



# Intellectual and Developmental Disabilities Commission

## Orientation Outline 2024

### **Establishment of the Intellectual and Developmental Disabilities Commission (IDDC)**

In March of 2023, the Montgomery County Council enacted Bill 10-23 to establish the Intellectual and Developmental Disabilities Commission (IDDC). The IDDC was created to advise the County Council and County Executive on the needs of individuals with intellectual and developmental disabilities (IDD). The enabling legislation gives the Commission the authority to advocate at the local, state, and federal levels to advance the needs of individuals with IDD.

### **Policy Statement**

"Montgomery County is committed to creating an inclusive community for all people with IDD, so they are afforded every opportunity to live a life of their choosing with the supports needed to participate fully in the life of the County."

### **It is the public policy of the County to:**

- (A) promote and initiate ongoing community input to support the needs of individuals with intellectual and developmental disabilities;
- (B) improve communication about programs and services among those with IDD and their families, advocates, support staff, public and private agencies, and the public;
- (C) identify service needs and inform decisions on services for individuals with intellectual and developmental disabilities; and
- (D) work towards improving accessibility to services for individuals with intellectual and developmental disabilities.

### **Duties**

The Commission must:

- (A) promote direct communication among families support staff, private and public organizations, and the public regarding programs and services for individuals with intellectual and developmental disabilities.
- (B) institute and conduct educational and other programs, meetings, and conferences to promote the welfare of individuals with intellectual and developmental disabilities.
- (C) cooperate with public and private agencies, departments and organizations that provide services and programs for individuals with intellectual and developmental disabilities.
- (D) advise the County Council and the County Executive on matters involving the needs of individuals with intellectual and developmental disabilities.
- (E) review and report on current gaps in services including issues of childcare, education, discrimination, transition to adult services, resource coordination, housing, transportation, employment, health care, recreation and recruitment of providers and direct support staff.
- (F) prepare recommendations on best practices, innovations in service areas, and information on costs associated with recommended programs and services for individuals with IDD.
- (G) work with key organizations at the county and state level to best advance the needs of Montgomery County residents with IDD, and
- (H) advocate at the local, state and federal levels to advance the needs of Individuals with IDD.

## **Lobbying/Advocacy**

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 IDDC will also advocate to State and federal legislators (Montgomery County Code, Sec. 24-74).

Although the IDDC does not need approval from the Office of Intergovernmental Relations in order to advocate at the State and federal level, as a courtesy, it is requested that the Commission keep the County informed about its advocacy by filling out the County’s Advocacy Request online form, found at [www.montgomerycountymd.gov/boards/advocacy-form.html](http://www.montgomerycountymd.gov/boards/advocacy-form.html).

## **Member Composition**

The IDDC consists of 19 voting members and 6 non-voting members. The voting members are appointed by the County Executive (subject to Council confirmation).

The IDDC **voting** members include:

- (A) 2 individuals with IDD
- (B) 9 family members, guardians, or support staff of individuals with IDD
- (C) 7 individuals representing service providers or advocacy organizations that support individuals with IDD
- (D) 1 member appointed by the Chair of the Commission on People with Disabilities

The IDDC **non-voting** members include designees from the following agencies:

- (A) Department of Health and Human Services
- (B) Department of Recreation
- (C) Montgomery County Public Schools
- (D) Montgomery College
- (E) WorkSource Montgomery
- (F) Maryland Developmental Disabilities Administration

## **Commission Meetings**

Meetings will be held monthly and will be coordinated by Chair, Vice Chair and staff liaison. Meetings will either be held virtually, hybrid or in-person. 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.

## **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 going back one year, not from September to June.

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

Attendance will be taken at the Full Commission Meetings and Committee meetings. See [New Attendance Provisions for Boards, Committees and Commissions](#).

### **Terms of Appointment**

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

Members will serve for three years to complete a term, unless initially appointed to a partial term.

IDDC member terms expire August 31 (though staggered so that 1/3 of the terms expire every year). **The “new” year for the IDDC begins on September 1 and ends on August 31.**

- While the member recruitment and appointment process is pending, **BCC members can continue to serve past their term end dates until reappointed or replaced. Incumbent members eligible for reappointment are considered members in good standing.**
- After the vacancy notice is posted, **incumbent members must apply for reappointment through the online application system in the same way as new applicants** (this includes completing a short form and providing a letter of interest and resume).
- **All County boards (including the IDDC) form a nominating committee appointed by the chair and can include the chair which consists of two voting members and the staff liaison to review applications, interview new applicants and make recommendations** for new appointments and reappointments to the County Executive. **Incumbent members are not to be interviewed** but must be recommended by the nominating committee. Also, **incumbent members applying for reappointment should not be on the nominating committee.**
- As stated above, **after the nominating committee interviews new applicants, it makes recommendations to the County Executive for new appointments and reappointments. The County Executive considers the nominating committee’s recommendations and then independently makes decisions. Though incumbents are usually reappointed, it is not “automatic.”** Reappointment of incumbents has never been an automatic process.

Members who are eligible to apply for reappointment and should do so through the online appointment process once the vacancy notice is posted by the County Executive’s Office.

## **Chair/Vice-Chair**

The Chair and Vice Chair will be elected by the Commission annually. Voting members in good standing are eligible to serve as an officer and are eligible to be re-elected. Regarding officer elections, the officers begin their term of service on September 1.

## **Committees**

The Committees carry out the work of the IDDC. 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 IDDC member can participate in work of a committee or workgroup.
- Ad hoc committees or workgroups are established in response to a specific or temporary need or issue.
- Committees report to the IDDC and are not authorized to act on their own in the name of the IDDC.

## **Liaison Activities of Commissioners**

- Commission of People with Disabilities (CPWD) – CPWD Chair appoints CPWD member to IDDC to serve as a voting member
- HHS Advisory Leadership Board – Chair of each HHS Boards, Committees and Commission (B/C/C) Quarterly Meetings with Department Director
- Any County Board, Committee, or Commission

## **Representation**

IDDC members represent the IDDC at meetings or when giving testimony on legislation or other matters, only when they are authorized to do so by the Chair. IDDC members may not identify the IDDC with a position unless it is an established position of the IDDC. As a private citizen, commissioners can testify and indicate they are a member of the Commission but are not representing the Commission.

## **Special Interests**

19A-12 (b) Specific restrictions. Unless the Commission grants a waiver under subsection 19A-8(b), a public employee must not:

- (1) be employed by, or own more than one percent of, any business that:
  - (A) is regulated by the County agency with which the public employee is affiliated; or
  - (B) negotiates or contracts with the County agency with which the public employee is affiliated; or
- (2) hold any employment relationship that could reasonably be expected to impair the impartiality and independence of judgment of the public employee.
- (c) Exceptions.
  - (1) Subsections (a) and (b) do not apply to:
    - (A) a public employee who is appointed to a regulatory or licensing body under a statutory provision that persons subject to the jurisdiction of the body may be represented in appointments to it.

- (B) a public employee whose government duties are ministerial, if the employment does not create a conflict of interest; or
- (C) a member of a board, commission, or similar body in regard to employment held when the member was appointed if the employment was publicly disclosed before appointment to the appointing authority, and to the County Council when confirmation is required. The appointing authority must forward a record of the disclosure to the Commission, which must keep a record of the disclosure on file.

A commission member **must recuse** themselves from voting on matters for the IDDC that directly financially benefits them/their business.

### **Commission Meeting Procedures**

- Committee meetings may be conducted informally, but the parliamentary procedures of Roberts Rules of Order govern formal actions or decisions that require a motion and voting. See [Summary of Roberts Rules of Order](#).
- The published agenda forms the structure of the meeting.

### **Timing and Adoption of Minutes**

The Maryland Open Meetings Act requires public bodies to “have minutes . . . prepared” “as soon as practicable” after their meetings. § 3-306(b); see also § 3-307(d)(1) (providing that the nineteen public bodies subject to § 3-307 “shall approve meeting minutes in a timely manner”). As explained by the Compliance Board, a draft summary of a meeting does not become a set of “minutes” until the public body has adopted it as minutes. See 6 OMCB Opinions 187, 190 (2009) (“To qualify as minutes of the public body, the public body must approve them.”); see also 14 OMCB Opinions 3, 3-4 (2020) (concluding that computer-generated “notes” of a meeting did not constitute minutes because they had not been reviewed and adopted by the members of the public body). Section 3-306(b)’s timelines.

### **Posting of Documents Online**

Only final documents including minutes, letters, etc. should be posted online. Drafts can be sent to Commissioners for comment. There’s no requirement that the public participate / provide feedback / commentary on a board’s work product. The only obligation to the public is that meetings are open and accessible.

### **Alternative Formats**

Alternative formats of our documents are available upon request by contacting staff. See [Meeting Accessibility Policy](#).

### **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.

### **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](#).

## **Mileage/Dependent Care Reimbursement**

IDDC 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](#).

- Mileage to the full IDDC 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 to cover the cost of the trip. Requests for reimbursement should be submitted using the [Meeting Reimbursement Request Form](#).
- Childcare and dependent care expenses are reimbursed at \$30 per meeting for attending the full IDDC meeting and other Committee or Workgroup meetings. Requests for reimbursement should be submitted using the [Meeting Reimbursement Request Form](#).

## **Required Trainings**

Mont. County Code Sec. 2-148 (d) BCC members (including ex officio members) and staff are **required** to take the three training modules below within 90 days of their confirmation or assignment to a BCC. The link to each training can be accessed separately below.

**MONTGOMERY COUNTY ETHICS LAW TRAINING** – The training is online, and consists of viewing a 50-minute video, completing an evaluation form, receiving a certificate by email and uploading the certificate.

- **Link to Montgomery County Ethics Law Training**  
[www.montgomerycountymd.gov/Ethics/training/bcc-ethics-training.html](http://www.montgomerycountymd.gov/Ethics/training/bcc-ethics-training.html)
- Each individual trainee should electronically save the certificate received by email.

**MARYLAND OPEN MEETINGS ACT (OMA) TRAINING** – The training takes approximately 2-1/2 hours and consists of six training lessons. The training should be completed as soon as possible; however, if the participant can't complete the training all at once, it may be broken up into multiple sessions **using the same computer**.

- **Link to Maryland Open Meetings Act Training**  
[www.igsr.umd.edu/VLC/OMA/class\\_oma\\_intro1.php](http://www.igsr.umd.edu/VLC/OMA/class_oma_intro1.php)
- Fill out and print a certificate of completion of the training. Each individual trainee should complete their own certificate. **Certificates must be printed immediately upon completion of the training.** After the training is completed, the certificates will not be accessible.
- Each individual trainee should electronically scan and save their certificate.

**PARLIAMENTARY PROCEDURE TRAINING** – The training is online, and consists of viewing a short video, taking a quiz, receiving a certificate by email and uploading the certificate.

- **Link to BCC Parliamentary Procedure Training**  
[www.montgomerycountymd.gov/boards/training.html#parliamentary](http://www.montgomerycountymd.gov/boards/training.html#parliamentary)
- Each individual trainee should electronically save the certificate received by email.

**LINK TO UPLOAD TRAINING CERTIFICATES OF COMPLETION** – For all three training modules.

- Each individual trainee should upload the certificate received by email using the form on the BCC webpage. Individuals should complete the online form, which includes a field for the staff liaison's email address and generates an email to the staff liaison with the certificate attached. Staff liaisons should then track the participation of their BCC members. Below is a link to the form to upload a certificate:
- **Link to Upload Training Certificate of Completion**  
[www.montgomerycountymd.gov/boards/training/certificate.html](http://www.montgomerycountymd.gov/boards/training/certificate.html)

BL: August 2, 2024