



North Carolina
Assistive Technology Program

NCATP Advisory Council

NAME

The name of this entity is the North Carolina Assistive Technology Grant Advisory Council, hereafter referred to as "the Council" or "the GAC".

PURPOSE

Since inception, the North Carolina Assistive Technology Program (NCATP) has had extensive participation from consumers and consumer organizations such as the Centers for Independent Living (CIL), Office of Disability Services, Statewide Independent Living Council of North Carolina (NCSILC), and Council on Developmental Disabilities. The GAC was established and met regularly prior to the federal requirement which was added in the Assistive Technology Act of 1998, amended in 2004. The program has a statewide advisory council representative of individuals and agencies across the state representative of individuals with disabilities and users of assistive technology. People with disabilities and family members are the majority membership on the NCATP Advisory Council.

MISSION

The mission of the GAC is to serve in an advisory capacity in order to support the assistive technology services/programs provided by NCATP, and to work together to expand and improve assistive technology and related services available to the citizens of NC. The GAC will advise the NCATP advocating for systems change, assisting with evaluation of NCATP effectiveness, and sharing information about NCATP with others. The GAC is strongly committed to developing the knowledge and leadership capacity of its members.

Council Member Composition

Membership of the GAC includes voting members and ex-officio members outlined in Addendum 1. The GAC consistently strives to ensure that voting members include cross-sectional representation from geographical areas across the state, diversity of disability, assistive technology function areas, age, culture, and service delivery areas. Regular review of the GAC membership is conducted to identify representatives needed.

All NCATP staff members are ex-officio members of the GAC. Membership consists of individuals with disabilities, family members, and required state and private agencies, such as Division of Services for the Blind (DSB), Division of Vocational Rehabilitation (DVRS), Department of Public Instruction (DPI), Workforce Development, and the North Carolina Independent Living Council (NCSILC).

Structure and Operation of the Advisory Council.

The GAC meets three (3) times per year. All meetings are physically held in an accessible location in the state capitol, Raleigh. Teleconferencing is an option for individuals who cannot attend in person. GAC voting members (not connected with state agencies) are reimbursed for travel to/from the meeting, along with any hotel/meal/driver expenses. All meetings are open to the public, scheduled in advance and announced on the NCATP website at www.ncatp.org. Meetings may be postponed for inclement weather or in order to have a majority of voting members in attendance.

Members are expected to attend regularly. State agency representatives unable to attend are encouraged to send a representative in their place. Members who miss more than three (3) consecutive meetings without representation will be contacted by either the GAC Chairperson or the NCATP Director concerning their willingness and ability to continue to serve on the GAC.

As vacancies occur on the GAC and/or as an under-represented area is identified, the GAC members may recommend interested individuals to serve on the GAC. The GAC members submit names to the NCATP Director and/or GAC Chair. The NCATP Director or the GAC Chair will discuss the expectations and benefits of GAC involvement with the potential new member. GAC voting members will consider the proposed new members at the next meeting of the full Council. Upon acceptance to the GAC, the new member will be invited to attend the next meeting.

The leadership of the GAC will consist of the past-chair, chair, and vice chair. Terms for the leadership are for two (2) years with the option to continue in a leadership role for another term of two (2) years, pending majority approval from the voting members of the GAC.

GAC meeting activities are comprised of reviewing services provided by NCATP, as well as evaluating the current services for necessary updates and enhancements. Other activities include networking, receiving legislative updates, device demonstrations, committee reports, and other suggested GAC training. The NCATP consistently asks for input about the needs of the consumers and agencies, and shares new information in order to improve assistive technology services across the state.

Membership Duties.

It shall be the responsibility of the members to:

1. Attend and participate in the meetings of the GAC.
2. Be knowledgeable about assistive technology positions, programs, and services of the NCATP and GAC.
3. Effectively and appropriately represent the Council to the public.
4. Participate as requested on one or more subcommittees.
5. Provide appropriate feedback for all assistive technology programs and services, and actively contribute to the synthesis of specified recommendations and reports.
6. Ensure standards of professional conduct when acting on behalf of the GAC or in activities sponsored by the GAC.

Use of the GAC Name:

No member of the GAC is to use the name of the Grant Advisory Council (GAC) for any purpose other than one clearly authorized by the GAC membership.

Conflict of Interest:

1. Whenever a member has reason to believe that the actions of any member(s) including him/herself may be in violation with state conflict of interest laws, he/she shall immediately notify the Chair or the NCATP Director.
2. No member shall knowingly vote on any matter which may result directly or indirectly in financial advancement for him/herself or any member of his/her family including those by marriage.
3. When the GAC is to decide upon an issue about which a member has a conflict of interest, that member shall excuse and physically remove him/herself without comment from not only the vote, but also from the deliberation, unless directly requested by the Chair to provide factual information or answer factual questions regarding the issue. In no case shall that member vote on such matters or attempt to exert personal influence in connection therewith.
4. Disclosure and abstention shall be recorded in the minutes of the meeting(s) at which the issue is discussed and decided.
5. In any situation not specifically covered by this section, GAC members shall consider carefully any potential conflict of their personal interests with the interests of the GAC and refrain from any action which might be perceived as an actual or perceived conflict of interest.

NCATP Staff Responsibilities:

The NCATP Director shall be responsible for ensuring the following staff supports:

- taking, typing and dispersing minutes
- consulting with the Chair or designee regarding meeting agenda items
- providing requested project information
- providing advance notice of GAC activities

- mailing notices and materials required by the GAC
- maintaining communication network with the GAC membership
- ensuring accommodations are provided upon request for GAC member participation. **Note: accommodation request must be submitted to the NCATP Director no less than fifteen (15) days prior to GAC meeting.**
- ensuring other staff members of NCATP are available to attend meetings of the GAC, upon invitation by the Chair

Date Accepted: 9/28/2012

Member List revised: 10/31/2018

ADDENDUM 1:

MEMBERSHIP

Person Using AT	Caregiver of Person Using AT	Representative of a State Agency	Representative of Another Agency	GAC Status
		Rae Bachus, NCATP		Ex-officio
Felipe Cabrera				Member
			Corye Dunn Disability Rights	Ex-officio
Rene Cummins ADA Network				Member
		Kimberly Harrell DSB		Member
		Lynne Deese, NCATP		Ex-officio
		Mary Kay Dulin, NCATP		Ex-officio
		Julie Dutchess, NCATP		Ex-officio
		Paul Eklund, NCATP		Ex-officio
		Lisa Worth DAAS		Ex-officio
		Katie Lee, NCATP		Ex-officio
Keith Greenarch				Member
			Meisha Evans, Disability Rights	Ex-officio
		VACANT DVRS Director		Ex-officio
		Celeste Helling, NCATP		Ex-officio
		Dorothy Snyder, DPI		Member
		Shelby Kennerly, NCATP		Ex-officio
		Tammy Koger,		Ex-

		NCATP		officio
		Joy Tribble, DVRs		Member
		Sonya Clark, NCATP		Ex- officio
			Cheryl Cherry, Self-Help CC	Ex- officio
	Evelyn Lucas			Member
	Sandy McMillan			Member
		Ja Medicott, NCATP		Ex- officio
		Page Norris- Mikol, NCATP		Ex- officio
		Mose Dorsey Workforce Development		Member
		Tammy Pereboom, NCATP		Ex- officio
		Ron Quilett, DSDHH		Ex- officio
			Karen Fraller, Easter Seals/USP	Ex- officio
			Betty Rodriguez, NC AgrAbility	Ex- officio
Annette Lauber				Member
			Philip Woodward DD Council	Ex- officio
	Suzanne Todd			Member
			Sara Melton, Muscular Dystrophy Association	Ex- officio

NOTES:

Currently, there are five (5) individuals with disabilities and 3 family members representing ages between elementary school and retirees. Consumer council

membership areas of expertise include: visual impairment, traumatic brain injury, physical disability, developmental disability, stroke/disease process, and hearing impairment. All consumers/family members have utilized the NCATP program.

Several required agencies have representatives who are also individuals with disabilities; however, these individuals are not included in the breakdown for majority membership since they represent agencies. The GAC has members representing all of the required state agencies and meets the consumer majority requirement at 61.5% as of October 2018.