

# **Developmental Disabilities Council Staff Activities Report**

October through December 2017

At the level of State Plan Goal:

## **1. A Individual and Family Advocacy Activities**

Work with DDA to expand Front Door project into Eastern WA – Ed, Linda

Attended the Board of Trustee meeting for SEIU 775 Benefits Group/Training Partnership – Ed

Attended meetings with Vietnamese families and providers - Ed

Community Guides/Community Engagement-Linda

- Launched locator map
- Organized 5 trainings to happen for first quarter of 2018

Finished and submitted EPIC final report to the federal funders-Linda/Brian/Emily

Final webinar for EPIC-Emily

Worked with the Arc to hire and train a new coordinator-Brian and Kathy

Contracts-

IFBT contracts with individuals and organizations to reach out to the Vietnamese, Somali and Hispanic communities-Emily

Allies in Advocacy--Emily, Kathy, Linda and Brian

Future Planning  
Self-advocacy partnerships in WA State  
DD Network Partner Planning

SAIL-Kathy and Brian

- Staff support
- SAIL legislative agenda
- Support for new coordinator

Program Performance Report-Brian

- Inclusion of Targeted Disparity Objective
- Measures Development
- CRA rewrite
- Refining language in objectives, outcome and outputs

RCL-Kathy

- RCL-Final surveys completed. This project ends after almost 10 years.

Recruited and began orientation of new Public Policy Fellows – Donna  
Wrote reference letters for 2017 Fellow (Nathan) - Donna

With Ed, planned and participated in forming an Advanced Leadership Steering Committee – 2 meetings so far – Donna

Planned and sponsored the Council’s first Advanced Leadership Legislative Workshop – Donna. There will be follow-up with teams around their issues.

Continued work with DSHS on getting Nathan’s Employer Guide published and reviewing changes to overtime and IP hours and training – Donna

### **1.B System Changes Activities**

Dementia Action Collaborative implementation plan project work - Aziz

Attended the 50 Anniversary Celebration at CHDD – Ed

Began the implementation of the Community Guides/Community Engagement Provider outreach and training project – Linda, Ed

Organized the annual Disability Community Legislative Reception for January 2018 – Emily

Information Dissemination-Emily, Linda, Kathy and Phil

On-going Informing Families support  
Resource Folders  
Legislative Conference Calls

DD Network Partner Collaboration-Emily, Ed and Brian

Next activity Spring 2018

Continued work on Allies as DD Network Partner – Ed, Brian, and Emily

Attended 1115 Transformation Waiver Update meeting – Ed

Attended Allies in Advocacy meetings

Met with staff from the Joint Legislative Audit and Review Committee on DDA and community access services – Ed and Donna

Presented a DDA Webinar on the Front Door Project – Ed

Monthly meetings with DDA Office Chiefs and Assistant Secretary – Ed

Attend the DSHS meeting on the Individual Provider Employment Agency – Ed

Testified at the November meeting of the Joint Legislative and Executive Aging and Disability Committee on self-directed services – Ed

Facilitated the annual Legislative Notebook meeting - Ed

Chaired the quarterly meeting of the Informing Families/Community of Practice Advisory Board – Ed

Attended the quarterly meeting of the Governor's Independent Agencies/Boards meeting – Ed

Participate in the teleconference of the NACDD Disability Cultural and Linguistic Competency workgroup – Ed

Worked extensively on proposed legislation to improve content and process for DD eligible special education students to transition to adulthood. Meetings with legislators and staff, DVR, OSPI, Rehab Council staff and employment providers on transition legislation / testified at legislative work session - Donna

Talked with Joint Legislative and Audit Review Committee on the community access issue that led to the bills on transition - Donna

Provided input to Governor's Policy and Budget staff on legislative issues / with Arc of Washington, organized a panel of DD advocates to speak to Governor - Donna

Meetings and conversations with legislators on systems issues. Also meeting with legislative caucus and committee staff in preparation for session - Donna

Part of team to provide questions/issues for legislators and staff to ask on their tour of two RHCs and a SOLA / will continue follow-up - Donna

Researched how to support the DD Community Trust – Donna

Participated in welcome reception for new Secretary of DSHS and attended forum on DRW's showing of "Bottom Dollar" – Donna

Reviewing Legislative Agendas of various non-DD organizations, offering or seeking collaboration (ex. Collaborating with SEIU 775 and DRW and possibly senior advocates on guardianship/supported decision making and housing organizations on housing issues) - Donna

Read and responded to various DDA WACs (agency rules) and proposed legislation – Donna

Set up a meeting with DSHS Director of Government Relations and DDA staff on training issues - Donna

Participate in the DD Community Advocacy Coalition (Disability Rights Washington, the State and local Arcs, Self – Advocates in Leadership, Parent Coalitions, Community Residential Providers Association and Community Employment Providers) to review all policy issues and collaborate on potential action – Donna

Participated in the Autism Advisory Council annual meeting – Donna

Helped prepare for the CAC Notebook Meeting to review legislative issues/procured speaker – Donna

Participated in legislative safety net meeting, giving DD potential priorities for upcoming session – Donna

Contributed to meeting with human services advocates on principles for addressing vendor rate increase requests – Donna

Attended King and Pierce County legislative forums – Donna

## **1. Operation and Administrative Activities**

Attended the AIDD webinar on financial forms and other compliance issues - Ed

Aziz worked on the follow tasks:

- 19-21 Compensation Impact Model Assignment
- Prepare fiscal month-end budget status reports and review with pertinent staff
- Respond to fiscal/budget inquiries
- Expenditure monitoring
- Assist with contracts budgets
- Approve invoices; ensure proper coding
- Misc. operational tasks
- Address building maintenance issues

- Supply requisitions
- SuccessFactor for Phillip

Prepared, participated and staffed Council workgroups, committees and full Council meetings – All staff

Finished review and updates on all staff positions descriptions including new Commerce 1 position– All staff

Prepared all materials for the DDC meetings: Workgroups, Committees and Full Council – All Staff

Program Performance Report-Brian

Continued progress in completing the PPR. Due date moved until early in 2018 because of issues at the federal level instituting digital platforms.

Council Meetings-All Staff

Logistics/Planning  
Agenda and Materials  
Supports  
Future Council Meeting Planning-Olympia and Bremerton  
Supporting Membership enrichment activities

Membership-Linda, Brian, Ed and Linda

Continued work on ensuring compliance with the DD Act by working with the Governor's office.

Organizing recruitment for 2018

Logistics/Administrative Support-Kathy, Brian, Linda and Emily

Justifications  
Inter-agency relations-external committees like ACCT Council  
Box maintenance

General administrative Support-Phil

Legislative Reception  
Copies  
Mail  
Folder Dissemination

Gatekeeper-Phil

Phone support  
Reception

Office Maintenance/Upgrades-Aziz and Linda

Contracts Management-Emily

Billing and Reports  
Contract Amendments

Human Resources-Ed, Linda, Emily, Brian and Commerce Staff

New position of Commerce 1 and advancement for current staff.