

## SUCCESSION PLANNING – Updated 4/12/24

Arlene's plan is to retire between October 2024 and April 2025

November 2023-December 2023

1. General discussion with Council members (thoughts on location, how much time is needed for training of new director by Arlene, etc.)
2. Arlene will check in with both Teachwell Solutions (East Dakota Educational Cooperative) and the Department of Human Services to discuss any concerns or possible changes to the contract for personnel services that begins June 1, 2024). (additional costs for advertising, new hire costs, review 5% administrative fee allowance, any changes to use of state email/phone system, etc.)
3. Committee – review job description – Eric, Brenda and Jessie  
Arlene shared the current position description and information received from the Information & Technical Assistance Center for Councils (ITACC)

January 2024 – March 2024

- At Council meeting, share results of discussions with Teachwell Solutions and Department of Human Services.

Meeting on 12/4 with Shawnie, Tom Martinec and Joey. DHS would provide an FTE position for the new director. Most DD Councils nationwide are state positions within the Designated State Agency (DSA).

On 12/4 I shared with Teachwell that we are working to finalize this year's contract and shared that we plan to do another to begin next June for a shorter timeframe for Arlene.

- Held a Zoom discussion on 4/5 for interested Council members. Topics covered included:
  - a. in other states, Council staff are generally state employees; no impact on creating a website;
  - b. the Council has the authority to hire the new director; any need for Legislative action;
  - c. autonomy of the Council;
  - d. how money matters are handled currently;
  - e. need for a Memorandum of Understanding;
  - f. travel assistance requests that require an advance for the person to travel;

- g. what issues have other state's Council had dealing with their Designated State Agency;
  - h. any minimum qualifications on the position if it is a state FTE through Bureau of Human resources;
  - i. will Council be required to use state RFP system
  - j. are there benefits to being a state employee vs. contracted employee
  - k. who decides what agency is the Designated State Agency
  - l. DD Act states that the DSA can receive "not more than 20% of Council funds for service demonstrations"
  - m. If the position goes back to a state FTE, it would not be located within the Division of Developmental Disabilities but probably the DHS Secretariat
  - n. Any cost differences between being contracted or being a state employee
  - o. Location of the person hired
  - p. Timeline
  - q. What does DHS do for the Council now
  - r. Training for the new director
- Arlene met with DHS staff on 4/10. Discussion included:
    - a. To change the DSA would require Governor and Legislative action (SDCL 1-36A1.5)
    - b. DHS does have an FTE available
    - c. Website – Council can have its own website
    - d. What costs would change? Costs such as rent, technology, equipment, supplies, salary and benefits would remain very close to what they are now.
    - e. Travel advances for individuals and families would probably need to be included in a grant – possibly with DRSD's Partners and Self-Advocacy grant
    - f. With the new contract system – it does require a state email address; if the position remains a contracted employee and is no longer on the state email list – DHS staff would complete the contracts/grant agreements for the Council.
    - g. The position changed from a state FTE to a contracted FTE in December 1997. DHS staff may follow-up to see if there is historical data on the type of position and classification from that time.

April 2024 – July 2024

1. At Council meeting on April 26:
  - a. finalize whether to remain a contracted employee or become a state employee through DHS
  - b. Discuss location of the employee

- c. Create subcommittees if needed
  - d. Begin discussing job announcement and position description
  - e. Possibly begin work on Memorandum of Understanding
- 2.

July 2024 – September 2024

1. Begin advertising, hold interviews (phone/Zoom/in-person)
2. Choose a Selection Committee to complete interviews. Discuss/develop interview questions.
3. Selection completed and offer for employment made to selected applicant.

October 2024 – December 2024

1. Start date set
2. Training timeline?