

USC UCEDD CAC Policies and Procedures

The purpose of the USC UCEDD CAC is to help assure the work of the UCEDD contributes to the promises of the DD Act, i.e., the right of individuals with developmental disabilities to live independently, exert control and choice over their own lives, and to fully participate in and contribute to their communities through full integration and inclusion in the economic, political, social, cultural, and educational mainstream of US society. The law says CAC's must be majority family members and consumers.

I. MEMBERSHIP

Because the CAC brings the lens of the lived experience of people we serve, the membership of the USC UCEDD's Community Advisory Committee will consist of 20-24 members (not including DD Network Partners). 85% will be individuals with Intellectual and Developmental Disabilities (IDD) and/or family members who:

- √ Represent a constituency group to maximize input and decisions that will be relevant to large groups of people (LA County has over 9 million residents, 1/3 of the state's population). Examples include:
 - Parent Training and Information Centers
 - Community Parent Resource Centers
 - Family Resource Centers
 - Family Empowerment Centers
 - Specific disability-focused organizations (e.g., Fragile X Association of Southern California, Autism Society Los Angeles, Down Syndrome Association, etc.)
 - Fiesta Educativa
 - Minority consumer organizations
 - Centers for Independent Living
 - Consumer Advocates, Regional Centers
 - People First of California
 - Local Self-Advocacy Group representatives
 - Peer Self-Advocacy Unit, Disability Rights CA
- √ Reside in Los Angeles County and contiguous geographic areas (because of the high costs of travel and the presence of two other UCEDDs in California).
- √ Reflects the diversity of our state, racial, ethnic, linguistic, sexual orientation, and other identities
- √ Represent types of disabilities across a spectrum of need (but majority intellectual and developmental disabilities) and across the lifespan
- √ Professional and other service system representatives (who represent content expertise needed by the UCEDD) for one-term only and not to exceed 15 % of the total size of the CAC.

In addition, DD Network Partners are mandatory participants and include representatives of:

- √ Disability Rights CA
- √ State Council on Developmental Disabilities
- √ Tarjan Center, UCEDD at UCLA
- √ CEDD at UC Davis MIND Institute

II. CCAB LEADERSHIP

- A. There will be 2 co-chairs – 1 parent/family member and 1 consumer, each serving for 3 years in staggered terms of 3.
- B. Recruitment committee will nominate new chairs. CCAB will vote and approve.

III. LENGTH OF TERMS:

- A. 2 consecutive 3-year terms (this does not include DD Act partner representatives, for whom there are no term limits as they are appointed by the directors of the programs).
- B. Members who term off must be off a minimum of 2 years before re-applying.
- C. Staggered terms: 1/3 of members (across all subgroups) will term out in year 1, 1/3 in year 2, and 1/3 in year 3.

IV. FREQUENCY and FOCUS of MEETINGS:

Three (3) meetings are held every year, 9:30 a.m. - 12:30 p.m. (typically in September/October, January/February, and June) at our UCEDD location in Los Angeles.

- A. The September/October meeting reviews the UCEDD's plan for the year and solicits input from CAC members on people or organizations the UCEDD should partner with, new or emerging policies and regulations the UCEDD should be aware of, and to fine-tune our work plan.
- B. The January/February meeting is dedicated to soliciting input from the community on emerging needs in the community and comments on what the UCEDD is proposing for the next year to address needs identified for inclusion in the UCEDD Continuation Application.
- C. The May/June meeting is the UCEDD's accountability meeting. It is a time for the UCEDD to report activities, outputs, and outcomes related to the promised objectives and targeted benchmarks and to explain why activities were not accomplished, outcomes not met, and what corrective actions will be put in place. Where appropriate, the UCEDD will also highlight areas where we exceeded our objectives.
- D. Ad-hoc sub-committee "meetings" will be held as needed.

VI. QUORUM AND VOTING

- A. Items requiring action only
- B. 51% of membership must be present to vote (including by phone).
- C. Majority required for passing.

VII. REIMBURSEMENT AND SUPPORT FOR PARENT/FAMILY/CONSUMER MEMBERS ONLY

In recognition of the valuable lived experience and expertise parents, family members, and individuals with I/DD bring to the UCEDD through our CAC and.....

In recognition of the common practice to expect individuals with lived experience to volunteer their time, while the same is not expected of professionals with degrees.....

The USC UCEDD compensates its parent, family member, and consumer members of their CAC as follows for the gift of their time and expertise:

- A. Honorarium: Parents/Consumers who have no other source of funding during their service to the UCEDD. \$75/meeting (3 hours or more) or \$30/meeting (if less than 3 hours).
- B. Airfare: For members living more than 2 hours away.
- C. Ground Transportation: Door to Door for wheelchair users, mileage for those who drive; other methods as required.
- D. Child care at \$8/hr (must have receipt)
- E. Personal Assistance Services at \$8/hr (must have receipt)
- F. Facilitation services at \$20/hr (must have invoice/receipt)

VIII. CAC NOMINATING COMMITTEE STRUCTURE AND FUNCTION¹

- A. How are members selected?
 - 1. Anybody can nominate as candidate, including self-nominate.
 - 2. The USC UCEDD Nominating Committee will recruit and evaluate members as appropriate to make sure the membership of the CAC meets our guidelines.
- B. Members of Nominating Committee
 - 1. The committee will be chaired by a CAC co-chair who will appoint 4 members from the USC UCEDD CAC. Members of the Nominating committee shall consist of:
 - a. 1 Parent
 - b. 1 Consumer
 - c. 1 DD Network Partner Representative
 - d. 1 other member

USC UCEDD staff will provide support to the committee.

¹ The above Guidelines were informed by Caldwell, J., Hauss, S., Richins, G., Stark, B. (2006, March). *Consumer Advisory Committees: Recommendations for Meaningful Participation of Individuals with Disabilities and Families*. Silver Spring, MD: Association of University Centers on Disabilities.

C. Responsibilities of the Nominating Committee

The nominating committee will:

1. Solicit recommendations from the CAC, UCEDD Faculty/Staff and other stakeholders whenever there is a vacancy on the CAC.
2. Attempt to fill vacant positions within three months of the vacancy.
3. Review nominee qualifications and experience, including contacting potential applicants to assure a full understanding of the expectations of USC UCEDD and its CAC members and the terms of service.
4. Put forward a description of qualified candidates and recommendations for a vote at the next CAC meeting.