



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**DEPARTMENT ON DISABILITY SERVICES**

<b>PROCEDURE</b>	
Subject: Suggestions Committee	Procedure No.: 2018-DDS-PR01
Responsible Program or Office: Office of the Director	Effective Date: April 27, 2018
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Cross References, Related Policies and Procedures, and Related Documents: Suggestions Committee Policy.	

**1. PURPOSE**

The purpose of this procedure is to establish steps, instructions and protocols for the effective operation of the Department on Disability Services (“DDS”) Suggestions Committee.

**2. APPLICABILITY**

This procedure applies to all DDS employees.

**3. PROCEDURES**

**A. Establishment Of The DDS Suggestions Committee**

There shall be established the Suggestions Committee within DDS as follows:

1. The Committee shall be comprised of two Co-Chairs and up to sixteen (16) additional members, all of whom must be DDS employees. The Co-Chairs shall be one DDS manager, with the approval of the DDS Director, and one DDS staff, who must be a Person-Centered Organization Coach.
2. Membership on the Committee is voluntary and shall be for a one-year term aligned with the fiscal year (*i.e.* October 1<sup>st</sup> to September 30<sup>th</sup>), which membership may be renewed annually. There will be no formal application for Committee membership, but the DDS employee must agree to participate and will be removed if he or she is





absent for three consecutive meetings or for two meetings in any four-month period.

3. By becoming a member, the DDS employee agrees that he or she shall maintain the confidentiality of the matters being considered and reviewed by the Committee.
4. The Committee shall have a standing monthly meeting, currently set for the second Thursday of the month from 2 to 3 pm, though this meeting may be rescheduled by the Co-Chairs in order to obtain a quorum or satisfy scheduling needs. The Co-Chairs may also schedule Committee meetings on an as-needed or *ad hoc* basis. The Co-Chairs may invite the DDS employee(s) whose suggestion is being reviewed to attend that portion of the meeting to discuss the suggestion.
5. For purposes of conducting business, the Committee shall recognize the attendance of nine (9) of eighteen (18) members for purposes of establishing a quorum to act. To the extent Committee membership is less than eighteen (18) members, including the two Co-Chairs, a quorum shall be the attendance of one-half of the number of members rounded down to the nearest whole number.
6. The Committee shall prepare a year-end report of its activities to provide to the DDS Director by December 1<sup>st</sup> for the prior fiscal year.

## **B. Modes Of Providing Suggestions**

The Committee shall work with DDS leadership to identify various modes for DDS employees (either as an individual, a defined group or an organizational unit) to provide suggestions for consideration including, but not limited to, the following:

1. Meetings and open forums, both of which can be either dual purpose (obtaining and/or vetting ideas) or targeted conversations, on a scheduled or unscheduled basis;
2. Suggestion boxes on each floor of DDS offices;
3. Virtual suggestion boxes;
4. Dedicated email (*i.e.* [Suggestions@dc.gov](mailto:Suggestions@dc.gov));
5. Survey monkey or other electronic survey device, which can be anonymous; and
6. Drop by visits with Committee members.

At a minimum, suggestions for consideration by the Committee must include an issue for which the DDS employee is providing a solution or change that will make an improvement either in agency work functions (*e.g.*, suggestions regarding improving the





efficiency, effectiveness or quality of service delivery) or in workplace culture (*e.g.*, accountability, relationship building, and seeking understanding). The Committee shall develop and disseminate a form for DDS employees to fill out to make suggestions for its consideration.

### **C. Incentives**

The Suggestions Committee shall work with DDS leadership and/or the Incentives Committee to identify various incentives for DDS employees who provide suggestions that are subsequently implemented by the agency. Incentives include, but are not limited to, the following:

1. Administrative leave with pay;
2. Gift cards;
3. Acknowledgement in the agency newsletter or similar recognition;
4. Year-end awards or other recognition by DDS leadership; and
5. Lunch with the DDS Director or Deputy Director.

Incentives may be awarded to an individual employee, a defined group, or an organizational unit, based on the circumstances and in the discretion of the DDS Director.

### **D. Recommendations**

The Committee shall meet monthly or as-needed on an *ad hoc* basis to review and consider suggestions that have been received from the various modes in order to make recommendations to the DDS Director. There need not be a formal mechanism for making recommendations to the DDS Director but, in order to qualify for incentives, the suggestion must address an issue for which the DDS employee is providing a solution or change that will make an improvement either in agency work functions or in workplace culture. A recommendation to the DDS Director may only be made for a suggestion that has been reviewed and approved by the Committee by majority vote during a meeting where a quorum is present.

### **E. Implementation And Feedback**

The Committee has no formal role in implementation of a suggestion that has been recommended to the DDS Director. However, for every suggestion submitted to the Committee for its consideration, the Committee shall provide the DDS employee with feedback as to the status of that employee's suggestion.

