifths (3/5) of the regular and special meetings held by Council during any two-year period, forfeits the member's position on Council including membership on committees or subcommittees.

### **PROCEDURES:**

Attendance at the business meeting, committees and subcommittees shall be tracked by Council staff and periodically reported to the Council chairperson, or the respective committee/subcommittee chairperson.

After a member has accumulated 2 absences at committee and subcommittee meetings during a calendar year, the chairperson or the Council staff upon direction from the chairperson shall notify the member in writing that one more absence shall cause the automatic termination of his/her membership on that committee or subcommittee.

Council members who are not members of a committee or subcommittee, or who were members before losing membership due to excessive absence, are welcome to attend and otherwise participate in the meetings of that committee or subcommittee. However, they may not vote.

A member of Council who lost membership on a committee or subcommittee because of excessive absence shall be considered reinstated as a committee/subcommittee member at the beginning of the second consecutive meeting the member attends after stating his/her intent to rejoin the committee or subcommittee. Other Council members who have either not previously belonged to that committee or have not been a member of that committee for at least a year shall be considered voting members when they attend their first meeting after stating intent to join that committee/subcommittee.

In cases where a member's absence exceeds three-fifths ( $3/5$ ) of the regular or special meetings of Council within a two-year period, the Council chairperson and the executive director will send a letter to the governor notifying the governor of the member's lack of attendance and therefore violation of Section 3.17 of the Ohio Revised Code.

Approved: October 31, 2007  
Date of Last Revision: December 14, 2012

## **#00-20, Grantee Eligibility for No-Cost Extension**

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### **PURPOSE:**

To create a policy to determine when a no-cost extension is appropriate. This policy recognizes the need for some flexibility when unforeseen circumstances prevent completion of activities according to the original schedule.

### **POLICY:**

A no-cost extension is allowing a grantee to continue project activities without additional funding beyond the scheduled completion date of the grant.

Grantees are not eligible for a no-cost extension if they are delinquent in any way, including the submission of either program or fiscal periodic reports, and any documentation necessary to substantiate that grant funds from a prior fiscal year were properly expended. There are **NO EXCEPTIONS** to this policy.

Grantees may apply for a no-cost extension for an additional ninety day period of time. No-cost extensions may be approved by the executive director.

### **PROCEDURES:**

A no-cost extension can be requested by a grantee by completing and submitting a budget revision form that includes a description of why the no-cost extension is being requested and the time period for which the no-cost extension is being requested.

Council program and fiscal staff will review the form for completeness and accuracy within five (5) business days of receipt of the form. Incomplete forms may be returned to a grantee by the program or fiscal staff for correction and resubmission. The program and fiscal staff shall be required to sign each request for no-cost extension and include a recommendation to the executive director to approve or deny the request for a no-cost extension. The executive director may approve a request for a no-cost extension if no previous request has been approved for the same project within the same

project year. Requests for no-cost extensions for projects that have already received an extension within the same project year shall be submitted to Council for a vote.

If a no-cost extension is approved, the following procedure will be followed:

1. The fiscal section staff will send notice of approval of the no cost extension to the grantee via e-mail;
2. Any unexpended funds can be spent during the no-cost-extension time period.
3. At the conclusion of the no-cost-extension time period, the grantee will comply with all final reporting requirements.

If a no-cost extension is NOT approved, the following procedure will be followed:

1. The fiscal staff will send a notice of denial of the no-cost extension via e-mail. The notice of denial will be sent within five (5) business days of the decision by the executive director;
2. All unexpended funds must be returned by the grantee within five (5) business days of receiving notification from the grants administrator.
3. The grantee must comply with all final reporting requirements.

Approved: December 7, 2007  
Date of Last Revision: September 16, 2011

## **#00-21, Inclusion of Individuals with Developmental Disabilities**

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### **PURPOSE**

To insure that the supports and assistance necessary for inclusion/participation of people with developmental disabilities are provided for all Council and grantee activities, trainings, and events that have a target audience including people with developmental disabilities. To recognize that a significant number of individuals with developmental disabilities are unemployed and are low-income, thereby lacking the financial means to participate in Council and grantee events to the same degree as others do.

### **POLICY**

All activities, trainings, and events planned, conducted/implemented by the Ohio DD Council and by its grantees shall provide the necessary supports and assistance needed for individuals with developmental disabilities to participate. All such events shall provide for a significant number of individuals with developmental disabilities' participation. There shall be no "token" participation or involvement.

All activities supported by Council must be in fully accessible locations.

### **PROCEDURES**

During the development of the State Plan for DD, every initiative must be analyzed with regard to the potential inclusion of individuals with developmental disabilities in the project activities and efforts.

In accordance with the Planning Guidelines and the Application Guidelines, each proposed project must reflect that individuals with developmental disabilities are to be supported to be a part of the project.

Budgets for projects must take into consideration the cost of such support. The cost shall include: transportation, personal assistance care, special needs, etc.

Approved: October 5, 2007  
Date of Last Revision: September 16, 2011

## **#00-22, Grant Reviewer Requirements**

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### **PURPOSE**

To establish requirements for grant reviewers when determining selection of a new grant (competitive), continuation grant (noncompetitive) and direct allocation.

### **POLICY**

Reviewers will review proposals and complete the score/sheets prior to the grant review meeting.

Reviewers will be provided grant proposals; evaluation forms/score sheets and instructions at least 14 calendar days in advance of grant review date or as otherwise acceptable to the reviewer. Grant reviewers will adhere to established requirements.

### **PROCEDURES**

New Grants:

- Prior to the grant review meeting, the grant reviewer will complete score sheet for each proposal and assign points according to how well, in his or her opinion, the proposal met the criteria.
- The reviewer **MUST** document comments on the score sheet to substantiate points assigned.
- The reviewer totals the points assigned and brings the score sheet(s) to the grant review meeting (Refer to procedures in Policy #00-3).
- The reviewer should document any suggested conditions and recommendations for the grantee.
- In the event a reviewer does not have a completed evaluation form/score sheet at the start of the grant review, the reviewer will be replaced on the panel with the alternate or the staff person chairing the panel.

Continuation Grants:

- The reviewer will examine the staff evaluation form prior to the grant review meeting.

- The reviewer will document comments as to how well, in his or her opinion; the grantee and/or project met performance targets or outcomes.
- The reviewer will document any suggested conditions and recommendations for the grantee.

Approved: December 7, 2007  
Date of Last Revision: September 16, 2011

## **#00-23, Use of Carryover Funds**

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### **PURPOSE**

To specify requirements for the use of unobligated funds at the end of a project year.

### **POLICY**

Council staff gives a report to Council each business meeting of Council detailing the amount of unobligated funds.

### **PROCEDURES**

1. Amendments to the state plan will be permitted anytime during the year to allow for the use of carryover funds.
2. All state planning guidelines and rules must be followed.
3. Any amendments to the state plan that fund new grants/projects from carryover funds are not to exceed one year duration.

Approved: December 7, 2007  
Date of Last Revision: December 14, 2012

## **#00-24, Council Member Responsibilities**

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### **PURPOSE**

To specify the expectations and responsibilities of Council members.

### **POLICY**

Council members shall adhere to any and all requirements of the DD Act (federal law), the Ohio Revised Code (state law), the approved Council Bylaws, as well as the expectations established in this policy.

### **PROCEDURES**

1. Council members are required to:
  - Adhere to all Council policies.
  - Attend two (2) days of meetings, five (5) times per year.
  - Be an active member of at least two (2) standing committees of Council.
  - Participate in at least one (1) grant review panel.
  - Be prepared for Council and Committee meetings.
  - Advocate for Council's mission and philosophy.
  - Participate in the development of Council positions on matters of public policy.
  - Read and respond to action alerts.
  - Attend Council sponsored events.
  - Follow the Code of Conduct as established by the Bylaws.
  
2. Council members are encouraged to:
  - Attend selected state or local events.
  - Mentor a new Council member.
  - Be a resource to/provide information to legislators.
  - Share information between Council and other organizations as appropriate.
  - Serve on groups external to Council.
  - Participate in visits to Council projects with Council staff.
  - Serve on Council subcommittees and ad hoc groups.

3. Council members are subject to the following policy related to the use of Social Media (e.g. Facebook, LinkedIn, Twitter, etc.):
  - If any member of the Council comments on any aspect of business or policy that the Council is involved in where they have input and influence in the outcome rendered, they shall acknowledge themselves as a member of the Ohio Developmental Disabilities Council in their postings or blog and include a disclaimer that the views expressed are their own and not necessarily those of the Ohio Developmental Disabilities Council.

Approved: December 7, 2007  
Date of Last Revision: September 16, 2011

## **#00-25, Members Representing Council on Other Boards, Councils and/or Organizations**

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### **PURPOSE**

To establish the process by which a Council member is selected to represent Council on other boards, councils and/or organizations.

### **POLICY**

A Council member may not represent the DD Council on any board, council or organization without being selected and approved by full Council to do so.

### **PROCEDURES**

When a need arises for DD Council to have representation on an outside board, council and/or organization, a name or names of candidates must be brought before full Council for a vote. A vote by majority of Council is required for approval of the candidate to be a representative of DD Council. A name may be brought forth in a number of ways:

- Committee recommendation.
- Recommendation by another Council member or staff person.
- Council member wishing to be considered voluntarily submits his/her name.
- Outside board, council or organization requests a specific Council member

Council members being considered to represent Council must be:

- Available to fulfill the commitment of attending the meetings of the outside board, council or organization.
- Have extensive knowledge of the topic that the board, council or organization is meeting about.
- Willing to report to Council the activity of the meetings they attend on behalf of Council.
- Have sufficient time to devote to being prepared and knowledgeable for participation on the outside board, council or organization.

Approved: September 16, 2011

## **#00-26, Remote Attendance Pilot Program**

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### **PURPOSE**

The purpose of this policy is to authorize members of the Council to participate in a pilot program that allows council members to be present at council meetings via teleconference or interactive video teleconference; to establish requirements for conducting council meetings via teleconference or interactive video conference, including the method the council will use to authenticate the identify of a member who is present at a meeting via teleconference or interactive video teleconference; and to establish a policy regarding the distribution and circulation of meeting-related documents to council members, the public, and the media.

### **POLICY**

Council members who need a reasonable accommodation due to a disability or reside or work more than thirty-five miles from the designated meeting location may participate in a committee meeting, business meeting, or grant review via teleconference or interactive video teleconference and be counted towards the quorum, and have full voting privileges. A minimum of three members of Council shall be physically present at the committee meeting, business meeting, or grant review location. The Chairperson or Vice-Chairperson shall be physically present at the committee meeting, business meeting, or grant review location for which they have the authority to convene and adjourn the public meeting.

A member of council participating in a council meeting via teleconference or interactive video teleconference shall not be counted toward a quorum or be eligible to vote if technical difficulties interfere with the member's full participation in the meeting.

Voting at meetings of council that involve members participating via teleconference or interactive video teleconference shall be conducted by roll call, except that a voice vote may be called at the discretion of the chair in cases where a motion or vote is procedural in nature (e.g., a vote to approve meeting minutes).

All Council members shall be physically present to participate and to count toward a quorum at one meeting per year.

## **PROCEDURE**

Members of Council who are participating via remote attendance will be provided with a unique authentication code, which must be used to verify the identity of the member participating in a meeting by remote attendance. Once an authentication code has been used, a new unique authentication code will be issued to the Council member. A member who cannot provide a valid authentication code prior to a meeting conducted via remote attendance shall not be counted toward a quorum and shall not have voting privileges at that meeting.

Meeting materials for meetings in which a Council member will be participating via remote attendance shall be distributed based on the following schedule:

- (1) Meeting-related documents sent to members who elect to receive documents via electronic mail or facsimile shall be sent no less than forty-eight hours prior to the convening of the meeting for which the documents apply.
- (2) Meeting-related documents sent to members who elect to receive documents via United States postal service shall be postmarked no less than seven days prior to the convening of the meeting for which the documents apply.

The executive director of the council or his/her designee shall maintain an up-to-date list of the names and contact information for members of the general public and members of the media who have requested to receive meeting-related documents prior to the convening of a meeting of council conducted via teleconference or interactive video teleconference.

- (1) Meeting-related documents sent to members of the general public or members of the media who elect to receive documents via electronic mail or facsimile shall be sent no less than forty-eight hours prior to the convening of the meeting for which the documents apply.
- (2) Meeting-related documents sent to members of the general public or members of the media who elect to receive documents via United States postal service shall be postmarked no less than seven days prior to the convening of the meeting for which the documents apply.

On or before July 1, 2012, the council shall submit a report to the General Assembly that describes the effects on the operation of the council of member participation in council meetings via remote attendance.

The report shall describe any additional costs the council incurred and cost savings the council realized through member participation in council meetings via teleconference or interactive video teleconference and shall include:

- (a) A description of the notice given of each council meeting held during the pilot program;
- (b) An account of attendance by council members, the public, and the media at each council meeting held during the pilot program;
- (c) Summaries or copies of comments by the public and the media concerning council meetings held by teleconference or interactive video teleconference;
- (d) A copy of the minutes and an itemized list of the costs of each meeting held during the period of the pilot program; and
- (e) An account of local media coverage of council meetings held via teleconference or interactive video teleconference.

This policy remains in effect until such time as the authority to meet via remote attendance expires.