



Utah Developmental Disabilities Council Policies and Procedures

Contents

Utah Developmental Disabilities Council (UDDC)	4
MISSION.....	4
GUIDING PRINCIPLES.....	4
VISION STATEMENT	4
Council Operating Policies and Procedures	5
INTRODUCTION	5
COUNCIL ETHICAL CODE OF CONDUCT.....	6
CONFIDENTIAL ACCESS AND CONFIDENTIALITY DIRECTIVE	14
GOVERNOR'S EXECUTIVE ORDER ESTABLISHING AN ETHICS POLICY FOR EXECUTIVE BRANCH AGENCIES AND EXECUTIVE BRANCH EMPLOYEES.....	16
CONFLICT OF INTEREST DISCLOSURE	20
RESPONSIBILITIES OF COUNCIL MEMBERS:.....	22
NOMINATION COMMITTEE PROCEDURE FOR NEW COUNCIL MEMBERS	23
MEETING ATTENDANCE REQUIREMENTS:.....	25
REASONS FOR AND METHODS OF REPLACEMENT OF COUNCIL MEMBERS	25
EXPIRATION OF MEMBERSHIP TERMS.....	26
GRIEVANCE/COMPLAINT PROCEDURE FOR COUNCIL MEMBERS	26
PUBLIC COMMENT or PUBLIC PRESENTATIONS AT COUNCIL MEETINGS	27
PERSONNEL POLICIES AND PROCEDURES	28
OFFICE MANAGEMENT POLICIES AND PROCEDURES.....	32
FINANCIAL POLICIES AND PROCEDURES	33
EMPOWERMENT FUND	35
ATTACHMENT A: Utah Developmental Disabilities Council Conflict of Interest Declaration	38
ATTACHMENT B: Respite Child Care Reimbursement Form	39

ATTACHMENT C: Personal Assistant Reimbursement Form..... 40
ATTACHMENT D: Empowerment Fund Application..... 41

Utah Developmental Disabilities Council (UDDC)¹

MISSION

The Utah Developmental Disabilities Council supports and empowers people with intellectual and developmental disabilities to achieve inclusive, meaningful, and self-determined lives in their communities through its ongoing support of leadership, education, policy, and advocacy actions.

GUIDING PRINCIPLES

We believe

- all people contribute to the woven fabric of society.
- all people rely on and need the support of each other.
- all people are accountable for their actions, including the right to risk success or failure.
- all people are responsible to become contributing members of their community.
- all people are valuable and worthy of dignity and respect.
- there is richness in diversity.
- all people have the right to have their voices heard.

VISION STATEMENT

“A world where all people have what they need to get what they want from life.”

¹ Formerly Utah’s Governor’s Council for People with Disabilities

Council Operating Policies and Procedures

INTRODUCTION

The Utah Developmental Disabilities Council (UDDC) is governed by a set of bylaws that have been formally adopted by the Council. Please refer to that document for critical information about the Council and how it functions. The following operating policies and procedures are designed to supplement the Bylaws and provide additional direction for Council officers, members and staff in the discharge of their duties. However, policies and procedures may not violate the provisions of the Executive Order or the Bylaws.

ADVISORY COUNCIL/BOARD

The Utah Developmental Disabilities Council is an Advisory Board appointed by the Governor of Utah as defined on page 1 of the Handbook for Members of Utah State Boards and Commissions. An advisory board provides advice and makes recommendations to another person or entity that makes policy for the benefit of the general public. It is created by statute or executive order by the Governor. Council members will adhere to the Utah Department of Human Services (Utah's Designated State Agency or DSA) Policy and Procedures. However, Council requirements under Federal law, policy and procedures shall supersede State law, policy and procedures.

CONFIDENTIALITY OF COUNCIL INFORMATION

Most information about individuals serving on the Council is public by virtue of their application, nomination, and appointment to the UDDC. However, certain information will remain confidential unless permission to release it is expressly given by the individual through the Executive Director.

1. Public Council Member information includes:
 - a. Name
 - b. Phone number
 - c. Email address (if applicable)
 - d. City of residence
 - e. Position on Council (e.g. Agency Representative, Citizen Member and/or Executive Committee, Committee Chairperson, etc.)
2. Public Council information includes:
 - a. Full Council Minutes
 - b. Executive Committee Minutes
 - c. Council Committees and related programs and training
3. Confidential Information includes:

- a. Street and/or home mailing addresses
 - b. Other personal information.
4. Release of Confidential Information:
- a. If confidential information is requested of a Council member or staff, the Executive Director and the Council member shall be notified of the request. The Executive Director and the individual Council member will jointly determine if the request may be granted, and permission will be noted.
 - b. Complete mailing lists for the Council are not public. As a result, any Council member, organization or individual who would like information to be distributed to current Council members must use the following procedure:
 - c. Submit a written request to the Executive Director stating the purpose and including a copy of the materials to be distributed.
 - d. Upon approval, Council staff will mail the information.
 - e. Unless the mailing relates directly to Council business or if copies and mailing expenses are provided by the individual requesting the dissemination of information, all costs will be billed to the individual requesting that the information be mailed.

COUNCIL ETHICAL CODE OF CONDUCT

Utah Department of Human Services Policy and Procedures

Reference: 02-03

Effective Date: April 2, 1992

Revision Date: January 4, 2013

Subject: Code of Ethics

RATIONALE: The purpose of this policy is to promote ethical behavior by Department employees, volunteers, and board members. This Code goes beyond specific laws and regulations, and recognizes that Department employees, volunteers, and board members have an obligation to protect the rights of clients, the public and other employees, while exhibiting exemplary behavior as representatives of the state.

POLICY

- A. This Code of Ethics applies to all work-related activities of Department employees, volunteers, and board members, and is not intended to govern their private lives. However, when their non-work related activities clearly affect the ability of the Department to provide credible, professional services with the community, employees,

volunteers, and board members are expected to conform to this Code and relevant professional standards and to comply with all applicable laws, including statutes, rules and policies. Employees are governed by this policy in addition to any Department agency's or other policies under which they work.

- B. Employees may not engage in conduct on or off the job that is so egregious that it compromises the ability of the employee or agency to fulfill professional responsibilities, calls into question the employee's ability to do his or her job duties competently, or have a tendency to destroy public respect for government employees and would lead to a weakening of the public confidence and trust in the agency for whom the employee works.
- C. Employees, volunteers, and members of division policy boards shall comply with and abide by all provisions of Utah Code 67-16-1 ET. Seq., Utah Public Officers' and Employees' Ethics Act, Governor's Executive Order: January 26, 2010, Establishing an Ethics Policy for Executive Branch Agencies and Employees, Department of Human Resource Management Rules R477-9, Employee Conduct, as well as all provisions of this policy.
- D. A Declaration of Outside Compensation form shall be completed, notarized, and distributed as required by employees who receive or have agreed to receive compensation from another person or business entity that may have transactions involving an agency, division, or office, or is regulated by an agency, division, or office of the Department of Human Services. (See the Department's Conflict of interest Policy, 02-02, for the form.)
- E. Conduct that violates professional standards or laws may be unethical and an employee may be subject to discipline or other administrative action, even if the conduct is not specifically listed in this Code.

FOSTERING GOOD CLIENT RELATIONS AND PUBLIC TRUST

- A. Relationships with Clients and the Public
 - a. In relationships with clients and the public, employees shall:
 - i. Respect and protect the civil and legal rights of clients.
 - ii. Respect personal and professional boundaries. This precludes, but is not limited to, engaging in business transactions, dating, or engaging in personal or sexual activities or illegal activities with clients. It also prohibits exploiting relationships with Department clients for personal advantage, or soliciting Department clients for

- private practice or outside employment or business dealings.
- iii. Treat clients and the public with respect and in a professional manner and not abuse them emotionally, physically, sexually or verbally by engaging in any language or activity which is demeaning, belittling, or otherwise offensive, inappropriate, or in violation of agency policies.
 - iv. Avoid relationships or commitments that would knowingly conflict with the best interests of clients, the agency, or the Department.
- b. In relationships with clients and the public, employees shall not:
- i. Use their positions or information acquired through their positions, to coerce or otherwise influence clients or the public to provide favors for themselves or others.
 - ii. Jeopardize the health or safety of clients.

MANAGEMENT AND PROTECTION OF CLIENT RECORDS AND DEPARTMENT INFORMATION

- A. In managing client records and information, employees shall:
- a. Respect and protect the appropriate confidentiality and privacy of records and information concerning clients. Employees shall not use such client information for personal purposes.
 - b. Tape or record client activities only as permitted by law or policy, including DHS Policy 05-04.
 - c. Not knowingly violate any state or federal laws (including the Government Records Access and Management Act, also known as "GRAMA") that specify when and how clients, other agencies and the public may inspect or copy the Department's records, including client records.
 - d. Not falsify or wrongfully destroy any record, report, or claim, or knowingly enter or cause to be entered any false or improper information in Department records.
- B. In protecting client and Department records and information, employees shall:
- a. Take client records or information out of the worksite only with supervisory approval.
 - b. Comply with all agency specific policies regarding the protection and confidentiality of client and Department information.

- c. Password protect all electronic files in computers, on jump drives, or other electronic devices.
- d. Lock up client or other confidential information wherever it is maintained, including at employees' homes, such as in desks, filing cabinets, offices, etc.
- e. Not leave confidential information lying on desks, fax machines, inside cars, or other areas that are not secure.
- f. Not put confidential client or Department information on any portable media unless properly password protected and/or encrypted.
- g. Email confidential client or Department information outside of the state network only with proper authorization and password protection.
- h. Follow the Department of Technology's Security Incident Checklist if confidential client records or Department information is lost, stolen, or breached.

COMMUNICATIONS WITH CLIENTS AND THE PUBLIC

- A. In communications with clients and the public, employees shall:
 - a. Comply with the Department's Public Information Policy, 01-06, when initiating or receiving contacts with reporters or other members of the news media, and exercise care to avoid any conflicts of interest between their own views and interests and those of the Department.
 - b. Not purposely withhold from clients, accurate and complete information regarding the extent and nature of the Department services available to them.
 - c. Not discuss confidential information, including client names, providers, facilities, other employees, or information proprietary to other companies or persons, except as necessary to do their work.

RELATIONSHIPS WITH OTHER EMPLOYEES

Work Relationships

- A. In work relationships, employees shall:
 - a. Treat each other respectfully and professionally.
 - b. Use non-abusive, polite and decent language; this prohibits any language or activity that is demeaning, belittling, or offensive.
 - c. Respect the religious values and cultural differences of colleagues.

- d. Avoid slanderous or malicious gossip.

Supervisory Relationships

- A. Supervisors or other administrators shall:
 - a. Treat subordinates with respect and dignity.
 - b. Encourage and facilitate the professional development of employees.
 - c. Not exploit other employees for personal favors or gain.
 - d. Not use their position of authority to harass, stalk, discriminate, or become involved in sexual relationships with another employee.

PERSONAL WORK ETHICS

Laws, Rules, and Regulations

- A. Employees shall obey applicable civil or criminal laws, regulations, rules or policies governing their work or professional activities, including agencies' codes of ethics or conduct which may be even more stringent than the Department's Code of Ethics.

Professional Competence

- A. To maintain and exercise professional competence, employees shall:
 - a. Represent truthfully to employer, clients, and prospective clients their professional credentials and licensure, education, training, and experience.
 - b. Report through appropriate channels any known or suspected improper treatment of employees or clients such as: abuse, discrimination, stalking, or harassment.
 - c. Not engage in conduct on or off the job that compromises the ability of the employee or agency to fulfill professional responsibilities, including abuse, neglect, or exploitation of a child, disabled or vulnerable adult, or others.

Performance of Duties

- A. During the performance of duties, employees shall:
 - a. Use Department resources only for intended purposes.
 - b. Maintain appropriate, approved work schedules.
 - c. Not engage in any activity that could be considered a dereliction of duty, including, but not limited to, absence without leave, abuse of leave, neglect of standard performance, reluctance or negligence to perform assigned duties, inattention to duty,

- neglect of responsibilities, or leaving the work area unattended or inappropriately attended.
- d. Not participate in, condone, conceal or be associated with dishonesty, fraud, misrepresentation or theft.
 - e. Not consume alcohol or use illegal substances or be under the influence of alcohol or illegal substances while on compensated work time or while treating clients or while on-call or on State property or while operating any vehicle. (For purposes of this policy, employee drug levels that exceed the standards adopted in 49 C.F.R. constitute "use.")
 - f. Not consume or use legal controlled substances or be under the influence of legal controlled substances while on compensated work time or while treating clients or while on-call or on State property or while operating any vehicle, if such use or consumption will substantially impair the employee's judgment or job performance.
 - g. Not unlawfully cultivate, manufacture, dispense, possess or distribute any controlled substance or alcohol during working hours, on State property, or while operating any vehicles while on duty.

PROCEDURES

- A. Code of Ethics Acknowledgement and Confidential Access and Confidentiality Directive
 - a. Employees, volunteers, and board members will be informed of the Code of Ethics policy and the Confidential Access and Confidentiality Directive by their supervisors and/or in New Employee Orientation.
 - b. Upon hire or appointment and as necessary thereafter, employees, volunteers, and board members shall sign the Code of Ethics Acknowledgement and the Confidential Access and Confidentiality Directive of the Code of Ethics policy.
 - c. The completed form is to be forwarded to the DHS Field Office of the Department of Human Resource Management for placement in the personnel file.
 - d. A copy of the completed form may also be kept at the agency.
- B. Reporting Violations
 - a. Employees shall immediately report all violations of this Code through appropriate channels.

- b. Management may consult with the DHS Field Office of the Department of Human Resource Management to determine how to respond to violations of this Code.
 - c. If a Code violation appears to involve potential liability for the Department, management shall also consult with the Bureau of Administrative Support Risk Management staff for advice or assistance.
- C. Violations of Code
- a. Depending on the circumstances, the violation and the degree of the employee's culpability, the Department may take one or more of the following agency actions:
 - i. Corrective action
 - ii. Disciplinary action
 - iii. Legal action, including criminal prosecution.
 - b. Department management may consult with the DHS Field Office of the Department of Human Resource Management regarding the most appropriate action to take in response to a violation of this Code by an employee, volunteer, or board member.
 - c. If an employee's violation of this Code results in either personal gain to that employee or personal harm or loss to a client, the State, or another employee, disciplinary action is generally warranted.
 - d. If the employee's supervisor decides not to take disciplinary action, the supervisor shall document the violation, the gravity of the violation and the extent of the resulting gain or losses, and the reasons why disciplinary action was not warranted in the particular situation.
 - e. A supervisor may terminate the service of a volunteer if he/she violates this policy. The Department of Human Services may take appropriate action with a board member who is deemed to be in violation of this policy.
 - f. When a violation results in a corrective or disciplinary action, the employee's supervisor shall place documentation of the violation and the resulting action in the employee's official personnel file, consistent with DHRM rules.

UTAH DEPARTMENT OF HUMAN SERVICES CODE OF ETHICS ACKNOWLEDGEMENT

I am aware of and agree to abide by the Department of Human Services' Code of Ethics, Policy 02-03, and have had an opportunity to ask any questions I have regarding the policy. I either know or I have been informed where I can review the policy in its entirety. I understand it is my responsibility to remain informed of the content of and any changes to the policy. I also understand that if my conduct violates the policy, may be subject to disciplinary action, including separation from state employment.

The Code of Ethics is available online at www.dhs.utah.gov, Policies, Policies and Procedures, Section 2, "Personnel" in the DHS Policy Manual.

CONFIDENTIAL ACCESS AND CONFIDENTIALITY DIRECTIVE

This directive provides each Utah Department of Human Services (DHS) employee, volunteer, and board member with Department guidelines regarding confidential information. Each supervisor is responsible to supplement this directive as necessary and attach the supplement as part of this directive. Each supervisor is also responsible to train individual employees, volunteers, and board members in specific confidential information handling procedures within the organizational unit. This directive places responsibility on the employee, volunteer, and board member to become familiar with the confidentiality requirements of the employing agency.

INSTRUCTIONS:

The employee, volunteer, or board member will read and initial each of the provisions of this directive, acknowledging that each provision has been reviewed and discussed with the supervisor.

DIRECTIVE:

As an employee, volunteer, or board member of the Department, you may have access to confidential information. This access may be part of your direct job duties. It also includes access incidental to your primary job duties. Confidential information is protected by federal and state law. Confidential information may take many forms, including paper, electronic, and verbal. Confidential information includes medical, personnel, financial and demographic information about individuals, clients, providers, facilities, Department employees, and information proprietary to other companies and agencies or persons.

You may access and use confidential information only for which you have a need to know to do your work.

You may not discuss confidential information, including the names of clients, providers and facilities, Department employees, and information proprietary to other companies or persons, except as necessary to do your work, and you must take reasonable measures to safeguard confidential information from improper disclosure.

You may not in any way divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as properly authorized by your supervisor.

This document may not cover all restrictions on your access to or use of confidential information. Your employing agency, and other rules or laws or Department policies may also apply to the confidential information held by the Department. Your employing agency may provide specific training concerning confidential information to which you have access, including information provided to you by other programs within the Department, and if you have any questions about the confidentiality of information or the appropriateness of its disclosure, you are responsible to ask your immediate supervisor.

You must safeguard and not disclose any personal access code, password or other authorization that allows you to access confidential information.

Any good faith report about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities. You have certain rights to disclose information contrary to this document under the Utah Protection of Public Employees Act found at Utah Code 67-21-1. You must read it before disclosing any confidential information.

A breach of this confidentiality directive may result in corrective or disciplinary action, up to and including termination of employment, as well as possible civil and criminal liability for you and the Department. Your obligations under federal or state law and this agreement continue after termination of your employment.

Effective: 2/23/10

GOVERNOR'S EXECUTIVE ORDER ESTABLISHING AN ETHICS POLICY FOR EXECUTIVE BRANCH AGENCIES AND EXECUTIVE BRANCH EMPLOYEES

Issued: January 26, 2010

EXECUTIVE ORDER

Establishing an Ethics Policy for Executive Branch Agencies and Employees

WHEREAS, State employees hold themselves to high ethical standards and act with integrity in their positions of public trust;

WHEREAS, confidence in government increases when State employees make decisions based upon the best interests of the public at large, without influence by those who may seek special favors and without regard to personal gain;

WHEREAS, public confidence is enhanced when State employees avoid situations and transactions that create the appearance of impropriety;

WHEREAS, compliance with a strong ethics policy protects public employees from any perception of wrongdoing; and,

WHEREAS, the Utah State law governing ethical standards of public employees can and should be improved;

NOW, THEREFORE, I, Gary R. Herbert, Governor of the State of Utah, by the authority vested in me by the Constitution and laws of this State do hereby order that the Executive Branch and all Executive Branch employees are subject to the following restrictions:

1) Application

- a. This order applies to all Executive Branch department or agency employees and replaces and supersedes any prior Executive Order establishing an Ethics Policy for Executive Branch Agencies and Employees. This order may be adopted by independently elected officers and their employees. This order does not apply to any Legislative Branch employee or Judicial Branch employee.

- b. Each Executive Branch department or agency shall amend their existing policy to be consistent with the restrictions set forth below.
- 2) Prohibition Against the Receipt of Gifts
- a. Subject to the exceptions set forth below, an employee covered by this order is prohibited from accepting a gift or other compensation, either directly or indirectly, that might be intended to influence or reward the individual in the performance of official business. This prohibition shall apply notwithstanding Utah Code Ann. Section 67-16-5, which provides that gifts up to \$50 may be allowed in certain circumstances. Additionally, this order does not abrogate any restriction imposed by the Utah Procurement Code contained in Title 63G, Chapter 6, Utah Code Annotated.
- b. For purposes of this order, the term "gift" does not include:
- i. campaign contributions received in accordance with Title 20A, Chapter 11, Utah Code Annotated;
 - ii. food, refreshments, or meals of limited value;
 - iii. an item presented on behalf of a foreign government that becomes the property of the State;
 - iv. opportunities, discounts, rewards and prizes open to the general public or all employees of the State of Utah;
 - v. plaques or mementos recognizing service;
 - vi. trinkets or mementos of nominal value;
 - vii. gifts from family members, extended family members, or other employees of the State of Utah;
 - viii. gifts from personal friends where it is clear that the gift is motivated by personal friendship and not by the employee's position with the State;
 - ix. small efforts of common courtesy or other services of nominal monetary value;
 - x. funeral flowers or memorials;
 - xi. bequests, inheritances and other transfers at death;
 - xii. attendance or participation at events sponsored by other governmental entities;
 - xiii. attendance or participation at widely attended events that are related to governmental duties; and
 - xiv. travel to and from widely attended events related to governmental duties where acceptance of such travel would result in financial savings to the State of Utah.

- c. If an employee receives a gift, either directly or indirectly, that cannot be accepted, the employee may return the gift, pay its market value, or donate the gift to the State of Utah. If the gift is perishable or not practical to return, the gift may, with approval of the Department or Agency head, be shared with co-workers or given to charity.
- 3) Prohibition Against Nepotism in Hiring and Contracting
- a. An employee covered by this order may not take part in any hiring or employment decision relating to a family member. If a hiring or employment matter arises relating to a family member, then the employee must advise his or her supervisor of the relationship, and must be recused from any and all discussions or decisions relating to the matter. This prohibition shall apply notwithstanding the exceptions contained in Utah Code Ann. Section 52-3-1
 - b. An employee covered by this order may not take part in any contracting decision: (i) relating to a family member; or (ii) relating to any entity in which a family member is an officer, director or partner, or in which a family member owns or controls 10% or more of the stock of such entity. If a contracting matter arises relating to a family member, then the employee must advise his or her supervisor of the relationship, and must be recused from any and all discussions or decisions relating to the matter.
 - c. For the purposes of this order, the term "family member" shall mean an employee's spouse, siblings, step-siblings, siblings-in-law, parents, step-parents, parents-in-law, children, step-children, children-in-law, and any person living in the same household as the employee.
- 4) Prohibition Against Lobbying Executive Branch Department or Agency Employees
- a. An employee covered by this order may not knowingly permit a former employee, previously subject to this order during the course of his/her employment in the Executive Branch, to lobby the current employee unless a two year period has passed since the former employee's employment was terminated.
 - b. For purposes of this order, the terms "to lobby" and "lobbying" shall mean to receive compensation or other remuneration for attempting to influence executive action as defined in Utah Code Ann. Section 36-11-102(2).

5) Penalties

- a. An employee covered by this order who violates this order is subject to appropriate discipline as provided in Utah Administrative Rule R477-11 and as determined by the Executive Branch department or agency head or the Governor's Chief of Staff.

IN WITNESS WHEREOF, I have here unto set my hand and caused to be affixed the Great Seal of the State of Utah. Done at the State Capitol Building in Salt Lake City, Utah, this 26th day of January 2010. (State Seal)
Gary R. Herbert, Governor

CONFLICT OF INTEREST DISCLOSURE

(Public Law Section 124 (3) (5d) and Handbook For Members of Utah State Boards and Commissions (Pg. 16-19) See forms at end of these Policies and Procedures – Attachments A.)

Council members shall adhere to these Conflict of Interest Disclosure Policies and Procedures and in accordance with Federal and State Policy. (Utah Code Ann. " 67-16-1 ET. Seq., Utah Public Officers and Employees' Ethics Act, Department of Human Resources Management Rules R477-9-1 through 4)

DEFINITION:

"It is generally considered that a potential conflict of interest is any direct or immediate interest or relationship, including financial interests, with persons or business regulated by or directly affected by decisions of the board, or persons or organizations which may present requests or issued before the board. The interest of a spouse or other members of the immediate family/household or the interests of any other person which is constructively controlled by the member is included." (Handbook for Members of the Utah State Boards and Committees 2014, pg. 19)

PARAPHRASE OF DEFINITION:

- A. Personal financial gain and private benefit to members and employees of the Council are prohibited. Conflicts of interest involving any of the following organizations or individuals shall be avoided:
 - a. Any family member related by blood or marriage of a Council member or employee.
 - b. An organization in which any of the above is a board member, an officer, director, employee or consultant.
 - c. A person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment or prospective grant recipient.
 - d. The Council Member or employee of the Council.

INDIVIDUALS AND ORGANIZATIONS COVERED:

"Types of interests to be considered to be conflict of interests include relationships or interest with persons, business enterprises or non-profit, professional, charitable, religious, social, educational, recreational, environmental, public service, or civic organizations, with which you are connected as a member, employee, officer, owner, director, trustee, partner, advisor or consultant; in which you have any continuing financial interests as

a creditor or through ownership of stock, bonds, or other securities, owners of real property or rights in lands, or through a pension or retirement plan, sharing income or otherwise; or to which you are indebted financially.”
(Handbook for Members of the Utah State Boards and Committees, 2014, pg. 19)

DISCLOSURE:

- A. Public, Oral, Written Notification: Each Council member or employee shall at all times disclose publicly, orally and in writing, all conflicts of interest, including those which are uncertain or potential, and shall specify any association with individuals or organizations which might benefit from activities and decisions of the Council.
- B. Physical Withdrawal: The Council requires physical withdrawal from the meeting when the action where a disclosure of conflict of interest has been given is being discussed and voted upon.
- C. Annual Disclosure: Annually, each Council member shall submit a completed and signed disclosure form. The disclosure states that each Council member has read, reviewed and understands the
- D. Council’s Conflict of Interest Policy and agrees to adhere to the Council’s and Designated State Agency’s (DSA) Conflict of Interest Policy.
- E. Determination of Conflicts: The Executive Committee shall determine whether or not a Conflict of Interest exists after reviewing all documentation submitted by a member or employee. The findings and determinations of the Executive Committee are final.

PROCEDURE WHEN A CONFLICT OF INTEREST HAS BEEN DETERMINED:

- A. Whenever there is a reason to believe the action of any Council Member may be in violation of Council Conflict of Interest Policy and/or State laws, the Council Chairperson:
 - a. Shall be notified immediately.
 - b. Will consult with the Designated State Agency (DSA) legal staff if it is suspected there could be a Conflict of Interest.
 - c. May delegate this task to the Executive Director.
 - d. Shall, if the matter concerns voting and it cannot be resolved immediately:
 - e. Defer the vote in question until the Executive Committee can act on the conflict issue.
 - f. If the Executive Committee rules that a Council members’ service on the Council presents a possible conflict of interest,

reasonable notice and the opportunity to be heard will be provided the Council member before recommending removal of the Council member.

- g. A Council member will be replaced if he/she knowingly votes on an issue that is later verified is a personal conflict of interest.
- h. If a Council member has a conflict that cannot be resolved by refraining from participating in the discussion or vote of an issue, that Council member shall be replaced. In this circumstance, a recommendation from the Executive Committee through the Chairperson will be submitted to the Governor.
- i. The Council Chairperson shall inform the Executive Committee of potential Conflicts of Interest.

RESPONSIBILITIES OF COUNCIL MEMBERS:

- A. Council member responsibilities include the following:
 - a. Council members shall fulfill all responsibilities as outlined in Article III Section 3.02 in the UDDC Bylaws.
 - b. In addition to the responsibilities outlined in Section 3.02 of the Bylaws, the following are procedural responsibilities. Each Council member shall:
 - i. Attend Council Meetings.
 - ii. Prepare for Council and Committee Meetings by reading agendas and supporting materials.
 - iii. Vote on issues during Council Meetings.
 - iv. Participate on a Standing Council Committee as assigned.
 - v. Serve on various Council Ad Hoc Committees and other statewide groups.
 - vi. Participate in the development of the Council's 5-Year Plan and annual updates and/or amendments as needed.
 - vii. Approve the Council budget.
 - viii. Approve Request for Grant Awards (RGA)/Request for Proposals (RFP).
 - ix. Approve grant /contract awards.
 - x. Approve educational materials on disability issues for public distribution.
 - xi. Oversee operations of the Council for integrity and effectiveness.
 - xii. Be accessible to legislators and policymakers for information on issues affecting the lives of persons with developmental disabilities.

- xiii. Represent the Council at events, forums, meetings, etc. In their respective communities.
- xiv. Represent their respective communities at meetings of the Council.
- xv. Participate in orientation and training sessions held for the Council.
- xvi. Seek technical assistance from Council leadership and staff as needed.
- xvii. Share information between Council and other organizations, as appropriate.

NOMINATION COMMITTEE PROCEDURE FOR NEW COUNCIL MEMBERS
(Refer to Article III Section 3.03 and Article VIII Section 8.03 of the Bylaws):

- A. The responsibilities and duties of the Nomination Committee for new Council members include, but may not be limited to:
 - a. Review Council membership application to ensure that required information is complete.
 - b. Identify representation needed on the Council to ensure that all membership requirements are met and in alignment with the DD Act.
 - c. Assist Council staff in soliciting applications from the public for new Council Member nominees.
 - d. Restrict any portion of meetings where the names and qualifications of applicants to Nomination Committee Members and Council staff are discussed related to individual's qualifications to serve. (Utah Code: Section 52:4 - 5)
 - e. Review applications, conduct interviews with Council member applicants, and make recommendations to the Council for new Citizen Council member appointments.
- B. The Chairperson of the Nomination Committee will present the slate of nominees to the Council for their vote of approval.
- C. The Executive Director will submit information on all approved nominees to the Governor for appointment to the Council. Staff of the Council will assist the Nomination Committee members in the discharge of their responsibilities and duties. The Nomination Committee will provide direction to the staff in accomplishing the tasks listed above.

NOMINATION COMMITTEE PROCEDURE FOR COUNCIL OFFICERS

(Refer to Article VIII Section 8.06 and Article IV of the Bylaws):

- A. The responsibilities and duties of the Nomination Committee for Council officers include, but may not be limited to:
 - a. Solicit volunteers and/or nominations from Council members to identify Council members willing to serve as officers and prepare a ballot.
 - b. Restrict meetings to Nomination Committee members because of the nature of the discussion related to individual's qualifications to serve. (Utah Code: Section 52:4 - 5) Nomination Committee members are ineligible to be nominated to serve as an officer.
 - c. Conduct the election of the Council officers by secret ballot during the Annual Meeting of the Council.
 - d. Count the ballots and announce the results.
- B. In the case of a vacancy before a term has expired:
 - a. The Nomination Committee Chairperson shall solicit nominees to fill the position.
 - b. The nominee receiving a majority vote of the voting members comprising a quorum at a Council meeting shall fill the respective position.
 - c. Individuals elected in this manner shall serve until the yearly elections are held in conjunction with the Annual Meeting and would then be eligible to serve a new full term as an officer.
 - d. Staff of the Council will assist the Committee Members in the discharge of their responsibilities and duties. The Committee will provide direction to the staff in accomplishing the tasks listed above.

MEMBERSHIP OF THE COUNCIL IN OTHER ORGANIZATIONS

National Organizations

- A. The Executive Committee shall recommend membership in the National Organization (National Association of Councils on Developmental Disabilities, NACDD) annually to the Council and authorize the payment of dues.

MEMBERSHIP OF COUNCIL MEMBERS IN OTHER ORGANIZATIONS

National Organizations

- A. Under advisement from the Executive Committee, the Council Chairperson shall designate Council members and/or staff to represent the Council at NACDD meetings and events.

- B. The Chairperson shall make appropriate efforts to reflect the diversity of and rotate Council members in these designations within the fiscal constraints of the Council.

Other Organizations

- A. Council representatives to other organizations shall be recommended by the Executive Committee and/or Council members.

Under advisement from the Executive Committee, the Council Chairperson or the Executive Director as the Chairperson's designee shall appoint the Council member to represent the Council.

MEETING ATTENDANCE REQUIREMENTS:

- A. It is the responsibility of each Council member to attend all regularly scheduled Council meetings.
- B. Members are required to be punctual and present for the entire meeting.
- C. Attendance will be recorded by Council Staff each time a meeting is called to order.
- D. Council Staff will maintain documentation of attendance for all members.
- E. An annual calendar of regularly scheduled meetings will be established at the Annual meeting.

REASONS FOR AND METHODS OF REPLACEMENT OF COUNCIL MEMBERS (Refer to Article III Section 3.04a of the Bylaws):

- A. Failure to Attend Council Meetings:
 - a. Members are considered inactive when they have missed three (3) Council/Committee meetings within a Federal Fiscal Year without contacting the Council staff secretary before the meeting, except for emergencies. When a member has missed three (3) or more meetings with unexcused absences:
 - b. The Council Chairperson shall send a letter to any member who has been inactive.
 - c. Two weeks (14 days) shall be allowed for the person to respond in writing regarding their plans for continued membership.
 - d. The written response from the Council member is reviewed and the Executive Committee takes action on the membership status of the inactive member. The Executive Committee may write a letter to the Governor's Office requesting the inactive member's removal from Council appointment.

B. Resignation of members:

- a. Council members shall send a letter of resignation to the Governor and Council Chairperson.
- b. The Council Chairperson shall send a letter or other form of recognition or appreciation to the resigning member.

EXPIRATION OF MEMBERSHIP TERMS (Refer to Article III Section 3.04 of the Bylaws):

- A. If a member does not wish, or is not eligible, to be considered for reappointment, the Council Chairperson, through the Executive Director, advises the Governor of the names of member(s) whose terms have expired.
- B. A letter from the Council Chairperson, or some other form of recognition or appreciation, shall be sent to the retiring member.

GRIEVANCE/COMPLAINT PROCEDURE FOR COUNCIL MEMBERS

- A. A Council member may register a formal written complaint regarding another Council member or staff to the Council Chairperson for review.
- B. These matters will be handled in a confidential and professional manner. The Council Chairperson may, after review of the matter:
 - a. Ask the Executive Committee to investigate the complaint and make recommendations,
 - b. Refer concerns regarding staff to the Executive Director, or
 - c. Take other action as determined necessary.
- C. A Council member may register a formal written complaint regarding the Council Chairperson to the Executive Director. These matters will be handled in a confidential and professional manner. The Executive Director may, after review of the matter:
 - a. Ask the Executive Committee, excluding the Council Chairperson, to investigate the complaint and make recommendations, or
 - b. Take other action as determined necessary.

PUBLIC COMMENT or PUBLIC PRESENTATIONS AT COUNCIL MEETINGS

PROCESS

The Council Chairperson and Executive Committee shall ensure the agenda allows an opportunity for public comments/questions or public presentations at each meeting.

PUBLIC COMMENTS

In keeping with the protection of the First Amendment and the freedom of political speech, it is the policy of Utah Developmental Disabilities Council to recognize the requirements of Public Comment under the Open and Public Meeting Act Revision 2012(section 52-4-202) in the following manner:

- A. All meetings of the Full Council are open to the public. Please sign in at the back of the room before the start of the meeting and approach the microphone once you have been recognized by the Chair. Public comment is accepted for a maximum of 20 minutes during each meeting. There is a three minute time limit for an individual's public comment remarks. At the beginning of your comment time, please state your name and the issue you are addressing before the Council. Please be aware that ALL speakers must have an opportunity to speak at least once. If there is time left in the public comment portion of the meeting, the Chair may allow further comment from a previous speaker. You may address the public body on any matter during the public forum portion of the meeting if you do not have an opportunity to sign in before the meeting, the Chair will ask at the end of the public forum if there are any other speakers. Please raise your hand and the Chair will recognize you to address the Council.
- B. UDDC will accept public comment via email or telephone. Must contact UDDC before 12 p.m. The day before a UDDC meeting to be considered. Please identify which agenda item you want to comment on and the name of the organization you will be representing (if applicable).
- C. Anyone with a disability requiring reasonable modification to fully participate in this meeting should contact the Utah Developmental Disabilities Council office at: 801-245-7350 one-week to three working days prior to the meeting to request reasonable accommodations.

PERSONNEL POLICIES AND PROCEDURES

STAFF TO THE COUNCIL AND ADHERENCE TO DSA PERSONNEL

POLICIES AND PROCEDURES

- A. The Council will adhere to the Designated State Agency (DSA - State of Utah Department of Human Services) Policies and Procedures including but not limited to hiring, termination and supervision of the Executive Director.
- B. Staff support for the Council shall be provided from funds made available to the state from the Developmental Disabilities Assistance and Bill of Rights Act, together with other state funds as appropriated (refer to April 5, 2006 Executive Order).
- C. The Council has the authority to hire, supervise and terminate the employment of the Executive Director. The Executive Director has the authority to hire, supervise and terminate all other Council staff. All staff hiring, termination and supervision must be in accordance with State of Utah Department of Human Resource Management (DHRM) Policies and Procedures.
- D. If there should be a conflict between Federal and State Policies and Procedures, Federal Law and Policies and Procedures will be followed.

SELECTION AND SUPERVISION OF EXECUTIVE DIRECTOR:

Executive Director Selection

- A. The Council Chairperson shall:
 - a. Represent the Council in conducting the process to recruit, hire, and/or terminate the Executive Director in cooperation with the Executive Committee and the full Council in accordance with State of Utah Department of Human Resource Management (DHRM) Policies and Procedures.
- B. The Executive Director is hired through the following process:
 - a. The Department of Human Services shall publish the Executive Director position and collect applications.
 - b. A Search Committee, appointed by the Council Chairperson, shall review the applications, interview the applicants, and recommend the top candidates to the Council.
 - c. All Council members shall be notified of the meeting for selection of the Executive Director. The Council shall meet and interview those candidates recommended by the Search Committee.
 - d. The Council shall vote by ballot for a new Executive Director from among the candidates. If Council members are attending

- electronically, they may cast a vote by email to the person(s) specified to collect the ballots.
- e. Run-off balloting shall be conducted in accordance with Robert's Rules of Order.
 - f. Ballots shall be counted by the Council Vice-Chairperson, an assigned standing Committee Chair, and an assigned Council Staff member, unless they are among the candidates on the ballot. Under that circumstance, the Council Chairperson may appoint an alternate.
 - g. The Council Chairperson will offer the candidate who receives the majority vote of the attending Council Members (in person or by other means) the Executive Director position.

Executive Director Supervision and Termination

- A. The Council Chairperson may:
 - a. Designate the Executive Director as the representative of the Council in interagency relationships with other agencies and organizations.
 - b. Prepare the Executive Director's annual performance plan, and;
 - c. Conduct the Director's annual evaluation based on the plan and input from the Executive Committee.
 - d. The Council Chairperson shall meet with the Executive Director annually to review and evaluate performance. If necessary, a written warning or Corrective Action may be given to the Executive Director. A copy of the written warning or Corrective Action shall be sent to the Executive Committee. The Executive Director may be removed from the Executive Director position by a majority vote of the Council, upon recommendation of the Executive Committee.

POWERS, RESPONSIBILITIES, AND EVALUATION OF THE EXECUTIVE DIRECTOR (Refer to Article V of the Bylaws):

- A. General Information:
 - a. The Executive Director is responsible for the effective and efficient administration of the Council and DSA policy/procedure.
 - b. The Executive Director shall receive input from the Council.
 - c. The Executive Director responsibilities and duties shall include, but not limited to:
 - i. Hire, recommend termination, organize, and direct the staff of the Council consistent with the DSA policy.

- ii. Establish the operating budget for the Council and present it to the Council for approval.
 - iii. Prepare recommendations for allocation of funds among strategies, programs and projects within the limits of Federal and State policy/procedures and in accordance with the approved State Plan.
 - iv. Coordinate requests for proposals, proposal review, and negotiation of work plans and grant awards.
 - v. Provide technical assistance, support and monitoring of grant/contract activities.
 - vi. Represent and report on behalf of the Council to the Governor, Legislature, public, or other organized groups as required.
 - vii. Report, in a timely manner, all relevant information:
 - 1. First to the Council Chairperson and,
 - 2. Subsequently to all Council members in a manner that the Council members are equally well informed of the information.
 - viii. Enter into Interagency Agreements and Memorandum of Understanding (MOU) with other agencies and organizations, other than the DSA and Council Memorandum of Understanding (MOU), to implement Council policy/positions.
 - ix. Collaborate with the Designated State Agency (DSA) for efficient and effective administrative support pursuant to the Memorandum of Understanding (MOU).
 - x. Represent Federal and State law and policy/procedures to the Council.
 - xi. Recommend to the Council policy, programs and budgetary activities which shall implement the five-year State Plan.
 - xii. Coordinate development of the five-year State Plan, amendments, annual reports, and other federal or state planning and reporting activities.
 - xiii. Establish Council staff policy/procedures to ensure responsibilities and activities, as approved by the Council, are completed.
 - xiv. Delegate responsibilities to Council staff as appropriate.
- B. Annual Executive Director Performance Plan and Evaluation:
- a. The Executive Director shall have an annual Performance Plan and Evaluation completed as per Federal and State policy and procedures.

- b. Performance Plan
 - i. The Council Chairperson and Executive Committee shall discuss the goals and direction the Executive Director is to pursue for the upcoming year.
 - ii. The Council Chairperson shall prepare, review with the Executive Director and sign the performance plan.
- c. Performance Evaluation
 - i. The Council Chairperson and Executive Committee will conduct the annual Performance Evaluation.
- C. Executive Director Vacancy:
 - a. In the event of a vacancy in the office of the Executive Director, the Chairperson shall work with Council staff, Designated State Agency Division of Human Resources Management (DHRM), and the Executive Committee to begin recruitment to fill the vacancy.
 - b. The Chairperson will name an Acting Director from current staff as per State DHRM policy and procedures.
 - c. The Acting Director shall serve until such time as the vacancy is filled.

STAFF ETHICAL CODE OF CONDUCT:

- A. Staff will conduct themselves in accordance with and uphold the duties of their position by the following Code of Conduct:
 - a. Promote the mission, purpose, guiding principles, and vision of the Council, which are intended to improve the quality of life for Utahns with all disabilities and their family members.
 - b. Engage in advocacy, capacity building, and systemic change activities.
 - c. Attend and participate in Council and committee meetings on a regular basis.
 - d. Support the Executive Director as administrator of the Council.
 - e. Maintain ongoing awareness and advocate for the evolving needs of persons with all disabilities and their families.
 - f. Respect the privacy of discussions and hold in confidence all information obtained in the course of service, until such time as decisions have been finalized and made public.
 - g. Respect the rights and views of colleagues through fair treatment, courtesy, and good faith.
 - h. Promote the UDDC and educate the general public about the Council and its programs, goals and objectives.

OFFICE MANAGEMENT POLICIES AND PROCEDURES

CONFERENCE ROOM RULES

- A. The following rules apply to non-Council groups or organizations reserving/using the Council Conference Room:
- a. The Conference room shall be reserved on a first-come, first served basis.
 - b. All Council-related meetings take priority over meetings from outside groups or organizations.
 - c. Available Monday – Friday from 8:30 a.m. to 4:30 p.m. The Executive Director may approve exceptions during non-business hours.
 - d. The group or organization is responsible for the setting up and organization of the tables and chairs.
 - e. The group or organization is responsible to clean up and to return all items used to the original placement immediately following the meeting. Failure to replace items to original placement may result in loss of future use.
 - f. Use of tape or tacks is not allowed.
 - g. Use of the conference phone is by special arrangement with the Executive Director. Council support staff must be contacted prior to date of meeting to receive instructions, and
 - h. The group or organization must provide participants with a call-in phone number
 - i. All related costs are the responsibility of the group or organization.
 - j. It is the responsibility of the group or organization to provide their own equipment and materials for the meeting such as:
 - i. Flip chart pads/stands
 - ii. Markers
 - iii. Pens
 - iv. Paper
 - v. Laptop computer
 - vi. Copies of handouts
 - vii. Other
 - k. Groups or organization may provide and serve food and/or drinks.
 - i. All clean-up is the responsibility of the group or organization.

- ii. The group or organization must provide all food, drinks, plates, napkins, utensils, etc., and may not use supplies belonging to the Council office. SPECIAL NOTE: Council beverages and food in the supply room and in the refrigerator are for Council use only.
- l. Long distance phone calls may not be made from Council telephones unless:
 - i. Calls are charged to the group, organization or individual's credit card.
 - ii. Arrangements have been made with the Council Administrative Secretary.
- m. Council staff shall not be responsible for taking and delivering messages for meeting participants.
- n. Council staff shall not be responsible for making copies of documents, receiving or sending faxes, or providing any other secretarial or administrative duties for meetings conducted by organizations that are not the Council.

FINANCIAL POLICIES AND PROCEDURES

ADHERENCE TO DSA FINANCIAL AND PERSONNEL POLICIES AND PROCEDURES

- A. The Council will adhere to the Designated State Agency (DSA - State of Utah Department of Human Services) Policies and Procedures including but not limited to budget, hiring, termination and supervision of staff.
- B. Expenditures must be consistent with applicable State law and policy regarding grants, contracts and proper accounting of bookkeeping practices and procedures.
- C. As a "state agency" as defined in UCA 63-56-105 (29) responsible for the expenditure of public funds, the Council shall comply with the Utah Procurement Code (refer to April 5, 2006 Executive Order).
- D. Staff support for the Council shall be provided from funds made available to the state from the Developmental Disabilities Assistance and Bill of Rights Act, together with other state funds as appropriated (refer to April 5, 2006 Executive Order).
- E. If there should be a conflict between Federal and State Policies and Procedures, Federal Law and Policies and Procedures will be followed.

COUNCIL MEMBER EXPENSE REIMBURSEMENT

(Some policies and procedures outlined below differ from State requirements.)

- A. Council members officially appointed by the Governor, who are citizen members are eligible for a stipend to participate in UDDC quarterly meetings at a rate of \$25 per meeting, not to exceed \$100 in a federal fiscal year. Council members officially appointed by the Governor, who are Legislators and representatives of nongovernmental organizations, will not receive paid compensation for their time while serving on the UDDC but are entitled to reimbursement for reasonable expenses incurred while in service as a Council member. State Agency representatives will not be compensated for their time or reimbursed for expenses while serving on the Council.
- B. Expenses for eligible Council members are reimbursed at rates stipulated by Utah State Travel Policies/Procedures and in accordance with the requirements of the DSA and Council policies and procedures.
- C. Eligible Council member's expenses will be reimbursed upon approval in accordance with these policies and procedures to facilitate their participation in:
 - a. Full Council Meetings
 - b. Committee Meetings
 - c. Specific Council assignments (conferences, trainings and ad hoc committees, others as approved)
- D. Travel Reimbursement
 - a. All travel expenses/reimbursements must be approved by the Executive Director at least five (5) working days prior to travel date.
 - b. After approval has been obtained, a travel reimbursement form and instructions will be sent to the Council member prior to the meeting (see Attachment B).
- E. Reimbursement for dependent care:
 - a. Citizen Council members are permitted to hire a person that they deem appropriate to provide dependent care for time involved in participating in Council events.
 - b. Proper respite paperwork is required to reimburse the Council member for dependent care and/or pay the person delivering the service directly (see Attachment C for sample form).
- F. Reimbursement / payment of personal assistant required for Council members:

- a. Citizen Council members are permitted to hire a personal assistant or attendant as needed to provide transportation and/or staff services necessary to attend and participate in Council activities.
 - b. Proper personal assistant paperwork is required to pay the person delivering the service directly (see Attachment D for sample form).
- G. COPY CHARGES: Any person other than Council members requesting copies of any public documents related to the Council will be charged according to the Utah State Government Records Access and Management Act (GRAMA – See April 5, 2006 Executive Order).

EMPOWERMENT FUND

- A. The Council has created an Empowerment Fund to enable individuals with developmental disabilities and their family members to serve on policy and program planning bodies, and to gain knowledge and skills by attending conferences, trainings and meetings. The Executive Committee is responsible for determining approval or denial of applicants, in accordance with the policies governing the Empowerment Fund. When Council funding is available:
 - a. Recipients of Empowerment Fund dollars will be:
 - b. Individuals with developmental disabilities
 - c. Family members or guardians involved in the care of a person with a developmental disability.
- B. Funds will be used to:
 - a. Support individuals with developmental disabilities to participate in a local, state or national policy making committee or board.
 - b. Support individuals with developmental disabilities to attend a conference/training or class.
 - c. Support individuals with developmental disabilities to provide testimony at public policy hearings.
 - d. Support family members/guardians to participate in a state or national policy-making committee or board.
 - e. Support family members/guardians to attend a conference.
 - f. Support family members/guardians to provide testimony at public policy hearings.
- C. Applicants must reside in Utah and be a person with a developmental disability or a family member or guardian involved with the care of a person with a developmental disability residing in Utah.

- D. The Executive Committee will make all decisions related to approval or denial of requests. The Executive Committee will vote (approval or denial) on each application received prior to schedule Executive Committee meetings. During those months that Executive Committee meetings do not occur and there is an urgent application for approval, the Committee may make arrangements to gather in person or by telephone and vote on the applications as appropriate.
- E. Those requesting support from the Fund must contribute money to cover some of the costs, or obtain some money from other sources or other organizations. The Council can contribute a maximum of 75% (90% in a rural or urban poverty area) and the applicant must contribute 25% (10% in a rural or urban poverty area) of the total expenses. The applicant portion must come from non-federal funds and can only be private or state funds.
- F. Reimbursement for approved travel expenses is preferred over advance funding. Advance funding may be made available to those applicants receiving government funding as their main or only source of income and will be determined on an individual basis.
- G. Participants may be reimbursed for meals, travel, and hotel according to state travel policies. Guidelines will be provided upon approval.
- H. Reimbursements must be requested within 30 days (one month) after the end of the conference. Any individuals who have not claimed their reimbursements within the specified period will lose the ability to do so and the accounts will be closed.
- I. The account must be reconciled within 30 days (one month) after the trip for those seeking reimbursement or for those who received an advance. Each person who receives support from the Fund will be required to turn in appropriate receipts for the use of the money, or return the money.
- J. Each person who receives support to attend a conference/training will be required to submit a report summarizing the event (see form: Conference / Event Report to the Council). This may be done in writing or an alternative format and must be submitted to the DD Council office within 30 days (one month) following an event. If that person does not turn in a report or receipts, he or she will not be allowed to access the Empowerment Fund again until they do so.
- K. Individuals will be supported to attend only one conference or event per year and may not receive funds to attend the same conference in consecutive years. No more than \$1,500, plus the cost of personal assistance, may be provided per request.
- L. The Committee may approve more than 2 people to the same event.

- M. Requests will be handled on a first-come, first-served basis as funding permits. Requests must be made at least 60 days prior to the event, by submitting the Empowerment Fund Application. The Utah DD Council reserves the right to deny any request, revise policies, or suspend funding, as it deems necessary.
- N. Preference will be given to people who have more than 25% of total cost to contribute toward their expenses.
- O. Requests for conferences in locations outside the continental United States will not be approved.
- P. Individuals will be expected to make all their own arrangements related to transportation, lodging, registration, personal assistance service, and so forth.
- Q. The Utah Developmental Disabilities Council money is federal money. Proper use of federal funds is required of all people receiving Empowerment Funds. Funds are limited and may not be available.

ATTACHMENT A: Utah Developmental Disabilities Council Conflict of Interest Declaration
 "Types of interests to be considered to be conflict of interests include relationships or interest with persons, business enterprises or non-profit, professional, charitable, religious, social, educational, recreational, environmental, public service or civic organizations:


1. With which you are connected as a member, employee, officer, owner, director, trustee, partner, advisor or consultant;
2. In which you have any continuing financial interests as a creditor or through ownership of stock, bonds or other securities, owners of real property or rights in lands, or through a pension or retirement plan, sharing income or otherwise;
3. To which you are indebted financially."

Handbook for Members of the Utah State Boards and Committees pg. 19, 2002 Edition.

NAME	DATE
COUNCIL MEMBER STATEMENT	
CONFLICT OF INTEREST ACTIVITY	
Name of Organization:	Position Title:
Duties:	
<input type="checkbox"/> Employed <input type="checkbox"/> Volunteer	Work Schedule: Hours worked per week:
Expected duration of employment / volunteer activity / other:	
Relationship Disclosure:	Name:
	Relationship:
Other Disclosure:	
CERTIFICATION STATEMENT FOR THE UTAH DEVELOPMENTAL DISABILITIES COUNCIL REGARDING TRAVEL AND MILEAGE REIMBURSEMENT.	
I _____ do hereby certify that as a member of the Utah Developmental Disabilities Council and an employee or member of _____, that I have not nor will I accept remuneration for the cost of travel or mileage in my duties as a member of the Council that are reimbursed by my agency/school district.	
_____ Date _____, 20	
ACTIONS TAKEN TO ENSURE THAT CONFLICTS OR POTENTIAL CONFLICTS WILL NOT OCCUR	
EXECUTIVE COMMITTEE ACTION	
<input type="checkbox"/> Conflict Of Interest Exists <input type="checkbox"/> Conflict Of Interest Does NOT Exist	
Action:	

Chairperson Signature	Date

ATTACHMENT B: Respite Child Care Reimbursement Form


 Utah Developmental Disabilities Council.	RESPITE/CHILD CARE FORM	
DATE: _____		
Respite/Child Care Provider Name:		

<i>First (please print) Last</i>		
Mailing Address: _____		
<i>Street or PO Box</i>		

<i>City State Zip Code</i>		
Day-time Phone #: (____) _____		
<i>Area Code</i>		
Social Security #: _____		
➤ Respite/Child care in the home is paid at a rate of *\$12.00/hr, OR *\$96.00/day (8 hours max.)		
I, _____, on _____		
<i>Respite/Child Care Provider Name month / day / year</i>		
provided respite/child care for _____		
<i>Name of Person Cared for</i>		
for the number of hours or full day indicated below		
<i>Please check one:</i>		
<input type="checkbox"/> _____ hours <input type="checkbox"/> full day (eight hours/day max.)		
<i># of hours</i>		
Total Amount Due: \$ _____		
NAME OF PERSON ATTENDING TRAINING:		

<i>FIRST NAME LAST NAME</i>		
I certify that the above information is true and accurate.		
<i>Respite/Child Care Provider Signature</i>		
*SUBJECT TO CHANGE Please mail completed form for payment to: UDDC Administrative Secretary 155 South 300 West, Suite 100 Salt Lake City UT 84101 Phone: (801) 533-3965 Fax: (801) 533-3968		
<table border="1"><tr><td>Approved by: _____ Date: _____</td></tr></table>		Approved by: _____ Date: _____
Approved by: _____ Date: _____		

ATTACHMENT C: Personal Assistant Reimbursement Form


Utah Developmental
Disabilities Council

SUPPORT STAFF ASSISTANCE

DATE: _____

Support Staff Provider Name _____
First (please print legibly) Last

Mailing Address: _____
Street or PO Box

_____ *City State Zip Code*

Day-time Phone #: (____) _____
Area Code

Social Security #: _____

Support Staff Assistance is paid at a rate of *\$12.00/hr, OR *\$96.00/day (8 hours max.)

I, _____, on _____
Support Staff Provider Name month / day / year

provided personal assistance care for _____
Name of Person Cared for

for the number of hours or full day indicated below

Please check one:
 _____ hours full day (eight hours/day max.)
of hours

Total Amount Due: \$ _____

NAME OF PERSON ATTENDING TRAINING:

_____ *FIRST NAME LAST NAME*

I certify that the above information is true and accurate.

Support Staff Provider Signature Date

Approved by: _____
Date: _____

***SUBJECT TO CHANGE**
Please mail completed form for payment to:
UDDC Administrative Secretary
155 South 300 West, Suite 100
Salt Lake City UT 84101
Phone: (801) 533-3965
Fax: (801) 533-3968

ATTACHMENT D: Empowerment Fund Application

(You may request support from Council staff to fill out any of these forms)

UTAH DEVELOPMENTAL DISABILITIES COUNCIL EMPOWERMENT FUND
APPLICATION FOR ATTENDING CONFERENCES/TRAININGS OR ATTEND A CLASS

DATE:

NAME:

ADDRESS:

CITY:

ZIP: _____

PHONE:

EMAIL:

CHECK ONE:

- I AM A PERSON WITH A DEVELOPMENTAL DISABILITY
- I AM AN IMMEDIATE FAMILY MEMBER OF A PERSON WITH A DEVELOPMENTAL DISABILITY
- I AM THE GUARDIAN OF A PERSON WITH A DEVELOPMENTAL DISABILITY

TITLE OF THE CONFERENCE/TRAINING THAT YOU ARE REQUESTING FUNDS TO ATTEND:

CONFERENCE REGISTRATION INFORMATION MUST BE SUBMITTED WITH THIS APPLICATION IN ORDER FOR APPLICATION TO BE CONSIDERED IF APPLYING TO ATTEND A CONFERENCE.

HAVE YOU ATTENDED THIS CONFERENCE BEFORE?

YES NO

CONFERENCE LOCATION: _____

CONFERENCE DATE: _____

CONFERENCE SPONSOR: _____

WHY DO YOU WANT TO ATTEND THIS CONFERENCE? _____

HAVE YOU APPLIED TO THE EMPOWERMENT FUND BEFORE?

YES NO IF YES, WHEN? _____

WAS YOUR REQUEST: APPROVED OR DENIED ?

WHAT EVENT WAS YOUR REQUEST FOR? _____

HOW MUCH CAN YOU OR OTHER PEOPLE, ORGANIZATIONS, OR COMPANIES CONTRIBUTE FOR YOU TO PARTICIPATE IN THIS ACTIVITY? To be considered to receive Empowerment Funds, you or others must contribute at least 25% of the total expenses.

I CAN CONTRIBUTE: \$ _____

OTHERS CAN CONTRIBUTE: \$ _____

IF SOME OTHER PERSON AND OR ORGANIZATION IS CONTRIBUTING TO YOUR EXPENSES, LIST THEM HERE:

HOW MUCH MONEY ARE YOU REQUESTING FROM THE COUNCIL?

TRANSPORTATION \$ _____

TYPE OF LODGING? _____

PERSONAL ASSISTANCE SERVICES (\$10 PER HOUR UP TO 8 HOURS PER DAY WILL BE ALLOWED)

\$ _____ *IF YOUR PERSONAL ASSISTANT IS BEING PAID FOR BY SOME OTHER SOURCE (LIKE THE DSPD WAIVER), THE COUNCIL MAY NOT PAY THIS SERVICE.

CONFERENCE REGISTRATION OR FEE FOR CLASS: \$ _____

OTHER EXPENSES REQUESTED FOR REIMBURSEMENT? \$ _____

PLEASE DESCRIBE: _____

TOTAL AMOUNT REQUESTED from the UDDC \$ _____

GIVE ALL THE NAMES OF ALL PEOPLE THAT WILL BE ATTENDING WITH YOU:
SPOUSE: _____

GIVE REASON THAT PERSON WILL ACCOMPANY YOU:

CHILD WITH A DISABILITY: _____

GIVE REASON THAT PERSON WILL ACCOMPANY YOU: _____

OTHER CHILD (REN) AND AGE(S) _____
GIVE REASON THAT PERSON(S) WILL ACCOMPANY YOU:

OTHER (FOR EXAMPLE, STAFF) _____
GIVE REASON THAT PERSON WILL ACCOMPANY YOU: _____

I WILL PAY MY EXPENSES, SEND IN MY RECEIPTS, AND WAIT FOR MY REIMBURSEMENT CHECK, WHICH WILL GENERALLY TAKE TWO WEEKS after the Council staff receives all the necessary documents to process my reimbursement.

CERTIFICATION STATEMENTS

ALL APPLICANTS MUST SIGN THIS STATEMENT.

IF I AM APPROVED FOR FUNDING, I AGREE TO TURN IN RECEIPTS FOR ALL THE MONEY I SPENT, A COPY OF THE CONFERENCE AGENDA OR PROGRAM SCHEDULE, AND THE REPORT (CONFERENCE / EVENT REPORT TO THE COUNCIL). I WILL SEND THESE MATERIALS TO THE DD COUNCIL WITHIN 10 DAYS AFTER RETURNING FROM THE CONFERENCE.

SIGNATURE: _____ DATE: _____

APPLICANTS REQUESTING PERSONAL ASSISTANCE SERVICES MUST SIGN THIS STATEMENT. I NORMALLY USE MY PERSONAL ASSISTANCE SERVICES _____ HOURS PER DAY. I CERTIFY THAT I AM

REQUESTING ASSISTANCE ONLY FOR THE ACTUAL HOURS A PERSONAL ASSISTANT WILL BE WORKING FOR ME DURING THIS CONFERENCE. I CERTIFY THAT THESE HOURS WILL NOT BE PAID FOR BY ANOTHER SOURCE (LIKE THE DSPD WAIVER SERVICES).

SIGNATURE: _____ DATE: _____

COMPLETE ALL PAGES OF THIS FORM. MAIL THE FORM AND THE AGENDA FOR YOUR CONFERENCE/MEETING IN WITH THIS REQUEST.

MAIL TO: FINANCE MANAGER
UTAH DEVELOPMENTAL DISABILITIES COUNCIL
155 SOUTH 300 WEST, SUITE 100
SALT LAKE CITY, UT 84101
PHONE: 801-245-7350 FAX: 801-533-3968

OR
EMAIL: uddc@utah.gov