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October 2022 Council Meeting Packet

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Council Committees
Revised October 2022

Membership and Communications	Governance
Alex Koval (Chair)	Adana Protonentis (Chair)
Katie Mirkovich	Danny Holmes
Roslyn Guerrero	Phil Tracy
Princess Klus	Alexandra Toney
Cami Nelson	Thanh Kirkpatrick
Ros Damm	Mike Raymond
Sherrie Brown/Mark Harniss	David Carlson
Monica Burke	Teresa Boden
	Tavares Terry
Gabriela Ewing, Ex-Officio	Gabriela Ewing, Ex-Officio
Anthony Nash, Ex-Officio	Anthony Nash, Ex-Officio
Linda West, Staff	Brandi Monts, Staff

Executive
Gabriela Ewing, Council Co-Chair
Anthony Nash, Council Co-Chair
Thanh Kirkpatrick, 1 st Vice Chair
Danny Holmes, 2 nd Vice Chair
Alex Koval, Chair Membership/Communications Committee
Adan Protonentis, Chair Governance Committee
Brandi Monts, Staff

Developmental Disabilities Council Meeting

October 20, 2022

First Day

Time: 9:00am - 4:00pm

Location: In-Person and Virtual

In-Person Location: Radisson Hotel Seattle Airport, 18118 International Blvd., Seattle, WA 98188

Zoom Link: <https://zoom.us/j/3828770345>

Call-in number: 253-215-8782

Meeting ID: 382 877 0345

Call to order

Introductions and establish quorum

Changes to the agenda

Approve July 2022 minutes

Reading: 22-11

July 2022 Minutes

VOTE: Approve July 2022 minutes

9:00		Co-Chairs, Gabriela Ewing and Anthony Nash
9:15	Co-Chair Updates	Gabriela Ewing and Anthony Nash
9:30	Executive Director Report	Brandi Monts
10:00	Budget Report/Federal Award 2021 Reading: 22-12	Aziz Aladin
10:15	Break	

10:30	Re-establishing Public Policy Committee	Brandi Monts
11:00	Advocacy Partnership Report	Diana Stadden
11:30	DRW Lawsuit Reading 22-13-Summary document	Beth Leonard and/or Todd Carlisle
12:00	Lunch	
1:00	Operations Committees Membership and Communications Zoom Link: https://us06web.zoom.us/j/3828770345 Call-In Number: 253-215-8782 Meeting ID: 382 877 0345 Governance Zoom Link: https://us06web.zoom.us/j/84306945610?pwd=T3FIWUJLM1hZMTdOSTdWcUxWdW5Tdz09 Call-In: 253-215-8782 Meeting ID: 843 0694 5610	Breakout Sessions Alex Koval, Chair Linda West, Staff Adana Protonentis, Chair Brian Dahl, Staff
2:00	Break	
2:15	Operations Committees (cont.)	
3:00	Discussion: What will the Council be doing in five years from today?	Brandi Monts
3:45	Public comments and review agenda for tomorrow	Gabriela Ewing and Anthony Nash
4:00	Meeting in Recess	Gabriela Ewing and Anthony Nash

Developmental Disabilities Council Meeting

October 21, 2022

Second Day

Time: 9:00am - 12:00pm

Location: In-Person and Virtual

In-Person Location: Radisson Hotel Seattle Airport, 18118 International Blvd., Seattle, WA 98188

Zoom Link: <https://zoom.us/j/3828770345>

Call-in number: 253-215-8782

Meeting ID: 382 877 0345

9:00	Call to Order Establish quorum	Gabriela Ewing and Anthony Nash
9:10	Staff Reports <ul style="list-style-type: none">• Membership• Contracts• Office Operations• State Plan	All Staff
9:30	Dan Thompson Funding	Nichole Jensen, DDA
10:00	Agency Spotlight-UCEDD	Mark Harniss
10:30	Break	
10:45	Other Agency Updates	Agency Representatives

11:15	Bullying Awareness	Sydney Krebsbach
11:30	Committee Reports	Adana Protonentis Alex Koval
11:45	Next Steps/Agenda Building for January 2023	All
12:00	Adjourn	Gabriela Ewing and Anthony Nash

Washington State Developmental Disabilities Council
July 21 & 22, 2022
Draft Minutes

Present: Teresa Boden (DDA), Sherry Brown (UAP), David Carlson (DRW), Gabriela Ewing, Mark Harness (UW), Danny Holmes, Thanh Kirkpatrick, Princess Klus, Carolina Landa, Roslyn Guerro (HCA), Alex Koval, Katie Mirkovich (DVR), Anthony Nash, Cami Nelson, Mike Raymond, Leigh Spruce, Tavares Terry (ALTSA), Phil Tracy

Staff and Support: Aziz Aladin, Brian Dahl, Kathy Easton, Phillip Rasmussen, Emily Rogers, Adrienne Stuart, Linda West

Guests: Ed Holen, Steven Matley and Briana Lamb (SM Diversity)

Approval of the Minutes:

Motion: To approve the minutes as written. Phil moved and Danny seconded. The motion carried unanimously.

SM Diversity Update: Steve thanked the Council and staff for the work and impact they did in pulling together a terrific process. They worked with the committee to create a process based in the values of diversity, equity and inclusion and present the opportunity to broadest audience possible. They also thanked Ed for all his work and support.

Bri gave an overview of the recruitment timeline, job announcement, an overview of the recruitment marketing and sourcing efforts. She also reviewed the communication between all during the interview processes. Bri stated that the recruitment process timeline was split into four phases. There were links and mobile optimization so people could even apply from their phones. It was easy for people to apply and share on their social networks.

After the job announcement was created, SM Diversity explored how they were going to market the recruitment process. Bri shared all of the different platforms that the announcement was distributed through and the different groups with them. Between all of the different outlets through which they recruited, an estimated two and half million connection to different groups were exposed.

SM Diversity went through a prescreening process that the search committee approved ensuring the format was accessible to all of the candidates. The second round of screening was conducted through virtual interviews with the screening committee. All of this lead to the final three candidates that the Council and staff have interviewed.

Executive Director Search Staff Input: Staff shared with the Council their reflections of the candidate interviews.

Self-Advocates In Leadership (SAIL) Report: Jessica Renner, The Arc of Washington State, gave an overview of SAIL activities. She shared they are currently in the process of brainstorming ideas for their 2023 legislative agenda. They will likely focus on up to six state issues and one federal issue.

SAIL has three new committees each lead by SAIL members. They also presented virtually at the Community Summit in June. They worked with Allies to create a power point presentation titles “Our Voices Matter”.

SAIL has a goal to reach diverse populations. Jessica is helping them work towards this goal by meeting with DDA and Open Doors for Multi-Cultural families to increase membership. She has also reached out to parent coalitions to raise awareness for SAIL membership.

Earlier this year Jessica and other SAIL members participated in virtual meetings with congressional members. They talked about a restoration act, better care/better jobs, keeping all children safe, marriage equality and many more.

SAIL holds monthly meetings, anyone is welcome to attend either in person or virtually. They have worked with Disability Rights Washington (DRW) to create a value statement to try and make efforts to get “nothing about us, without us” into law.

Brian reported that he and Emily are working to write a request for proposals for the SAIL contract. It will go out for bid and will designate what organization will provide support for SAIL. He is working with SAIL on what they want from a support organization.

The RFP process requires us to put it out for contract, then the contracts are scored by disinterested parties, then the contractor is selected from there.

Public Policy: Adrienne stated that through the Council's State Plan she took her direction in public policy. She talked about the foundations she has worked on during her time on staff.

A toolkit was put together to help famer issues about what happens when budgets are decimated and services are taken away. She also put together templates for emails and phone scripts people could use in talking to their legislators.

Adrienne was asked to join the Informed Choice Workgroup. They worked to advance the anti-racism and anti-ablest values in hiring caregivers. It is ongoing and is critical in dealing with background checks. She also helped direct the fifty million dollars of the Dan Thompson account that DSHS solicited recommendations from the Council.

She is also on the Childcare Collaborative Task force which works to ensure that daycares don't discriminate against children with disabilities. Adrienne is also part of the consumer directed employer of Washington Rate Setting Board, which paid caregivers fall under.

Adrienne thanked Adana for all her work leading a BIPOC listening session. Adana lead a discussion on the importance of centering antiracism and anti-ableism themes.

The North Star coalition completed its first year with almost thirty organizations and two hundred people participating. It created the first DD caucus in the legislature and wrote the first ever bill to close state run institutions.

They also worked on a bill that put fifty million into the DD community in the form of services into the state. It allows people to access both employment and community supports together.

Adrienne shared that she sent out a survey asking people to share their experiences with day services.

She has worked with other organizations to get a distressed students work group at OSPI. Other partners and Disability Rights Washington are taking the lead. It is hoping to eliminate the restraints and isolation of students with disabilities in schools. A survey asking people what their top ten issues to tackle next legislative session are, one of which is caseload forecasting.

Adrienne is preparing advocacy maps for each policy priority to use a guide for the next session. Another issue that came up was giving individuals and families an option to have an open waiver with flexibility to use money toward services that fit best for them. The last legislative proposal includes designating the family home as a residential option for people who want it. She has already lined up prime legislative sponsors, staffers and Governor's office staff as collaborators.

Sandy Gruber expressed gratitude for the North Star Omnibus bill that turned into successful legislation. She was part of HB 1980, that passed unanimously with bi-partisan support through the legislature that enabled people to move into communities. Sandy wanted the Council to know that the North Star project has been a wonderful process. It is where community groups, providers, self-advocates and family members work together to make this state a better place for people with developmental and intellectual disabilities.

She wants the work to continue after Adrienne is no longer on staff. That is making change and improving the lives of people with a large number of support needs.

State Plan Update: Brian reminded the Council that its state plan was submitted and after review came back with changes that needed to be made. The changes were reviewed at the April meeting and sent out for public comment. He will be reporting the changes with the federal technical assistance tracker. It breaks down how the concern is identified and then the action taken to correct the concern.

The first concern was about the Council's membership rotation plan and the matrix that outlines all of the members including agency representatives. Brian corrected the codes for the network partners that was not originally filled in correctly. He also needed to discuss how

membership is pursued. For example how recruitment is done and to explain how the Governor's Office is notified.

The current concern is that the Council is not in compliance with the sixty percent of membership being people with developmental disabilities and family members. One reason is that there is an Executive Order waiting to be signed by the Governor that will reduce the size of the Council. It has not been signed and the Council has not filled those positions. By not filling them that effected the percentage numbers, which means that there are six positions to fill on the Council. The hope is to have the vacancies filled by October. Brian added language to the state plan that says the Council will notify the Governor's Office when vacancies occur and on all other recruitment issues. All application are routed to the Governor's Office and forwarded to staff upon request. Communication between staff and the Governor's office happens frequently this provides opportunities to discuss expired terms and vacancies.

In the first submission of the plan, there are two targeted disparate objectives. The first wasn't clear and the second wasn't really a targeted disparity objective because it was too broad and didn't identify a specific group. Brian clarified the language on the targeted disparity objective and on the second took away the targeted disparity designation.

The Council was asked to include the amount of money that is designated in the state plan. So Brian reported that according to the Council's federal law \$50,000 per year goes to the Department of Commerce for its direct support of the Council.

Brian is asking the Council to approve the state plan so he can submit it by August 15th. Once it is approved by the federal agency it will be a fully approved state plan.

Motion: to approve changes to the state plan. Mike moved and Alex seconded. The motion carried.

July 22, 2022

Budget Report: Aziz gave an update on the Council's budget. He shared that the federal award is broken down into two segments. One is council operation and one is state plan. Council operations we have budgeted approximately a little over \$97,000. The state plan budget allotment is 70 percent of the budget allotted is \$1.153 million.

He stated that the council approved one million 500,000, so far \$530,981 has been spent. There is approximately \$970,000 left in the balance plus the \$37,000 used as a rainy day fund if we need to use those funds. All the funds must be contracted, by September 30th and they all have to be spent by September 30th, 2023.

The Council has submitted an extension as for spending the money after the due date, which has not officially been approved. Once it's officially approved, Aziz will let the Council know, because we may not be able to spend all of these dollars by September 30 of 2023. But if they approve our request, then we are going to have another year to spend these funds.

The Informing Families interagency agreement the Council has with DDA for fiscal year 2022 which ended June 30th of this year. There are currently two categories that fall under the informing families agreement.

One is a communication project funds the six local coordinators covering the six geographical reasons of the state. It is also a front the door project creating a partnership with DDA and local organizations intended to have an inviting and transparent process. \$276,973 was budgeted for this project and we have \$92, 825 remaining through May close. It's important to know that this because after May close we have one fiscal month in that fiscal year to spend these dollars.

The other project is under cultural and linguistic. It works with families from various backgrounds. \$52,000 was budget for this and \$37,173 has been spent which leaves a balance of 14,827.

Aziz gave a snapshot of the Council's different funding streams. He reported that the Council is currently utilizing federal award 2021 funds. We have not started to spend federal award 2022. However, we have received all of the funds for federal award 2022, which is about \$1,526,688. There are a couple of other federal awards as well. One is to expend public health and one addresses COVID vaccine hesitancy. None of these dollars have been spent yet. As of the end of May, the Council has also received state money for the equity project. None of the \$631,000 awarded has been spent. There is also \$131,000 for staffing of the policy analyst who's going to be taking on the role of working with diverse organizations to come up with some sort of a plan.

Executive Director Update: Brian shared that the COVID-19 hesitancy grants worked in collaboration with the network partners and the independent living centers to fund some grass roots organizations across the state to increase the number of people getting vaccinated. In the end of that process, our council funded four grants, three of them for 25,000, one of them for 15,000. One is to work to get people who are homeless in Whidbey Island vaccinated, one works with the Asian community in Spokane and another works with the Hispanic and Latino population also in Spokane. There is also a rural population in Ellensburg that are all being funded through these grants. We almost have them all in contract.

Another pot of Covid-19 dollars doesn't need to be spent out until 2024. There may be some other options to use the \$90,000. It has much more to do with supporting healthcare efforts, not just vaccination efforts.

Due to COVID-19 over the last few years and not being able to meet as a council in person along with other meetings and projects in general, having to reorganize themselves, spending has of slowed down. So this gives us an opportunity to catch up.

The diversity, equity and inclusion legislative funding is \$631,000. DRW and some council efforts went into advocacy for us to get this money. There is \$131,000 to hire into a policy level position.

The other \$500,000 according the budget proviso requires us to contract with a BIPOC to create legislative report on the barriers to support and services that people from marginalized communities experience in getting services. We will be contracting with a BIPOC organization to bring together groups of stakeholders to create that report. The report will not only talk about the barriers but address ways to eliminate them. The position is being approved through the Dept. of Commerce and Brian hopes to have it posted soon.

The position will also be working with the council to help implement what is in the state plan around diversity, equity and inclusion.

Brian shared that the request for proposals (RFPs) are almost ready to be posted on the Council's website. The hope is to have them in place by September 1st.

Brian reported that the contract with DDA for Informing Families is almost in place. The other two contracts are DEI and the advocacy partnership. The advocacy contract is currently with The Arc of Washington. The hope is to have a more robust competition for those contracts from either multi-cultural organization or self-advocacy organizations. Staff is writing the RFP's to allow that to happen for both SAIL and the advocacy partnership. The SAIL RFP will have an emphasis, not requirement, but an emphasis on self-advocacy organization applications. We're trying to open it up in a way that hasn't been before. SAIL and advocacy partnership are longstanding projects and they do really great work.

Brian reminded the Council reviewed and recommended applications to be funded by DDA through the Dan Thompson fund. DDA then had the option to accept the recommendations or not. He sent another round of recommendations to DDA this last Tuesday. There has been some confusion from people in the community around how we promoted this and how it is being interpreted at DDA. There are concerns about the process in terms of how long it's taking for things to get into contract and how that's moving along. We are looking at ways of communicating with DDA, one in the short-term to look at how things are moving out now and maybe having some impact on that system.

The hope is that in the future there is a formalized and specific plan to how information goes out to people, how communications happen and what the timeline is going to be.

The Dan Thompson Committee will be meeting to go through all of this and to address a whole lot of different issues in different ways. So that's going to be happening before the end of the summer.

Brian is going to make sure that the new Executive Director is updated and involved in the process as soon as they start. This will ensure a smooth transition for them to oversee the grant application process.

He acknowledged how staff have really stepped up and into everything to ensure that everything ran smoothly while the Executive Director recruitment/interview and onboarding process happened.

Public Comment: Sandy Gruber was hoping to hear more about the Executive Director search as a member of the public and as an advocate/parent of an individual with developmental disabilities. She is wondering how DEI factored into the search for the Executive Director.

Gabriela shared that when SM Diversity presented to the Council at the meeting on Thursday they presented on how far and wide and in what social media and different groups the announcement went. She stated that the Council selected a company that was focused on diverse groups and populations.

One of the thing that was concerning to us as a council moving forward were DEI issues as they apply to people of color, as they apply to people with criminal backgrounds and rural communities. All different types of people who traditionally do not have access would have access and that people with disabilities would be able to apply. We came up with a plan that was very specific to be able to address that. What was important to the Council was that we were doing a process that was open to that. It was critical to hire and contract with an organization that would provide specific DEI support, which was SM Diversity. And they guided the Executive Committee through the process. They provided data and they provided the supports to be able to create a welcoming place for people to be able to apply and it was primary to the entire search.

Gabriela added that the process was clear from the beginning. The committee worked with Adana to come up with interview questions through each part of the interview process. The interviews were conducted in a professional manner with every single candidate.

Sandy also expressed concern over the recruitment process and wanted to make sure staff new that the application process was difficult. Staff ensured that there is communication with the Governor's Office and we will work with them to make that any glitches are addressed.

Executive Director Emeritus: Gabriela shared that the Executive Committee discussed and are proposing that the title of "Executive Director Emeritus" be granted to Ed Holen. Who served as Executive Director of the Council for decades and created the foundation of which the Council exists. Since retiring he is supporting Councils across the nation and territories to be stronger in their advocacy with and for people with developmental disabilities.

He recently provided pro bono support of the process to select a new executive director for the Council. The Executive Committee would like to recognize his extraordinary experience and commitment to people with developmental disabilities with and their families in our state and his service to the Council.

They are requesting that the Council install on Edward M Holen the title of Executive Director Emeritus. This title comes with no:

Salary or other privileges;

Power to vote or in any other way influence the council's advocacy or agenda;

Representation of the council in policy or other issues within the public sphere; and

Participation in council meetings or other activities

It is simply a title of respect representing the gratitude of the members and staff of Council. Gabriela asked for a motion.

Motion: to grant the title Executive Director Emeritus to Edward Holen. Alex moved and Phil seconded. The motion carried unanimously.

Brian has a proclamation that he is hoping that the Chairs and himself would sign and maybe bring Ed to the October Council meeting and honor him with a presentation of the document.

Something else he would like to mention is that he has a request from others that recognize the Executive Director Search Committee, which is also our Executive Committee, for all the work that they did to get us to this point.

The commitment that they had, the passion they had for it, and it all came together to get us through yesterday and to a now future. It was brought to my attention that they should also be recognized with declaring this day, July 22nd in honor of the executive director Search/Executive committee. This proclamation will recognize this.

Motion: to approve the proclamation to recognize the Executive Director Search Committee for all of their hard work. Danny moved and Mike seconded. The motion carried unanimously.

Agenda for October 2022 Council Meeting: Brian shared that the Council will be welcoming its new Executive Director. The Council would like to begin bringing in guest speakers. He will also give a broader presentation on the Dan Thompson trust.

Diana Stadden will come present on the Advocacy Partnership Project. There will also be a discussion about the upcoming legislative session.

With that there was a call for a motion to adjourn the meeting.

Motion: to adjourn the July 2022 Council meeting. Sydney moved and Phil seconded. The motion carried unanimously.

DDC All Programs		Budget - August 2022		
Fund Source	Total Funding	Expenditures	Balance	Percent of Total Budget
Federal Award 2021	\$1,537,486	\$756,026	\$781,460	36.48%
Federal Award 2022	\$1,533,074	\$0	\$1,533,074	36.38%
Federal Award - Exp Pub Health	\$95,319	\$0	\$95,319	2.26%
Federal Award - Covid Hesitancy	\$88,181	\$24,950	\$63,231	2.09%
General Fund State - Racial & Equity	\$631,000	\$0	\$631,000	14.97%
Informing Families FY23 (IAA with DSHS)	\$328,973	\$7,068	\$321,905	7.81%
Total	\$4,214,033	\$788,044	\$3,425,989	100%

Notes:

1. FY21 award includes 35,382 in PR reallocation.

Federal Award 2021			
Budget		Actuals	Variance
Council Operations		Expenditures thru August 2022	
Expenditures:			
Salaries and Benefits	231,396	132,010	99,386
Goods and Services	60,000	18,880	41,120
Travel	1,000	0	1,000
Equipment	5,000	0	5,000
TOTAL	297,396	150,890	146,506
Percentage of Total Budget		19%	51%
Budget		Actuals	Variance
State Plan Activities		Expenditures thru August 2022	
Expenditures:			
Salaries and Benefits	539,924	298,118	241,806
Goods and Services	63,100	79,677	(16,577)
Travel	35,000	4,018	30,982
Equipment	5,000	0	5,000
Grants	440,000	120,232	319,768
Executive Director Recruitment	30,000	16,056	13,944
Council Meeting Costs	40,000	37,035	2,965
TOTAL	1,153,024	555,136	597,888
Percentage of Total Budget		75%	48%
Budget		Actuals	Variance
Combined Budget		Expenditures thru August 2022	
Expenditures:			
Salaries and Benefits	771,320	430,128	341,192
Goods and Services	123,100	98,557	24,543
Travel	36,000	4,018	31,982
Equipment	10,000	0	10,000
Grants	440,000	120,232	319,768
Executive Director Recruitment	30,000	16,056	13,944
Council Meeting Costs	40,000	37,035	2,965
Indirect	50,000	50,000	0
Council Approved 1-yr Budget	1,500,420	756,026	744,394
Total 2021 Award	1,537,486	50%	
Balance	37,066		

Notes:

- Award period began October 1, 2020. Must be obligated by September 30, 2022 and fully liquidated (spent) by September 30, 2023.
- Started spending in December 2021.
- Grants budget line item includes the following:
 - Advocacy Partnership - 200,000
 - Local Leadership - 130,000
 - Self-Advocacy - 100,000
 - SAIL - 80,000
 - Self-Advocacy Capacity Building - 20,000
 - Innovative Projects - 10,000

Total - 440,000
- Award includes a re-allotment in the amount of 35,382.

**Informing Families - Roll Up
FY22**

Expenditures:

	Budget	Actuals	Variance
	<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Salaries and Benefits			
Goods and Services			
Grants	8,352	637	7,715
Travel	67,200	6,170	61,030
Indirect	248,120	0	248,120
	1,000	53	947
TOTAL	328,973	7,068	321,905

Engaging With Communities - FY23			
Budget		Actuals	Variance
<i>July 1, 2022 to June 30, 2023</i>		<i>YTD Expenditures thru August 2022</i>	
Expenditures:			
Benefits			
Grants	0	53	53
TOTAL	155,500	0	155,500
	155,500	53	155,447

Brief Project Description:

This project funds 11 local coordinators covering six geographical regions of the state. It also funds front door projects to create a partnership with DDA and local organizations intended to create inviting and transparent experience for people who may benefit supports and services.

Communication Project - FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Expenditures:				
Good and Services		6,200	0	6,200
Travel		1,000	0	1,000
Grants		92,620	0	92,620
TOTAL		99,820	0	99,820

Brief Project Description:

Pays for the Informing Families website, communication consultant, resource folders, and blog writers.

Translation - FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Expenditures:				
Good and Services		10,000	0	10,000
TOTAL		10,000	0	10,000

Brief Project Description:

Lifecourse Materials - FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Expenditures:				
Good and Services		20,000	0	20,000
	TOTAL	20,000	0	20,000

Brief Project Description:

P2P Support - FY23

	Budget	Actuals	Variance
	<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Expenditures:			
Good and Services	4,000	0	4,000
TOTAL	4,000	0	4,000

Brief Project Description:

- a. Provide training to P2P coordinators on accessing and using Informing Families resources
- b. Share Informing Families resources on P2P website and social media accounts
- c. Identify Informing Families resources that should be translated into Spanish
- d. Lead webinar(s) for Spanish-speaking families about accessing and using Informing Families resources

MyLifePlan Review - FY23

	Budget	Actuals	Variance
	<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Expenditures:			
Good and Services	2,000	0	2,000
TOTAL	2,000	0	2,000

Brief Project Description:

- a. Stipends for focus group participants to review the My Life Plan tool and give feedback and recommendations for improvement: \$2,000
- b. Summary of feedback and recommendations

NPS - FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Expenditures:				
Good and Services		25,000	6,170	18,830
	TOTAL	25,000	6,170	18,830

Brief Project Description:

a. Quarterly newsletter

Staff Time - FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru August 2022</i>	
Expenditures:				
Salaries & Benefits		8,352	637	7,715
Indirect		4,301	208	4,093
TOTAL		12,653	845	11,808

Brief Project Description:

G.G. ET AL. V MENESES ET AL. (RAINIER SCHOOL)

On September 2, 2022, two individuals and Disability Rights Washington filed a systemic lawsuit against several state officials for the harm they do to people with developmental disabilities at Rainier School. The Rainier School is a large state-run, residential institution in rural Pierce County. It is a dangerous place to live. It has a long history of failing to provide a healthy and safe environment for residents. The mistreatment and neglect within its walls have maimed, hospitalized, and killed residents.

Despite knowing for years that Rainier School is a substandard and dangerous facility, Defendants continued to permit Rainier School to operate, admit, and serve individuals with intellectual, developmental, and psychiatric disabilities who have intensive support needs. This has placed residents at significant risk of harm and resulted in actual ongoing serious harm to the individuals that live there.

This lawsuit argues that the state's willful failure to keep residents safe and deliver them the services they need violates various Constitutional and statutory rights of the residents of Rainier. To learn more about the harm people suffer, the dangers at Rainier, and the ways all of this violates the law, you can watch this report from King 5 News and review the complaint filed in federal court and linked [here](#).

Case Documents	<ul style="list-style-type: none"> G.G. et al. v Meneses et al. COMPLAINT https://www.disabilityrightswa.org/wp-content/uploads/2022/09/Complaint-1.pdf G.G. et al. v Meneses et al. COMPLAINT Exhibits. A-D – 1 https://www.disabilityrightswa.org/wp-content/uploads/2022/09/Complaint-Exhs.-A-D-1.pdf
Other Documents	<ul style="list-style-type: none"> Reports on Rainier School and other Residential Habilitation Centers in Washington state: <ul style="list-style-type: none"> No Excuses https://www.disabilityrightswa.org/reports/no-excuses/ No More Excuses https://www.disabilityrightswa.org/reports/no-more-excuses/ No Excuse for Exclusion https://www.disabilityrightswa.org/reports/no-excuse-for-exclusion/ Chaotic and Dangerous https://www.disabilityrightswa.org/reports/chaotic-and-dangerous/ “Shut Them Down” https://www.disabilityrightswa.org/reports/shut-them-down-its-time-to-close-washingtons-dangerous-residential-habilitation-centers/
Media Coverage	<ul style="list-style-type: none"> September 2022 <ul style="list-style-type: none"> The News Tribune ‘Dangerous place to live’: Why state-run home for vulnerable adults is under fire again



<https://www.thenewstribune.com/news/local/article265568811.html>

- KING 5 ‘Substandard and dangerous’: Lawsuit alleges state’s Rainier School unsafe

<https://www.king5.com/article/news/lawsuit-rainier-school-history-failures-disabled/281-a73e773a-8454-4416-9eb4-e33665fad94b>

**Developmental Disabilities Council
Membership and Communications Committee
Proposed Agenda**

Date: October 20, 2022

Time: 1:00 PM to 3:00 PMM

Location: SeaTac Radisson
18118 International Blvd
Seattle WA 98188

Zoom Link: <https://us06web.zoom.us/j/3828770345>

Call-in number: 253-215-8782

Meeting ID: 382 877 0345

Members: Alex Koval (Chair), Katie Mirkovich, Roslyn Guerrero, Princess Klus, Cami Nelson, Ros Damm, Sherrie Brown, Mark Harness and Monica Burke

Staff: Linda West

1:00	Call to Order Welcome/Introductions	Alex
1:20	Adjust Agenda Approval of Minutes Reading 22-MC-07	Alex
1:30	2023 Committee Work Plan Handout	Brian

1:45	Membership Recruitment Reading 22-MC-08 Organization List Increased Outreach Strategies for Self-Advocate Recruitment Geographic Needs/ # of Open Positions Recruitment Committee Membership Tentative Interview Dates	
1:50	Council Website Additions to Website <ul style="list-style-type: none"> • ReciteMe • Google Translate 	Staff
2:05	Break	
2:15	Policy # 418 Council Member Support Reading 22-MC-09	
2:45	Next Steps Agenda Items for September	Alex
2:55	Report to Full Council	All
3:00	Adjourn	Alex

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.

Developmental Disabilities Council
Membership Committee Minutes
July 22, 2022

Present: Sherrie Brown, Monica Burke, Ross Damm, Gabriela Ewing, Roslyn Guerrero, Sydney Krebsbach, Alex Koval, Princess Kluss, Cami Nelson, Leigh Spruce,

Staff: Linda West, Kathy Easton

Call to order and Introductions: Alex called the meeting to order and asked everyone to introduce themselves.

Motion: to approve the April 2022 minutes as written. Cami moved and Princess seconded. The motion carried.

Membership Recruitment: Linda stated that she called the Governor's Office earlier this summer and asked for all application that have come in. she only received five or six and all were parents except one that was an individual with a brain injury.

The Committee wants to do another outreach push. This will include sending the recruitment flyer to all disability organizations including the Arcs, Parent Coalitions. Also, we are looking at mailing to organizations that applied to the Dan Thompson memorial trust. This is a whole list of organizations that have been tapped into before. She also asked Committee members to share to anyone they know of who would be interested in membership.

Sherrie shared that DRW has a list of organizations that would be great even if there was an overlap. She will send a list to Linda.

The Committee reviewed that map of current members which also shows the areas that do not show representation. Linda shared that though the push is to recruit for more self-advocate membership anyone is more than welcome to apply.

Anthony expressed interest in serving on interview committee along with Alex, Princess and Monica.

Website Review Timeline: Linda shared that the Council's website is brand new. Staff is in the process of making sure all of the links work and if there is any missing information.

The Committee made a specific request to make sure that there is a link to the Informing Families website and a Council website link from Informing Families.

The Committee asked that the public policy position when it is ready.

Committee Job Description: The Committee noted that its job description language needs to be changed from "metadata to just "data. Linda will bring a revised job description to the October Committee meeting.

October Committee Agenda: The Committee reviewed the items for its October meeting. It will consist of:

Job description review;
Membership update; and
Website update

Motion: to adjourn the Committee meeting. Ross moved and Cami seconded. The motion carried.

Reading 22-MC-08

Dan Thompson Contractor Mailing Lists					
Organization	Address	City	St	Zip	Phone #
321 Buddy Fundraising	10910 36th Ave Ct E	Tacoma	WA	98446	206-353-9931
Able Opportunities	PO Box 468	Hansville	WA	98340	206-406-9900
Access Living	1200 Harris Ave Ste 307	Bellingham	WA	98225	360-319-5200
Alatheaia Therapeutic Riding Ctr	2170 Sleppy Hollow Heights	Wenatchee	WA	98801	509-630-8710
Alpha Supported Living Svcs	16030 Juanita Woodinville Way NE	Bothell	WA	98011	206-284-9130
Arc of Grays Harbor	523 W First St	Aberdeen	WA	98520	360-500-0572
Arc of King County	233 6th Ave N	Seattle	WA	98109	206-829-7035
Arc of Snohomish Co	2500 Hewitt Ave Ste 300	Everett	WA	98201	425-258-2459
Arc of Spokane	320 E 2nd Ave	Spokane	WA	99202	509-328-6326
Arc of the Peninsulas	3243 N Perry Ave	Bremerton	WA	98310	360-377-3473
Arc of Tri-Cities	1455 Fowler St	Richland	WA	99352	509-783-1131
Arc of WA St	2638 St Ave NE	Olympia	WA	98506	
Ashby Family Care & Support	14906 NE 3rd Circle	Vancouver	WA	98684	971-570-2819
Asotin Co Community Svcs	549 5th St Ste A	Clarkston	WA	99403	509-758-8349
Aveanna Healthcare	1120 N Mullen Rd Ste 206	Spokane Valley	WA	99206	509-368-9252
Aveanna Healthcare	7602 Bridgeport Way W Ste 2B	Lakewood	WA	98499	253-912-4860

Reading 22-MC-08

Aveanna Healthcare	9105 NE Hwy 99 Bldg A Ste 202	Vancouver	WA	98665	360-693-7595
Aveanna Healthcare	3180 W Clearwater Ave Ste J	Kennewick	WA	99336	509-783-3600
Aveanna Healthcare	415 N Mission St	Wenatchee	WA	98801	509-470-8205
Aveanna Healthcare	307 12th Ave Ste 18	Yakima	WA	98902	509-248-3680
Benton Co Accessible Communities	620 Market St	Prosser	WA	99350	509-736-3085
Camelot Society	6912 220th St Ste 301	Mt Lake Terrace	WA	98043	425-771-2108
Cascade Community Connections	2023 E Sims Way #115		WA		360-774-3342
Cascade Connections	1354 Pacific Pl Ste 101	Ferdnale	WA	98248	360-714-9355
CHDD UW	Box 357920	Seattle	WA	98195	206-685-2574
Central WA Disabilities Resources	301 E 2nd Ave	Ellensburg	WA	98926	509-962-9620
Children's Development Ctr	1549 Georgia Ave SE		WA		509-735-1062
Children's Therapy Ctr	19811 SE Kent Kangley Rd	Kent	WA	98030	253-216-0772
Clallam Mosiac	301 E Lopex Ave Rm #4	Port Angeles	WA	98362	360-797-3602

Reading 22-MC-08

CM & CS Services	PO Box 831	Port Orchard	WA	98366	360-874-4404
Community Alternatives for People w/ Autism	12001 Pacific Ave S #201	Tacoma	WA	98444	253-536-2339
Community Homes	PO Box 1240	Bothell	WA	98041	425-233-6960
Community Living	125 N 50th Ave	Yakima	WA	98908	509-966-1998
Community Residential Svcs Assoc	16030 Juanita-Woodinville Way NE	Bothell	WA	98011	360-426-0077
Down Syndrome Community of Puget Sound	3120 139th Ave SE Ste 500	Bellevue	WA	98005	206-257-7191
Easterseals WA	200 W Mercer St Ste 210E	Seattle	WA	98119	505-919-9859
ESD 105	33 S 2nd Ave	Yakima	WA	98902	509-454-3310
Family Education & Support Svcs	6840 Capitol Blvd Bldg 3	Tumwater	WA	98501	360-561-4546
Family Resource Ctr of the Tri-Cities	5009 W Clearwater Ave Ste F	Kennewick	WA	99336	509-416-3383
Harbor Health Solutions	8120 Freedom Ln NE	Lacey	WA	98516	360-402-5953
Hispanic Disability Support	5107 E Fourth Plan Blvd #109	Vancouver	WA	98661	360-583-0792
Holly Community Services	2620 N Harbor Loop Dr Ste 2	Bellingham	WA	98225	360-676-4126
Hope Central	3826 S Othello St	Seattle	WA	98118	206-455-9843
IEmbrace	1801 1st Ave Ste 4A	Longview	WA	98632	

Reading 22-MC-08

Island Co DD Program	105 NW 1st St / PO Box 5000	Coupeville	WA	98239	
Kennewick School District	125 S Conway Pl	Kennewick	WA	99336	509-222-5028
Kitsap Co Axxessible Communities Advisory Comm	614 Division St MS 23A	Port Orchard	WA	98366	
Kokua Services	1226 Carpenter Rd SE Ste B-1	Lacey	WA	98503	360-789-3879
L'Arche Tahoma Hope	12302 Vickery Ave E	Tacoma	WA	98446	253-535-3178
Lopez Island Family Resource Ctr	PO Box 723	Lopez Island	WA	98261	360-468-4117
Morningside	113 S Valley St	Port Angeles	WA	98362	360-477-8880
NW Autism Ctr	528 E Spokane Falls Blvd Ste14	Spokane	WA		509-328-1582
Open Doors	24437 Russell Rd Ste 110	Kent	WA	98032	
Parkview Services	17544 Midvale Ave N Ste LL	Shoreline	WA	98133	206-450-7412
PAVE	PO Box 65969	Tacoma	WA	98464	253-565-2266
Pierce Co Coalition for DD	3716 Pacific Ave Ste A	Tacoma	WA	98418	253-564-0707
Puget Sound Regional Svcs	149 Park Ave N	Renton	WA	98057	206-35-5700
Quilceda Community Svcs	9610 48th Dr NE	Marysville	WA	98270	

Reading 22-MC-08

Rays of Hope Adult Family Home	1107 126th St Ct E	Tacoma	WA	98445	206-412-9431
Seattle Children's Hospital	4800 Sandpoint Way NE	Seattle	WA	98105	206-987-8080
Seattle Special Ed PTSA	7323 17th Ave NW	Seattle	WA	98117	206-349-7809
Self-Advocates in Jefferson Co	293383 US Hwy 101 #B	Quilcene	WA	98376	360-773-2234
Sherwood Community Svcs	402 91st Ave NE		WA		425-367-1687
Skills'kin	4004 E Boone Ave	Spokane	WA	99202	509-209-2431
S Kitsap Special Olympics	2169 SW Warbler Way	Port Orchard	WA	98367	360-871-6367
Special Olympics WA	2815 2nd Ave Ste 370	Seattle	WA	98121	
Stand Together Supported Living	27228 SE 230th St	Maple Valley	WA		
Summit Community Ctr	4605 88th Ave SE	Mercer Island	WA	98040	
Thurston Co Inclusion	PO Box 4221	Tumwater	WA	98501	360-515-8080
Total Living Concept	1132 W James St	Kent	WA	98032	253-329-6384
UW	Box 357920	Seattle	WA	98382	206-685-0289
VADIS	1701 Elm St E	Sumner	WA		253-370-1453
Valley Residential Svcs	240 Bush St	Walla Walla	WA	99362	509-522-0400
WA Autism Alliance	721 4th Ave #891	Kirkland	WA	98033	

Reading 22-MC-08

Whatcom Ctr for Early Learning	2001 H St	Bellingham	WA	98225	360-966-1027
WISE	16040 Christensen Rd	Tukwila	WA	98188	
Yakima Family YMCA	3800 River Rd	Yakima	WA	98902	509-490-3908
YMCA of Snohomish Co	10601 47th Pl W	Mukilteo	WA	98274	425-493-415

Policy No. 418

Council Member Supports

Proposed Changes

Background

~~It is the goal of the DDC that all members fully and actively participate in all Council meetings and policy setting decisions.~~

The DDC is committed to providing the necessary supports for the full, active and meaningful participation of Council members and guests at Council meetings and Council sponsored events. The DDC is committed to providing supports to Council members who represent the Council at public and private meetings.

Providing support is a team effort including all the staff and all the members. In order to maintain an environment in which all may thrive, diligence in supporting each other is primary to success. Council staff will work as team to provide formal supports and ensure that everyone is able to participate in developing and implementing the Council's State Plan and policy agenda.

~~Members of the Council may, at different times, need various supports to fully participate.~~

~~The Council Staff, at the direction of the Membership Committee, will ensure that supports are individually planned and delivered in a way that responds to the needs of the individual member.~~

At the direction of the Membership Committee, Council staff will arrange and implement the resources necessary to providing supports:

- In a manner that respects the confidentiality of individual Council members;
- Is respectful and responsive to individual needs;
- Is respectful of an individual's identity and culture;
- Is flexible to meet changing needs;
- Respects the individual Council member's power to direct how their own supports will be provided.

~~A Council staff member will be designated as the Member Support Coordinator and serve as a single point of contact.~~

The Member Support Coordinator will serve as the single point of contact for all Council member support needs. The Member Support Coordinator will work with other Council staff to arrange and implement all support resources. The Member Support Coordinator will also recruit and supervise any contracted support resources. Member Support Coordinator activities include, but are not limited to:

~~The member support coordinator will be responsible to:~~

~~A Developmental Disabilities Council staff person will be designated the Member Support Coordinator and will be responsible to:~~

~~Contacting the new Council member prior to attending their first council meeting either by phone, letter, email, or in person. The Member Coordinator will determine initial supports, discuss available supports and accommodations, give information on how to make travel arrangements and answer questions or direct questions to Council staff best able to answer~~

- Communicating with new members prior to their first Council meeting to determine initial support needs and travel arrangements;
- Providing information on the structure and schedule of Council meeting;
- Working with the members to secure needed resources at the direction of the members;
- Working with members during the meeting to adjust supports;
- Being the primary contact for all supports, reasonable accommodation issues and emergencies for Council members, support people and Council staff;
- Being responsible for all logistical concerns prior to, during and immediately after Council meetings and events;
- Ensuring all new support people understand the “Council Member Supports” policy, appropriate conduct, and all paperwork is complete for each member and support person at the beginning of contracting and on an ongoing basis;
- Maintaining an updated list of available direct support professionals, transportation options and other reasonable accommodation resources;
- Coordinating with the Membership Committee and other staff members to ensure all Council members have the opportunity to actively and fully prepare to participate in meetings and events of the Council;

- Direct support people to provide supports to other Council members if it doesn't interfere with the supports given to the individual Council members to whom they are assigned;
- Mediating issues between the Council member and support person, if needed;
- ~~Helping to create an atmosphere that is conducive to all support people and Council members working in a positive and productive environment. Providing back up supports for Council members and working as a team with the support people during all Council sponsored events and required activities.~~
- Working with outside Departments and agencies to ensure that all supports are provided to Council members who participate on other boards and commissions as representatives of the Developmental Disabilities Council.

~~Contact the new Council members individually and confidentially after their first meeting to refine the supports provided for the future. Future meetings may be needed with Council members to redefine, change or enhance supports that may be needed. All supports will be determined by the Council member in coordination with the Member Coordinator.~~

READING 22-MC-09

The Council, through the Member Support Coordinator, will sub contract with direct support professionals of the Member's choosing, or a community support organization, to provide support needed by members.

Direct support professionals and childcare will be paid at the hourly prevailing rate based on services provided in community settings.

The Council will not pay for services afforded to the member through another state, local, federal, or private funding source.

As used above, "support" includes, but is not limited to, personal support activities, note taking, travel assistance, family supports and child care and includes planning for the services, putting them in place, evaluating how they work.

If travel is a hardship for any member, a travel advance will be provided. All travel advances must be approved by the Executive Director or his designee.

If overnight stay is required within or outside the state, the Council staff will make payment arrangements in advance of the event.

This policy will apply to out of state travel required or paid for by the Council.

Brandi Monts, Executive Director
1-800-634-4473 or (360) 586-3558
brandi.monts@ddc.wa.gov

**Developmental Disabilities Council
Governance Committee
Proposed Agenda**

Date: October 20, 2022

Time: 1:00 PM to 3:00 PM

Location: SeaTac Radisson
18118 International Blvd
Seattle WA 98188

Zoom Link:

<https://us06web.zoom.us/j/84306945610?pwd=T3FIWUJLM1hZMTdOSTdWcUxWdW5TdZ09>

Call-in number: 253-215-8782

Meeting ID: 843 0694 5610

Passcode: 096682

Members: Adana Protonentis (Chair), Danny Holmes, Phil Tracy, Alexandra Toney, Thanh Kirkpatrick, Mike Raymond, David Carlson, Teresa Boden and Tavares Terry

Staff: Brandi Monts

1:00	Call to Order Welcome/Introductions	Adana Protonentis
1:05	Adjust Agenda	Adana Protonentis
1:10	Approval of Minutes Reading 22-G-07	Adana Protonentis

1:15	Review 2023 Committee Work Plan Handout	Staff
1:45	Review Policy 418 Changes Reading 22-G-08 Policy 418 Council Member Supports	Staff
2:15	Break	
2:25	Charter Review and Revision Reading 22-G-09	Staff
1:50	Next Steps Agenda Items for October	Adana Protonentis
1:55	Report to Full Council	All
2:00	Adjourn	Adana Protonentis

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.

**Developmental Disabilities Council
Governance Committee
Draft Minutes
July 22, 2022**

Date: July 22, 2022

Time: 9:15 AM to 10:30 AM

Location: SeaTac Radisson
18118 International Blvd
Seattle WA 98188

Present: Danny Holmes, Phil Tracy, Alexandra Toney, Thanh Kirkpatrick, Mike Raymond, David Carlson, Teresa Boden and Tavares Terry

Staff: Brian Dahl

CALL TO ORDER

Danny Holmes is taking over the duties of chair for this meeting. He called the meeting to order and asked the members and staff to introduce themselves.

ADJUST THE AGENDA

Danny briefly went through the agenda. It is a very short meeting today because the activities of choosing a new executive director, necessarily, took up a lot of Council meeting time. No one had any changes for the agenda.

APPROVAL OF MINUTES

Staff briefly reviewed the minutes from April 2022. Danny then called for vote to approve the minutes. Phil Tracy made the motion and Mike Raymond seconded. The motion passed.

COMMITTEE JOB DESCRIPTION

Staff read the job description with changes suggested by this committee at the April meeting. This description will be included in the appendix of the Council's Charter once it is reviewed and updated. It is a possibility that further changes will be made to this document before it is published in the Charter. By the October meeting, the Council will have a new executive director who may work with the Council and staff to make changes to the Council meeting structure.

REVIEW AND UPDATE COUNCIL POLICIES

One of the responsibilities of this committee is to conduct an on-going process of review of internal Council policies. Several policies have not been reviewed in many years and may need to be updated.

For this meeting staff reviewed Policy 418 Council Member Supports and Policy 421 on Nominating a Council Chair. Because of time restraints, there was no time to take a deep dive into either of these policies. Staff will work on possible updates to these policies with the Executive Director and bring them back to the committee in October 2022 for further review and refinement. Once this process is complete, the committee will forward the policy to the full Council for approval.

It is custom to allow other committees to suggest changes to policies that affect their work. With this in mind, the Membership and Communications Committee will also review the changes suggested by staff. These suggestions will be considered by the Governance Committee before a final version is forwarded to the full Council for approval.

AGENDA ITEMS FOR OCTOBER 2022

Review changes to policies 418 and 421
Begin work on revising the Council Charter

REPORT TO FULL COUNCIL

Danny worked on the items to discuss in his report to the full Council.

ADJOURN

Danny adjourned the meeting at 10:30 AM so members could take a break before resuming Full Council activities.

Policy No. 418

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Proposed Changes

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Reading 22-G-08

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Brandi Monts, Executive Director
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brandi.monts@ddc.wa.gov

WASHINGTON STATE DEVELOPMENTAL DISABILITIES COUNCIL CHARTER

Pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, P.L. 106.402, as amended, (hereafter the Act) and Executive Order 96-06, the Washington State Developmental Disabilities Council (hereafter the Council) shall undertake advocacy, capacity building and systemic change activities.

The goal of these activities is to assure individuals with developmental disabilities are able to live independently, productively, with choice and self-determination, and integrated and included in all facets of community life.

The Council shall develop and implement a State Plan that outlines the performance targets and activities that address the goals in the State Plan and other requirements of the Act. In addition, the Council shall prepare and approve a budget to implement the State Plan.

Membership

The membership of the Council shall be appointed by the Governor and be consistent with the requirements of the Act and the Executive Order.

The members of the Council, with the exception of the representatives of the principal state agencies, shall be appointed to serve for three years. In the case of a vacancy, the appointment shall be only for the remainder of the unexpired term for which the vacancy occurs. No member shall serve more than two consecutive three-year terms.

Governance of the Council

The responsibility of the full Council is governance. "Governance" is defined as the development, revision, and oversight of the internal and external policies directing the work of the Developmental Disabilities Council.

All policies, as adopted by the Full Council, outline the autonomy of the Council to act under the requirements of the federal DD Act, to carry out its mission, advocacy, budget development/implementation, staffing and operations without interference.

Governance Policies describe those principles of prudence and ethics that limit the choice of means (practices, activities, circumstances, methods) used by the Executive Director.

Management Policies describe the Council and Executive Director relationship, including the Executive Director's responsibilities and how the performance of the Executive Director will be assessed.

Operational Policies address Council processes. These include policies describing how the Council conducts its work, how it supports the development and implementation of the State Plan, how it supports new members, and how the Council shall carry out its mission without interference.

The full Council, not individual members or subgroups, is responsible for governance.

Officers

The Council shall have the following officers:

1. Chair

The Governor shall appoint the Council Chair in accordance with the Executive Order.

2. First Vice-Chair

The First Vice-Chair shall serve a term of twelve months beginning at the first meeting of the federal fiscal year.

In the case of a vacancy, the Second Vice-Chair shall become the First Vice-Chair for the remainder of the First Vice-Chair's term and serve one additional term.

3. Second Vice-Chair:

The Second Vice-Chair shall be elected by a majority vote of the full Council at a meeting immediately prior to the expiration of or vacancy of the twelve-month term served by the First Vice-Chair. Nominees will be presented at the meeting prior to the vote. Council members will be given an opportunity to nominate additional candidates on the day of the vote. In the case of a vacancy, an election shall be held to fill the remainder of the term.

The Second Vice-Chair shall serve twelve months in that position, and then will assume the position of the First Vice-Chair. The term of the Second Vice-chair shall begin at the first meeting of the federal fiscal year.

Process to Nominate a Council Chair in the event of a Vacancy

If the Chairmanship of the Council is vacant, the Council will be presided over by the First Vice-Chair until a new Chair is appointed.

The Council shall have a policy and process to nominate people for Council Chair to be submitted to the Governor's Office. The Standing Committee responsible for

membership and/or governance issues shall oversee the nomination process, as outlined in the policy.

Until the appointment is made by the Governor, the First Vice-Chair of the Council shall assume all the duties and responsibilities of the Chair.

Duties of the Officers

1. The Council Chair Shall:

- Appoint the Chairs and members of all standing committees, workgroups, and ad hoc committees of the Council;
- Convene and facilitate the annual, at least, performance evaluation of the Executive Director by the full Council;
- Be an ex-officio member of all standing committees, workgroups and ad hoc committees;
- Convene Council meetings and preside over the meetings or delegate that responsibility to another Council member;
- Resolve disputes regarding the responsibilities of standing committees, workgroups and/or ad hoc committees as they may arise;
- Act as liaison between the Governor and the Council; and
- Implement Council policies related to attendance and participation.

2. The First Vice-Chair shall:

- Preside at meetings in the absence of the Chair or as delegated;
- Preside at Council meetings in the event the Chair wants to actively participate in the discussion of, or has presentation duties, for a given agenda item; and
- Assume special duties and appointments as needed.

3. The Second Vice-Chair shall:

- Preside at meetings in the absence of the Chair and First Vice-Chair;
- Preside at Council meetings in the event the Chair or First Vice-chair has presentation duties for a given agenda item; and
- Assume special duties, represent the Chair and attend meetings as requested.

Prohibition

An officer of the Council shall not make public statements, or advocate a position to legislators, department directors, or other policy makers, which are contrary to a final action approved by the Council.

Meetings

The Council shall approve an annual meeting schedule for the following calendar year no later than September 30th by majority vote when a quorum is present.

The Council shall meet in-person at least four times a year, and more often at the call of the Council Chair or at the written request of twelve or more members of the Council.

Cancellation or modification of meeting dates shall be at the discretion of the Council Chair; however, the Chair may not cancel a meeting called at the request of Council members without prior written approval of the requesting Council members.

All regular and special meetings of the Council and its standing committees, workgroups and ad hoc committees shall be open to the public consistent with state law (RCW 42.30.)

Quorum, Voting, Attendance, and Conduct of Business

Active and consistent participation in Council meetings, standing committee and workgroup meetings is a responsibility of all members. The Council shall have an attendance policy passed by a majority vote at a meeting where a quorum is present. It shall be the duty of the staff of the Council to maintain attendance records of Council members at meetings and to notify the Chair of attendance by a member(s) that is inconsistent with the requirements of the Council's attendance policy. It shall then be the duty of the Chair to address any inconsistencies with the attendance policy. It is the responsibility of the Standing Committee responsible for membership issues to review the policy at least annually and make recommendations, if appropriate, for revision in the policy.

The draft Council agenda shall be distributed to all Council members at least two weeks in advance of the meeting.

The draft Council agenda shall become the official agenda for meeting the requirements of the Public Open Meetings Act when approved by the full Council. Generally, the agenda items should come through a standing committee, workgroup, ad hoc committee or any action item requested by seven or more members of the Council.

Any material related to an agenda item that is submitted four weeks or more prior to a meeting shall be included as an attachment to the agenda. At the time of a meeting the full Council may, as it deems appropriate, remove an item from the agenda, act on it, table it, or refer it to a standing committee, workgroup, ad hoc committee or the Executive Director.

All "final action" items must be so noted on the draft agenda and final action items cannot be added to the agenda of the Council once it is published.

All motions for "final action" of the Council must be submitted in writing from the workgroups and committees and read to the Council prior to vote.

All “final action” must be approved by a majority vote (except as otherwise specified in the Charter) of those present at a Council meeting for which there is a quorum. The vote must be recorded in the minutes.

The Council shall have written parliamentary procedures to be used by the Council in conducting its business including, but not limited to, rules for meeting conduct and a Council member code of ethics.

Minutes of Meetings

The Council staff shall record, distribute, and maintain minutes of all meetings of the Council, its standing committees, workgroups and ad hoc committees.

Sub-Organizations

It shall be the policy of the Council, through the Chair, to use appointed standing committees, workgroups, and ad hoc committees to develop recommendations related to governance responsibilities for consideration by the full Council, so that the full Council can, to the maximum extent possible, use its time on “action items”.

A standing committee is a sub-organization of the Council established on an ongoing basis to make recommendations to the full Council involving a category of governance or policy responsibilities.

The Council shall have Standing Committees which shall be responsible for Membership, Governance, and Public Policy. The responsibilities of each Standing Committee are described in Appendix A to the Charter and these can be amended by a simple majority vote of the full Council. The full Council can determine how many Committees the Council shall have and amend the general responsibilities by a simple majority vote of the full Council.

A workgroup is a sub-organization of the Council established to organize the governance responsibilities of the State Plan on an issue-oriented basis. The general responsibilities of a workgroup are described in Appendix B to the Charter. The full Council can determine how many workgroups the Council shall have and amend the general responsibilities by a simple majority vote of the full Council.

An ad hoc committee is a sub-organization of the Council established on a time-limited basis to make recommendations to the full Council involving a governance or policy responsibility or a category of governance responsibilities. The Chair may appoint such ad hoc committees as may be needed to conduct governance or policy responsibilities.

Each Council member shall be appointed to one standing committee and one workgroup. Membership on standing committees and workgroups shall, to the extent possible, be equal in number. The composition shall, to the extent possible, reflect the diversity of the Council.

The Council shall have an Executive Committee (EC). The committee's purpose is to act as a steering committee to promote inclusion and maintain communication among workgroup and committee chairpersons. The EC shall address any questions regarding process, maintain flow for future DDC meetings, and shall develop the agenda for full Council meetings.

Four members shall constitute a quorum for standing committees and workgroups.

The Council Chair shall appoint the Chairs of the Standing Committees and Workgroups.

A Council member shall not serve as chair of more than one Standing Committee and the chair of Standing Committee is ineligible to serve as a chair of a workgroup at the same time.

A Council member shall not serve as chair of more than one workgroup and a chair of a workgroup is ineligible to serve as a chair of a standing committee.

A chair of a standing committee or workgroup shall serve a one-year term. A chair of a standing committee or workgroup is eligible for reappointment. In the event of a vacancy, a chair shall be appointed to fill the remainder of a term. Annual appointments shall be made at the first meeting of the federal fiscal year.

The Council shall determine the length of the appointment for the chair and members of an ad hoc committee and whether non-Council members will be included. The Council shall approve a written statement of the nature and scope of an ad hoc committee, as well as the number of members and what constitutes a quorum for the purposes of their meetings. The statement shall include an ending date for the work of the ad hoc committee. At the ending date, the ad hoc committee shall conclude its work or seek reauthorization for further work from the full Council. There is no limitation on the number of ad hoc committees on which a Council member may serve as a member or a chair.

Only members of standing committees, workgroups and ad hoc committees shall be permitted to vote and to have their expenses reimbursed by the Council.

Recommendations of a standing committee, workgroup or ad hoc committee must be committed to writing, read to its members prior to a vote, and approved by a majority of members present at a meeting for which there is a quorum and for which proper notice (including date, time, place and agenda items) is given to all members.

Changes to the recommendations of a standing committee, workgroup, or ad hoc committee shall only be made at a meeting for which proper notice (including date, time, place and agenda item) was given to all members or at a Council meeting where the recommendations are a part of the agenda.

The Executive Director, in consultation with the Executive Committee, shall be responsible for designating staffing for standing committees, workgroups, and ad hoc committees.

Reasonable Accommodation

The Council shall have written policies on reasonable accommodation that comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

The policies shall address but not be limited to:

- Availability of independent expertise on accommodating board participation;
- A fair, impartial and internal (to the Developmental Disabilities Council) complaint procedure;
- Availability of a written individualized accommodation plan when requested by a member;
- An overall policy to comply with federal law described above; and
- Training for Council members and staff on their role in providing accommodation.

The Council shall hold its meetings and the activities it sponsors in facilities that meet the requirements of the Americans with Disabilities Act, RCW 49.60 and other applicable state or local policies. At meetings the Council holds or sponsors reasonable accommodations shall be provided so that all members can participate.

Complaint Procedure

The Council shall have a procedure for handling formal complaints.

Compensation of the Council

The members of the Council, who are not representing principal state agencies, shall be entitled to approved expenses according to federal and state rules and regulations and Council policy.

Management

The Executive Director is responsible and accountable to the full Council for the management of Council. Management is defined as the performance of the activities necessary to implement the policies approved by the full Council.

The full Council shall conduct a performance evaluation of the Executive Director at least annually (based on the federal fiscal year) for the purpose of assessing the degree to which policy outcomes were achieved by management.

In order to assure the Council “speaks with one voice”, the Executive Director, within the parameters set forth in policy approved by the full Council, has the sole responsibility of authorizing staff or Council members to represent or speak on behalf of the Council.

The Executive Director or designee, at the Council's delegation, is responsible for authorizing budget expenditures, hiring the number and type of qualified staff as approved by the Council, and is the authorized signatory for all DDC grants and contracts.

The use of the terms "task force", "coalition", "association", "advisory group", or "advisor" shall be reserved for use by the Executive Director to describe individuals or entities engaged in management responsibilities.

Responsibility for the nature, use, number and scope of task forces, coalitions, associations, advisory groups and advisors is delegated to the Executive Director, within the constraints of the Council approved budget and other related policies. The Chair and the Executive Director may, on an exception-to-policy basis, approve the expenses for non-Council participants.

Amendments

Amendments to the Council Charter may be presented by any member of the Council at meetings of the Council for consideration and adoption or rejection at the following meeting. Adoption of amendments to the Charter shall require the approval of a two-thirds majority of those present and voting at the meeting of the Council at which a proposed amendment is to be considered.

Appendix A

Responsibilities of the Standing Committees of the Council:

Membership and Governance Standing Committee shall:

1. Remind the Council, on at least an annual basis, to assess its own performance and make recommendations for improvement as appropriate;
2. Make recommendations to the Council regarding the development, revision, or elimination of governance policies.
3. Update and revise the Council Charter, including governance responsibilities, as necessary and make recommendations to the Council as appropriate;
4. Propose changes to the Executive Director Evaluation Criteria and Process and submit proposed changes to the full Council for approval;
5. Appoint Council member(s) to perform a direct inspection should the Council decide to review Executive Director's compliance with fiscal or budget policy established by the Council;
6. Review, update and make recommendations to the full Council regarding governing documents including, but not limited to the Council Charter and Governance Committee responsibilities in addition to written parliamentary procedures, rules for meetings and the Council member Code of Ethics.
7. Assist the Council in determining the kind and quantity of diversity, skills and experience that is needed in each recruitment "class" of new Council members in order to "fill the gaps" in Council membership, assure the interviewing of potential members, and forward names of candidates to the Governor after reviewing with the full Council how the candidates "fill the gaps" in Council membership;
8. Maintain information about the skills, experience and interests of current members for use by the Council Chair in making appointments to committees, workgroups, and other internal or external committees or workgroups;
9. Perform responsibilities related to nominating a Council Chair as outlined in the Charter;
10. Solicit ideas and suggestions for the orientation, the annual development day, and ongoing education of members;
11. Assure the planning/facilitation of the new member orientation session(s), the planning/facilitation of the annual member development day.
12. Annually evaluate and review the Council's new member orientation, individual development plan process and mentor program and make necessary improvements to those programs;
13. Conduct ongoing surveys of Council members to determine satisfaction with their participation on the Council and evaluate the feedback regarding ways to address issues or concerns that are identified; and
14. Recommend to the Council revisions in the attendance policy and enforce its requirements.

Public Policy Standing Committee shall:

1. Provide input to the Executive Director or designee on proposed agendas for Council meetings.
2. Make recommendations to the Council policies regarding any policies dealing with public policy issues;
3. Develop and recommend the Council's annual legislative agenda for consideration by the full Council;
4. Review ongoing and emerging legislation, rules, policies and issues and make policy recommendations to the full Council;
5. Monitor federal legislation and make policy recommendations to the full Council; and
6. Monitor the developmental disabilities service systems and make policy recommendations to the full Council.

Appendix B

Responsibilities of the Executive Committee

The committee's purpose is to:

- Act as a steering committee to promote inclusion;
- Maintain communication among members;
- Assure the flow of work continues between full council meetings;
- Address questions regarding process flow for future DDC meetings;
- Approve travel/conference attendance applications;
- Review budget reports;
- Review the evaluation tool;
- Draft full Council meeting agenda;
- Review all conflict of interest concerns as stated in Policy 401;
- Review all Code of Conduct violations;
- Review formal complaints involving alleged violations of the DD Act, the Council Charter and the procedures;
- Council-approved policies by members and make a recommendation for action to the full Council; and
- Make recommendations to the Council on issues discussed at EC meeting

Membership

1. DDC Chairperson (Lead)
2. DDC Vice Chairperson
3. DDC Second Vice Chairperson
4. Chairperson of each Standing Committee and Workgroup

The EC will be staffed by the Executive Director or his/her designee.

Responsibilities of Workgroups

Based on feedback from individuals with developmental disabilities and their families, workgroups shall:

1. Develop and oversee the implementation of the State Plan focused on the areas assigned to the workgroup;
2. Make recommendations to the Council related workgroup's assigned issues for the purpose of formulating a proactive Legislative agenda; and
3. Make recommendations to the Council, establishing guidelines and criteria for responding to the legislative initiatives (related to workgroup's assigned issues) of others.