Developmental Disabilities Council of Oklahoma Committees

The Developmental Disabilities Council of Oklahoma’s (DDCO) governance structure assigns significant work responsibilities to self-directed committees composed of Council members and, on occasion, non-Council members. These committees work with Council staff to assure goals, objectives and activities of the Council’s State Plan are addressed and achieved. Council committees generally meet quarterly during the year. It is the responsibility of each committee to study policy and funding issues related to their assigned tasks and State Plan goals, objectives and activities, and prepare them for Council discussion.

While committee participation is not mandatory during your service to the Council, it allows you to be part of the discussions involved in creating and implementing the State Plan.

ADVOCACY, TRAINING, AND OUTREACH COMMITTEE (ATO):
The ATO Committee is responsible for oversight of the Council’s planned public relations and outreach efforts, including brochures, videos, and media releases about Council activities related to the Five-Year State Plan. The Committee plans and implements public policy activities of the Council and discusses development of any public policy position statements. The committee reviews and monitors internal Council programs, including the Justin A. McCurry Resource Library, Consumer and Professional Involvement Funds, Information and Referral Activities, Council website, Governor’s Conference on Developmental Disabilities, Youth Leadership Forum, and Partners in Policymaking. The Committee also reviews proposals regarding advocacy, training, and outreach efforts that are over $5000.

The ATO Committee meets quarterly, however, can meet more frequently or as needed.
STATE PLAN COMMITTEE:
The State Plan committee is responsible for developing and monitoring the implementation of the Council’s Five-Year State Plan. The Committee specifically oversees activities under the federal areas of emphasis: Child Care, Early Intervention, Education, Employment, Formal and Informal Community Supports, Health, Housing, Quality Assurance, Recreation and Transportation. This committee is responsible for the non-solicited proposal process and any grants/grant applications over $5000. The Committee also reviews and monitors external grant/contract operations of the Council.

The State Plan Committee meets quarterly, however, can meet more frequently or as needed.

FINANCE COMMITTEE:
The Finance Committee works with the Comptroller to review and temporarily approve fiscal policies and guidelines for subsequent approval of the full Council and to develop and monitor the annual budget prior to the start of the state fiscal year. The Committee recommends the annual budget to the Executive Committee and Council for final approval. The Committee monitors the budget throughout the year and preliminarily approves monthly financial reports and periodic changes to the annual budget for subsequent approval of the full Council. The Committee serves as Board Representative to internal and external auditors. The Council may assign or delegate other duties to the Finance Committee as needed.

The Finance Committee meets monthly prior to the Executive Committee meeting.