

# **Harvey-Marion County CDDO Service Area Policy/Procedure**

**Policy No: 014**

**Subject: Council of Community Members**

**Ref: K.A.R. 30-64-31**

**Effective Date: March 2009    Revised: October 2011, June 2014**

**Purpose:** Define the formation and responsibilities of a local council of community members according to K.A.R. 30-64-31.

**Intended outcome:** Harvey-Marion County CDDO area has an active council of community members that represents local system stakeholders and addresses local system issues.

**Policy:** The Harvey-Marion County CDDO establishes a local council of community members, a majority of whom are persons with developmental disabilities and their families/guardians, that represents local system stakeholders and addresses system issues.

1. The responsibilities of the council of community members include, but are not limited to:
  - a. Expressing opinions and making suggestions and recommendations to the governing board of the Harvey-Marion County CDDO concerning any service issue, including types of services offered in the service area and manner in which services are provided;
  - b. Developing and implementing dispute resolution procedures as required by K.A.R. 30-64-32;
  - c. Overseeing the development, implementation, and progress reporting of local capacity building plans, in accordance with guidelines provided by KDADS.
2. The membership of the council of community members is comprised of:
  - a. Persons with developmental disabilities;
  - b. Family members or guardians of a person with a developmental disability;
3. Representatives of the Harvey-Marion County CDDO;
4. Representatives of community service providers affiliated with Harvey-Marion County CDDO that provide services in Harvey or Marion Counties.
5. Members do not serve more than two consecutive three-year terms.

## **Procedure:**

1. For the purposes of initial organization of the council of community members, the Executive Director of the Harvey-Marion County CDDO appoints each member.
2. The appointed council of community members adopts by-laws to govern the process of selecting successor members. These by-laws describe a process for electing successor representatives of persons served, family members, and guardians of persons served, residing in Harvey and Marion counties.
3. For a quorum to exist at any meeting of the council, a majority of council members present must be persons being served, family members of persons being served, or legal guardians of persons being served, and must not also be either an employee or paid consultant to any provider or CDDO, or a member of the board of directors of any provider or CDDO.