

September 26, 2014

**MEMORANDUM**

**TO:** Developmental Disabilities Council Members

**FROM:** Sandee Winchell  
Executive Director

Please note that we will be meeting at the **Holiday Inn South on Airline Hwy., just off of I-12**. Please refer to the **enclosed agenda** for the starting times of the various committee meetings on Wednesday, October 15<sup>th</sup>.

This memo will serve as your official notice that an election will be held on October 16<sup>th</sup> for a chairperson to take office upon Kay Marcel's resignation. As communicated in the email that was sent to the Council, it is likely that Kay will not be able to complete her full term as chairperson and Vice-Chair Brenda Cosse' has informed us that she is unable to assume this role due to other commitments. The bylaws state that an election shall be held at the first meeting following the resignation of the chair. A motion will be entertained to suspend the bylaws to allow the election to be held at the October meeting and for the new chairperson to take office on the date of Kay's resignation. This would ensure the Council would not be without a chairperson for any length of time. If this motion is made and approved, an election will be held immediately. According to the bylaws, nominations will be made from the floor.

Your packet includes materials to help you prepare for our October meeting. In addition to the normal reports, there are several additional documents that you will be discussing at the meeting:

- Proposed new planning process and timeline
- Proposed revision of the Executive Director Evaluation Process
- Compilation of state agency information on Child Care and Act 3 for the afternoon discussion on this topic
- Proposed Natural Supports Information Sheet

If you have not yet let Paige know of your planned attendance, please call her at (800) 450-8108 or email at [paige.freeman@la.gov](mailto:paige.freeman@la.gov).

I look forward to seeing you in a couple of weeks. Please call me if you have any questions in the meantime.

/SW

Enclosure