

Hetlinger Community Developmental Disabilities Organization
COUNCIL OF COMMUNITY MEMBERS
Regulation Number 30-64-31

PURPOSE:

The object of this policy is to define the purpose and responsibilities of the Council of Community Members as required by the K.A.R. 30-64-31.

POLICY:

The CDDO shall ensure that a Council of Community Members is established to express opinions and make suggestions and recommendations to the Board of Directors of Hetlinger Developmental Services, Inc., in regard to the types of services being offered by the various providers within Lyon, Wabaunsee, Chase, and Morris counties.

PROCEDURE:

1. The Council shall express opinions and make suggestions and recommendations to the Hetlinger Board of Directors regarding any service issue including, but not limited to, the types of services being offered by the various providers within the service area and the manner in which those services are being provided.
2. The Council will develop and implement a dispute resolution procedure in conjunction with the CDDO to resolve disputes which may arise between community service providers, persons served, guardians, or individuals in a person's support network and the CDDO, an affiliating agency, or other component of the community services system.
3. The Council shall consist of a selected number of individuals, 51 percent of whom shall be persons with a developmental disability and family members or guardians of a person with a developmental disability, and shall include representatives from the CDDO and affiliates of the CDDO.
4. Members will be chosen by election by consumers, family members, and guardians following nominations by individuals residing in the service area. Nominations will be accepted between February and May of the current council year. The election process will be completed prior to the August meeting with those individuals receiving the highest votes filling positions available for new members and any un-expired terms. Terms will be three years in length with individuals serving no more than two consecutive three year terms.
 - a. Requests for nominations will be made through the Hetlinger CDDO Newsletter and/or from current council members.
 - b. Nominations will be accepted by mail, phone or in person. Persons

eligible for nomination will include any person receiving services, any family and/or guardian of a person receiving services or any interested citizens who reside in the CDDO Service area.

- c. A list of nominees will be sent to everyone on the Hetlinger mailing list (via the newsletter), faxed to affiliated agencies, and provided upon request.
- d. A private voting area will be available at Hetlinger for voters to use. Votes may also be made via telephone or mail.
- e. Votes will be tallied by a group of at least two (2) people.
 - f. Notification of new members will be sent to nominees.

5. The council shall meet quarter-annually on a predetermined day in each of the following months, namely: February, May, August, and November of each year. Elections will be held after the May meeting and prior to the end of July so that new members will be in place for the August meeting.

- a. The Director of CDDO Administration will notify the Council of the meeting date, time, and place.
- b. The Director of CDDO Administration will make arrangements for any special needs.
- c. The principal office for the council will be:

Hetlinger Developmental Services, Inc.
Council of Community Members
707 S. Commercial, PO Box 2204
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(620) 342-1087