

Center for Disabilities and Development's Community Partnership Advisory Council (CPAC)

I. OVERVIEW

The Center for Disabilities and Development is part of a national network of UCEDDs authorized under the *Developmental Disabilities Act of 2000* and administered by the Administration on Developmental Disabilities, U.S. Department of Health and Human Services. According to the *DD Act*, the purpose of the UCEDD is to provide leadership to--and advise Federal, State, and community policymakers about--opportunities for individuals with developmental disabilities to exercise self-determination, be independent, productive, and integrated into all facets of community life.

As a UCEDD, the Center for Disabilities and Development has the following responsibilities that extend beyond providing clinical services: interdisciplinary undergraduate and graduate education, community education and technical assistance, research and policy analysis, and information dissemination.

The Center for Disabilities and Development Community Partnership Advisory Council (CPAC) is comprised of people with disabilities, family members, and other stakeholders who are actively engaged in addressing priority issues that affect the lives of individuals with disabilities. Membership involves a range of strategic partners, including representatives from the Governors' Developmental Disabilities Council and Iowa Protection and Advocacy Services, Inc., CDD's sister agencies under the federal *Developmental Disabilities Act*. All CPAC members share a commitment to increasing the independence, productivity and community participation of people with disabilities and building the capacity of Iowa's service system to support them.

II. CHARGE

The purpose of the CPAC is to advise CDD leadership in a manner that supports CDD in meeting its full range of responsibilities. Working in partnership with the CDD, CPAC will:

- Clarify goals and needs of people with disabilities, and those of the service system that supports them, as the foundation for CDD strategic planning and program development.
- Identify significant issues and policies that affect individuals with disabilities, their families and the service systems that support them, that can be effectively addressed through CDD programmatic initiatives.
- Work with the CDD to create and maintain key partnerships at local and state levels throughout Iowa.
- Identify pertinent collaborative opportunities and grants that provide resources CDD can use to appropriately implement training, service, and research goals.
- Participate in an annual review of CDD goals and evaluate progress in meeting these goals.

- Provide feedback on the effectiveness of existing services and programs, address the need for changes, and suggest new services or assistance that could be provided by CDD.

Responsibilities and Expectations

CDD will:

- Provide leadership and direction to CPAC members by offering staff, facilitation, and clerical support as needed.
- Provide an initial orientation to new members, and on-going updates, so that CPAC's deliberations and recommendations will be grounded in the context of CDD's organizational environment.
- Provide meeting space, accessible materials, and a mechanism for communication between meetings.
- Offer a stipend for participants and pay appropriate expenses related to
- meeting attendance.
- Maximize the integration of the activities and outcomes of the CPAC with on-going CDD operations and planning.

CPAC Members:

- Act as a "community ambassadors" to help ensure that CDD is well informed, growing, and always operating in the best interests of individuals and families they serve.
- Strive to reflect a statewide perspective and not just particular geographic regions or interest groups.
- Respect the confidentiality of information that affects the health and vitality of CDD as an organization.
- Recognize that CPAC's role is advisory. While CDD leadership will review seriously all CPAC recommendations, it retains ultimate responsibility for decision-making.
- Consults with the UCEDD Director regarding the development and proposed revisions of the UCEDD's five (5) year plan.
- Reviews and comments on the CDD's progress in addressing their strategic plan and the UCEDD's progress in meeting the projected goals contained in the five (5) year plan.
- Meets four (4) times a year to carry out the role of the Committee.
- Develops an overall understanding of the CDD and its work.
- Serves as an informal bridge between the community and the Center for Disabilities and Development.
- Advises and informs the UCEDD Director and CDD Administrator about other relevant organizations, programs, networks or activities that may provide opportunities for collaboration.

Membership

- Members must have a commitment to be actively involved in the performance of the required activities listed in the roles and responsibilities of the CPAC.
- If a member misses two consecutive meetings they will be contacted to determine if they need to take a leave of absence from the council.
- Members will notify Cherie Buelow a CDD support staff at 319-3561434 or cherie-buelow@uiowa.edu if they are unable to attend any meeting.

Composition:

- A majority of the members shall be individuals with developmental disabilities and family members of such individuals. Upon request, the Center shall provide individual accommodation to support full participation of all members.
- A representative of Iowa's Developmental Disabilities Council
- A representative of Iowa's Protection and Advocacy Agency
- CPAC shall reflect the racial and ethnic diversity of the State and have a minimum membership of fifteen (15) people.
- Representatives of organizations may also include:
 - Private nonprofit groups concerned with providing services for individuals with disabilities including developmental disabilities.
 - ASK Resource Iowa's Parent Training and Information center.
 - Iowa's Department of Public Health and Department on Aging
 - Other community members interested in supporting the work of CDD.

Terms:

- Membership terms are for three (3) years. Individuals whose terms have expired may be re-nominated upon the recommendation of the nominating committee providing their attendance has demonstrated their ability to meet the roles and responsibilities of the CPAC.
- Not more than one-third of the membership will recruited in a given year.
- An ad hoc Nominating Committee will recommend new members to the full CPAC who will advise CDD staff on membership composition.
- The operating year for the CPAC shall coincide with the UCEDD Core grant year of July 1 through June 30.
- Spring Recruitment occurs annually with new members starting at the September meeting.
- If for some reason a member is unable to complete their term they should notify Ann Riley at 319-353-6523 or ann-L-riley@uiowa.edu

Meetings

- Meetings will occur four times a year in the months of September, November, January and June. The dates will be established for the annual calendar during the last meeting of each year (typically in the month of April).
- Additional meetings may be called by CDD leadership in consultation with CPAC members.
- CPAC may create ad hoc subcommittees as needed to explore priority issues.
- Alternative meeting formats for ad hoc committee are encouraged (i.e. conference calls, CPAC intranet discussions, email, “piggy-backing” with regular meetings, etc.)
- CPAC will make decisions through consensus, recognizing alternative decision making strategies including calling for a majority vote may be utilized for clarity when consensus is not apparent.

Leadership

- Nominating Committee members will serve for a two (2) year term. Election by the CPAC membership should take place at the April meeting each year.
- The UCEDD Director shall appoint a member of the CAC to represent CDD on the Association of University Centers and Disabilities (AUCD) Council on Community Advocacy (COCA).
- Ad hoc committee members will be volunteers from the council members.

CPAC Member Reimbursements

- Non-state agency members will be paid per meeting stipends, mileage reimbursement and overnight accommodation, as required, and expenses will be made at the University rate. Meals will be provided during regularly scheduled meetings, as appropriate. Any state agency member can also be reimbursed for travel expenses, and receive a stipend if they are not receiving salary for the day of the CPAC activity.
- Individual consumer and family members may also be reimbursed for child care costs, and/or personal assistant support services consistent with federal and University requirements.
- Appropriate individual accommodation shall be provided to assure access to and participation of all CPAC members.