

## Who We Are

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The Commonwealth Council on Developmental Disabilities is established in accordance with Kentucky Revised Statute 41.410 and the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (the DD Act).

The mission of CCDD is to promote systematic change, capacity building, and advocacy activities that are consumer and family-centered and consistent with the DD Act specifically, Subtitle B - Federal Assistance to State Councils on Developmental Disabilities §121-129 (2000).

The CCDD has implemented procedures and assurances to assure equal employment opportunity for all employees, members and participants in Council activities and projects.



### Commonwealth Council on Developmental Disabilities

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656 Chamberlin Ave.  
Suite C  
Frankfort, Kentucky 40601

Phone: 502-564-7841  
E-mail: [CCDD@KY.GOV](mailto:CCDD@KY.GOV)  
Web: [www.CCDD.KY.GOV](http://www.CCDD.KY.GOV)

## CCDD Title VI Information

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## Title VI Policy Statement

The CCDD complies with applicable federal civil rights laws and does not discriminate, exclude or treat people differently on the basis of race, color, national origin, age, religion, sexual orientation, gender identity, genetic information, disability, political affiliation, veteran status or any other category protected by state and/or federal civil rights laws. The CCDD further ensures meaningful access to Limited English Proficiency persons to all programs and activities.

The CCDD prohibits harassment and discrimination based on race, color, national origin, sex, age, religion, sexual orientation, gender identity, genetic information, disability, political affiliation, veteran status or any other category protected by state and/or federal civil rights laws.

This CCDD further prohibits any unwelcome verbal, written, physical conduct, or electronic communication that either degrades or shows hostility or aversion towards a person because of that person's race, color, national origin, sex, age, religion, sexual orientation, gender identity, genetic information, disability, political affiliation, veteran status or any other category protected by state and/or federal civil rights laws.

## Complaints

Any employee, council member or third party who has a complaint of discrimination or harassment at Council activities or programs, has a duty to immediately bring the problem to the attention of management. The complaint may be made to the Executive Director or the CCDD EEOC Coordinator. The complainant may also make the complaint directly to the Kentucky Commission on Human rights at 1-800-292-5566 or [kchr.mail@ky.gov](mailto:kchr.mail@ky.gov).

Persons making a complaint should use the CCDD Complaint Form found on the CCDD website. Allegations of discrimination received by fax or e-mail will be acknowledged and processed. Allegations received by phone will be reduced to writing and provided to the complainant for confirmation or revision before processing.

Complaints will be promptly and carefully investigated. All employees and council members are assured that they will be free from any and all reprisal or retaliation from filing such complaints. Further, all employees are assured that they will be free from any and all reprisals and retaliation for participating in an investigation of harassment.

Receipt of complaints shall be acknowledged in writing to the complainant. The acknowledgement shall include notification that an investigation will be conducted within 10 business days.

The complainant may withdraw his or her complaint at any time after filing and prior to the issuance of a determination or resolution by the CCDD. The withdrawal must be in writing. The complainant should use the CCDD Withdrawal of Complaint Form found on the CCDD website.

If a complaint cannot be resolved by the CCDD to the satisfaction of the complainant, the complainant may file a separate complaint with the Kentucky Commission on Human rights at 1-800-292-5566 or [kchr.mail@ky.gov](mailto:kchr.mail@ky.gov).

## Contacts

The overall responsibility for complying with the provisions of the Title VI program is vested in the CCDD Executive Director who is responsible for the overall administration of the CCDD in state administrative processes and as delineated in the DD Act.

### ***The CCDD Executive Director***

Kellie McCain, Executive Director  
656 Chamberlin Ave, Suite C  
Frankfort, KY 40601  
502-782-8601  
[Kellie.McCain@ky.gov](mailto:Kellie.McCain@ky.gov)

The responsibility for coordinating compliance with this affirmative action plan is assigned to the CCDD Title VI Coordinator.

### ***CCDD Title VI Coordinator***

Jennifer Hicks  
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502-782-8608  
[Jennifer.Hicks@ky.gov](mailto:Jennifer.Hicks@ky.gov)

Kentucky Commission on Human Rights  
1-800-292-5566 or [kchr.mail@ky.gov](mailto:kchr.mail@ky.gov).

