

ACCOMMODATION AND SUPPORT POLICY

All members shall receive the accommodations and support they need to fully participate in all VTDDC activities, including but not limited to VTDDC meetings and committee meetings. The Membership Committee shall have oversight of the member accommodation and support policy. It is the responsibility of VTDDC staff to ensure that all members are provided with needed accommodations and support.

Identification of Support and Accommodations for New Members

1. The Executive Director will meet personally with each new member.
2. The Executive Director will review the VTDDC Handbook and provide basic information about the role of the VTDDC and the responsibilities of members.
3. The Executive Director and new member will complete the Member Accommodation and Support Checklist together.

On-going Accommodations and Support

1. Support and accommodations include those needed prior to, during and after VTDDC and committee meetings to ensure full participation of all members.
2. Prior to each VTDDC or committee meeting, VTDDC staff shall arrange for the support and accommodations identified in each member's Checklist. If support will be provided by the member's usual support worker, VTDDC staff will check to make sure she/he will be available to provide the needed support. If not, alternative arrangements will be made.
3. Prior to voting at VTDDC or committee meetings, the President or Chair shall take a break for up to 5 minutes for members to consult with their support persons, other VTDDC members or staff, and to entertain questions about the pending motion. Additional time will be given to members to consider decisions upon request.
4. The VTDDC shall assume responsibility for payment of support persons hired by the VTDDC, or a member's usual support worker whose contract does not include hours to provide support for VTDDC meetings.
5. The VTDDC shall assume responsibility for payment for all accommodations needed to make meetings fully accessible to people who are deaf, hard of hearing, blind or visually impaired.

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6. The VTDDC shall assume responsibility for payment for transportation arranged by VTDDC staff. If a member arranges for her/his own transportation, the person providing the transportation shall be reimbursed for the hours providing transportation (unless paid by another source) and for mileage at the state rate for automobiles or accessible vans.

7. The Executive Director shall communicate at least annually with members who request support and accommodations to get input and feedback on the effectiveness of the support and accommodations.

Training for Support Persons.

1. Prior to providing support for a VTDDC or committee meeting, support persons will receive written information on how to support participation of self-advocates or people with learning disabilities. Support persons should also consult with the person she/he will be supporting about the specific kinds of assistance the VTDDC member would like.

2. As needed, the Membership Committee shall arrange for training for support persons on effective ways to provide support for VTDDC and committee meetings. This training shall be open to all VTDDC members, as well.

Pool of Support Persons

1. The Executive Director shall maintain a list of trained support persons to provide support for VTDDC and committee meetings to members who require support but do not have a usual support worker, or when their usual support worker is unavailable. When a support person cannot be obtained, other VTDDC members or staff may provide support.

2. The VTDDC shall reimburse support persons at a reasonable rate. Mileage and expenses for support persons shall be reimbursed at the state rate.

[Adopted October 22, 2004.]