



# COMMISSION ON PEOPLE WITH DISABILITIES

## Orientation Outline 2023

### InclusionMontgomery: Dedicated to the Inclusion of People with Disabilities in our Community

We believe that people with disabilities have a right to equitable treatment, a fair allocation of community resources and social connectedness through engagement in the community at the level of his or her choice. Self-determination and supporting caregiver families should be at the core of short or long-term support planning. Individuals indicate their need for transportation, medical, legal, housing, respite, employment, volunteerism, and leisure activities and the activities that will make for a meaningful day. We are dedicated to planning with, for, and serving the whole community regardless of disability, race, color, religion, ancestry, sex, age, national origin, marital status, sexual orientation, genetic status, family responsibilities, gender identity, presence of children, and family structure or any other characteristic.

### What is the Commission on People with Disabilities (CPWD)?

The Montgomery County Commission on People with Disabilities was established by County legislation in 1978. The Commission is an advisory body to act on behalf of the County's residents with disabilities. The Commission provides advice, counsel, and recommendations to the Government of Montgomery County, Maryland in general, the County Executive, and the County Council in particular. Its responsibilities involve those matters influencing provision of services, County Government policies and procedures, development and implementation of state and federal laws, and any other issues affecting lives, rights, and welfare of the people it represents. The Commission is composed of 25 members who are appointed by the County Executive and confirmed by the County Council.

### Responsibilities of the Commission on People with Disabilities

The CPWD advises the County Government and the Department of Health and Human Services relative to:

- ▶ the interests, needs and problems of people with disabilities in the County,
- ▶ conducting public hearings,
- ▶ reviewing and commenting on all community policies, programs and actions which affect people with disabilities with the intent of assuring maximum coordination and responsiveness, and
- ▶ compliance with the Americans with Disabilities Act (ADA) and other disability rights laws.

Betsy Tolbert Luecking, Community Outreach Manager, 240-777-1256 (Office), 240-418-4865 (Cell)  
Carly Clem, Administrative Specialist I, 240-777-1252 (Office), 202-853-1109 (Cell)  
Via MD Relay 711

## **Lobbying**

The word “lobby” is defined as “to conduct activities (as engaging in personal contacts or the dissemination of information) with the objective of influencing public officials and especially members of a legislative body with regard to legislation and other policy decisions.”

The CPWD is responsible to advise the County Executive and the County Council. The CPWD is an advisory board and makes recommendations to the County Executive and County Council through the Office of Intergovernmental Relations (OIR). The Commission can lobby at the State and Federal level with the approval of the OIR, which is authorized to lobby on behalf of the County Government. For the BCCs that newly have advocacy authority under Bill 37-15 (see Legislation section), there is a formal process that has been developed by OIR that will delineate future advocacy approval processes between the “Bill 37-15” BCCs and OIR. Please note that any proposed legislation or advocacy by a BCC to the State should be endorsed by a majority of the BCC’s members or represent a consensus view of the BCC Staff writes a summary and submits for approval before anything recommendations can be sent.

## **Proposing Legislation**

The Commission is appointed by the County Executive. The County Attorney, has advised the Commission that it is protocol or courtesy of BCC's as they are appointed by the County Executive for the Commission to request support of the County Executive or executive staff on any proposed County legislation. If the County Executive supports the request of the Commission, then the Executive will send the legislation to the County Council.

## **Composition**

The CPWD is a diverse group with:

- ▶ more than 50% of people with disabilities,
- ▶ 13 representatives of people with disabilities,
- ▶ 3 members who are parents of people disabilities,
- ▶ 9 members who represent organizations and agencies serving people with disabilities,
- ▶ 1 non-voting member from the:
  - Department of General Services
  - Department of Libraries
  - Department of Recreation
  - Department of Transportation
  - Housing Opportunities Commission
  - Human Rights Commission
  - Montgomery College
  - Montgomery County Public Schools
  - Office of Human Resources
  - Maryland Department of Rehabilitation Services
  - M-NCPPC, Montgomery Parks
- ▶ 2 non-voting members from the Department of Health and Human Services, and
- ▶ Other non-voting members as designated by the County Executive

Betsy Tolbert Luecking, Community Outreach Manager, 240-777-1256 (Office), 240-418-4865 (Cell)  
Carly Clem, Administrative Specialist I, 240-777-1252 (Office), 202-853-1109 (Cell)  
Via MD Relay 711

## **Montgomery Commission Meetings**

For now, meetings are being held via zoom. Meetings are held on the second Wednesday of the month (September to June) from 6:00 p.m. to 7:30 p.m. via zoom at this time. When it is safe, we will resume meeting at the Executive Office Building (EOB), 101 Monroe Street, Rockville, Maryland, in the Lobby Auditorium. The Annual Planning Meeting of the Commission is held at an offsite location in the fall for the purpose of setting goals for the year's activity. Full Commission Meetings are not held in July and August. As possible, we adjust meeting dates in order to accommodate days of major religious observances. **See Paratransit Procedures (Attachment VIII).**

## **Attendance/Removal from the Commission**

A member of a commission who misses more scheduled meetings or hearings than the number of allowed absences, computed by the following table, or who misses 3 consecutive scheduled meetings, is automatically removed. Scheduled meeting or hearing means any meeting or hearing for which at least 7 days advance notice was given, and which was held as scheduled. This is calculated on a rolling year, not from September to June.

<b>Number of Meetings Held in One Year</b>	<b>Allowed Absences</b>
1 – 4	1
5 – 8	2
9 – 12	3
13 – 16	4
17+	5

Attendance will be taken at the Full Commission Meetings and monthly Committee meetings. See **New Attendance Provisions for Boards, Committees and Commissions (Attachment IV)**

## **Terms of Appointment**

While the law establishing the CPWD states that members serve 3-year terms, Article XI, Section 2-148 (a)(1) of the County Code, which applies to all County boards, committees and commissions, states that "no individual should ordinarily serve more than 2 consecutive full terms...." Further, section 2-148 (a)(2) states that "[A]ny individual who has served 2 full terms on a group is not eligible to serve on the same group until one year has elapsed. The appointing authority [the County Executive] may waive this restriction if: (A) no other qualified

Betsy Tolbert Luecking, Community Outreach Manager, 240-777-1256 (Office), 240-418-4865 (Cell)  
Carly Clem, Administrative Specialist I, 240-777-1252 (Office), 202-853-1109 (Cell)  
Via MD Relay 711

applicant is available; or (B) other unique circumstances justify the reappointment of the particular individual."

## **Committees**

The Committees carry out the work of the CPWD. The State Open Meetings Act applies to County Committees and requires that Committees give reasonable public notice of meetings. Meetings must be open to the public and held in an accessible place. Unless otherwise stated, Committee meetings are held at 401 Hungerford Drive, Rockville. On-site parking is available. A Committee may hold a closed session only for the reasons set forth in the State Open Meetings Act.

- ▶ Each CPWD member can participate in work of a committee or workgroup.
- ▶ Adhoc committees or workgroups are established in response to a specific or temporary need or issue.
- ▶ Committees report to the CPWD and are not authorized to act on their own in the name of the CPWD.

## **Liaison Activities of the Commission**

- ▶ HHS Advisory Leadership Council
- ▶ Legislative
- ▶ In-Home Aide Services Advisory Committee
- ▶ Mental Health Advisory Committee
- ▶ COG Human Services Transportation
- ▶ Public Relations
- ▶ Library Services
- ▶ MD Alliance of Disability Commissions and Committees
- ▶ Any County Board, Committee, or Commission

The CPWD is frequently asked to send representatives to other advisory groups and does so as members' interest permit.

## **Representation**

CPWD members represent the CPWD at meetings or when giving testimony on legislation or other matters, only when they are authorized to do so by the Chair. CPWD members may not identify the CPWD with a position unless it is an established position of the CPWD.

## **Commission Meeting Procedures**

- ▶ Committee meetings may be conducted informally, but the parliamentary procedures of Roberts Rules of Order govern formal actions or decisions on controversial matters. See **Summary of Roberts Rules of Order (Attachment V)**.
- ▶ The published agenda forms the structure of the meeting.

Betsy Tolbert Luecking, Community Outreach Manager, 240-777-1256 (Office), 240-418-4865 (Cell)  
Carly Clem, Administrative Specialist I, 240-777-1252 (Office), 202-853-1109 (Cell)  
Via MD Relay 711

- ▶ Action Items – The business of the CPWD is conducted by voting on action items. If time permits, motions for action should be reviewed with the Steering Committee prior to being placed on the agenda for the full CPWD meeting. See **BCC Voting Procedures (Attachment VI)**.
- ▶ Notice of Meetings – Advanced notice of all CPWD meetings and documents will be e-mailed prior to the meeting. Documents will include the following:
  - Agenda / Calendar
  - Minutes of the previous meeting
  - Other information as needed

If you prefer to have hard copies of the documents mailed to you, please let Carly know.

### **Alternative Formats**

Alternative formats of our documents are available upon request by contacting staff. See **Meeting Accessibility Policy (Attachment VII)**.

### **Reasonable Accommodations**

If you need a reasonable accommodation to participate in any of our meetings, please feel free to discuss this with staff. Sign language interpreting services will be provided with advance notice.

### **Parking Permits**

As of September 1<sup>st</sup>, 2002, parking at the EOB underground parking lot will be by permit only. Commissioners who need to park at the EOB for the full Commission meeting will have to obtain a County identification badge from the EOB's Security Office. Commission staff will provide forms and instructions. **See Memo: Photo Identification Card for Commission Members (Attachment X). If applicable, please complete the Parking Permit Application (Attachment XI).**

### **General Volunteer Registration Form**

Completion of this form is required by all volunteers. The County provides General Liability Coverage for volunteers. Details of coverage may be discussed with the Division of Risk Management. **Please complete the General Volunteer Registration Form (side pocket).**

### **Mileage/Dependent Care Reimbursement**

CPWD members traveling to and from official meetings are entitled to mileage reimbursement. Mileage forms should be submitted monthly. All mileage reimbursement requests must be submitted by **June 20**, prior to the end of the County's fiscal year. Please review the **Reimbursement Policy (Attachment IX)**.

- ▶ Mileage to the full CPWD meetings, the Steering Committee meetings and other Committee or Workgroup meetings is reimbursed at the flat rate of \$10 per meeting. Persons certified to use MetroAccess are eligible to be reimbursed for \$10 per meeting

Betsy Tolbert Luecking, Community Outreach Manager, 240-777-1256 (Office), 240-418-4865 (Cell)  
 Carly Clem, Administrative Specialist I, 240-777-1252 (Office), 202-853-1109 (Cell)  
 Via MD Relay 711

to cover the cost of the trip. Requests for reimbursement should be submitted using the **Meeting Reimbursement Request Form**.

- ▶ Child Care and dependent care expenses are reimbursed at \$30 per meeting for attending the full CPWD meeting, the Steering Committee meeting and other Committee or Workgroup meetings. Requests for reimbursement should be submitted using the **Meeting Reimbursement Request Form**.

Betsy Tolbert Luecking, Community Outreach Manager, 240-777-1256 (Office), 240-418-4865 (Cell)  
Carly Clem, Administrative Specialist I, 240-777-1252 (Office), 202-853-1109 (Cell)  
Via MD Relay 711