



# **Recruiting, Preparing, and Engaging Council Members**

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**2023 OIDD Training and Technical  
Assistance Institute**



# Overview

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## 01. Description

Recruitment, preparation, and engagement strategies

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## 02. Framework

Council Member Care Cycle

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## 03. Recruitment

Compliance Timeline

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## 04. Preparation

Training and Mentoring

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## 05. Engagement

Council Meetings

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## 06. Exit & Placement

Exit Strategies



# Framework

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## Council Member Care Cycle





# **View Council Member Care as a Growth Process**

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Begins with Recruitment  
Deepens with Preparation  
Ends with New Placement





# Recruitment





Alabama Council on  
Developmental Disabilities

# Journey to Membership Compliance

Council Member Recruitment



# Membership Compliance Timeline Overview

- Compliance issues: Expired terms, vacancies, no institutional representation
- Developed a 15 to 18-month membership compliance timeline
- Generally aligned with the Council quarterly meeting schedule
- Began preparation for recruitment activities in March 2022
- Submitted recommendations to Governor's Office in March 2023
- Anticipate: Appointments will be finalized by the Governor's Office in May 2023



Alabama Council on  
Developmental Disabilities

*inclusive*



# Membership Compliance Timeline

- March - April 2022
  - Reviewed Council member appointment dates and expiration dates
  - Updated Council membership application
  - Developed recruitment materials
    - FAQ, Flyer
    - Different formats, languages
    - <https://www.acdd.org/council-member-application/>



Alabama Council on  
Developmental Disabilities

**We need your voice.**  
Become a member of the Alabama  
Council on Developmental Disabilities.  
Apply at [acdd.org](https://www.acdd.org).

This section of the flyer features a background of orange and red wavy shapes. It includes a photograph of three people: a man in a wheelchair, a woman, and another man, all smiling and engaged in conversation.

Help promote and support independence, advocacy, productivity, and inclusion for Alabamians with developmental disabilities by becoming a Council member.

Individuals with developmental disabilities, family members of persons with developmental disabilities, and representatives of organizations concerned with services for people with developmental disabilities are needed.

Supports such as lodging and mileage reimbursement are available to assist Council members in attending Council meetings.

Please visit our website at [acdd.org](https://www.acdd.org) for more information.

**Information in alternate formats is available by request by contacting Darryle Powell at (334) 242-3976 or [darryle.powell@mh.alabama.gov](mailto:darryle.powell@mh.alabama.gov).**

**Alabama Council on  
Developmental Disabilities**

RSA Union Building | 100 North Union Street, Suite 682  
Post Office Box 301410 | Montgomery, Alabama 36100-1410  
Phone: 334-242-3976 | Toll-Free: 1-800-252-2158  
[www.ACDD.org](https://www.ACDD.org) | [Facebook.com/ACDDAL](https://www.facebook.com/ACDDAL)

This section of the flyer features a background of orange and red wavy shapes. It includes a photograph of a man in a blue jacket smiling. The text is arranged in a clean, professional layout with clear headings and bullet points.



# Membership Compliance Timeline



- May 2022 - September 2022
  - Council member education
  - Recruitment campaign began in May
    - Press release
    - Digital campaign
    - Email list, monthly newsletter
    - Mass mail-out
    - Magazine ads
    - Television interviews
    - Announcements at disability related meetings, events
    - Grantees and partners
    - Vaccine clinics

# Membership Application



## Alabama Council on Developmental Disabilities Council Member Application

If you need help completing this application, contact Darryle Powell at (334) 242-3976 or [darryle.powell@mh.alabama.gov](mailto:darryle.powell@mh.alabama.gov). Alternate formats are available upon request.

Note: Developmental disabilities are severe, life-long disabilities attributable to mental and/or physical impairments, which are manifested before age 22.

Developmental disabilities result in substantial limitations in three or more areas of major life activities:

- self-care,
- receptive and expressive language,
- learning,
- capacity for independent living,
- mobility,
- economic self-sufficiency, and
- self-direction.

Persons with developmental disabilities require individually planned and coordinated services and supports for life, or for an extended period of time, in order to live in the community.

Please answer the following questions.

### Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Phone Number \_\_\_\_\_

Alternate Phone Number \_\_\_\_\_

Email \_\_\_\_\_

### Demographics

Alabama Resident  Yes  No

#### Gender

Female  Male  Non Binary

Prefer to describe: \_\_\_\_\_  Prefer not to say

#### Race

Asian  Black or African American  Hispanic or Latinx

Native American, American Indian, or Alaska Native

Native Hawaiian or Other Pacific Islander  White or Caucasian

Other or Prefer to Self-Describe: \_\_\_\_\_

### Employment Status

Select your employment status.

Employed  Self-Employed  Not Employed

Other or Prefer to Describe: \_\_\_\_\_



Alabama Council on Developmental Disabilities

Have you ever served on the Council?  Yes  No  
If yes, please provide your appointment history.

### Category of membership are you applying for?

I am a person with a developmental disability

I am an immediate relative (i.e., spouse, parent, grandparent, brother, sister) of a person with a developmental disability who lives or has lived in an institution (e.g., development center, nursing home, etc.)

I am a legal guardian of a child with a developmental disability under the age of 18 (i.e., spouse, parent, grandparent, brother, sister) or legal guardian of a person with a developmental disability who cannot advocate for him/herself

I am an immediate relative (i.e., spouse, parent, grandparent, brother, sister) or legal guardian of a person with a developmental disability who lives or has lived in an institution

I am a non-governmental agency concerned with services for people with developmental disabilities or a profit group concerned with services for people with developmental disabilities

If you are a person with a developmental disability, then please describe your disability in three or more areas of major life activities.

If you are a person with a developmental disability who lives or has lived in an institution (e.g., development center, nursing home, etc.), then please add the name of the institution and how long you lived there.

If you are a parent or legal guardian of a child with a developmental disability under the age of 18, including his/her disability and age.

Alabama Council on Developmental Disabilities

If you are an immediate relative (i.e., spouse, parent, grandparent, brother, sister) of a person with a developmental disability who cannot advocate for him/herself, including his/her relationship to you, disability, age, and where you live.

If you are an immediate relative (i.e., spouse, parent, grandparent, brother, sister) of a person with a developmental disability who lives or has lived in an institution, then please include the name of the institution and how long he/she lived or has lived there.

If you are representing a local and non-governmental agency or private non-profit group concerned with services for people with developmental disabilities, please include the name, your position, and a brief description of the agency or group.

Why do you want to be on the Council?

What strengths do you bring to the Council?

What ideas do you have for improving the lives of persons with developmental disabilities and their families in Alabama?

Please list any involvement you have or have had with community organizations, disability organizations, or other types of organizations that have been helpful in advocating for people with developmental disabilities.

What is your comfort level with speaking before groups and making presentations?

Extremely Comfortable  Comfortable  Uncomfortable

What is your comfort level with providing information to state and local officials?

Extremely Comfortable  Comfortable  Uncomfortable

Do you have commitments or conflicts that might prevent you from attending quarterly Council meetings?

Yes  No  Other or Prefer to Describe: \_\_\_\_\_

Are there any accommodations you will need to participate as a Council member?  Yes  No

If yes, then please describe accommodations needed.

How did you learn about the Alabama Council on Developmental Disabilities?

Friend or Family Member  Website  Billboard  Alabama Governor's Office  Radio

Other: \_\_\_\_\_

Thank you for your responses.  
You will receive a confirmation email and/or letter  
confirming receipt of this application.



Alabama Council on Developmental Disabilities

RSA Union Building | 100 North Union Street, Suite 682 | Post Office Box 301410 | Montgomery, Alabama 36130-1410  
Phone: 334-242-3976 | Toll-Free: 1-800-232-2158 | [www.ACDD.org](http://www.ACDD.org) | [Facebook.com/ACDDAL](https://www.facebook.com/ACDDAL)



Alabama Council on Developmental Disabilities

# Membership Frequently Asked Questions



## Membership Frequently Asked Questions (FAQ)

### What does the Council do?

The Council identifies the most pressing needs of people with developmental disabilities in Alabama. The Council is responsible for developing a state plan and approving grant projects and other activities to carry out the objectives in the state plan to improve the lives of Alabamians with developmental disabilities and their families. Activities include providing outreach, education, and advocacy.

### What are developmental disabilities?

Developmental disabilities are severe, life-long disabilities attributable to mental and/or physical impairments, which are manifested before age 22. Developmental disabilities result in substantial limitations in three or more areas of major life activities:

- self-care,
- receptive and expressive language,
- learning,
- capacity for independent living,
- mobility,
- economic self-sufficiency, and
- self-direction.

Persons with developmental disabilities require individually planned and coordinated services and supports for life, or for an extended period of time, in order to live in the community.

### Who can be a Council member?

The 36-member, Governor-appointed Council consists of the following individuals:

- Individuals with developmental disabilities
- Parents or legal guardians of children with developmental disabilities under the age of 18
- Immediate relatives or legal guardians of adults with mentally impairing conditions who cannot advocate for themselves
- A person with a developmental disability who lives or has lived in an institution or an immediate relative or legal guardian of an individual with a developmental disability who lives or has lived in an institution
- Representatives from state agencies that provide services and supports to people with developmental disabilities
- Representatives from the Alabama University Center for Excellence in Developmental Disabilities and the Protection and Advocacy System



- Representatives from a local and non-governmental agency concerned with services for people with developmental disabilities and a private non-profit group concerned with services for people with developmental disabilities

*Note: No member of the Council may be a paid employee of a Council funded grant due to conflict-of-interest concerns. Also, no citizen member may be a managing employee of an organization or agency that receives Council funds.*

### How long do members serve on the Council?

A standard term for members is three years. A member, except for other DD Act Programs or State Agency members, may be appointed a maximum of two consecutive full terms.

### What are the expectations for Council members?

- Council members are expected to attend scheduled Council meetings, which are held quarterly in November, February, May, and August. Council meetings typically begin at 1:00 PM CT on Thursday through noon on Friday and occur in various, accessible locations around the state.
- Members are expected to review meeting materials in advance of Council meetings. Council members may be asked to attend other meetings or events occasionally as needed.
- Council members are expected to contribute to discussions and participate in the planning activities of the Council and share their expertise and experience with the Council.
- Council members are expected to respond to Council emails and/or phone calls.
- Council members are expected to be involved in and/or aware of disability-related issues in their local communities. Members are expected to inform their local communities of the Council.

### Do Council members receive support with traveling to attend Council meetings?

Yes. Council members serve without financial compensation. However, within budgeted and approved limits, the supports listed below are available to attend Council meetings:

- Meals, parking, and lodging are provided.
- Mileage reimbursement or assistance with travel arrangements is available.
- The costs of other supports, such as personal assistant services, childcare services, respite, interpreter or CART services, and services to provide meeting materials in accessible formats is covered.

### How do I apply to be a Council member?

Complete the Council membership application. It is available on our website. Alternate formats are available by request by contacting Darryle Powell at (334) 242-3976 or [darryle.powell@mh.alabama.gov](mailto:darryle.powell@mh.alabama.gov). Applicants will receive a confirmation email and/or letter confirming receipt of the application.

### What happens after I apply to be a Council member?

- When vacancies occur, membership applications are reviewed and/or additional applicants are recruited.
- Candidates are interviewed and recommendations are made to the full Council for approval.
- If approved, the Council's recommendations and candidate information are submitted to the Alabama Governor's Office for consideration.
- Candidates will receive an email or letter notifying them if they have been recommended for Council membership.
- New Council members will receive appointment letters from the Governor and a welcome letter from the Executive Director of the Council.

*Note:* The entire appointment process may take a few months. Applicants will receive a confirmation email and/or letter confirming receipt of the application. Applicants will receive an email or letter notifying them if they have been recommended for Council membership. New Council members will receive appointment letters from the Governor and a welcome letter from the Executive Director of the Council. Individuals who are not appointed to the Council will receive notification via email or letter. Please contact Darryle Powell at (334) 242-3976 or [darryle.powell@mh.alabama.gov](mailto:darryle.powell@mh.alabama.gov) if you have any questions.

### Are Council meetings open to the public?

Yes. All Council meetings are open to the public. Anyone interested in attending a Council meeting or in being a Council member is encouraged to attend a Council meeting to learn about the Council. In case the Council is unable to meet in-person, meetings may take place virtually via Zoom. Please contact Darryle Powell at (334) 242-3976 or [darryle.powell@mh.alabama.gov](mailto:darryle.powell@mh.alabama.gov) for more information about Council meetings. Please request accommodations at least two to three days in advance of a Council meeting.



Alabama Council on Developmental Disabilities

RSA Union Building | 100 North Union Street, Suite 682 | Post Office Box 30410 | Montgomery, Alabama 36130-1410  
Phone: 334-242-3976 | Toll-Free: 1-800-232-2158 | [www.ACDD.org](http://www.ACDD.org) | [Facebook.com/ACDDAL](https://www.facebook.com/ACDDAL)



Alabama Council on  
Developmental Disabilities



# More Examples of Recruitment Materials



Now is the time to speak up.

**Become a leader for independence and inclusion.**

If you're passionate about the rights of individuals with developmental disabilities to:

- Education and Early Intervention
- Employment
- Community Supports
- Healthcare
- Housing
- Recreation
- Childcare
- Transportation
- Quality Assurance

**Then now is the time to apply for membership on the Alabama Council on Developmental Disabilities.**

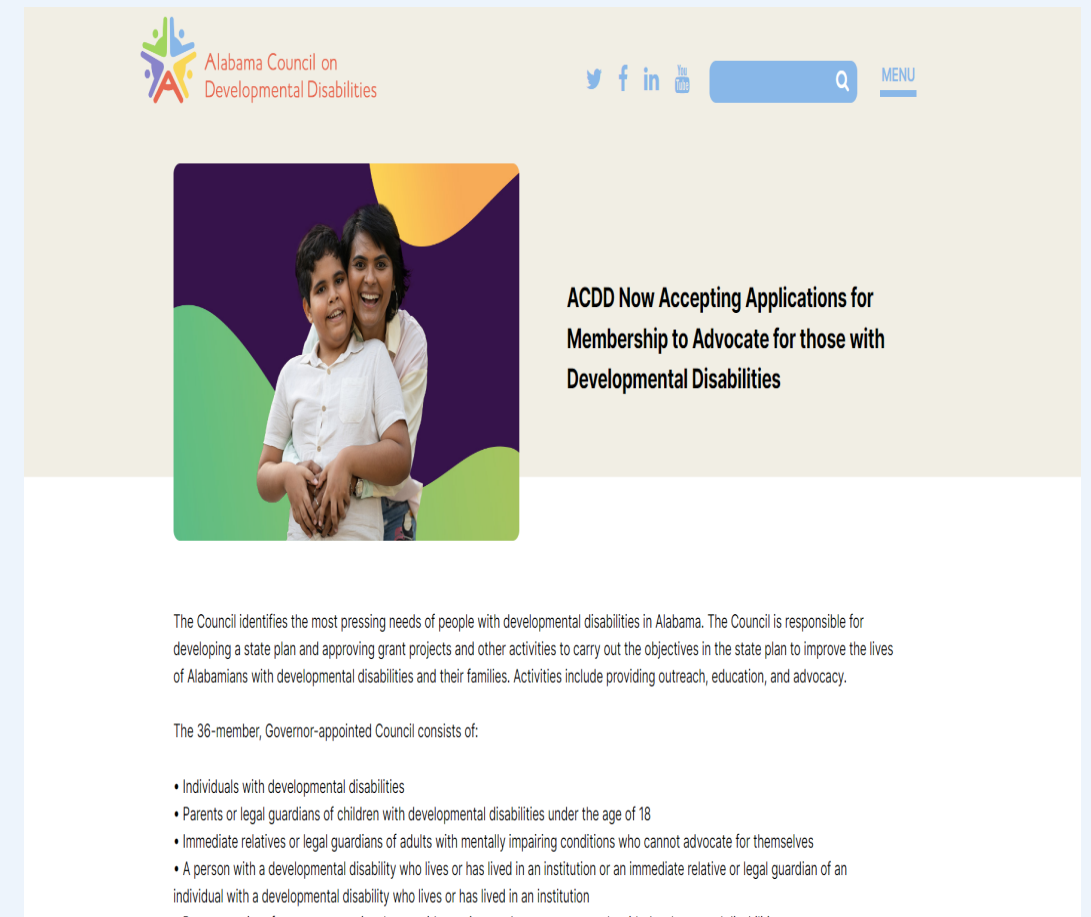
People with developmental disabilities, their loved ones, and those who serve them are ideal candidates for the Council. We need your voice to be heard in your community and across our state on issues of importance to those with developmental disabilities.


Independence. Advocacy. Productivity. Inclusion. You're key to making the difference.


**Apply today at [acdd.org](http://acdd.org).**

 **Alabama Council on Developmental Disabilities**

Phone: 334-242-3976 | Toll-Free: 1-800-232-2158  
www.ACDD.org | Facebook.com/ACDDAL



 Alabama Council on Developmental Disabilities

  [MENU](#)

**ACDD Now Accepting Applications for Membership to Advocate for those with Developmental Disabilities**

The Council identifies the most pressing needs of people with developmental disabilities in Alabama. The Council is responsible for developing a state plan and approving grant projects and other activities to carry out the objectives in the state plan to improve the lives of Alabamians with developmental disabilities and their families. Activities include providing outreach, education, and advocacy.

The 36-member, Governor-appointed Council consists of:

- Individuals with developmental disabilities
- Parents or legal guardians of children with developmental disabilities under the age of 18
- Immediate relatives or legal guardians of adults with mentally impairing conditions who cannot advocate for themselves
- A person with a developmental disability who lives or has lived in an institution or an immediate relative or legal guardian of an individual with a developmental disability who lives or has lived in an institution
- Representatives from state agencies that provide services and supports to people with developmental disabilities



# Recap: Recruitment Strategies to Ensure A Diverse Membership Application Pool

- Recruitment materials available in different languages
- Connected with grantees that serve unserved/underserved populations with I/DD
- Individually contacted a variety of disability related entities
- Magazine advertisements in rural areas



**Alabama Council on Developmental Disabilities**  
Solicitud de Miembro del Consejo del ACDD

Si necesita ayuda para completar esta solicitud, comuníquese con Darryle Powell al (334) 242-3976 o darryle.powell@mh.alabama.gov. Los formatos alternativos están disponibles a pedido.

Nota: Las discapacidades del desarrollo son discapacidades graves de por vida atribuibles a impedimentos mentales y/o físicos, que se manifiestan antes de los 22 años. Las discapacidades del desarrollo resultan en limitaciones sustanciales en tres o más áreas de las principales actividades de la vida:

- autocuidado,
- lenguaje receptivo y expresivo,
- aprendizaje,
- capacidad de vida independiente,
- movilidad,
- autosuficiencia económica, y
- autodirección

Las personas con discapacidades del desarrollo requieren servicios y apoyos planificados y coordinados individualmente de por vida, o por un período prolongado, para poder vivir en la comunidad.

Por favor, conteste a las siguientes preguntas.

**Información de Contacto**

Nombre \_\_\_\_\_

Domicilio Completo \_\_\_\_\_

Ciudad \_\_\_\_\_ Estado \_\_\_\_\_ Código Postal \_\_\_\_\_

Condado \_\_\_\_\_

Número Telefónico \_\_\_\_\_

Número de Teléfono Alternativo \_\_\_\_\_

Correo Electrónico \_\_\_\_\_

**Demografía**

**Residente de Alabama**  Sí  No

**Género**

Femenino  Masculino  No Binario

Prefiere auto describirse: \_\_\_\_\_  Prefiere no decirlo

**Raza y Etnia**

Asiático  Negro o Afroamericano  Hispano o Latino

Nativo americano, indio americano o nativo de Alaska

Nativo de Hawai u otra isla del Pacífico  Blanco o caucásico

Otro o Prefiere auto describirse: \_\_\_\_\_

**Estado de Empleo**

**Seleccione su Estado Laboral.**

Empleado  Trabajador por Cuenta Propia  Desempleado

Otro o Prefiere Describir: \_\_\_\_\_

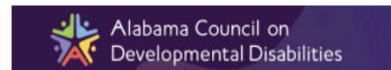
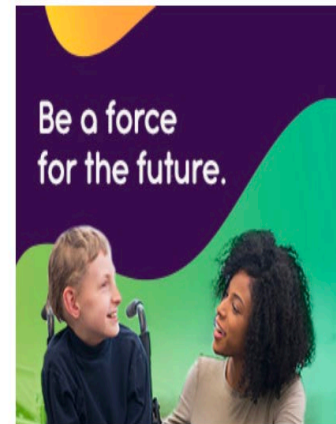


# Membership Compliance Timeline

- October 2022 - December 2022
  - Council Member Applications Summary
  - Applications reviewed by Membership Committee individually



Alabama Council on  
Developmental Disabilities



# Membership Compliance Timeline

A promotional banner for the Alabama Council on Developmental Disabilities (ACDD). The top section features a photograph of a woman and a young boy in a wheelchair, with the ACDD logo and name to the right. Below this is a white box with the text "ACDD NOW ACCEPTING APPLICATIONS FOR MEMBERSHIP TO ADVOCATE FOR THOSE WITH DEVELOPMENTAL DISABILITIES". The bottom section has a light beige background with a paragraph describing the council's mission and activities, followed by a photograph of a woman in a yellow shirt with her arms crossed, and the text "Speak out as an advocate." with the ACDD logo and name.

**Alabama Council on Developmental Disabilities**

**ACDD NOW ACCEPTING APPLICATIONS FOR MEMBERSHIP TO ADVOCATE FOR THOSE WITH DEVELOPMENTAL DISABILITIES**

The Alabama Council on Developmental Disabilities (ACDD) identifies the most pressing needs of people with developmental disabilities in Alabama. The Council is responsible for developing a state plan and approving grant projects and other activities to carry out the objectives in the state plan to improve the lives of Alabamians with developmental disabilities and their families. Activities include providing outreach, education, and advocacy.

**Speak out as an advocate.**

**Alabama Council on Developmental Disabilities**

- January 2023 - March 2023
  - Three meetings
  - Invitation to Council meeting
  - Membership recommendations forwarded to the Alabama Governor's Office
  - ED checks in with the Governor's Appointments Office as needed



Alabama Council on  
Developmental Disabilities



# How did you learn about the ACDD?

- Referrals from friends, relatives, professionals, etc.: 36
- ACDD email list or website: 20
- Other (e.g., no response): 7
- Governor's Office: 6
- Social media or television: 4
- Mail, newspaper, or magazine advertisement: 4
- Council-supported projects or conferences: 2



Alabama Council on  
Developmental Disabilities



# Membership Compliance Timeline

- April 2023 - June 2023
  - Anticipate: New Council members will receive appointment letters from the Governor
  - Anticipate: Individuals who are not appointed to the Council will receive notification via email or letter
  - Anticipate: New Council Member Orientation will be held at the May quarterly meeting
- July 2023 - September 2023
  - Additional 3-month window
    - Support adjustments to the timeline in case of extenuating circumstances and allow the Council to still be in compliance before October 1, 2023



Alabama Council on  
Developmental Disabilities

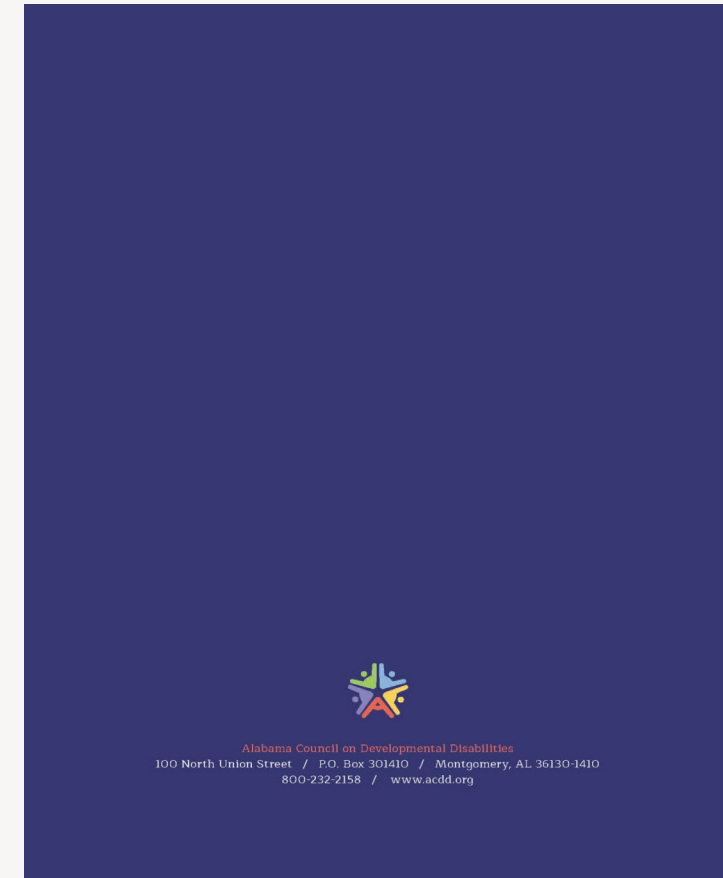
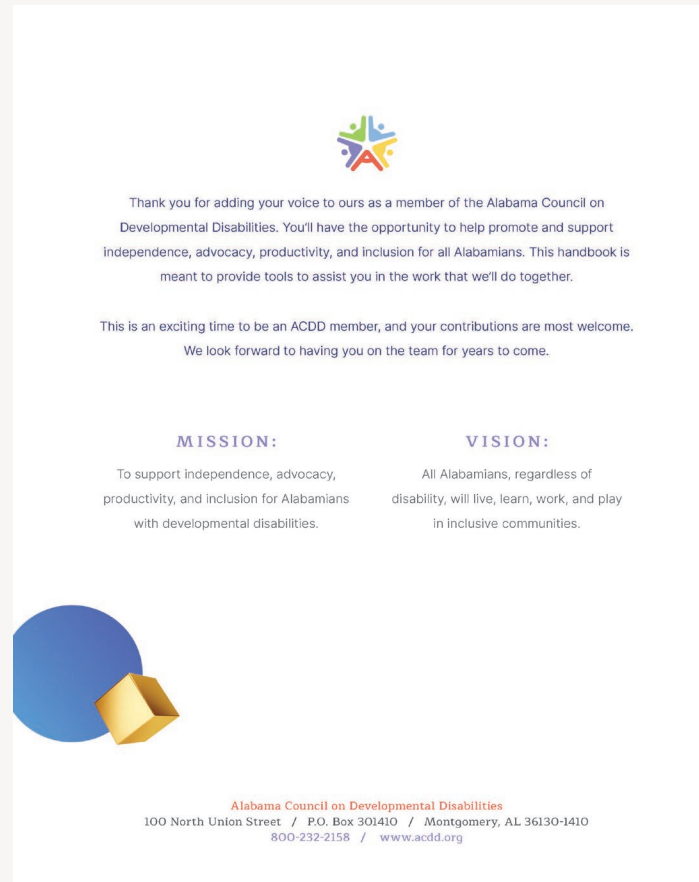




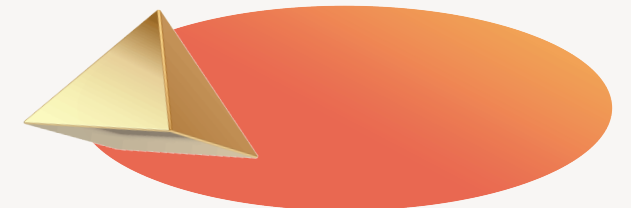


Alabama Council on  
Developmental Disabilities

# Council Member Preparation



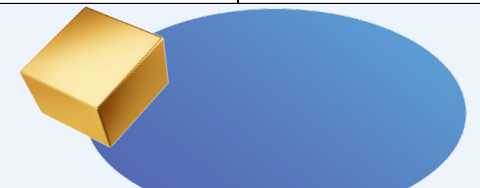
Updated Council Member Handbook  
includes Executive Order, Council  
Bylaws, etc.



# Council Member Engagement

- Full Council Agenda
  - Agency Reports
  - Grantee Update and/or State/National Topic Presentation
  - Council Member Input
  - Invitation to Community Members
    - Local and State Representatives
    - Print or electronic supporting materials

ACDD VIRTUAL FULL COUNCIL MEETING		
<b>Date:</b> Friday February 17, 2023	<b>Time:</b> 9:00am- 12:30pm Central Time	
<b>Location:</b> Join Zoom Meeting <a href="https://mhalabama.zoom.us/j/86954284765">https://mhalabama.zoom.us/j/86954284765</a>		
<b>ACDD Staff Members:</b> Darryle Powell, Sr. Holli Cawthorne Melissa Sylvester Felicia Dumas	<b>Full Council Members:</b> Johnna Breland (Chair), Vivian Brown (Vice Chair), Sam Smith, V Reeves, Penny Foster, Cordairo Booker, James Tucker, Graham Sisson, Marlene Word (GOOD), Crystal Lawley, Myrna Dukes, M Watts, Laurie Eldridge-Auffant, Liletta Jenkins, Linda Russo, Pat Harvill (Dept of Ed), Tonya Frankum, Sonja Banks, Ted Thomeny, Charlie Jordan, Mattie Jackson, Scott Stabler, Ashley Benson, C Lawley, Tim Alexander, Penny Foster, JoAnn Craighead, Myrna Dukes, Sara Haynes, Robert Metty, Karen Pettaway, Kathy Sawyer/Florine Croxton, Jared Rehm, Jean Brown	
Time	Agenda Item	Facilitator(s)
2 Mins.	Welcome and Roll Call	Johnna Breland
20 mins.	Commissioner, Administration on Disabilities	Jill Jacobs
2 Mins.	Review and Approval of Minutes from the November 2022 meeting	Johnna Breland
2 Mins.	Review and Approval of Agenda for this February 2023 meeting	Johnna Breland
Updates/Reports		
3 Mins.	Chair Update	Johnna Breland
6 Mins	Public Comments	Public
10 Mins.	ED's Update	Darryle Powell
30 Mins.	<b>Agency Reports:</b> Children's Affairs-Liletta Jenkins; Governor's Office on Disabilities-G. Sisson or M. Word /Dept. of Sen. Servs-Scott Stabler ADOE/Spe. Edu.-Patrice Harvill / Medicaid-Mattie Jackson ADPH-Laurie E.-Auffant / Dept of Rehab Services- <b>Tonya Frankum</b> Dept of Human Resources-Sam Smith / ADAP-James Tucker UCEDD-Linda Russo/ADMH-Kathy Sawyer/Florine Croxton <b>(9:45-10:15)</b>	Darryle Powell
30 Mins	Medicaid Update – COVID 19 Continuous Enrollment	Melanie Cleveland
30 Mins.	Alabama Broadcaster Association <b>(10:45am - 11:15am)</b>	Sharon Tinsley
30 Mins.	<b>COMMITTEE REPORTS:</b> Public Policy / Program Planning/Membership	Johnna
TBD	New Business/Other Business	Committee Member
	Adjourn	





Alabama Council on  
Developmental Disabilities

RSA Union Building  
100 North Union Street, Suite 682  
Montgomery, AL 36130  
[www.acdd.org](http://www.acdd.org)

## Contact Information:

- Darryle Powell, M.S.
  - Executive Director
  - [darryle.powell@mh.alabama.gov](mailto:darryle.powell@mh.alabama.gov)
- Melissa Sylvester, Ph.D., CRC
  - Director of Planning, Research, & Evaluation
  - [melissa.sylvester@mh.alabama.gov](mailto:melissa.sylvester@mh.alabama.gov)







# Preparation & Engagement Summary

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Member Orientation  
Mentor Partnering



# Preparation & Engagement Summary

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Goals of Member Training

National Framework

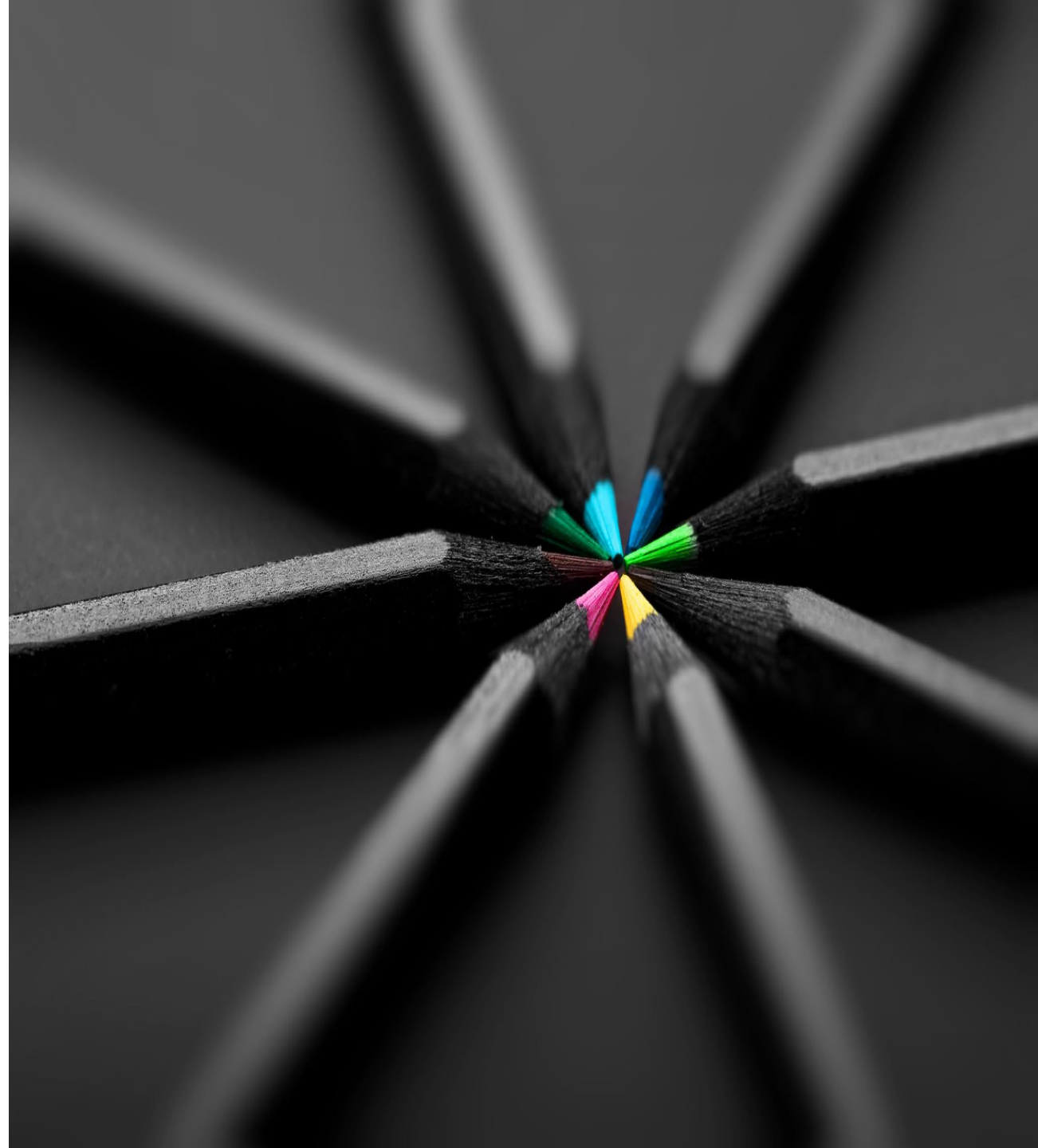
State Systems Network

Individual Engagement

# Preparation and Engagement Summary

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- Build a team that works together
- Let them exercise their gifts
- Create a culture that sustains them





# Exit & Placement

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## Exit strategy

- Find placement for Council Members terming out



## Contact Information:

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Dave Deuel, Ph.D.

Council Chairperson

New York State Developmental Disabilities  
Planning Council

[ddeuel@joniandfriends.org](mailto:ddeuel@joniandfriends.org)





# Questions?

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Thank you for your participation.  
Feel free to contact us or visit our  
websites for more information.

New York State Developmental Disabilities  
Planning Council

Alabama Council on Developmental Disabilities