
Council of Community Members
K.A.R. 30-64-31

<u>SECTION:</u> CDDO 10-006	<u>EFFECTIVE DATE:</u> 11-96	<u>REVISION DATE:</u> JUNE, 2006 REVISED MARCH, 2010 REVISED AUGUST 2018
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POLICY: The Council of Community Members will provide input and make suggestions to the Tri-Ko, Inc. CDDO and its affiliates relating to the type or implementation of services offered to individuals served. The Council will also develop and oversee the dispute resolution procedures between the individuals served and/or parents/guardians and the Tri-Ko, Inc. CDDO and its affiliates.

- PROCEDURE:**
1. The Council of Community Members will consist of a select number of individuals, a majority shall be:
 - a. Persons receiving Intellectual/Developmental Disability services
 - b. Family members/guardians of persons served
 - c. Representatives of the CDDO
 - d. Representatives of Affiliates of the Tri-Ko, Inc. CDDO
 2. Members can serve no more than two consecutive three-year terms as members of the council. New members will be elected by the various groups of representation. The following procedure shall be followed:
 - a. When the present council members have served 2.5 years of their term a request for ballot, and nominations from consumers, family members and guardians from the three county area will be distributed. The request for nominations must be returned within two weeks.
 - b. Consumers will be instructed to nominate consumers; family members and guardians will be instructed to nominate family members and guardians. All will be offered an opportunity to vote if they so choose.
 - c. After the Tri-Ko, Inc. CDDO has received nomination forms; contact will be made with all persons nominated to verify their interest in participation on the council.
 - d. Election ballots will be developed, including current members and other nominated individual and distributed to those expressing a desire to vote. Consumer ballots will be distributed to all consumers; family/guardian ballots will be distributed to all family members and guardians.
 - e. All ballots must be returned within two weeks.
 - f. Consumers shall elect consumer representatives. Family member/guardian representatives shall be elected by family members/guardians in the order of most votes received. Representatives will be placed on the council.
 - g. In the event that qualified nominees do not fill all available positions; these positions may be filled without an election process upon approval from the Council.
 - h. Appointment of Provider representatives shall occur when necessary.

3. To convene a meeting, a quorum must exist of at least 51% of those council members present and qualified to vote being individuals served, family members, or legal guardians and can not be an employee or paid consultant of the Tri-Ko, Inc. CDDO or its affiliates or a member of the board of directors at Tri-Ko, Inc. or its affiliates.
4. The Council of Community Members will convene at least quarterly (or more often when deemed necessary).
5. The Council of Community Members will:
 - a. Develop and implement procedures which provide the representative of the council the means to express opinions; and make suggestions and recommendations to the Board of Directors of Tri-Ko, Inc. and its affiliates concerning issues such as the types of services being offered by the Tri-Ko, Inc. CDDO and its affiliates and the manner in which the services are provided by the Tri-Ko, Inc. CDDO and its affiliates.
 - b. Develop and implement procedures for dispute resolution between individuals served and/or legal guardians/family members and the Tri-Ko, Inc. CDDO, its affiliates, disputes between community service providers or any other component of the community service system.
 - c. Annually, when provided the area plan, review and provide written comments, if any, about the plan to Tri-Ko, Inc.'s Board of Directors.
6. The Council of Community Members will be responsible for overseeing development, implementation, and progress reporting as to local capacity building plans in accordance with guidelines provided by KDADS
 - a. If all community service providers are at their maximum capacity; the Tri-Ko, Inc. CDDO shall, pursuant to K.S.A. 39-1805-(b), assist in establishing new community service providers and meet with affiliates to determine the potential for developing an expansion plan.