

BOARD OF DIRECTORS (COMMISSIONERS) – CHAIR AND MEMBERS

[Interviewer]: Thank you for taking the time to talk with us today. My name is [interviewer's name] and this is [second interviewer's name]. We both work for _____, a private research company in _____.

The Administration on Developmental Disabilities (ADD) is conducting an independent evaluation of Developmental Disabilities Network programs and collaboration among them. The purpose of this evaluation is to examine the impact of the Developmental Disabilities (DD) Network programs on the lives of people with developmental disabilities and their families. This evaluation is intended to provide feedback to the ADD to help improve the effectiveness of its programs and policies, to serve as a decision-making tool for ADD, and to promote accountability to the public.

This P&A program is one of ____ P&A programs in ____ states that have been randomly selected to participate in the evaluation. As a P&A Board [Commission] member [Chair], you are an important source of information regarding governance of this program. In particular, we have some questions to ask you about the P&A and your role as a board (commission) member. The interview should last approximately ½ hour to 45 minutes.

Before we begin, we would like to ask your permission to record this interview so that we do not miss any of your responses to our questions. The recording is for _____ use only and will not be given to anyone else. Do we have your permission to record?

Do you have any questions before we start?

1. To start the interview off, please tell us how long you have been a member of the P&A board of directors (commission) and how you first became involved.

Composition and role of board (commission)

We would like to understand the composition of the board of directors (commissioners) and what each person contributes.

2. Please tell us about your own relevant background and experience.

Probe:

- Education
- Training
- Experience
- Personal experience with developmental disabilities

3. What other aspects of your background help you in your role as Chair (member) of the P&A board of directors (commission)? Please describe.

Probe:

- Race/ethnicity
- Languages spoken
- Other _____

4. What is it about your own background and experience that you specifically bring to this board (commission)?

Probe:

- Legal expertise
- Business or financial expertise
- Understanding of the needs of people with developmental disabilities
- Understanding of the rights of people with developmental disabilities
- Advocacy
- State systems
- Other _____

5. What do you see as the most important role(s) of the board of directors (commissioners)? Please explain.

Probe:

- Policy approval
- Approval of the Statement of Goals and Priorities (SGP)
- Performance review of the Executive Director
- Oversight to ensure sound fiscal management
- Oversight to ensure efficient and effective management
- Provision of advice (e.g., financial, governance)
- Provision of advice on needs of developmental disabilities community
- Fundraising
- Other _____

The next few questions are about how Board (Commission) members gain the knowledge they need to fulfill their roles and responsibilities.

Board (commissioners) members' familiarity with P&A mission, SGP, and DD Act

7. How did you as a board (commission) member learn about the P&A and its mission?
- a. Did you attend an orientation provided by the P&A? Please describe.
- Probe:
- Content
 - Format
 - Instructor(s)
 - Duration
- b. Did you attend or participate in any P&A activities that might have prepared you? Please describe.
8. Overall, how familiar do you consider yourself to be with regard to:

a. The P&A mission? Please explain.

Very familiar Familiar Not very familiar

b. Goals and priorities of the P&A? Please explain.

Very familiar Familiar Not very familiar

c. Populations/communities of interest to the P&A? Please explain.

Very familiar Familiar Not very familiar

d. The DD Act? Please explain.

Very familiar Familiar Not very familiar

Supports provided to board (commission) members

9. What kinds of supports do board (commission) members receive so that they can meaningfully participate in meetings and fulfill their responsibilities?

Probe:

- Reimbursements for travel expenses
- Stipend
- Receipt of relevant meeting materials in advance
- Assistance from a support person to aid in preparation and understanding of materials before and during meetings
- Receipt of other accommodations as required
- Other _____

Involvement in P&A activities

For the last part of this interview, we'd like to learn about any P&A activities you have been involved in or provided input for.

10. In the past year, were you involved in any P&A activities? Please describe.

Probe:

- Development of Statement of Goals and Priorities (SGP)
- Monitoring the budget
- Developing policies that affect P&A operations
- Outreach activities
- Community education activities
- Other _____

That ends all of our questions. Do you have any questions yourself?

Again, we would like to thank you for taking the time to answer our questions.