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Council Staff Proposal

What: Proposal to hire 1 FTE position to the SD Council on Developmental Disabilities to facilitate and manage the Supporting Family Community of Practice and other State Plan Activities.

The Need: The SDCDD is the only one of 56 Councils that employs only one staff. As such, the Council must consistently grant out state plan work to other entities. Throughout time, this has created wonderful partnerships to carry out the mission of the Council. However, as times and roles change, entities who were able to support grant activities may no longer be able to sustain their efforts and work on the project begins to stall.

Currently, the Council is facing one such scenario with the Division of Developmental Disabilities and the Supporting Families Community of Practice (SFCoP). The important work of the SFCoP entered its 9th year this year and due to the reorganization within the DDD, grant activities have stalled. Stakeholders have approached the Council with concerns about the lack of momentum and activities occurring.

The Council has supported the efforts of the SF CoP for many years and the Executive Director considers the work to remain critical in our state to people with IDD and their families.

Can the Council Afford it?

Yes.

Out of our federal award, the current terms and conditions say that no more than 30% can be spent on administrative costs. Currently, DHS is billing most

of the ED's salary, travel and supplies to that. However, because the ED also works directly on activities that could be billed by DHS to State Plan activities, that could potentially free up dollars to support another staff.

If the Council were to hire staff to facilitate and manage SF CoP activities and keep the SF CoP a part of our future state plan(s), much of that person's salary could be attributed to state plan activities instead of administrative.

It is envisioned that 80 – 90% of the proposed position would be entirely dedicated to the SF CoP or other state plan activities, leaving 10-20% for administrative tasks, such as completing required state employee trainings, etc.

Money that would have gone to support another entity to manage the grant can be utilized to support the new staff member.

Benefits of Pulling the Activity “In-House”

In addition to providing the Council another staff member, pulling activities back to the Council allows for a full time person to be dedicated to the SF CoP. To reignite the work and reengage stakeholders, a dedicated full-time person to the position is going to be critical.

The Council can have direction in who holds the position – for instance, perhaps the person hired should be a family member who understand the unique issues facing families in our state. The ED can have more observation over the activities to ensure they are being carried out as the Council envisions.

If the Council would approve the proposal to hire, what are the next steps?

The Council would follow the standard hiring process. The main steps include:

- Create job description (we would work specifically with Shelly Reynolds from Charting the LifeCourse to help craft this).

- Submit to BHR for review by Class and Compensation team.
- Work with BHR to get the position posted using the job description
- It can be posted until filled or you can set a timeframe for it to close and not take more applications. As applications are submitted, BHR pre-screens and then sends them to you for review.
- We can set up interviews with as many or few as we want - would like a sub-committee to be a part of this.
- If you have a top candidate or more, you can conduct another in depth interview as needed.
- Once we have someone we want to hire, visit with BHR about what we can offer for the salary.
- Send Dept. Secretary the info about who we want to hire, wage and such.
- Once you offer and they accept they can start as quickly as you like, but on the first day of a pay period.

Proposed Timeline: An important event for the SF CoP is occurring in mid-March that will bring CtLC/Nexus Leadership to our state for training – this would be the perfect time to have someone on board. This also coincides with the natural timeline of the grant with the DDD ending.