

**Developmental Disabilities Council
Membership and Governance Committee
Draft Minutes**

Date: October 12, 2017

Time: 1:00 PM to 4:00 PM

Location: Holiday Inn, Yakima

Present: Maggie Craughan (acting chair), Filberto Ontiveros, Thanh Kirkpatrick, Anthony Nash, Sue Searles, Tarra Hollins and Donna Tiffan

Staff: Brian Dahl and Linda West

Support: Stephanie McCormick

Call to Order

Maggie called the meeting to order and asked committee members and staff to introduce themselves.

Adjust Agenda/Approve July 2017 Committee Minutes

The Committee briefly reviewed the agenda and made no changes.

The minutes were went over the minutes. Staff explained that due to an unusually busy time for staff during the summer, the practice of sending out the minutes in draft form within 10 business days to committee members was briefly suspended. This was a one-time thing to respond

to extraordinary circumstances. The practice will begin again at the conclusion of this meeting.

Members made no changes to the document. Sue Searles made the motion to accept the minutes as written. Thanh Kirkpatrick seconded. The motion passed.

Committee Purpose

Since the Council has many new members, staff took time to explain the purpose of the committee and the work it needs to accomplish. Membership and Governance is responsible for the internal working of the Council. This group works on everything from recruiting and orienting new members to reviewing and establishing Council policy. It is often tedious and detailed work, but it is necessary for all the other workgroups, committees, full Council and staff to operate. On this level, it is essential.

Most of the work of the Council's State Plan is done within the work groups, however, this committee has the responsibility of monitoring the State Plan objectives and activities dealing with all Council collaborations.

To Do List-Handout

To ensure accountability and good workflow, staff and committee members create a "To Do" list at the end of each meeting and review progress at the next. Staff handed out the "To Do" list to members and briefly went through each item. A survey of Council members getting

their opinions about council member development activities was not completed. This was due to:

- 1) Holding back and giving the new Council members the opportunity to review the activity and direct how it is to progress; and
- 2) Issues of time. The events of the summer made it necessary to prioritize work and this was a task that could be delayed without consequence.

The other incomplete item was forwarding draft minutes to Committee members within ten business days of the last meeting. Again, this came down to prioritizing work. This best practice will begin again as of this meeting.

MEMBERSHIP

Council Member Recruitment and Orientation

Staff reviewed the recruitment and orientation activities since the last meeting. As a result of the process last year, the Council has welcomed several new members. The first round of new members began last Spring. Two individuals who are parents of people with I/DD were selected by the Governor. Two new agency representatives were named by the Office of the Superintendent of Public Instruction (OSPI) and the Aging and Long-Term Support Administration (AL TSA). These members went through an orientation process and officially began their duties at the April meeting.

Since the Spring, two members with I/DD and three parents were named by the Governor. There is still one position to fill for an outgoing member. We are waiting for the decision of the Governor.

One member recently resigned. Combined with three members whose terms will be ending, we will have four positions to fill in the next round of recruitment that begins in earnest after this meeting.

In January, the Committee will review the progress on recruitment, name an interview committee, schedule times to do interviews and plan orientation activities.

Council Member Development

Meeting Dates and Locations for 2018

The dates for the Council meetings in 2018 are:

January 18-19

April 19-20

July 19-20

September 20-21

November 15-16

The January meeting will be held in Olympia pending securing the appropriate rooms and meeting space.

All other meetings, with the exception of September, will be held at the SeaTac Airport Conference Center. The Committee looked at the areas in which the Council should be recruiting and determined that the Septemeber should, ideally, be somewhere on the Olympic Peninsula. In the past, reserving hotels that had both the meeting rooms and met the accessibility requirements has been a challenge in that area. Staff will do some investigating to see what resources are available and reserve space if possible. If it is not possible, the back-up location will be Spokane

GOVERNANCE

Policy Review Process

The Committee is responsible for monitoring all the policies of the Council dealing with internal operation. This includes updating current policies, eliminating out –of date policies and creating new policies to meet the needs of the Council.

The Committee looked at a list of policies that need to be reviewed and selected several on which to work at the next meeting. Staff will bring the complete policies and suggested changes. After changes are made and approved by the Committee, the policies will be forwarded to the full Council for adoption.

Note: The Council Chair previously wrote a policy that takes the place of many of the current policies. As the Committee is in the review process, it will work to align all the policies to eliminate redundancies and fill in gaps.

Charter Review

The Charter is the primary governing document of the Council. As such, it is important to keep it relevant and up-to-date. This is one of the responsibilities of the Committee. The Charter is a long and detailed document. At the July 2017 meeting, the committee established a process to review the document that involved looking at small sections at a time. The Committee would make suggestions. The staff will bring back the changes for further review. The Committee will then review the next section. When the document has been fully vetted it will be sent to the full Council for approval.

At this meeting, the Committee reviewed the section covering prohibitions on Council members, general meeting structure, establishing quorums, attendance and conducting Council business.

The portion dealing with Council member attendance and the process for reviewing and dealing with any issues.

The current process seems out of line with what is in the charter. Staff will bring suggested changes for the Committee to review. The Committee will either accept these changes or determine how current procedures may be changed to honor the direction within the Charter.

Executive Director Review

Report to Full Council
Agenda Building for January

Review “To Do List” for January 2018

Adjourn

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