

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

**Date:** January 18, 2018

**Time:** 1:00 PM to 4:00 PM

**Location:** Hampton Inn, Olympia

**Present:** Ryan Troyer (chair), Maggie Craughan, 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**

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

**Adjust Agenda/Approve October 2017 Committee Minutes**

No changes were made to the agenda.

Tarra moved and Thanh seconded to approve the October 2017 minutes as written. The motion carried with Diana abstaining.

## **Committee Reorganization**

Brian opened the discussion on the new committee structure is to be approved at the full Council meeting on January 19<sup>th</sup>. The reasons behind making this change are:

- To create a structure that addresses the needs of the state plan and better reflects the work of the Council; and
- To divide the workload among committees equally

In order to make this change several things will need to be addressed:

- 1) Big picture work plans will need to be updated and created to reflect the new structure;
- 2) The charter will need to be amended along with the appendix section that deals with sub-organizations of the Council; and
- 3) New chairs, members and staff will need to be assigned to the committees

Staff briefly reviewed the current big picture work plan for the Membership/Governance Committee. No changes had been made since the last meeting in anticipation of the upcoming change. In April, new version of the big

picture work plans will be reviewed by the appropriate committees.

The Committee reviewed suggested edits to the charter. Within the body of the charter most of the changes were minor. The biggest change had to do with the description of the Executive Committee. This was struck out of the document, however, the essential functions of the Executive Committee were moved to the appendix description of the proposed Governance Committee.

The appendix was changed to include descriptions of the proposed committees. The old Membership/Governance Committee duties were divided between the new Membership Committee and the new Executive/Governance. The current workgroup duties were combined to create the description for the new State Plan Committee. There were no changes to the Public Policy duties.

The Committee reviewed these changes and expressed general approval. Staff will forward these changes to the Council Chair for further review and edits.

At the April Committee meeting the members will make a final review of the Charter changes and vote to move forward to the full Council for adoption in July 2018.

## **To Do List**

All items on the October to do list were completed or in process. The development day survey of Council members was completed but late.

## **Council Member Recruitment**

Linda updated the Committee on the 2017 recruitment that revealed there are still outstanding appointments to be made. Staff will continue to work with the Governor's Office to assign new members. Since the last committee meeting the Governor's Office identified and appointed a new Council member.

The Committee also reviewed the timeline for the 2018 recruitment, interviews and orientation.

There was no action taken because it is anticipated that membership decisions will be made by the new Membership Committee beginning in April 2018.

## **Council Member Development**

Staff sent out a survey to Council members on member development activities. The survey consisted of two questions;

- 1) topics of interest; and

2) preferred format (ongoing or a single day)

Twelve people answered the survey. Legislative and public policy issues received the highest response. The majority of respondents preferred ongoing development versus a single day. The survey will be offered in paper format to those who were not able complete it online. The results will be reviewed by the new Membership Committee and a plan for implementation will be developed.

## **2018 Meeting Dates and Locations**

Staff discussed the 2018 meeting dates and locations for the Council. At the October 2017 meeting the Committee expressed a desire to meet somewhere on the Olympic Peninsula. Staff have been investigating options that meet accessibility meeting space needs of the Council. It is hoped to have a hotel confirmed by the April meeting.

## **Policy Review Process**

The governance policy created by the Chair takes the place of the 300 and 400 numbered Council policies. This eliminates the need for this committee to review those policies individually. The 100 numbered policies mostly pertain to Council positions on public policies. These will need to be reviewed within the proposed

Executive/Governance Committee or other appropriate committees to ensure they are up to date and relevant.

There are a few 100 numbered policies addressing internal Council operations. These will need to be reviewed and possibly included in future amendments to the governance policy. This will be the responsibility of the proposed Executive/Governance Committee.

## **Charter Review**

During the discussion on committee reorganization earlier in the agenda the topic of Council sub-organizations was addressed. Changes to the charter and its appendix will be further reviewed by the Council chair.

The Committee reviewed the sections of the charter relevant to:

- Minutes of meetings;
- Reasonable accommodations; and
- Complaint procedure

The Committee recommended no changes to these sections.

## **Executive Director Review**

The Committee further discussed the procedure and timeline of the Executive Director performance review. This is an important issue that needs to be accomplished soon. The Executive Director should be reviewed annually at the first meeting after the start of the federal fiscal year. This has not happened for several cycles and the Council is not in compliance with its federal law.

The Council Chair will work with staff to move this forward. Committee members expressed a desire that the procedure used will be open and fair. Members expressed concerns that implementing a new process without the Executive Director being able to review and comment is not fair. Members also discussed who should be offered the opportunity to provide input into the review process. The inclusion of contractors and others who are not involved in Council business caused concern. If outside parties have a concern there is already an complaint process in place for them.

This issue will be the responsibility of the proposed Executive/Governance Committee. It will be a priority item on the April 2018 agenda.

## **Next meeting agenda/report to the Council**

Since the Council is moving to a new committee structure agenda development will be conducted by staff by reviewed by the new committee chairs.

The report to the full Council will happen in rounds during the Council meeting. The Committee chair and staff will review the agenda and take questions.

Ryan adjourned the meeting.