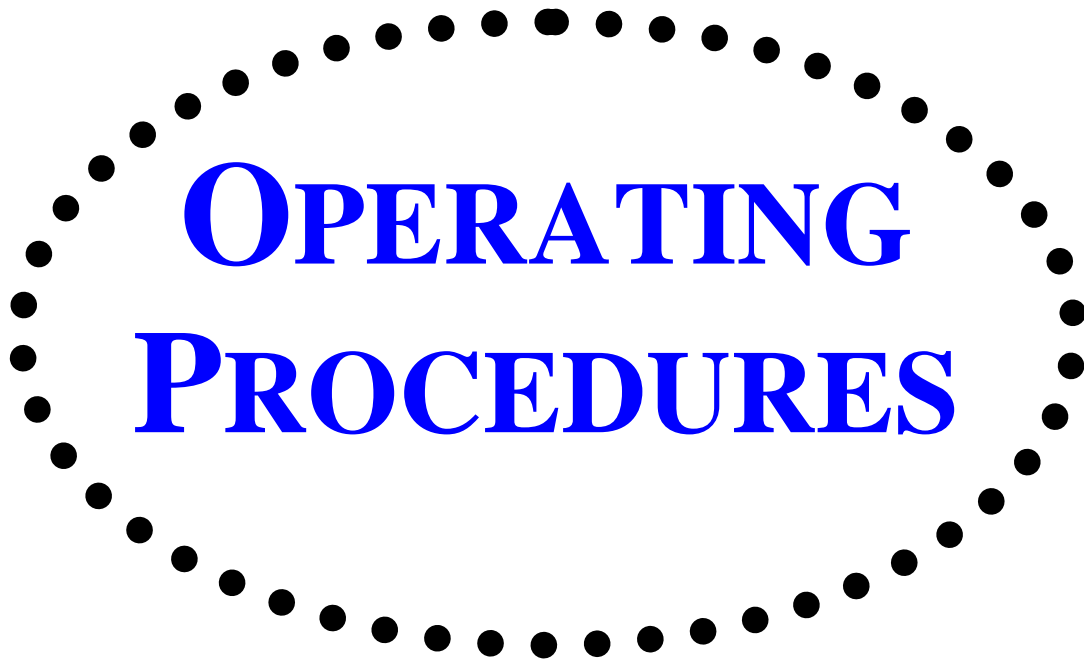


# **DAIL Advisory Board**



# **OPERATING PROCEDURES**

**MARCH 2012**



State of Vermont  
Agency of Human Services  
Department of Disabilities, Aging, and Independent Living (DAIL)

## ***Department's Mission Statement***

*The mission of the Department of Disabilities, Aging and Independent Living is to make Vermont the best state in which to grow old or to live with a disability – with dignity, respect and independence.*

## ***Department's Core Principles***

- ***Person-centered*** – the individual will be at the core of all plans and services.
- ***Respect*** – individuals, families, providers and staff are treated with respect.
- ***Independence*** – the individual's personal and economic independence will be promoted.
- ***Choice*** – individuals will direct their own lives.
- ***Living well*** – the individual's services and supports will promote health and well-being.
- ***Contributing to the community*** – individuals are able to work, volunteer, and participate in local communities.
- ***Flexibility*** – individual needs will guide our actions.
- ***Effective and efficient*** – individuals' needs will be met in a timely and cost effective way.
- ***Collaboration*** – individuals will benefit from our partnerships with families, communities, providers, and other federal, state and local organizations.

**DAIL ADVISORY BOARD  
OPERATING PROCEDURES**

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**CHAPTER 5: DISABILITIES, AGING AND INDEPENDENT  
LIVING PROGRAMS**

**33 V.S.A. § 505. ADVISORY BOARD**

**TITLE 33  
Human Services**

**CHAPTER 5. DISABILITIES, AGING AND  
INDEPENDENT LIVING PROGRAMS**

**§ 505. Advisory board**

- (a) An advisory board to the department is created for the purpose of advising the commissioner with respect to programs and issues affecting older persons and persons with disabilities.
- (b) The board shall be composed of no fewer than 19 and no more than 24 members appointed by the governor for terms of three years. Of these members, no fewer than 14 shall be individuals who are older persons or persons with disabilities, of which at least seven shall be selected for their familiarity with and interest in programs and issues affecting the interest of older persons, and seven shall be selected for their familiarity with and interest in programs and issues affecting the interests of persons with disabilities. Five members shall be selected to represent the interests of each of the five regions of the state. Persons who are paid providers of services to older persons and persons with disabilities shall not be appointed except as representatives of one of the five regions of the state or because they otherwise qualify for membership. The advisory board and commissioner shall seek the advice and recommendations of paid service providers on an organized and regular basis.
- (c) The governor shall designate the chair of the board.
- (d) Members shall not be entitled to compensation but shall be reimbursed for actual and necessary expenses incurred in connection with their duties as members of the board.
- (e) A vacancy shall be filled in the manner provided for the original appointment for the expired portion of that term.

- (f) The board shall advise the commissioner on matters related to the interests of older persons and persons with disabilities. It shall be guided generally by reference to the statements of objectives and policy found in the Older Americans Act and the Americans with Disabilities Act.
- (g) The board may establish committees to facilitate its work and to ensure it pays adequate and appropriate attention to the range of issues for which the department is responsible. The board may also create ad hoc committees to address discrete issues as they arise.
- (h) The commissioner shall assure that the advisory board and its committees receive sufficient staff support to meet their responsibilities.

# DAIL ADVISORY BOARD

## OPERATING PROCEDURES

The Department of Disabilities, Aging & Independent Living (DAIL) Board was created for the purpose of advising the Commissioner with respect to programs and issues affecting older persons and persons with disabilities.

**Membership on the Board** – The DAIL Advisory Board has no fewer than 19 and no more than 24 members.

- At least 14 members represent older persons or persons with disabilities. (At least seven shall be familiar with and interested in programs and issues affecting older persons, and seven shall be familiar with and interested in programs and issues affecting persons with disabilities).
- Five members shall be selected to represent the interests of each of the five regions of the state.

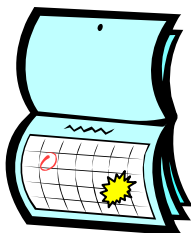


Persons who are paid providers of services to older persons and persons with disabilities shall not be appointed except as representatives of one of the five regions of the state or because they otherwise qualify for membership.

The Governor shall designate the Chairperson of the Board. (A chairperson will be recommended by the Board.)

Members of the Board shall be appointed by the governor for staggered terms of three years, and shall serve until a successor is appointed. The Board has no limit on the number of terms a person serves. If a person is appointed in the middle of a term, he/she shall fulfill the remaining amount of time for that term.

If a person is interested in serving an additional term, he/she should contact DAIL for a reappointment application (802-871-3350) or it can be found on the DAIL website at [www.dail.vermont.gov](http://www.dail.vermont.gov). The process for reappointment is the same as the process for an initial application to the board (see “How to Get on the Board”).



**Meetings** – The Board meets monthly on the second Thursday of the month. Meetings begin at 10 a.m. and end at 2 p.m.. There is no meeting in August. The schedule is reviewed with the board at the beginning of the year.

Topics for the meetings are discussed at the beginning of the calendar year, and the Chair and Commissioner/Deputy Commissioner will try to adhere to this schedule. However, the schedule and topics sometimes have to change depending on arising issues and items or presenters not available at the suggested time. The Commissioner/Deputy Commissioner will discuss the agenda with the Board Chairperson and modify the schedule when needed. Some changes in the schedule may be brought to the Board, when appropriate and time allows.

Meetings are usually held in Central Vermont and are open to the public. Because they are public meetings, Board meetings have to follow Vermont laws about public meetings and all meetings are held in accessible places.

DAIL is responsible for taking meeting minutes and sending them out to members.

**How to Get on the Board** – Individuals can contact DAIL for an application for the Board. An application can be found on the DAIL website at [www.dail.vermont.gov](http://www.dail.vermont.gov) or by calling the DAIL office at 802-871-3350. After filling out the application it should be sent to the DAIL Commissioners office, with a resume. *If you obtained an application through the Vermont Governors website, please forward the completed application to the DAIL Commissioners office.*



When an application is received at DAIL, the Commissioner and/or Deputy Commissioner will review it. They may receive input from the Chairperson or other DAIL Advisory Board members, or from other DAIL staff, about the applicant. The Commissioner will write a recommendation to the Governor about whether to accept or deny the request, and will forward the application and resume to the Secretary of the Agency of Human Services, who will review the information and forward it to the Governor's office. All applications are forwarded to the Governor's office.

If the Governor approves the application, the applicant will receive a "greeting," which includes an "Oath of Office" and "Ethics Code Acknowledgement." The applicant will sign and return these documents to the Governor's office.

People are appointed to the Board by the Governor. See "Membership on the Board" section for specifics on the composition of the board.

Board members interested in serving additional terms should notify DAIL and fill out an application, which can be found on the DAIL website at [www.dail.vermont.gov](http://www.dail.vermont.gov) or by calling the DAIL office at 802-871-3350. After filling out the application it should be sent to the DAIL Commissioners office, with a resume. (The process for reappointment is the same as the process for an initial application to the board, please see process above.)

**Responsibilities of Members** – Each person who is a member of the Board has certain responsibilities. Some of these are:

- Advising the Commissioner with respect to programs and issues affecting older persons and persons with disabilities.
- Attending meetings and arriving at the meeting on time.
- Asking questions if you need more information or don't understand something that is being discussed.
- Serving on subcommittees.
- Signing and following the “Ethics Code Acknowledgement,” which includes information about when a person has a conflict of interest.
- Along with the Commissioner, seeking the advice and recommendations of paid service providers on an organized and regular basis.



**Attendance** – Each member is expected to attend all meetings. If a person cannot attend a meeting, he or she has a responsibility to call or e-mail DAIL staff.

- Attending and participating in meetings are big responsibilities because a member is not just speaking for himself or herself, he/she is responsible for sharing their expertise around programs and issues affecting older persons, and persons with disabilities.
- If a Board member regularly misses meetings, the Chairperson is responsible for requesting the department to call or e-mail the person to inquire about his/her absence.

**Responsibilities of Chairperson** – The Chairperson has some specific responsibilities. These are:

- Being in charge of the meeting. This includes making sure the schedule is followed, helping everyone have a chance to speak, encouraging everyone to listen to one another, and beginning and ending on time.



- Assisting DAIL staff with making the agenda for each meeting.
- Acting as the spokesperson for the Board.
- Making sure the Board gets all the work done it needs to for the year.
- Helping people to understand their roles as Board members and helping people understand the “Ethics Code Acknowledgement.”
- Helping each member to understand his or her responsibilities, including attendance at meetings.
- The Chairperson may assign duties to other members of the Board.
- If the Chairperson is not able to attend a meeting, they will be in contact with a board representative, chosen by the board, who will act on the chair’s behalf.



**How to Make Decisions** – Most of the time the Board makes decisions by consensus. This means that everyone has the opportunity to discuss his or her point of view. If there is a general agreement among members on an issue the chair will announce that decision before moving forward. The Chair may call for a formal vote.



When a formal vote is called, Robert’s Rules of Order will be used and a vote will be taken. A formal vote can only be taken if at least 51% of the voting members are present.

You must be present in order to vote unless you have given another member your *proxy*. A proxy is a formal way to tell another member that he/she can vote at a meeting where you are not present and should be given in writing before the meeting. If you give someone your proxy, you can tell him/her how you want him/her to cast your vote or he/she can vote how he/she thinks you would vote.

There are a number of times when a formal vote is necessary:

- When the Board is recommending who will be the Chairperson;
- When the Board wants to make recommendations to the Commissioner or Agency Secretary regarding issues they feel strongly about;
  - When the Board is taking action on issues, e.g. writing letters to legislators.



**What is a Quorum?** – A quorum is the number of members that need to be present in order for a meeting to be official. The quorum for the Board is one-third of all members.

**Agenda** – Every meeting must have an agenda. An agenda is a schedule of what is going to be talked about during the meeting. The agenda will include the time that will be spent on each item.

The Chairperson and DAIL staff will work together to compile an agenda each month. Other members of the Board may also ask for items to be put on the agenda. If a person wants to have something on the agenda, he/she needs to let the Chairperson or DAIL staff know. If there are members of the general public at the meeting, the public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting as long as order is maintained.

The agenda will be e-mailed by DAIL staff to all members in advance of the meeting and mailed to those who request it. All available materials for the meeting will also be e-mailed in advance when possible. Because the DAIL Advisory Board meetings are open meetings, the agenda will be sent to the Department of Libraries to be posted on their online calendar per 3 VSA §2222(c).

**Accessibility** – For everyone’s benefit, the Board must make every effort to make meetings and materials accessible to everyone. To do this, the following will happen:



- DAIL will try to have the meeting in a consistent location each month. Members will know ahead of time if the meeting needs to be in a different place.
- Everyone will have a name card.
- Meetings will always be held in a place that is physically accessible to everyone.
- Attention to Board members’ comfort will be made (e.g., room temperature and lighting, scheduled breaks, table setup, etc.).
- Information to be discussed will be sent to each person ahead of time. If it can not be sent ahead of time, anything requiring a vote or a large discussion will be read aloud at the meeting.
- DAIL staff will be available to meet with any member personally if he/she has any questions.
- All people present at Board meetings will allow enough time for everyone to communicate his/her thoughts.

- Members of the DAIL Advisory Board do not receive a stipend from the Department for attendance at Board meetings. Board members will be reimbursed for mileage expenses at the rate paid to State employees, except for Board members who are attending on behalf of an organization or are being paid by an organization to attend, in these cases no mileage reimbursement will be paid. This includes a higher rate for accessible van transportation.
- Before a formal vote is taken there will be a brief break to allow anyone who might need some additional time to think about his/her vote and ask questions.
- If individual accommodations are needed, individuals shall make that request to DAIL.



**Helpful Hints** – The Board is made up of many different people. People may not know each other, so sometimes it is helpful to think about these things:

- Remember that people come from all walks of life.
- Keep a positive attitude to make positive change.
- Be willing to take the time to listen carefully.
- Make the Board a place where it is safe to take risks about strong opinions.
- Try not to judge based on too little information.
- Encourage people to relate personal experiences.
- Accept different forms of communication.
- Remember the Board and its members serve as role models for others.
- Create good learning experiences for each other.
- Ask questions, have fun and laugh!



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