



## Intellectual and Developmental Disabilities Commission

### Community Engagement Committee Agenda

**Date:** February 20, 2025

**Time:** 3-3:15

**Location:** Zoom Link

**Facilitator:** Committee Chair, Jake Didinsky

**Agenda:**

**3:00pm**

**Call to Order**

**3-3:10 pm**

**Discuss the Engage plan**

**3:10-3:15 pm**

**Vote on it to share with the commission**

**3:15pm**

**Adjournment**

**ADA Reasonable Accommodation:** Sign language interpreter services and other types of reasonable accommodations will be provided upon request preferably 5 business days or with as much advance notice as possible. Please call 240-753-4218 or via MD Relay at 711 or email [Crystel.Britto@montgomerycountymd.gov](mailto:Crystel.Britto@montgomerycountymd.gov). In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.

## Month 1-2: Laying the Foundation

### Goals:

1. **Develop Engagement Channels:**
  - Establish feedback tools: online form, dedicated email, and social media accounts.
  - Identify community spaces for outreach (e.g., libraries, community centers).
2. **Promote Upcoming Engagement Opportunities:**
  - Publicize forums and the survey launch via flyers, newsletters, and community organizations.

### Metrics:

- Three feedback tools established and actively promoted.
- Outreach plan completed with identified locations for engagement.
- At least one post per week on social media to build awareness.

### Check-in Point: End of Month 2

- Evaluate feedback received through newly launched tools.
  - Confirm venues and schedules for forums.
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## Month 3-4: Listening to the Community

### Goals:

1. **Host Initial Community Forums:**
  - Organize two forums with inclusive formats (e.g., ASL interpretation, plain language, accessible locations).
  - Focus on understanding needs, challenges, and potential solutions.
2. **Launch County-Wide Survey:**
  - Ensure survey distribution to diverse populations via schools, nonprofits, and social media.
  - Translate survey into at least 3 languages and offer alternative formats.

### Metrics:

- Two forums held, with a minimum of 50 attendees per event.
- Survey distributed, targeting 500 responses (track progress weekly).
- At least 3 new organizations enlisted to help distribute the survey.

### Check-in Point: End of Month 4

- Review forum attendance and initial survey responses.
  - Assess outreach effectiveness and adjust distribution strategies if needed.
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## **Month 5-6: Identifying Community Priorities**

### **Goals:**

1. **Analyze Feedback:**
  - Review forum discussions and survey data to identify top 5-7 themes or priorities.
  - Publish preliminary findings in a community-friendly format.
2. **Conduct Targeted Listening Sessions:**
  - Meet with specific groups (e.g., educators, caregivers, individuals with IDD) to refine the understanding of unique needs.

### **Metrics:**

- Feedback report drafted and shared with the community.
- At least 3 targeted listening sessions held, with 10-15 participants each.
- Preliminary list of accessibility priorities identified.

### **Check-in Point: End of Month 6**

- Validate findings with community members and adjust as necessary.
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## **Month 7-8: Drafting a Community-Driven Two-Year Plan**

### **Goals:**

1. **Host Forums to Co-Create the Plan:**
  - Facilitate discussions to prioritize the top 5-7 accessibility goals.
  - Seek specific recommendations for short-term and long-term actions.
2. **Engage Key Stakeholders:**
  - Present preliminary priorities to policymakers and service providers to ensure feasibility.

### **Metrics:**

- Two forums held with 75+ participants each.
- Draft two-year plan completed, incorporating feedback from forums and stakeholder meetings.
- At least 3 stakeholder meetings held.

### **Check-in Point: End of Month 8**

- Share draft plan publicly and invite community feedback for final refinements.
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## **Month 9-10: Refining and Finalizing**

### **Goals:**

1. **Present Draft Plan to the Community:**
  - Host forums to gather input on the draft and address gaps or oversights.
  - Highlight proposed steps for immediate implementation.
2. **Refine and Prepare Final Plan:**
  - Integrate additional feedback and finalize actionable steps.

### **Metrics:**

- Two forums held with 75+ attendees each to review the draft plan.
- Final draft completed and reviewed by stakeholders for feasibility.

### **Check-in Point: End of Month 10**

- Confirm readiness of the final plan for publication and implementation.
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## **Month 11-12: Finalizing and Launching**

### **Goals:**

1. **Publish the Final Plan:**
  - Make the two-year plan available through online platforms, physical copies, and at community events.
2. **Celebrate Community Contributions:**
  - Host a launch event to share the plan, recognize contributors, and build momentum.
3. **Establish Accountability Mechanisms:**
  - Set up quarterly progress reports and a tracking system for community feedback during implementation.

### **Metrics:**

- Final plan published and distributed to 500+ community members and stakeholders.
- Launch event attended by 100+ participants.
- Accountability mechanisms (e.g., quarterly updates) clearly defined and publicized.

## Check-in Point: End of Month 12

- Confirm that the plan is well-publicized and resources are in place for implementation.
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## Ongoing Throughout the Year

### Goals:

1. **Quarterly Updates:**
  - Share progress reports on accessibility goals with the community.
2. **Maintain Open Feedback Channels:**
  - Monitor suggestions and concerns through feedback tools.

### Metrics:

- At least 1 progress report shared quarterly.
  - Monthly feedback reviewed and summarized to inform adjustments.
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## Key Milestones

1. **Month 4:** Forums and survey complete; initial feedback gathered.
2. **Month 6:** Preliminary priorities published; targeted listening sessions completed.
3. **Month 8:** Draft plan co-created with the community and stakeholders.
4. **Month 10:** Final draft refined and ready for publication.
5. **Month 12:** Two-year plan published, celebrated, and implementation begins.