

BY-LAWS
Of the Developmental Services Quality Council
Approved January 12, 2010

The Developmental Services Quality Council, hereinafter “the Council,” has been established by the New Hampshire Legislature in order to provide leadership for consistent, systemic review and improvement of the quality of the developmental disability and acquired brain disorder services provided within New Hampshire’s developmental services system. It was established by HB 483 effective August 14, 2009 and codified in state law at RSA 171-A:33.

I. Membership

1. Pursuant to RSA 171-A: 33(I), the members of the Council shall be as follows:

- (a) The commissioner of the department of health and human services, or designee.
- (b) A representative of People First of New Hampshire, appointed by such organization.
- (c) A representative of Advocates Building Lasting Equality in New Hampshire (ABLE NH), appointed by such organization.
- (d) A representative of the Autism Society of New Hampshire, appointed by the society.
- (e) A representative of the Brain Injury Association of New Hampshire, appointed by the association.
- (f) Two representatives of the New Hampshire Developmental Disabilities Council, at least one of whom shall be a person with a developmental disability, appointed by the council.
- (g) Three representatives of local Family Support Councils, appointed by the state Family Support Council.
- (h) One direct support professional and one enhanced family care provider, appointed by the New Hampshire Developmental Disabilities Council.
- (i) Three representatives of area agency boards of directors including at least 2 persons with a developmental disability or family members of such persons, appointed by the Community Support Network Incorporated.
- (j) A representative of the Community Support Network Incorporated, appointed by such organization.
- (k) A representative of the Private Provider Network, appointed by such organization.
- (l) The director of the Institute on Disability, University of New Hampshire, or designee.
- (m) A representative of the Disabilities Rights Center, appointed by the center.

2. *Ex-officio* members may be appointed to assist and support the work of the Council.

II. Tenure of Members

1. Council members are appointed to staggered 2-year terms. Members appointed under section I(1)(a), (b), (c), d), (e), (f), (h), and (j) will be reconfirmed or replaced beginning in September 2010; members appointed under section I (g), (i), (k), (l), an (m) will be reconfirmed or replaced beginning September 2011. There is no limitation as to the number of consecutive terms a member may serve.
2. As vacancies occur, the Council chair will seek a replacement member as soon as practicable and in accordance with Section I(1) and without altering the schedule specified in Section II(1).
3. Council members shall have all voting rights and privileges granted by their appointment.

III. Duties of the Council

1. Pursuant to RSA 171-A: 3(III), the Council shall regularly review information on the quality of developmental services in New Hampshire and make recommendations for improving service quality and the quality assurance and continuous improvement systems, including but not limited to:

- (a) Standards of quality and performance expected of area agencies and provider agencies.
- (b) Types of data to be collected, analyzed, and disseminated to determine whether standards are being met.
- (c) Quality assurance and oversight mechanisms to be used to gather data and information.
- (d) Content, frequency, and recipients of quality evaluation and improvement reports.
- (e) Expectations and procedures for following up on identified areas where improvements are needed.
- (f) Structures, policies, rules, and practices, including staffing or organizational changes, to ensure that the developmental services system works as intended in RSA 171-A:1, including:
 - (1) Ways of supporting values-based and person-centered service planning and provision, as well as problem solving, innovation, and learning;
 - (2) Recognizing and disseminating what is working well (best/model practices); and
 - (3) Reviewing, interpreting, and disseminating data and information on a regular basis to bring about transparency for all stakeholders and the public.
- (g) Preparing an annual report beginning on November 1, 2010 that includes the Council's recommendations and an assessment of the actions taken in response to previous recommendations to the governor, the speaker of the house of representatives, the president of the senate, the members of the house committee on health, human services and elderly affairs and the members of the senate committee on health and human services.

IV Operating Procedures

1. Meetings

- (a) The Council operates under Robert's Rules of Order.
- (b) The Council shall hold at least six Council meetings per calendar year. Additional meetings may be called by the chair, as necessary.
- (c) A period for public comment is included on the agenda at all Council meetings.
- (d) The September meeting of the Council is its Annual Meeting for the purposes of electing officers, provided that the initial election of officers shall occur at the January 2010 meeting, and they shall serve through September 2010.

2. Officers

- (a) A chair is selected by a majority of the Council members for a term of one year at the Annual Meeting, except for the first chair as provided for in Section IV(1)(d). The chair presides at all meetings, plans and organizes meetings, prepares the agenda, reviews minutes, assists in preparing required documents, and signs all official documents on behalf of the Council. The chair is responsible for representing the council in all venues unless otherwise determined by the Council; the Chair may designate another member of the Council to represent the Council as needed.
- (b) The Council also elects a vice-chair for a term simultaneous to the selection of the chair. The chair may request assistance from the vice chair in any of his or her duties and shall preside at meetings in which the chair is absent.

3. Committees

- (a) The Council may establish committees/subcommittees, as needed, to carry out the work of the Council. Such committees may include Council members, *ex-officio* Council members, and other individuals who can contribute to the work of the committee. Any committee so established is chaired by a member of Council, whether appointed under RSA 171-A: 33 section I or *ex officio*. Committees receive their charge from the Council and report on their work, recommendations, and/or conclusions as requested by the Council chair.
- (b) The chairs of all Council committees/subcommittees will meet periodically or as needed as determined by the Council or the committee/subcommittee chairs to coordinate the work of their various groups.

4. Public Right to Know

- (a) Pursuant to NH RSA 91-A, all Council meetings and the meetings of any subcommittee constituted by the Council are open to the public. Said meetings will be held in accessible facilities. Interpreters and other necessary services are provided at Council or Council committees / subcommittee meetings for members or participants so long as said services are requested within a reasonable time in advance of the meeting.

- (b) The Council maintains website to provide public access to its membership list, plans, proceedings and other matters. The date and location of all Council meetings and the meetings of Council committees/subcommittees will be posted on the Council website in accordance with state law, Title VI, 91-A. Minutes of each Council meeting are prepared and published on the Council website in accordance with timelines under state law, RSA 91-A.
- (c) Minutes from meetings of the Council committees subcommittees are available to the public upon request to the chair of the Council.
- (d) The agenda and minutes are sent to all Council members one week in advance of a meeting. Minutes and agendas may be sent electronically and/or by mail. Minutes are approved by the chair and the Council prior to publication in their final form on the NH Department of Health and Human Services/Bureau of Developmental Service website. The Department/Bureau will have a clearly identified section on its website for the Council's agendas, minutes and other Council postings. Member organizations referenced in section I will be asked by the Council to have clearly identified links to the Council's section of the Department/Bureau website on their organization's website.
- (e) The Annual report referred to in section IV (g) will be made available to the public on the Council's section of the Department/Bureau website.
- (f) These policies and procedures are available to the public on the Council's section of the Department/Bureau website.

5. Administrative Support

- (a) Administrative support to the Council will be provided by the NH Department of Health and Human Services.
- (b) Council members serve without compensation. However, as funds are available, the Bureau of Developmental Services may provide reimbursement to members for their reasonable travel expenses.

6. Changes to these policies and procedures

- (a) The Council may change the policies and procedures described here in by majority vote, with the exception of those set out in RSA 171-A: 33 or other relevant state laws.

Adopted January 12, 2010 by vote of the Developmental Services Quality Council.

Chair, Developmental Services Quality Council

Vice Chair, Developmental Services Quality Council