



COMMITTEES

CDPAS
Subcommittee

Development

Finance

Human
Resources

Nominating

Program
Assessment

Pooled
Trust

Public
Policy

Corporate Office
497 State Street
Rochester, NY 14608

For Further Information
Linda Taylor
Executive Assistant
LTaylor@cdnys.org
585-546-7510

Finance Committee Staff Liaison
Jennifer Smouse, Director of Finance
JSmouse@cdnys.org
585-546-7510

Description

The Finance Committee is responsible for maintaining the financial stability of the organization. The Finance Committee is chaired by the Board Treasurer and membership consists of one other Board member and two or more community members.

Expertise Preferred

Finance, accounting or business background. Should have an aptitude for reviewing and analyzing financial data and statistics.

Meeting Schedule

Fourth Monday every other month (January, March, May, July, September, November), 3:00-5:00pm at 497 State Street.

Responsibilities

Approval of annual budgets and audit reports for all three agencies (CDR, AAY and RCIL) Review of bi-monthly financial reports for all three agencies.

Participation by conference calling from your location or video conferencing (between the Rochester/Geneva/Corning office sites) is available.





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Public Policy Committee Staff Liaison

Diane Coleman
DColeman@cdnys.org
585-546-7510

Description

The Public Policy Committee brings together CDR and RCIL Board members, consumers, staff and community members to consider and determine the priority issues that the organizations' systems advocacy efforts will address to advance the independence, integration and civil rights of people with disabilities.

Expertise Preferred

Interest in ongoing and emerging issues that effect people with disabilities. Advocacy experience a plus.

Meeting Schedule

Second Monday of each month, 1:00 – 2:30 pm at 497 State Street.

Responsibilities

The Public Policy Committee is responsible for identifying emerging advocacy and policy issues and for assisting in the development of advocacy strategies for CDR and RCIL. The Committee shall review public policy issues, including proposed laws and regulations in an effort to formulate position statements and/or advocacy strategies, mindful of compliance with the core services of the Independent Living movement.

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For Further Information
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Pooled Trust Staff Liaison
Jennifer Smouse, Director of Finance
JSmouse@cdnys.org
585-546-7510

Description

Members of this committee approve weekly Trust disbursement requests from participants to spend Trust funds. The Committee membership is set currently at 4 members – two staff and two Board or community members (usually from the Finance Committee since this is a subcommittee which rolls up under the Finance Committee)

Expertise Preferred

Legal knowledge could be helpful. Definitely need to be PC literate as the Trust disbursement requests are sent out electronically twice a week and require an electronic response.

Meeting Schedule

Formal meetings when necessary are held at 2:30pm on the same dates as the Finance Committee which is the fourth Monday of every other month starting in January at 497 State Street. Generally this committee only meets in March (to review annual audit) and one other month.

Responsibilities

Committee members must review and approve bi-weekly (twice a week) disbursement requests that are sent to them by the Trust Coordinator

Other

If you want to be a committee that operates mostly through the PC this could be your dream job!

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LTaylor@cdnys.org
585-546-7510

Human Resources Committee Staff Liaison
Mary Willoughby, Director of Human Resources
MWilloughby@cdnys.org
585-546-7510

Description

The Human Resource Committee shall be responsible for assuring the HR Department is meeting administrative, operational, and strategic responsibilities to the organization. The Human Resource Committee shall be chaired by a Board member and shall consist of at least two (2) board members, and two (2) other interested members of the Corporation. At least one member of the Committee will have expertise in human resource management.

Expertise Preferred

Recent/current HR work experience as a practitioner or consultant.

Meeting Schedule

Third Friday every other month (January, March, May, July, September, November), 1:00-3:00pm at 497 State Street.

Responsibilities

Occasional (average two hours a year) information gathering outside of meetings. Commitment to the committee; confidentiality is guaranteed.

Other

CDR/AAY/RCIL are labor intensive service organizations. The largest agency asset (knowledge, skills, billable services...) and the largest agency liability (payroll and benefits) are the human resources, the employees. Proper management of these assets and liabilities has a major impact on the quality of services delivered to our customers and on the financial "bottom line" of the organizations.

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LTaylor@cdnys.org
585-546-7510

Program Assessment Committee Staff Liaison

Melanie Menough, Director of Programs
MWilloughby@cdnys.org
585-546-7510

Description

The purpose of the Program Assessment Committee is to ensure that the agency creates and maintains quality services for all consumers in accordance with agency policies and procedures and existing state regulations.

Expertise Preferred

Any experience, paid or volunteer, working in OPWDD, NHTD, TBI, IL, Recreation, or other types of programs would be very helpful.

Meeting Schedule

Fourth Wednesday every other month (January, March, May, July, September, November), 1:00-3:00pm at 497 State Street.

Responsibilities

Reviews program systems to assure quality of services. Reviews annual incident trend reports and any corrective actions taken to address significant trends identified by the Incident Review Committee. Review any external audits done by governing entities, along with any corrective actions implemented as a result of deficiencies. Review program goals and strategies and make recommendations as appropriate. Reviews customer satisfaction results and program's response to areas identified as requiring improvement. Reports to the BOD program goals, achievements and areas for improvement.

Participation by conference calling from your location or video conferencing (between the Rochester/Geneva/Corning office sites) is available.





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CDPAS Subcommittee Committee Staff Liaison

Stacey Haust, Assistant Director of CDPAS

SHAust@cdnys.org

315-789-1800

Description

The purpose of the CDPAS Subcommittee is to ensure the agency creates and maintains quality and consistent services for all consumers in multiple counties who use the Consumer Directed Personal Assistance Program, in accordance with the agency policies and existing state regulations.

Counties Served: Chemung, Genesee, Livingston, Ontario, Orleans, Schuyler, Steuben, Wayne Wyoming, and Yates

Expertise Preferred

Consumers and Self-Directing Others who run effective and efficient programs are highly desired. Any person who has experience, paid or volunteer, working as an attendant in the program or who has worked at an agency in a CDPAP.

Meeting Schedule

Fourth Wednesday of every other month 10:00-11:30am , (February, April, June, August, October, December) at 34 Castle Street, Geneva, NY

Responsibilities

Review program systems and policy and procedure to assure quality and consistency of services. Review program goals and strengths, making recommendations when appropriate. Reviews customer satisfaction results and program’s response to areas identified as requiring improvement. Reports to the Board on goals, achievements and areas for improvement.

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Development Committee Staff Liaison
Chris Hilderbrant, Chief Operating Officer
CHilderbrant@cdrnys.org
585-546-7510

Description

Fast paced and fun, Development Committee is always looking forward to the next campaign or event. Focal events include the spring Garage sale, annual ADA Gala and the annual Accessible Trick-or-Treat. In addition to fundraising events, Development Committee is responsible for overseeing other fundraising activities, including some of the agency's grant-writing, development of relationships with potential donors and solicitation of corporate sponsors. Development Committee also advises staff on the selection of media/advertising contracts.

Expertise Preferred:

Background in donor development, solicitation of corporate sponsorships and fundraising event planning greatly desired. Experience in the planning and execution of events helpful. Knowledge of principals of public relations also helpful.

Meeting Schedule

Third Friday of each month, 11:00 – 12:30 pm at 497 State Street.

Responsibilities

Development Committee is responsible for creating and monitoring CDR's fundraising/development plan, including the annual budget for development activities. Committee supports staff in the planning and implementing of strategies to raise funds to support the CDR mission.

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Chris Hilderbrant, Chief Operating Officer
CHilderbrant@cdrnys.org
585-546-7510

Description

The Board of Directors shall appoint a nominating Committee consisting of at least two (2) Board members and at least two (2) other interested members of the Corporation.

Expertise Preferred

Knowledge of the agencies mission and philosophy.

Meeting Schedule

Second Monday of each month, 2:30-3:30pm at 497 State Street.

Responsibilities

The Nominating Committee is responsible for identifying and selecting prospective candidates to serve the Corporation as Committee members, Board members and officers. The Nominating Committee shall maintain a list of qualified candidates for the Board of Directors.

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