

**IOWA DEVELOPMENTAL DISABILITIES COUNCIL MEMBER HANDBOOK**

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**Purpose of a Developmental Disabilities (DD) Council**

The purpose of the DD Council is to help people with developmental disabilities have self- determined, independent, productive, and inclusive lives. Councils on Developmental Disabilities are in every State and select US Territories.

**Iowa DD Council Mission**

The Iowa Developmental Disabilities Council (DD Council) will work to create change with and for persons with developmental disabilities so they can live, work, learn, and play in the community of their choosing.

We envision an Iowa where all people with developmental disabilities and their families are fully included in communities they choose.

The Iowa DD Council is authorized through the [**Developmental Disabilities Assistance and Bill of Rights Act**](https://acl.gov/about-acl/authorizing-statutes/developmental-disabilities-assistance-and-bill-rights-act-2000) **.** Download the bill here: [Public Law 106-402 106th Congress October 30, 2000 (acl.gov)](https://acl.gov/sites/default/files/about-acl/2016-12/dd_act_2000.pdf)

**Developmental Disabilities Act (DD Act)**

The Developmental Disabilities Assistance and Bill of Rights Act (usually called the DD Act) is implemented the Administration for Community Living (ACL). The DD Act in easy-to-understand language can be found here: <https://www.aucd.org/docs/publications/DD%20Act%20Plain%20Language_EasyRead.pdf>

Programs that support the DD Act are the DD Councils, Disability Rights Centers (Disability Rights Iowa) and the University Centers for Excellence in Developmental Disabilities (Center for Disabilities and Development). The programs are sometimes called the DD Network. Funding for these programs comes from ACL.

Chart, diagram

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**5-Year State Plan**

Every five years, the DD Council develops a state plan with goals and objectives to address new ways of improving the lives of Iowans with developmental disabilities. Self-advocates, families, state agencies, providers, educators, and other stakeholders provide input into the development of the state plan. The Council creates a plan that we believe will result in systems change, capacity building, and increased advocacy for Iowans with developmental disabilities. The current state plan will guide the Council’s activities over the next five years. The state plan can be found here: <https://irp.cdn-website.com/dc8e72bb/files/uploaded/2022-2026%20Full%20State%20Plan%20-%20Final%20June%201%202022.pdf>

**Council Structure**

Sixty percent of the DD Council is made up of people with developmental disabilities and parents, guardians, or family members of people with developmental disabilities. State agencies represented on the DD Council are:

* Department of Education
* Iowa Health and Human Services: Aging & Disability Services
* Iowa Health and Human Services: Medicaid
* Center for Disabilities and Development
* Title V: Maternal and Child Health (MCH) Block Grant Program
* Iowa Vocational Rehabilitation Services
* Disability Rights Iowa

Members of the council are volunteers appointed by the Governor. Members represent and advocate for people with developmental disabilities and their families. State law requires boards and commissions to be balanced according to gender and political party. County location and diversity are also considered.

**Length of Terms and Appointments**

Appointments to the council are made yearly by the Governor. Appointed members serve a three-year term, beginning in July. Council members can seek reappointment for a second three-year term. Individuals interested in seeking an appointment or reappointment to the Iowa DD Council can complete an application at

<https://talentbank.iowa.gov/board-detail/aa3e27b1-9928-4da3-8c0a-5c4bec854cdf>

**Officers**

Members can serve as officers of the Council. Chairperson and Vice-Chairperson are elected yearly by the full council and serve for one year. The Chair and Vice Chair may choose to run for reelection. There are no term limits.

**Meetings**

Meetings of the full DD Council are held every other month. Meetings are typically scheduled for the second Thursday of July, September, November, January, March, and May. Meetings begin at 10:30 am. Meetings include a break for lunch and will adjourn around 3:00 pm.

According to our current Bylaws, it is the expectation that all members attend meetings in person. However, Council members may request an exemption to the in-person attendance requirement from the Executive Committee by contacting the Iowa DD Council Administrative Assistant. Members granted exemptions may attend virtually.

Members should let Council staff know if they cannot attend. Two-thirds of the council members need to be present to vote on Council business. If a member misses three consecutive council meetings, their term may end.

Special meetings may be called for business of the DD Council that cannot wait until the next scheduled meeting.

The DD Council meeting format will follow Robert’s Rules of Order.

**Meeting Location**

Council meetings are at the Iowa DD Council Office at 700 2nd Avenue in Des Moines. There is a parking lot west and north of the building. Accessible parking in the lot is limited. It is on the west side of the building. There is also metered parking along Park St and 2nd Ave. Parking meters can be paid for via the app called or by cash at a parking kiosk. You may download the app at: [Parking (dsm.city)](https://www.dsm.city/departments/engineering_-_division/parking.php). The accessible entrance to our building is on the east side of the building, facing 2nd Avenue.

**Meeting Communication**

DD Council staff sends out communication and meeting reminders to DD Council members by email. Staff will also send out calendar invites for meetings.

Members of the public who are interested in DD Council meetings can request to be on a meeting notification email distribution list.

It is important that all members come to the meeting prepared to ask questions and participate in the meetings. DD Council staff will provide meeting materials by email to DD Council members before the meetings. Members may also ask for hard copies of meeting handouts. Meeting handouts should be reviewed before the meetings. Meeting materials may also be found on the DD Council’s website <https://iowaddcouncil.org/>

**Conflict of Interest**

A conflict of interest exists when a member appears to benefit personally from their position on the council. Members may have a conflict of interest about a topic being discussed during a DD Council meeting. Members with a conflict of interest should not participate in the discussion. Members should also announce that they are not voting if there is a motion for a Council vote. A conflict of interest form is required to be filled out by all DD Council members yearly. Please see the **Conflict of Interest Policy** included at the end of the handbook for more information.

**Leadership and Advocacy Opportunities**

As a member of the DD Council, you may have opportunities to participate in training and educational events. For some events, registration fees and travel will be paid for by the DD Council or be reimbursable to you. Others may not. Please check with the DD Council staff, before an event, on who is paying for the costs.

**Annual Conferences**

The DD Council may pay for members to attend national or state conferences. In this event, travel and registration may be covered expenses. If you are selected to attend one of these events, DD Council staff will provide detailed information about what are covered expenses and how to request reimbursement.

**Representing the Council**

There may be times when you can represent the DD Council outside of Council meetings. Members are encouraged to recruit new members to the Council and to promote the work of the Council. You may also represent the Council at other committee meetings, conferences, or workshops.

As a member of the Council, you may have many opportunities to participate in advocacy.

**Please talk with the Executive Director if you are asked by an advocacy organization to speak at an event as a member of the DD Council.**

You may always advocate with the Governor and legislators and speak to the media as a private citizen. When representing the Council, you can only educate lawmakers about issues. You may not lobby. Lobbying is telling a lawmaker how they should vote. This may seem confusing. When in doubt, please reach out to Council staff. We are here to help!

**Committees**

The Executive Committee (EC) is made up of five members of the DD Council: the Chairperson, the Vice-Chairperson, and three members at-large. Members of the EC are elected by the full Council. The EC must consist of three people with disabilities and/or family members. The EC acts on behalf of the Council between meetings on matters requiring immediate decisions. Actions of the EC will be reported to the full Council. Please see the Bylaws for more information on the duties of the Executive Committee.

Each March, the EC will appoint an Election Committee. The Election Committee is responsible for seeking candidates to serve on the EC. The candidates for the EC are voted for at the May Council meeting.

There are other committees that Council members can participate in such as, the Public Policy Committee and the Make Your Mark! (MYM) planning committee.

**Travel Reimbursement**

Members of the Council may be repaid for travel-related meeting expenses. **It is important to work with council staff to ensure you are submitting repayment requests correctly.**

Effective July 5, 2024, it will no longer be required to submit receipts for meal expenses. Receipts will still be required for transportation, lodging, etc. Members will only be repaid up to the maximum amount outlined in the tables below. **be provided for all expenses being requested for reimbursement. Receipts must identify the**

**Meals**

Only Council members that have an overnight stay are eligible for meal reimbursements. The maximum meal reimbursement is 75% of the daily meal limits for the first and last day of travel. There are no longer any time constraints for determining the amount of the meal per diem reimbursement.

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| --- | --- | --- |
| Expense | Reimbursable Amount | Notes |
| Breakfast | Up to $12.00 | Max $56 daily |
| Lunch | Up to $15.00 | First and last day 75%: Max $42 - meals provided |
| Dinner | Up to $29.00 | Meeting day: $56-$15 = $41. $41 x 75% = $30.75 |

**Transportation**

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| Expense | Reimbursable Amount | Notes |
| Mileage or Public Transportation | $.50/mile or Actual Expense | Receipt is required for public transportation expenses (such as taxi or bus) |

|  |  |  |
| --- | --- | --- |
| Expense | Reimbursable Amount | Notes |
| Parking | Actual expense | Receipt is required. Check with staff for any other restrictions prior to parking where a fee may be imposed. |

**Hotels**

Members traveling to meetings may be repaid for hotel costs. Council staff will assist you in finding hotels which honor the approved rate.

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| --- | --- | --- |
| Expense | Reimbursable amount | Notes |
| Hotel | Up to $120 per night + tax | - Contact council staff for help finding a hotel that accepts the state rate and that the expense is reimbursable.  - Request a “board and commission rate” when booking a hotel room for official business.  - Your appointment letter will serve as proof you are eligible for the state rate. |

**W-9’s and Travel Reimbursement**

Members who are interested in travel reimbursement must have a current W-9 Form on file. A W-9 is an Internal Revenue Service form which is used to confirm a person’s taxpayer identification or social security number.

To request travel repayment, DD Council members must complete a travel reimbursement form. DD Council staff will provide a form to you. DD Council staff can help you complete your form.

Tips for completing the travel reimbursement form:

● Use pen to complete your form.

● Ensure the address on the form is the same as the address on your W-9 Form.

● Enter the date and time of travel (when you leave home and when you return) or make sure that information is correct if it has been prefilled for you.

● Enter the amount of the eligible expenses in the correct field for each day.

● Attach proof of expense (itemized receipt).

● Sign and date the form. A check will be mailed to you.

All Council members, who are self and family advocates, have the option to receive a $50 per diem payment for attending Council meetings. If you would like to receive this, please contact the DD Council Administrative Assistant during the meeting or at 800-452-1936 or 515-288-0463.

**Resources**

**Council Staff**

You can reach staff by calling 1-800-452-1936 or 515-288-0463. Our website is:

<https://www.iowaddcouncil.org/>

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| **Brooke Lovelace**  Executive Director  515-288-0442  [Brooke.lovelace@hhs.iowa.gov](mailto:Brooke.lovelace@hhs.iowa.gov) | **Carlyn Crowe**  Public Policy Manager  515-201-8151  [Carlyn.crowe@hhs.iowa.gov](mailto:Carlyn.crowe@hhs.iowa.gov) | **Lindsay Hommer**  Admin Assistant  515-288-0463  [Lindsay.hommer@hhs.iowa.gov](mailto:Lindsay.hommer@hhs.iowa.gov) |

**Bylaws**

East to read bylaws below:

[Microsoft Word - DD Council Bylaws - Easy Read (cdn-website.com)](https://irp.cdn-website.com/dc8e72bb/files/uploaded/DD%20Council%20Bylaws%20-%20Easy%20Read.pdf)

**Iowa Code**

Iowa Code: 441 Iowa Administrative Code 1.7 – Governor’s Developmental Disabilities Council

[Rule 441-1.7 - Governor's developmental disabilities council (governor's DD council), Iowa Admin. Code r. 441-1.7 | Casetext Search + Citator](https://casetext.com/regulation/iowa-administrative-code/agency-441-human-services-department/title-i-general-departmental-procedures/chapter-1-departmental-organization-and-procedures/rule-441-17-governors-developmental-disabilities-council-governors-dd-council)

**DD Act of 2000**

Developmental Disabilities Assistance and Bill of Rights Act

<https://acl.gov/about-acl/authorizing-statutes/developmental-disabilities-assistance-and-bill-rights-act-2000>

**APPENDIX A**

**Common Terms and Acronyms**

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| Acronym | Term | Notes |
| **ABA** | Applied Behavioral Analysis |  |
| **ACL** | Administration for Community Living |  |
| **ADA** | Americans with Disabilities Act |  |
| **AEA** | Area Education Agencies |  |
| **APSE** | Association for Persons in Supported Employment |  |
| **ARPA** | American Rescue Plan Act |  |
| **BHIS** | Behavioral health Intervention Services |  |
| **CCO** | Consumer Choice Option |  |
| **CDD** | Center for Disabilities and Development |  |
| **CHIP** | Children’s Health Insurance Program |  |
| **CHSC** | Child Health Specialty Clinics |  |
| **CYSHCN** | Children and Youth with Special Health Care Needs |  |
| **DD** | Developmental Disabilities |  |
| **DHS** | Department of Human Services |  |
| **DME** | Durable Medical Equipment |  |
| **DOJ** | Department of Justice |  |
| **DRI** | Disability Rights Iowa |  |
| **DSA** | Designated State Agency |  |
| **EC** | Executive Committee |  |
| **FFY** | Federal Fiscal Year |  |
| **HAWKi** | Healthy and Well Kids in Iowa |  |
| **HCBS** | Home and Community Based Services |  |
| **HIPP** | Health Insurance Premium Payment |  |
| **HIRTA** | Heart of Iowa Regional Transit Agency |  |
| **HSB** | House Study Bill |  |
| **IACP** | Iowa Association of Community Providers |  |
| **ICF** | Intermediate Care Facility |  |
| **ID** | Intellectual Disability |  |
| **IDA** | Iowa Department on Aging |  |
| **IDDRC** | Intellectual and Developmental Disabilities research Center |  |
| **IDHR & DHR** | Department of Human Rights |  |
| **IDPH** | Iowa Department of Public Health |  |
| **IEP** | Individualized Education Program |  |
| **IHP** | Individualized Healthcare Plan |  |
| **IHWP** | Iowa Health and Wellness Program |  |
| **IME** | Iowa Medicaid Enterprises |  |
| **ITACC** | Information & Technical Assistance Center for Councils on Developmental Disabilities |  |
| **IVRS & VR** | Iowa Vocational Rehabilitation Services |  |
| **LEND** | Leadership Education in Neurodevelopmental and related Disabilities |  |
| **LSI** | Lutheran Services in Iowa |  |
| **LTSS** | Long-Term Services and Supports |  |
| **MCO** | Managed Care Organization |  |
| **MEPD** | Medicaid for Employed People with Disabilities |  |
| **MFP** | Money Follows the Person |  |
| **MHDS** | Mental Health Disability Services |  |
| **MYM** | Make Your Mark! Conference |  |
| **NACDD** | National Association of Councils on Developmental Disabilities |  |
| **NAMI** | National Alliance on Mental Illness |  |
| **NDEAM** | National Disability Employment Awareness Month |  |
| **P & A** | Protection and Advocacy |  |
| **PHE** | Public Health Emergency |  |
| **PMIC** | Psychiatric Medical Institutions for Children |  |
| **PPR** | Program Performance Report |  |
| **REACH** | Realizing Educational and Career Hopes |  |
| **RFP** | Request For Proposal |  |
| **SCL** | Supported Community Living |  |
| **SDI Framework** | Specially Designed Instruction framework |  |
| **SFY** | State Fiscal Year |  |
| **SOAR** | Seeking Opportunities for an Advocacy Revolution |  |
| **UCEDD** | University Centers for Excellence on Developmental Disabilities |  |
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**Iowa Developmental Disabilities Council**

**Conflict of Interest Policy**

**Definition:** A conflict of interest can exist when the Iowa Developmental Disabilities (DD) Council member or a member of their family appears to benefit personally from their position on the DD Council.

**Guidelines:**

1. It is expected that all Council members volunteer with the Council to help increase the independence and inclusion of people with developmental disabilities.
2. Council members shall not engage in any activity that might be interpreted by the public as bad performance of their official Council duties.
3. A Council member who has a relationship with an agency applying for or receiving Council funds should not vote about awarding or stopping council funds. This also applies to a Council member who is a family member of someone with a relationship with an agency that is applying for Council funds.
   1. Examples of relationships: employer, employee, owner, board of director, client or consumer.
4. A Council member shall not vote on policy positions when the agency he or she represents is impacted by the Council policy position.
   1. Example: The Council is voting to make a policy statement about increasing funding to Vocational Rehabilitation. The Council member representing Vocational Rehabilitation should not vote on this.
5. A Council member must state any potential conflict of interest. The member should not discuss or vote on a grant award or policy position when conflicts of interest occur. This will be noted in the minutes of the Council meeting.
6. No contractor or grantee shall be allowed to the use salary of a DD Council member as the required federal match for any contract.
7. No DD Council member shall be allowed to receive salary money from any DD Council contracts or grants.

*Adopted: August 5, 1993*

*Revised July 2018, August 2022*