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**Council Committees**  
**Revised December 2022**

<b>Membership and Communications</b>	<b>Governance</b>
<b>Alex Koval (Chair)</b>	<b>Adana Protonentis (Chair)</b>
Princess Klus	Ros Damm
Carolina Landa	Thanh Kirkpatrick
Mike Raymond	Danny Holmes
Mark Harniss	David Carlson
Monica Burke	Teresa Boden
ALTSA	Roslyn Guerrero
Gabriela Ewing, Ex-Officio	Gabriela Ewing, Ex-Officio
Anthony Nash, Ex-Officio	Anthony Nash, Ex-Officio
Linda West, Staff	Brandi Monts, Staff

<b>Public Policy</b>
<b>Phil Tracy (Chair)</b>
Sydney Krebsbach
Katie Mirkovich
Leigh Spruce
Alexandra Toney
Cami Nelson
Emily Rogers, Staff

<b>Executive</b>
Gabriela Ewing, Council Co-Chair
Anthony Nash, Council Co-Chair
Thanh Kirkpatrick, 1 <sup>st</sup> Vice Chair
Danny Holmes, 2 <sup>nd</sup> Vice Chair
Alex Koval, Chair
Membership/Communications Committee
Adana Protonentis, Chair Governance Committee
Phil Tracy, Chair Public Policy Committee
Brandi Monts, Staff



## **Developmental Disabilities Council Meeting**

January 19, 2023

First Day

**Time:** 9:00am - 4:00pm

**Location:** In-Person and Virtual

**In-Person Location:** Hampton Inn  
4301 Martin Way E  
Olympia WA 98516

**Zoom Link:**

<https://us06web.zoom.us/j/83445476363?pwd=TVU4WjAvcWswdFUrMU1JVVFGUzJLZz09>

**Call-in number:** 253-215-8782

**Meeting ID:** 834 4547 6363

9:00	<b>Call to order</b> <b>Introductions and establish quorum</b> <b>Changes to the agenda</b> <b>Approve October 2022 minutes</b>  <b>Reading: 23-01</b> <b>October 2022 Minutes</b> <b>VOTE:</b> Approve October 2022 minutes	Co-Chairs, Gabriela Ewing and Anthony Nash
9:15	<b>Co-Chair Report</b>	Gabriela Ewing Anthony Nash
10:00	<b>Executive Director Report</b> <ul style="list-style-type: none"><li>• Council Member Terms</li><li>• Policy Committee</li><li>• Dan Thompson Awards</li><li>• North Star</li></ul>	Brandi Monts



# WADDC

Washington State Developmental Disabilities Council

	<ul style="list-style-type: none"><li>• DEI Proviso</li></ul>	
10:45	<b>Break</b>	
11:00	<b>Budget</b> <b>Quarterly Budget Report</b> Reading 23-02 All Programs Reading 23-03 Informing Families Reading 23-04 Federal Award <b>Proposed FY 22 Budget</b> Reading 23-05 FY 22 Proposed Reading 23-06 Budget Memo Reading 23-07 Expenditure Ex.	Aziz Aladin
12:00	<b>Lunch</b>	
1:00	<b>Committees</b> <b>Membership and Communications</b>  <b>Zoom Link:</b> <a href="https://us06web.zoom.us/j/83445476363?pwd=TVU4WjAvcWswdFUrMU1JVVFGUzJLZz09">https://us06web.zoom.us/j/83445476363?pwd=TVU4WjAvcWswdFUrMU1JVVFGUzJLZz09</a>  <b>Call-in number:</b> 253-215-8782  <b>Meeting ID:</b> 834 4547 6363  Reading 23-MC-01 October 2022 Minutes Reading 23-MC-02 State Plan Membership Section	



# WADDCC

Washington State Developmental Disabilities Council

	<p><b>Governance</b> Zoom Link: <a href="https://us06web.zoom.us/j/86198214301?pwd=c05sOExnZ0htVS9HRjICdTlybmhjUT09">https://us06web.zoom.us/j/86198214301?pwd=c05sOExnZ0htVS9HRjICdTlybmhjUT09</a> Call-In: 253-215-8782 Meeting ID: 861 9821 4301</p> <p>Reading 23-G-01 Oct 22 Minutes Reading 23-G-02 Charter Reading 23-G-03 Policy 406 Reading 23-G-04 Policy 418</p> <p><b>Public Policy</b> Zoom Link: <a href="https://us06web.zoom.us/j/6589530558">https://us06web.zoom.us/j/6589530558</a> Call-In: 253-205-0468 Meeting ID: 658 953 0558 Reading 23-PP-01</p>	
3:00	<b>Break</b>	
3:15	<b>Department of Commerce/DSA Relationship</b>	
3:50	<b>Agenda Review</b>	
4:00	<b>Meeting in Recess</b>	



# WADDC

Washington State Developmental Disabilities Council

## Developmental Disabilities Council Meeting

January 20, 2023

Second Day

**Time:** 9:00am - 12:00pm

**Location:** In-Person and Virtual

**In-Person Location:** Hampton Inn  
4301 Martin Way E  
Olympia WA 98516

**Zoom Link:**

<https://us06web.zoom.us/j/83445476363?pwd=TVU4WjAvcWswdFUrMU1JVVFGUzJLZz09>

**Call-in number:** 253-215-8782

**Meeting ID:** 834 4547 6363

9:00	<b>Call to Order Establish quorum</b>	Gabriela Ewing and Anthony Nash
9:10	<b>Legislative Hot Topics</b>	Stacy Dym, Arc of WA, Jessica Renner, SAIL Brandi Monts
10:00	<b>Agency Spotlight-Department of Health</b>	
10:30	<b>Break</b>	
10:45	<b>Other Agency Reports</b>	
11:15	<b>Staff Roles/Staff Reports</b> <ul style="list-style-type: none"><li>• Membership</li><li>• Contracts</li><li>• Office Operations</li><li>• State Plan</li></ul>	



# WADDC

**Washington State Developmental Disabilities Council**

11:30	<b>Committee Reports</b>	Alex Koval Adana Protonentis Phil Tracy
11:45	<b>Meeting review and Agenda Items for April</b>	
12:00	<b>Adjourn</b>	Gabriela Ewing and Anthony Nash

## Reading 23-01

### Washington State Developmental Disabilities Council Draft Minutes October 20 & 21, 2022

**Present:** Teresa Boden (DDA), Sherrie Brown & Mark Harness (UCEDD), Monica Burke (DOH), David Carlson (DRW), Gabriela Ewing, Danny Holmes, Thanh Kirkpatrick, Princess Klus, Alex Koval, Sydney Krebsbach, Katie Mirkovich (DVR), Anthony Nash, Cami Nelson, Mike Raymond, Roslyn Guerrero (HCA), Phil Tracy,

**Staff and Support:** Aziz Aladin, Brian Dahl, Kathy Easton, Brandi Monts, Phil Rasmussen, Emily Rogers, Linda West

**Minutes:** to approve the July 2022 minutes as written. Leigh moved and Alex seconded. The motion carried.

**Executive Director Report:** Brandi shared that the legislature gave the Council funding to hire a temporary staff person and to contract with an organization to work on diversity, equity and inclusion. She reported that the announcement for the position opened about three weeks ago and it will remain open until the end of the month. Currently there are three candidates. The position is only for twelve months, however, staff have asked the legislature to make the position permanent. Thanh has agreed to serve on the interview committee and Brandi is looking for one additional person who has lived experience and a person of color to serve also.

The announcement to contract with an agency opened in August and closed mid-September. No applications were received. Which is not necessarily uncommon at this point in time because so many out in the workforce are also looking for the same services. Brandi stated that feedback was asked for and there are plans to open the application process again soon.

Brandi gave an update on the current vacant staff positions. First is the DEI position, the second position is the Policy Director and the last position is the administration position. She is also asking staff to review their job description and make sure they're up to date. This will give a better understanding of what skills on our team are missing and what type of role



## Reading 23-01

or tasks would somebody be able to contribute to the current team. This will help us better craft the administrative position.

Brandi shared the national Executive Director Summit is going to be held in Seattle on October 24<sup>th</sup> and 25<sup>th</sup>. There are about 40 people coming to Seattle to spend two and a half days learning about what we do and also sharing what they do. The Washington DDC has a really awesome opportunity to host the entire first day. We will kick the meeting off with a world café where you learn about an idea or a program and then you sit and talk about how you can imagine that program happening in your community.

There are five different topics, Informing Families, Allies in Advocates, Ending subminimum wage in Washington State, King County and the City of Seattle programs around hiring people IDD and the DD Ombuds program. Folks from each group will present then a world café will allow everyone time for question on those topics and give states a chance to come think about how that can be possible.

Then in the afternoon Microsoft is bringing their commuter bus to pick us all up and take us to the Microsoft campus in Redmond and give us a tour. They have between 150 and 200 people with I/DD working on their campus and the cool part is most people work on the Microsoft campus are not employed by Microsoft. They are employed by all the different companies that help run that campus.

For example, there's this big company called CBRE and they do all of the maintenance, the grounds maintenance. Well, they're a multinational corporation so they have all these other places that their company does work like Nike in Portland and so the cool part about the program is that once CBRE figured out how to hire people in customized jobs here in Seattle they were able to do the exact same thing in Nike in Portland and so our hope is these folks from different states there meet employers in their states and consider how they can do that in their states.

The second day and the third day are conversations and updates on national issues and concerns.

## Reading 23-01

NorthStar had some really big impacts last legislative session and this group has the attention of our elected officials. They are asking questions right now like who's going to talk on behalf of Northstar this next legislative session?

Brandi gave a special shout out Emily Rogers for agreeing to step up and help manage that program while we figure out what it is and how to help and what we offer so thank you so much Emily. Currently we are holding monthly meetings with Northstar. All of the information's on our website. We've asked the groups to come forward with topics. Some are already out in the field being worked on for example; housing, folks with I/DD being served in our state live with their families in their homes and the families are saying we are in crisis.

Brandi shared that she is in the process of meeting one on one with each Council member. So far she had talked with sixteen members and only have six more to go. She is asking three questions of everyone, how did you come to the council? What are your priorities for the council? And what do you think do you well here?

She appreciates the time and perspectives that everyone brings and is learning a lot from everyone. There have been some really great ideas about orientation topics, agenda items and how to get people to participate more for example.

**Co-Chair Updates:** Gabriela and Anthony wanted to thank everybody that was committed to the hiring process for the Council's Executive Director. It was a long process with many interviews and candidates. They wanted to thank Ed for all of his work and Brian for stepping in as interim.

**Budget Update:** Aziz gave an update on the Council's budget. The end of August around \$756,000 was spent. Which leaves a balance of about \$781,000. The second line item is the 2022 award and that was for one million five hundred thousand which hasn't been spent because we're still working on 2021. After that is our expansion of public health. That's a new award for the council for \$95,000. It is for expanding the public health workforce within the aging and disability networks and the services it funds is pretty broad. It is to make sure that the services which are provided are

## Reading 23-01

culturally relevant, linguistically accessible, assistance with accessing vaccines, connecting to other services, transition and diversion from virus congregate settings to community living.

There is another federal award called the COVID hesitancy funding. It is to disseminate information about COVID-19 vaccines identify people who may need help with vaccination or with help scheduling vaccination appointments. About \$25,000 has been spent through August close. So once again these two line items are basically pass through money. It gets passed through organizations to implement what the award mandates.

The overall Council budget is broken into two categories, council operations and state plan. 70 percent of our federal award is the state fund category. There is \$146,000 remaining in the Council operations and \$555,000 remaining in state fund activities out of a million. This is the combined budget between both state plan and council operations.

In April of this year the council approved a budget of \$1,050,420 and through August close we have spent \$756,000 which leaves \$744,394. Aziz is projecting by spring of next year the federal 2021 federal award should be completely spent. He will have the proposed budget for the 2022 award for the January Council meeting.

The interagency agreement we have with Developmental Disabilities Administration (DDA) is \$328,973 of which only \$7,000 has been spent.

Informing Families is broken into four categories, engaging with communities, communication project, translations and parent to parent support.

Engaging with communities funds the eleven local coordinators, each covers their local regions. \$55,000 has been budgeted for it.

The communication project funds the communication consultant we have a contract with at the Arc. Almost \$100,000 has been budgeted for it.

The translation project funds translations of the literature the Council translate into other languages. \$10,000 has been budget for it. Brochures and literature has \$20,000 budgeted for printing.

## Reading 23-01

Parent to Parent Support funding provides training to the parent to apparent coordinators by sharing information to families resources on its website.

Finally staff members charge two percent of their time to the interagency project. \$12,653 has been budgeted for this and \$845 has been spent through August close.

**Public Policy Committee:** Brandi shared that historically this committee has been part of the Council and is identified in the charter. The Committee hasn't met in a while and is charged with creating the Council's legislative agenda.

Brandi shared that she is frequently being asked about the Council's legislative agenda. She is proposing bring the committee back to not only create the legislative agenda but to bring back a more focused approached for the Council. Both state and federal issues will be tracked by the Committee.

Advocacy Partnership Report: Diana Stadden, Advocacy and Policy Specialist with the Arc of Washington, reported that the Council contracted with them for the Advocacy Partnership Project.

The partnership project has sponsored advocacy days every Wednesday during legislative session for many years. They educate advocates and provide them with information to talk with their legislators so that they can advocate for themselves and talk with their legislators about issues.

They also hold a legislative notebook session once a year in December. The session provides a "notebook" of many charts and data about issues broken into easily viewable sections.

There is a condensed version of the "DD 101" version of the notebook that is used to educate new legislators as with they come into the legislature. Many of them come in with absolutely no background in intellectual and developmental disabilities.

## Reading 23-01

They also track all the bills that have to do with developmental disabilities, budget items. A chart is kept on all bills that we're watching throughout the legislative session. Updates are posted on our website by bill number for anyone to look for.

They became involved in the Northstar project right at the beginning. Diana worked with Adrienne and had Northstar present at the notebook meeting that first year. They participated in a number of the workgroups that came out from Northstar so in our bill and budget charts we kept track of the bills and the budget items that came from that Northstar workgroup. There is an informal bipartisan DD caucus that helps continue talks with new legislators who say they're going to join it.

Northstar, you know, was a new concept. It started as an omnibus bill and catch everything all at once and that didn't happen. There are people who have low incomes participating in workgroups, it's been very difficult for them. There is now a \$200 a day stipend for people to participate.

Last year they set up a pre-session virtually in November and invited legislators to come and talk to us about committee days and what happens during that time. This year Speaker of the House Laurie Jenkins is going to come and open it for us. Past speaker of the house Frank Chopp will also be there along with four our legislators who will be speaking not only just about committee days but about some of the issues. It is time to educate the advocates who come to the presentation and for us to educate these key legislators about the issues that are coming in January. The legislative reception, in the past that was in person in the Columbia room. Last year we did it virtually and it will be virtual this year also.

Diana stated that the decision of whether or not the next session of the legislature will be in person or virtual has not been made yet. Going forward virtual attendance for advocacy days will be an option.

They work with other organizations like community residential services association, the community employment alliance, Disability Rights Washington, the DD Ombuds to get their perspective to put into the notebook on those things that they're most informed about. They provide us with their legislative agenda and we add that to the notebook. DDA also gives information and data directly for a section on reports where we put all the relevant reports that have been done for the

## Reading 23-01

last year and particularly the ones that are from a bill from the legislator that are required.

### DRW Lawsuit

Beth Leonard with Disability Rights Washington shared that they had recently files about the conditions at Rainier School. There is a particular concern about people living at Rainier School for many years so we've been investigating that facility and the harms that occurring there for a long time. Beth has personally have been doing an investigation of Rainier School since early 2020 and more in depth investigation where I visited the facility a lot and center gotten to know a lot of the residents.

What we have determined over that period of time is that, you know, the conditions at Rainier School have not improved and that people, you know, beyond the, you know, being segregated in that institutional setting they're experiencing a lot of harm there so we're talking about bad medical care, they're getting hurt by staff, some people have died there. It's very, very tragic the things that are happening at Rainier School. And it's not just DRW and other advocates that have concern. The state sends regulators in to look at the facility about once a year and those regulators who work for the state, they have had a lot of concern and have been issuing pretty detailed statements about all of the harm that's occurring at Rainier School for the past two and a half years.

Regulators have found five times since 2020 that the conditions at Rainier School are so bad that it put residents at risk of immediate harm saying that they walked in and said if you don't fix this these people are going to get hurt immediately so that's a pretty significant harm and risk of harm for those folks living at Rainier School.

DRW has been advocating of the closure of that school and all the issues for many years of we've issued public reports to worked in the legislature in partnership with many of you trying to make community services more robust and reduce reliance on these RHCs and also had sit downs with DSHS and tried to attempt to engage them about potentially moving away from Rainier School. And none of those have been successful as they needed to be to prevent this harm from continuing to occur at the facility.

## Reading 23-01

And so for that reason DRW, a current resident of Rainier School and a former resident of Rainier School filed a lawsuit at the beginning of September about the conditions at Rainier School and the fact, you know, what we believe is that the state knows that Rainier School's dangerous and they continue it place people there and serve people there despite how dangerous the facility is and that's causing people harm so the lawsuit is about that continued harm and the state's decision to continue to use Rainier School and how that is violating folks' constitutional and it's is discriminatory because they're being served in a facility that's dangerous and can't provide good services.

The lawsuit was filed at the beginning of September and we're asking kind of generally asking for four things. So the first is we would ask the court to stop admitting people to Rainier School. So stop putting people into the harmful institution.

Asking for the court to order that DSHS discharge all the people that want to get out of Rainier School so we know some people are on the roads to community living caseload or otherwise have expressed a desire to move out so they want them to be able to move out into other services that are safer. If they've expressed that they would like to go.

We also want -- we're asking that the court order that some other monitor, not the state, because they've proven that they can't keep people safe there but as people continue to live at Rainier School while they're moving out or if they choose to stay, that there's other monitors in place to make sure that those services are safe and that people are safe there because we no longer trust the state to keep people safe themselves and then we're also asking for the court to require the state to consult with some experts about the gaps in crisis services for folks with I/DD in the state of Washington so where are the DDA services and other services available in Washington where what are the gig gaps requiring us to rely on that school still and how can we create other services so there's no more gaps p. Those are the four things that we've kind of four general things that we've asked the court to consider.

You know, if the court does agree us with that the continued use of this facility is violating people's rights and is discriminatory.

## Reading 23-01

**Where will the Council be in Five Years:** Brandie let a discussion on where Council members would like to see different in five years. She was asking that everyone share their thoughts that they has expressed in here one on one with them. Ideas that came through are:

Have a better relationship with the agencies on knowing what exactly they're doing and how exactly we can help them to understand us a little better;

Have a better transportation for people;

Have more self-advocates with intellectual and developmental disabilities on the council;

See people with I/DD disability not have to go through all the red tape to get any services through the State or the counties;

An equal community vision in everything for us to have better access to better jobs and better living situations; and

More opportunities, more homes in the community available, and the support staff to be paid way better than they are;

These and many others were shared.

With that the meeting went into recess.

### October 21, 2022

**Staff Reports:** Membership, Linda reported that recruitment flyers went out to everyone on the Dan Thompson email list. She emailed the Governor's Office to have them send all the applications they have to date. The hope is to interview in early to mid-December.

Contracts: Emily shared that she has been working to change all of the contract to the new year. All of the Informing Families contracts are in place and the Advocacy Partnership and SAIL contracts are signed. The DEI RFP has gone out but no proposals have come in yet.

Office Management: Phil reported that he answers the office phones, opens the mail. He also mails out all the requests that come in for Informing Families materials that come in.

State Plan: Brian reported since July performance reports have been submitted for fiscal year 20 and 21. Which means that the old state plan is



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completely finished. He went through proposed changes that were made at the request of the feds for our new state plan. Those were submitted and have been accepted by the feds. So the state plan is completely approved and we move completely forward with it.

The next step is our first program performance report for the first fiscal year of our state plan, which ended on September 30th, that report is due on December 30th. That's a pretty comprehensive report. We'll be going through that you'll probably get emails from me about it and then in January we'll go through it pretty extensively.

As portions of the state plan are completed he will send it out to all the councilmembers so that you can see it and make suggestions. It will be pulled together by December 30<sup>th</sup> and our PPR will go through and hopefully they'll accept it right away. Then in January we'll be back onto a process of looking at any changes we want to make for the next year so it's state plan stuff never ends. It's an ongoing thing but that's where we're at.

**Dan Thompson Funding:** Nichole Jensen, with the Developmental Disabilities Administration (DDA), thanked the Council for inviting her to speak on the community services account. She reminded everyone that the Council put together an application and it went out to our community. There were approximately 396 proposals received statewide from the community totaling almost \$400 million worth of exciting opportunities.

The DDC reviewed all of those applications, put together a group of people to review applications and approved recommendations, there were approximately 62 at that time. Those were sent to the DDA in three separate batches and are soon expecting batch five. DDA has reviewed the applications and the majority of them the committee has been determining final which means we don't have any additional questions and the applicant can continue to move forward in the process. They have then notified applicants of next steps.

Some of the proposals are for housing and DDA doesn't have the expertise in contracting to do housing. So they are working with the Dept. of

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Commerce and the people from the housing trust fund through an interagency agreement with the housing trust fund and they are going to be working directly with applicants who have submitted proposals. The applications have been categorized so we're working with housing trust fund to move forward with. Another group of proposals are, again, outside DDA's scope of contracting and these we're working with Local Government Division (LGD).

As of now DDA has six signed contracts. They're developing pretty elaborate monitoring plans, risk assessments and setting up the invoicing infrastructure. So it's pretty complex because even though we have experience doing contracts, these are considered state grant agreements and that is something that DDA has never done before. Additionally there are 49 other projects that are in the process. Some are developing their statement of work, some are waiting for them to send contract participate work back and some are in the process of having their contract reviewed and signed.

We have communication letters set up so that once the committee reviews an applicant's proposal if there are no additional questions we're able to communicate right away with them so they're not waiting.

There are 11 that have been denied. It is either they were denied, some applicants have withdrawn their applications, or some of them were a partial denial. They may have submitted something where part of what they were asking to do they already could get contracted to do that or it's something that we offer underneath our waiver so it would be considered a duplication but another part of their proposal might be something that they could do. If an application has been denied DDA has gone back to the Council for additional proposals.

DDA has submitted a decision package to the legislature to ask that any underspent funds from this biennium to the next biennium budget. The outcome of that won't be known until the governor's given us a signed budget but we have been working really closely with OFM and legislative representatives.

**UCEDD Spotlight:** Mark Harniss, Associate Professor with the University of Washington Centers for Excellence, talked about the Center. He stated

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that they are the Center of Human Development and Disability. However, they are changing their name that swaps the word “center” for the word “institute”. This is because we're just such a large organization that we kind of have centers within centers within centers. Also they are changing the larger organization to be the Institute on Human Development and Disability.

It began with CHDD connected to the signing of a public law 88164 by John F. Kennedy. It's often called the community mental health act of 1963. He had a sibling with developmental disabilities and the recommendation was to establish the first university based organizations focused on individuals with developmental disabilities.

President Kennedy's plan to promote research and community capacity really relied on this idea that there would be core grants that would support some of the basic administrative functions out of the centers but that those grants would be used to leverage, to gain access to additional money. Those core grants are really grants that help researchers and clinicians at the University of Washington to do their projects but those individuals typically need to go out and find funding in order to run their projects.

The UCED has eight programs focusing on a broad range programs. One focuses on adults and elders and really tries to investigate the issues that are more relevant to adults and elders with intellectual and developmental disabilities. The autism center focuses more on younger children with autism. There is also a clinic that provides initial evaluation and assessment and provides access to interventions.

The UCED's primary functions are interdisciplinary training but we also focus on community service programs, technical assistance, outreach training, scaling up model services. Some of the evaluation studies and applied research with a focus on dissemination and advocacy.

Mark acknowledged that a big part of what they do is collaborate with our sister organizations DRW, the DDC and with Allies in Advocacy. They are also required to have a consumer advisory council and so that's one of the ways that we connect with individuals in the state.

**Agency Updates:** DRW, Katie shared that they assist people with disabilities to prepare for, secure and advance in or regain employment.

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We are still in an order of selection which is when DRW does not have adequate resources or staff capacity to serve all eligible individuals and must establish a waiting list for services. However, good news is we are serving priority one, two, and three categories so people are receiving services.

UCEDD: Sherrie shared that she is retiring and this is her last Council meeting. She came to the Council when Cecile Lindquist retired from the University of Washington. Sherrie was asked to sit on the council to represent the UCED. She had no idea then that she would be here for almost 30 years or that it would be such a wonderful experience.

HCA: Roslyn shared the Healthcare Authority is the single state agency for the policy and purchasing of all Apple Health programs in Washington state. There is an update on the public policy emergency, so in response to the COVID-19 public health emergency, HCA and DSHS took steps to ensure individual state on Apple Health coverage to share, the public health emergency was extended till January 11, 2023. Those on Apple Health or received Apple Health during the pandemic, it's very important that you check your notices or you check your letters to see if you need a renewal or need to update your information. They will be doing a manual determination to see if folks will continue to be eligible for Apple Health.

In addition we have many outreach campaigns going on. We have social media campaigns and that's on Facebook, Instagram, just informing individuals on Apple Health to renew or if they receive a renewal letter to respond to that letter. Also, to update their information on their health plan finder or they can contact the healthcare authority.

They are recruiting for Apple Health Ambassadors. So this program is a community connector. It's a volunteer effort designed to raise awareness around actions that need to be taken by clients to maintain coverage at the end of the PHE. Anyone interested on this council to be part of the ambassador program, they can reach out to me and I can give them information.

DOH: Monica shared that they are participating in a project and partnership with HCA. It is a national project around improving care coordination for

## Reading 23-01

children with special healthcare needs so we're going to be doing some recruitment for family engagement coming up in the near future. We're still kind of figuring out our process but really hoping to get a diverse set of families across the state and different diagnoses to give their input on how we can improve the care coordination in our state and really this project is about bringing like maternal child health which is what we are together with Medicaid which is HDA and family voices to try and improve the coordination for children with special healthcare needs.

There are quarterly children with special health care needs network meetings. Historically these have been a limited set of partners because they were in person and things like that. But now that we've been doing them virtually for the past year or two because of the pandemic, we're really hoping to open the meetings up to just a larger group of participants that have an interest in children youth with special healthcare needs. So if you are interested in getting on our list for updates about those meetings, you can reach out to me and I will add you to the list for future communication network meetings.

We do have a newsletter that goes out called WSLI which is Washington state leadership initiative. Which is for families of children with special healthcare needs and has just different activities that are happening around the state and different opportunities come up.

**Bullying Awareness:** Sydney shared that she was subject to cyber bullying. On Halloween 2020 she thought it would be fun to dress up as a police officer for Halloween. When I posted the photo of me in my cop costume on Facebook a girl who I used to work with at the Alaska state capital building typed horrible comments about my costume. She called me names like, you're a racist, you're fat, you look gross, you're a home girl, you you're a bootlegger.

After this happened she had full support from friends, family members, relatives, community members, even people I haven't spoken to in years.

Sydney shared signs to look for to know if you are being cyberbullied. Such as, nervous or jump even when texting when using social media,

## Reading 23-01

uneasy nervous or scared about going to schoolwork or outside, upset or frustrated after going online or gaming, unwilling to discuss or share information about your online accounts or activities, trouble sleeping at night, or sleepy during the day, loss interest in favorite hobbies or activities, child or adult suddenly seemed depressed or antisocial, and making passing statements about suicide or making a suicide attempt.

She then shared tips on how to prevent cyber bullying:

Never post your personal information;  
Always check the TO field;  
Don't be gullible;  
Don't respond to an angry message with anger;  
Never open messages from strangers;  
Don't forward chain emails hoaxes or long emails;  
Use the BCC field when forwarding messages and always proofread your messages; and  
Be careful when you post on social media, especially if it's something private.

### **Committee Reports:**

Membership Committee: Alex reported the Committee discussed:

Increasing the Council's outreach strategies;  
Its website;  
Possible new member interview dates;  
Reviewed Policy 418; and  
2018 meeting locations

Governance Committee: Danny reported the Committee discussed:

The Council's charter;  
Membership; and  
Council meeting packets;

**Motion: to adjourn the meeting. Phil moved and Alex seconded. The motion carried.**

## Reading 23-02

DDC All Programs		Budget - October 2022		
Fund Source	Total Funding	Expenditures	Balance	Percent of Total Budget
<b>Federal Award 2021</b>	\$1,537,486	\$943,289	\$594,197	33.89%
<b>Federal Award 2022</b>	\$1,533,074	\$0	\$1,533,074	33.79%
<b>Federal Award 2023</b>	\$322,524	\$0	\$322,524	7.11%
<b>Federal Award - Exp Pub Health</b>	\$95,319	\$0	\$95,319	2.10%
<b>Federal Award - Covid Hesitancy</b>	\$88,181	\$28,824	\$59,357	1.94%
<b>General Fund State - Racial &amp; Equity</b>	\$631,000	\$0	\$631,000	13.91%
<b>Informing Families FY23 (IAA with DSHS)</b>	\$328,973	\$60,882	\$268,091	7.25%
<b>Total</b>	<b>\$4,536,557</b>	<b>\$1,032,995</b>	<b>\$3,503,562</b>	<b>100%</b>

### Notes:

1. Federal Award 2023 - Initial allotment

## Reading 23-03

### Informing Families - Roll Up FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru October 2022</i>	
Expenditures:				
Salaries and Benefits		8,352	5,514	2,838
Goods and Services		67,200	6,965	60,235
Grants/Contracts		248,120	46,589	201,531
Travel		1,000	0	1,000
Indirect		4,301	1,814	2,487
TOTAL		<b>328,973</b>	<b>60,882</b>	<b>268,091</b>



## Reading 23-03

Expenditures:  
Grants/Contracts

TOTAL

Engaging With Communities - FY23		
Budget	Actuals	Variance
<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru October 2022</i>	
155,500	35,000	120,500
<b>155,500</b>	<b>35,000</b>	<b>120,500</b>

### 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.

## Reading 23-03

### Communication Project - FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru October 2022</i>	
Expenditures:				
Good and Services		6,200	546	5,654
Travel		1,000	0	1,000
Grants/Contracts		92,620	11,589	81,031
TOTAL		99,820	12,135	87,685

#### Brief Project Description:

Additionally, it pays for the Informing Families webiste, communication consultant, resource folders, and blog writers.

## Reading 23-03

### Translation - FY23

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

Brief Project Description:

## Reading 23-03

### Lifecourse Materials - FY23

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

Brief Project Description:

## Reading 23-03

### P2P Support - FY23

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

Brief Project Description:

**MyLifePlan Review - FY23**

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

Brief Project Description:

## Reading 23-03

### NPS - FY23

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

Brief Project Description:

## Reading 23-03

### Staff Time - FY23

		Budget	Actuals	Variance
		<i>July 1, 2022 to June 30, 2023</i>	<i>YTD Expenditures thru October 2022</i>	
Expenditures:				
Salaries & Benefits		8,352	5,514	2,838
Goods and Services		0	249	(249)
Indirect		4,301	1,814	2,487
TOTAL		12,653	7,577	5,076

Brief Project Description:



## Reading 23-04

Federal Award 2021			
Budget		Actuals	Variance
Council Operations		Expenditures thru October 2022	
Expenditures:			
Salaries and Benefits	231,396	169,341	62,055
Goods and Services	60,000	38,327	21,673
Travel	1,000	0	1,000
Equipment	5,000	0	5,000
<b>TOTAL</b>	<b>297,396</b>	<b>207,668</b>	<b>89,728</b>
Percentage of Total Budget		19%	70%
Budget		Actuals	Variance
State Plan Activities		Expenditures thru October 2022	
Expenditures:			
Salaries and Benefits	539,924	354,015	185,909
Goods and Services	63,100	91,239	(28,139)
Travel	35,000	4,210	30,790
Equipment	5,000	0	5,000
Grants	440,000	177,842	262,158
Executive Director Recruitment	30,000	16,056	13,944
Council Meeting Costs	40,000	42,259	(2,259)
<b>TOTAL</b>	<b>1,153,024</b>	<b>685,621</b>	<b>467,403</b>
Percentage of Total Budget		75%	59%
Budget		Actuals	Variance
Combined Budget		Expenditures thru October 2022	
Expenditures:			
Salaries and Benefits	771,320	523,356	247,964
Goods and Services	123,100	129,566	(6,466)
Travel	36,000	4,210	31,790
Equipment	10,000	0	10,000
Grants	440,000	177,842	262,158
Executive Director Recruitment	30,000	16,056	13,944
Council Meeting Costs	40,000	42,259	(2,259)
Indirect	50,000	50,000	0
<b>Council Approved 1-yr Budget</b>	<b>1,500,420</b>	<b>943,289</b>	<b>557,131</b>
<b>Total 2021 Award</b>		<b>1,537,486</b>	<b>63%</b>
<b>Balance</b>		<b>37,066</b>	

### 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.

## Reading 23-05

DDC Proposed 2022 Budget	
Budget Period: April 2023 - March 2024	
<b>Council Operations</b>	
<b>Projected Expenditures By Object</b>	
Salaries and Benefits	209,993
Goods and Services	60,000
Travel	1,000
Equipment	5,000
<b>TOTAL</b>	<b>275,993</b>
<b>State Plan Activities</b>	
<b>Projected Expenditures By Object</b>	
Salaries and Benefits	489,984
Goods and Services	110,000
Travel	20,000
Equipment	5,000
Contracts	410,000
Council Meeting Costs	80,000
<b>TOTAL</b>	<b>1,114,984</b>
<b>Combined Budget</b>	
<b>Projected Expenditures By Object</b>	
Salaries and Benefits	699,977
Goods and Services	170,000
Travel	21,000
Equipment	10,000
Contracts	410,000
Council Meeting Costs	80,000
Indirect	50,000
<b>Total Projected Expenditures</b>	<b>1,440,977</b>
<b>Total 2022 Federal Award</b>	<b>1,533,074</b>
<b>Balance</b>	<b>92,097</b>

### Notes:

- Salaries and benefits obtained from the state Salary Projection System. They include current staff salaries and benefits, a vacant Commerce Sp 3 (Policy Director) position, and couple of personnel adjustments. However, they do not include the 4% general wage increase proposed in the Governor's budget. Other budget line items based on a prior 12-month expenditures.
- Council meeting costs based on 4 day and a half in-person meetings at the Radisson in Seatac.
- Contracts budget line item includes the following contracts:
 

A. Advocacy Partnership	200,000
B. Leadership	130,000
C. Self-Advocacy	80,000
<b>Total</b>	<b>410,000</b>

## **Budget Cover Memo**

January 2023 Council Meeting

Included is a proposed budget to spend the FFY 2022 Award over a 12-month period from April 1, 2023 through March 31, 2024 depending when we finish spending the FFY21 Award. A Council vote is required to approve this budget. There are some notes at the bottom of the proposed budget that show how the budget was developed. This packet also contains a document that provides sub categories under the “Goods and Services” category. If you have any questions or concerns, please contact Brandi or Aziz.

## Reading 23-07

### Sample of Few Expenditure Sub Categories under Goods & Services and Travel as Provided in the State Administrative and Accounting Manual (SAAM)

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#### Goods & Services

- Office Supplies
- Coffee & Light Refreshments
- Meals with Meetings
- Internet Service
- Conference and Meeting Space Rent
- Software Licenses
- Attorney General Fees

#### Travel

- In State Meals and Lodging
- Private Automobile Mileage
- Out of State Subsistence & Lodging
- Out of State Air Transportation
- Motor Pool Services

\* Please note that these are just a **few** examples of expenditure sub categories. There are lots more.

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

**Date:** January 19, 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/3828770345>

**Call-in number:** 253-215-8782

**Meeting ID:** 382 877 0345

**Members:** Alex Koval (Chair), Princess Klus, Carolina Landa, Mike Raymond, Mark Harniss, Monica Burke, ALTSA rep

**Staff:** Linda West

- |      |   |      |
|------|---|------|
| 1:00 | <b>Call to Order</b><br>Welcome/Introductions   | Alex |
| 1:15 | <b>Adjust Agenda</b><br><b>Approval of Minutes</b><br>Reading 23-MC-01  | Alex |
| 1:20 | <b>Membership Recruitment</b><br>Increased Outreach<br>Strategies for Self-Advocate Recruitment<br>Geographic Needs/ # of Open Positions<br>Recruitment Committee Membership<br>Tentative Interview Dates |      |

1:45	<b>ReciteMe Toolbar</b>	Staff
2:05	<b>Break</b>	
2:20	<b>State Plan Membership Statement</b> Reading 23-MC-02	Staff
2:45	<b>Next Steps</b> <b>Agenda Items for September</b>	Alex
2:55	<b>Report to Full Council</b>	All
3:00	<b>Adjourn</b>	Alex

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



## Reading 23-MC-01

### Developmental Disabilities Council Membership Committee Minutes October 20, 2022

**Present:** Cami Nelson, Sherrie Brown (UCEDD), Katie Mirkovich (DVR), Monica Burke (DOH), Mike Raymond, Sydney Krebsbach, Princess Klus

**Staff and Support:** Linda West, Kathy Easton, Phil Rasmussen, Emily Rogers

**Minutes:** To approve the July 2022 minutes as written. Cami moved and Sydney seconded. The motion carries.

**Council Member Attendance:** Anthony shared that he, Gabriela and Brandi were discussing the attendance of two members. They have been absent for several meetings and if a conversation needed to be has about attendance. Anthony stated that they are going to look at the policy, we want to do it the right way and have the committee look into the policies of the membership agreement and before further action is taken.

**Council Co-Chairs:** Anthony stated that he and Gabriela have been talking about the Council having co-chair versus only one chair. They like the thought of co-chairs. It is really good and the achievement of having two co-chairs run the council seems to be really inclusive with having one assigned co-chair for who's a self-advocate and another one be a parent or sibling of an individual with an intellectual or developmental disability and encouraging in there it being a person of color, having that option of wanting to keep instead of having one person be chair have two co-chairs for the council.

He asked that the membership committee work with governance committee and try to see if it would be workable.

**Membership Work Plan:** The Committee reviewed the plan for general comments and time frames. Everyone appreciated that ability to map out the year to not only keep track as they go along but to have the ability to look ahead.



## Reading 23-MC-01

**Website Update:** Brian has been in contact with Recite Me a translation service for the website.

**Recruitment:** Linda shared that the recruitment announcement went out to all of the usual places plus to the mailing list from the Dan Thompson applications. She encouraged members to share it with anyone and everyone.

Linda reached out to the Governor's Office requesting all the applications that have come in. Applications that have come in from the last year can also be reviewed if need be.

She shared that orientations in the past have ranged from full day meeting to a discussion at breakfast each morning. The Committee would like orientation to only be a couple of hours and have representation from each of the different committees there. They would also like to have information about the history of the DD Act and the state executive order.

The Committee discussed reinventing the mentorship program. They reviewed how it was done previously from assigning someone to seeing if a bond was created naturally.

They decided to have members of the membership committee step up and mentor new members.

Linda will talk with Brian and Brandi about creating a membership packet that will include the membership handbook.

The Committee also talked about a development day which has historically been attached to the July Council meeting. Presenters were brought to speak on various topics to help members learn and grow. It allows members to not only grow personally but as members.

2023 Council meeting locations were discussed. The Committee would like to begin having travel meetings again. Several locations were talked about and Spokane was decided for the October meeting location.

## Reading 23-MC-01

**Policy #418 Council Member Support:** The Committee reviewed the changes to the policy. They asked that the policy be placed on the January agenda for approval and forwarding to the Council for final approval.

**Social Media Review:** The Committee talked about the need to create a process to look at data around the Council's electronic footprint then recommend changes needed and assist the planning director in its use.

January Membership Meeting: The Committee would like to discuss:

- A membership packet;
- Membership work plan;
- Development day (pick topic);
- Vote on policy #418;

With that the meeting was adjourned.

**STATE PLAN MEMBERSHIP EXPLANATION**

**Recruitment**

The Council engages in the recruitment of community members throughout the year. Interested people apply through the "Boards and Commissions" page of the Governor's website. The Council maintains a link to this page on its website. <https://www.governor.wa.gov/boards-commissions> .

The Council uses several outreach methods to recruit new community members:

- 1) Announcements distributed to the DD Network Partners and other organizations to be included on their list serves, webpages and social media;
- 2) The primary website and social media managed by the Informing Families Project;
- 3) The Council's social media and primary webpage;
- 4) Promoting the volunteer opportunity through Council programs, projects and other community activities such as local resource fairs;
- 5) Current and former Council members bringing the opportunity to their local communities; and
- 6) Word of mouth.

The Council is just beginning to explore the possibilities of using social media as tool to accomplish the goals of the State Plan and promote membership recruitment. The Council launched a Facebook page in early 2020 and will add other platforms over time. Being aware of what is going

## **Reading 23-MC-02**

on in the state and engaging with current and emerging leaders from diverse communities is essential to creating a robust Council membership. The Council is also aware that traditional methods for recruitment do not work for everyone. Supporting new approaches that reach people from different cultures, who speak other languages and/or access information in non-traditional ways is important to the membership and staff. The Council involves people and communities with cultural and linguistic knowledge to assist in outreach to diverse communities.

Over the last decade, the Council has not been a meaningful, empowering and effective forum for members from diverse communities. Anecdotal information indicates that the Council culture is influenced by white privilege and the structure of meetings is determined by the dominant culture. The Council, along with the Governor's Office on Boards and Commissions, has and continues to recruit people to expand representation. However, this is not enough. Equity issues are the underlying theme of this State Plan. It will require the Council to examine and make changes at all levels to address inequities in contracts, staff activities, general operations, Council culture and membership. The goal is to create a Council membership that reflects the diversity of the state and produces essential change in Council culture that extends to systems change, advocacy and capacity building activities across the state.

### **Selection**

Council Sub-Committee A sub-committee of the Council's Membership Committee reviews applications and other relevant information. The Council Chair is part of this sub-committee and takes part in the review and interview process. The Executive Director provides technical assistance

## Reading 23-MC-02

and staff provide on-going support for the Membership Committee and the sub-committee. After a review of the applicants, the sub-committee directs Council staff to schedule interviews. The number of people interviewed determines the length of the entire interview process, usually two to three days. Applicants receive the interview questions prior to their interview. At the conclusion of the interview process, the sub-committee selects applicants and prepares a packet for the Governor's Office, including an overview of the recruitment, interview and selection process. Involvement and

### Approval of the Office of the Governor

The Council maintains a timeline that requires the interview and selection process be complete by the end of April of each year. This provides the Governor's office sufficient time to vet the applicants and make appointments in time for the expirations of terms at the end of June. The Council is able to keep to this timeline, however, sometimes circumstances like a change in administrations, a global pandemic or changes in executive leadership call for adjustments. Any modifications to the timeline happen within a framework of maintaining compliance with federal law. The Governor's Office usually follows the recommendations made by the Council. However, the Governor may exercise the authority to appoint members outside of the standard recommendation process. The Council staff notify the Governor's Office of Boards and Commissions when vacancies occur and on all other recruitment issues. This office receives and reviews all the applications from people interested in Council membership. They forward these applications to Council, when requested. Council staff and the Governor's representative communicate frequently

## **Reading 23-MC-02**

and meet, when necessary. This provides opportunities to discuss expired terms and vacancies. The Governor's representative maintains a spreadsheet detailing the Council membership. This tool ensures compliance with federal law. The Governor's representative updates this tool several times a year with the assistance of the Council staff. While it is the responsibility of the Governor's Office to collect and disseminate applications, it the responsibility of the Council to conduct outreach activities to address any deficiencies and target recruiting to maintain compliance with federal law. The Boards and Commissions staff is responsible for reviewing the recommendations from the Council and presenting them to the Governor for approval. This process is usually completed in a matter of months, however, issues like a pandemic, sometimes cause delays.

### **Member Orientation**

The Council endeavors to engage in a vigorous and informative orientation process for new members, however, there is not one set procedure. The Council has experimented with many different methods throughout the years to develop a process that provides the essential information needed by new Council members but does not impose undue burdens. The staff and the Council's Membership Committee are actively exploring new methods and will develop a process that is consistent among years with only minor changes.

### **Diversity**

Diversity in Council membership has always been an important value. The Council values creating a membership with representatives from across the

## Reading 23-MC-02

state, especially rural areas and places where resources and services are scarce or inadequate. However, over the last few recruitment cycles, it has become apparent that Council membership would be enhanced through meaningful and powerful participation from culturally, linguistically and economically diverse communities.

The Council is cultivating relationships with organizations and individuals from diverse communities to outreach to people who may not know of the Council through traditional methods. This is not only important for creating a diverse and powerful membership but also to ensure Council projects, programs and other resources reach deep into the many communities of Washington State. The Council is committed to creating a membership representing a wide spectrum of the state's population and use that participation to create a Council culture that is open and empowering to all.

Within the State Plan, the Council has carefully considered issues of equity and power across all aspects of Council operations and programs. This is particularly evident in the membership process where people from communities that have been traditionally excluded are not only recruited but, included in an increasingly meaningful, equal and powerful manner.

### Terms

#### Community Members

The Governor appoints community members based on recommendations from the Council's Membership Committee. However, the Governor has the discretion to appoint members outside of the recommendation process. Selections are in compliance with the DD Act, both at the Council level and the Governor's Office. At least sixty percent of council must be people with

## Reading 23-MC-02

developmental disabilities or parents/guardians/family members of people with developmental disabilities. Of this sixty percent: 1/3 shall be people with developmental disabilities; 1/3 shall be parents or guardians of children with developmental disabilities and immediate relatives or guardians of adults with developmental disabilities who are unable to advocate for themselves; and 1/3 a combination of people with developmental disabilities and family members/guardians.

One community member on the Council must have a connection to institutions by being:

A family member/guardian of person who has or is currently residing in a state institution; or a person with a developmental disability who is residing, or has resided in a state institution.

Community members are appointed for terms of three years. After the first term, a citizen member has the option of applying for a second three-year term. Citizen members may serve only two consecutive terms. However, if a citizen member has been appointed to finish the term of a member who has resigned or is unable to fulfill their commitment, the citizen member will have the opportunity to apply to serve up to two terms upon completing their service in filling the vacancy, not to exceed 6 years. Citizen members are required to re-apply for each term.

Terms begin on the first day of the state's fiscal year (July 1) and end on the last day of the state's fiscal year (June 30) three years later. Even if there is a delay in the appointment and a citizen member does not begin serving until after July 1, the end date remains the same. However, a citizen member may serve until a replacement is appointed.



## Reading 23-MC-02

### State Agencies

Agency representation is based on the requirements of the DD Act and provide for positions on the Council representing the following federal laws relating to people with disabilities:

- Rehabilitation Act of 1973-
- Individuals with Disabilities Education Act (IDEA)
- Older Americans Act of 1965Social Security Act Titles V and XIX
- The Washington State agencies represented on the Council are:
- Office of the Superintendent of Public Instruction (IDEA)
- Developmental Disabilities Administration (Medicaid Title XIX)
- Division of Vocational Rehabilitation (Rehabilitation Act)
- Department of Health (Social Security Act Title V)
- Aging and Long-term Support Administration (Older Americans Act)Health Care Authority (Medicaid Title XIX)

These agencies are represented by the executive directors who may name staff proxies with the requisite knowledge of internal systems relating to people with developmental disabilities. The named representative must also have sufficient authority to engage in policy, planning and State Plan implementation on behalf of their organization. The proxies serve at the discretion of the agency's executive director and there are no term limits imposed by the Council.DD Network Partners

The DD Act also mandates representation from the DD Network Partners in the state. Currently, the executive directors of the Disability Rights-Washington (Protection and Advocacy) and the University Center for Excellence in Developmental Disabilities at the University of Washington

## **Reading 23-MC-02**

(Centers in the State) are the named representatives. As with agency representation, the executive directors may name proxies to participate in Council activities and they are not subject to term limits.

The DD Network Partners have recognized Washington State Allies in Advocacy (Allies) as the fourth partner representing self-advocacy/civil rights. Allies is fully supported and included by the current DD Network Partners in all collaborations. It is the goal of Allies to have a fourth DD Network Partner representing self-advocacy/civil rights in each State when the DD Act is eventually reauthorized. If this occurs, then Allies would have a seat on the Council equal to that of the other partners.

### **Non-Governmental and Non-Profit Organizations**

Over the last few years, the Council has received guidance from the Administration on Community Living (ACL) regarding the inclusion of representatives from non-governmental and non-profit organizations. Traditionally, the non-profit organization has been represented by the Council member who is in the "interested party" or "community organization" position. The designation of non-profit representative has always been informal and designated after the fact. The Council has not made a distinction between non-governmental and non-profit representation. The Council and the Membership Committee are currently determining the process for naming representatives of non-profit and non-governmental organizations. It will likely result in a hybrid between the way agency representatives and proxies are named and community membership requirements. Changes will be in the Council's Charter after approval from the full Council and included in future updates of the State Plan. The Council will be working with the Office of the Governor and the

## Reading 23-MC-02

Administration on Community Living on how to include a non-governmental organization on the Council.

### Chair

The Governor appoints the Chair of the Council. This appointee serves at the pleasure of the Governor until they resign or another Chair is named. The current Executive Order is being re-negotiated with the Office of the Governor. The changes suggested by the Council will allow the Council to name a Chair from the existing membership or outside the Council structure. The main requirement is that any candidate meet the requirements of membership on the Council. The other major change will require the Chair to be subject to the same term limits as citizen members. The latter is based on guidance from the Information and Technical Assistance Center for Councils on Developmental Disabilities (ITACC), the technical assistance arm of the National Association of Councils on Developmental Disabilities (NACDD). Note: The Washington State DD Council has never had a Chair with a developmental disability. In the past, the Council has made recommendations to the Governor for a person with developmental disabilities to serve as Chair. The meaning of the phrase "Nothing About Us, Without Us" is being more passionately embraced by allies to people with developmental disabilities in our State. It is hoped that this will lead to future naming of a person with developmental disabilities to the Chair position.

Update: After the Chair resigned and after informing the Governor's office and receiving no objection, the Council voted to name a new chair from the membership. A tie vote resulted in the Council naming Co-Chairs. The Governor's office was also informed of this and raised no objection. One of

## **Reading 23-MC-02**

the Co-Chairs is a person with a developmental disability. As mentioned earlier in this section, when the updated Executive Order is signed by the Governor, the change to selecting the Chair from the membership will be institutionalized. The Council's governing documents will be updated at that time to reflect this change.

**Developmental Disabilities Council  
Governance Committee  
Proposed Agenda**

**Date:** January 19, 2023

**Time:** 1:00 PM to 3:00 PM

**Location:** Hampton Inn  
4301 Martin Way E  
Olympia, WA 98516

**Zoom Link:**

<https://us06web.zoom.us/j/86198214301?pwd=c05sOExnZ0htWS9HRjlCdTlybmhjUT09>

**Call-in number:** 253-215-8782

**Meeting ID:** 861 9821 4301

**Passcode:** 911266

**Members:** Adana Protonentis, Chair, Ros Damm, Thanh Kirkpatrick, Danny Holmes, David Carlson, Teresa Boden and Roslyn Guerrero

**Staff:** Brandi Monts

1:00	<b>Call to Order</b> Welcome/Introductions	Adana Protonentis
1:05	<b>Adjust Agenda</b>	Adana Protonentis
1:10	<b>Approval of Minutes</b> Reading 23-G-01	Adana Protonentis

1:15	<b>Charter Review and Revision Planning</b> Reading 23-G-02	Staff
1:45	<b>Review Policy 406 Council Member Participation and Attendance</b> Reading 23-G-03	
2:10	<b>Break</b>	
2:35	<b>Review Proposed Policy 418 Council Member Supports</b> Reading 23-G-04	Staff
2:50	<b>Next Steps</b> <b>Agenda Items for October</b>	Adana Protonentis
2:55	<b>Report to Full Council</b>	All
3:00	<b>Adjourn</b>	Adana Protonentis

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

## Reading 23-G-01

Governance Committee Meeting Minutes

October 20, 2022

SeaTac Radisson

Executive Order changes are not planned to be approved anytime soon.

Members asked about getting council meeting packets sooner

Recite Me was introduced as a potential tool to be added to the DDC website

Approval of Minutes from last Governance Committee: Phil made motion and Thanh seconded it. Minutes were approved.

The group reviewed the 2023 Governance Work Plan and the notes sent by Brian Dahl.

The group discussed travel meetings in the future, and may be interested in asking the council members where they would like to meet (possibly through a survey). David offered to help work on identifying locations with strong accommodation options.

The group agreed they wanted to meet every couple of weeks between now and January council meeting to get through the Charter edits in a more manageable way. 12/1/22 Update: *Please note council staff determined to wait on this action until after January as Public Policy Committee will be restarted in January and will shift members on committees.*

Co chair conversation – the group discussed the desire to keep or not keep co-chairs.

## **READING 23-G-02**

# **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.



## READING 23-G-02

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

## **READING 23-G-02**

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**

## **READING 23-G-02**

The Council shall approve an annual meeting schedule for the following calendar year no later than September 30<sup>th</sup> 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.

## **READING 23-G-02**

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.

## READING 23-G-02

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.

## **READING 23-G-02**

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.

## **READING 23-G-02**

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.

## **READING 23-G-02**

### **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:**



## **READING 23-G-02**

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.

## **READING 23-G-02**

### 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.



Policy No. 406

## **Council Member Participation and Attendance**

Adopted July 2002

Revised and Adopted September 21, 2006

Revised and Adopted November 20, 2009

### **Participation**

Consistent with its Charter, it is the policy of the Developmental Disabilities Council to support full participation in and equal access to all Council meetings and Council sponsored activities for all Council members.

The Council Chair appoints all members to a Standing Committee and to a Workgroup as specified in the Council Charter. The Council expects the full and active participation of all its appointees and agency representatives including the work and on-going communication necessary between meetings to assure the Council's work is achieved in a timely fashion.

Upon the request of a member and as authorized by the Executive Director, the Council will pay a stipend to a member who is not an agency representative if the member is not employed or must forfeit wages from other employment to attend Council meetings and perform other Council duties. The stipend is \$50.00 per day for meetings and other activities.

The Council will reimburse members, as authorized by the Executive Director, for reasonable and necessary expenses, including child care, respite, and personal assistance services, if not otherwise funded from another source, for attending Council meetings and performing Council duties, consistent with state travel and other regulations.

The DD Act requires the representation of certain state agencies on the Council. Consistent with the Charter, agency representatives are full, voting members of the Council and are expected to fully participate in the full Council meetings and the Standing Committee and Workgroup to which they are assigned.

Agency representatives may appoint a designee to serve on their behalf. However, the designee must be in a position to bring Council issues to the

## Reading 23-G-03

agency representative and represent the agency before the Council. To ensure active and full participation on the Council, a designee should at a minimum, serve for a year.

### **Attendance**

An attendance record shall be kept for all Council members. The attendance record shall include presence at full Council meetings, Standing Committee meetings and Workgroup meetings and reason for any member's non-attendance. All absences should be reported to Council staff before the meetings.

When a Council member has missed four or more meetings in a twelve-month period, the Membership Committee shall prepare a letter for the Council Chair to send to the member to request that the member clarify future participation or to provide written notice of their resignation.

For this policy a meeting is: A Committee meeting or a Workgroup meeting, or a full Council meeting.

Upon receiving input back from the member, the Membership Committee shall review this matter, including the input from the member, at the next scheduled meeting and recommend follow up action to the Council Chair.

The Membership Committee, if asking the Governor's Office to replace a member, shall submit at least three nominees from the list of candidates developed during the regular annual membership recruitment.

Ed Holen, Executive Director  
1-800-634-4473 or (360) 586-3560  
ed.holen@ddc.wa.gov



Policy No. 418

**Council Member Supports**

Adopted May 23, 2003  
Draft Changes – 11/18/2010

**Background**

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

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

The Council/Staff, under 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.

**Policy**

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 be responsible for:

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

- 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.
- 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 23-G-04

- 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 are informed on Council policy, appropriate conduct, and all paperwork is complete for each 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.

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 state, a direct bill for the hotel room can be arranged if the Council has such an arrangement with the given hotel.

Ed Holen, Executive Director  
1-800-634-4473 or (360) 586-3560  
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**Public Policy Committee Meeting  
January 19, 2023**

**Time: 1:00 pm - 3:00 pm**

**Location: In-Person and Virtual**

**In-Person Location: Radisson Hotel, SeaTac**

**Zoom Link: <https://us06web.zoom.us/j/6589530558>**

**Call-in number** 253-205-0468

**Meeting ID:** 658 953 0558

**Members:** Phil Tracy, Chair, Sydney Krebsbach, Katie Mirkovich, Leigh Spruce, Alexandra Toney and Cami Nelson

1:00	<b>Call to Order</b>	Phil Tracy
1:15	<b>Questions to Begin our Conversation</b>	Emily Rogers Everyone
1:30	<b>Public Policy Job Description</b>	Everyone
2:00	<b>Break</b>	
2:15	<b>North Star Update – Connection to the Council</b>	Emily Rogers
2:30	<b>Other Resources Available in your Advocacy Work</b>	Emily Rogers Everyone
2:45	<b>Meeting review and Agenda Items for April</b>	Emily Rogers Everyone
3:00	<b>Adjourn</b>	Phil Tracy

## **Reading 23-PP-01**

### **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.