

PDPPC Voting Structure Approved: June 2012 : Amended March 27, 2013

In January 2012 the CDASS Advisory Committee was redefined into the PDPPC. Since that time official minutes have been kept and are posted online at the HCPF website.

Members of the PDPPC are identified in the following groups:

CDASS participants

- Family Members (employees or not)
- Authorized Representatives
- Employees (who are also Family Members)
- Single Entry Point (SEP) agencies
- Other Community Advocates
- PPL
- DDD
- HCPF

The ability to vote on the PDPPC should be based on consistent participant activity demonstrating investment in the process and commitment to the development and implementation of the outcomes associated with the committee's work

Voting Structure

1. State employees representing HCPF or CDHS in any capacity (including PPL) should not have a vote. Representatives of those departments have the option to refuse implementation of any recommendations from the PDPPC.
2. Any currently defined voting member must have participated, in person or by phone, at a minimum of three (3) PDPPC meetings since January 2012. This group is inclusive of:
 - o CDASS participants, family members (employees or not), Authorized Representatives and employees (who are also family members)
 - o Single Entry Point (SEP) agencies, 1 vote per SEP
 - o Other Community Advocates
 - o PPL
3. Voting must be done by attendance (in person or on phone) at a meeting
4. Votes cannot be by proxy
5. Any new voting members in any of the categories included in #3 above will have a vote after attending three (3) **consecutive** meetings
6. Three (3) **consecutive unexcused** absences will result in the loss of a vote
7. Excused absences are given with notification to one of the PDPPC co-chairs.
8. **After three (3) consecutive excused absences a voting member will have a vote for the fourth consecutive meeting. If not present for the fourth consecutive meeting #5 above must be met.**

The goals for the voting structure are to:

- Maintain consistency and knowledge of the issues and recommendations
- Allow new members into the process .
- Prevent any option to "occupy"/"control" any one meeting to get an outcome
- Maintain a 60% voting participation by CDASS participants, family members (employees or not) and Authorized Representatives.