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**Developmental Disabilities Council
Membership Committee
Minutes**

Date: October 29, 2018

Time: 1:00 PM to 3:00 PM

Location: Zoom Meeting

Members Present:

Ryan Troyer (Chair), Julia Bell, TK Brasted, Maggie Craughan, Thank Kirkpatrick, Mike Raymond and Mark Westenhaver

Staff: Linda West, Brian Dahl, Ed Holen, Aziz Aladin, Aundreaa Martinez, Kathy Easton

Call to Order and Introductions

Ryan called the meeting to order and asked everyone to introduce themselves.

Adjustments to the Agenda

There were none.

Committee Job Description

The Committee reviewed each subsection of its job description individually. Edits were documented and revised committee job description will be reviewed at the next meeting.

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The Committee expressed concern about making sure its job description was in line with Council policies, charter and Executive Order. Staff will bring edits/corrections and make sure the job description lies up with the Council's governing documents.

Motion: Maggie moved and Mike seconded to approve the Committees job description with edits and staff work. The motion passed.

Big Picture Work Plan

Brian reviewed the Big Picture Work Plan for the Membership Committee. The Big Picture Work Plan is an annual timeline for the responsibilities of the committee. It will help create agendas and track the work of the committee.

Staff will work with the Council to determine which committee be responsible for oversight of the Council's website and social media. If the Council decides to assign this to the Membership Committee the activity will be added to its big picture work plan. Presently, the Council has no social media presence and the web page is managed as a staff activity.

Council Member Recruitment Update

Linda reported that the team decided to do an additional push for two members with I/DD during the last round of

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interviews. Interviews will be held on November 5th in Spokane.

Council Membership

Potential Addition of Members

Julia shared that at the National Association of Councils on Developmental Disabilities Technical Assistance Conference last July. There, she learned Councils need to make sure they have at least two representatives from:

- 1) Local and non-governmental agencies; and
- 2) Private nonprofit groups.

The Council currently only has one representative in this category.

There was also suggestion at the last Council meeting that it would be good to have a representative of the new Department of Children, Youth and Families. Federal law states that if two more agency representatives (one state and one local) are added to the Council, that would require the addition of two additional citizen (self-advocate and/or family member) members to match each new agency representative and maintain appropriate membership balance.

Ed shared the Council wanted to be responsive to Governor Gregoire's desire to reduce and/or eliminate the number of boards and commissions in Washington State. They decided to reduce the number of agencies

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represented on the Council to those mandated in the DD Act. This reduced, through attrition, the number of Council members to twenty-seven.

He stated Children's Administration and the Office of the Superintendent of Public Instruction did serve on the Council. The Council felt that if an agency report or information from the non-mandated agencies was requested a presentation by that agency could be given at a Council meeting.

No decision was made and the Committee will bring a recommendation to the full Council at a future meeting.

Council Member Attendance

The Committee discussed Council meeting participation. It was noted that since being appointed in the spring of 2017, a council member has only attended only one or two meetings.

The consensus of the Committee was for the Council Chair to have a discussion with the member to see if they are able to attend future meetings.

Committee Review of Orientation & Meeting Evaluations

The Committee talked about new member orientation follow-up with new members. The possibility of conducting a survey within the first six months to see what

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would have been helpful to have talked about during the orientation.

They would also like to discuss the Council meeting evaluations from the last two meetings.

Member Handbook Review

Linda reviewed the handbook and edits were noted. The Committee expressed concern that subsections of the handbook differed from some of the Council's policies.

Staff will review the Council's governing documents along with the handbook to make sure that they are in-line with each other. A revised handbook will be mailed to the Committees prior to the next meeting.

Items for Report to Full Council/Committee Agenda Building

Report to Full Council

Ryan will report that the Committee discussed its:

- ✓ Job Description, (making sure it is in-line with Council governing documents);
- ✓ Big Picture Work Plan (adding the Council's website and social media to its calendar);
- ✓ Council Member Recruitment (Update on upcoming interviews);

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- ✓ Adding of new Agencies (Dept. of Children, Youth and Families (DCYF) and a Non-Governmental Organization. Which would mean the addition of four citizen members);
- ✓ Council member attendance;
- ✓ Orientation survey for new members and Council evaluations; and
- ✓ Handbook review, (making sure it is in-line with Council governing documents);

Next Meeting Agenda

- ✓ Review attendance policy;
- ✓ Website/social media in job description;
- ✓ Reach out to DCYF (interest in serving on Council, cost breakdown per member);
- ✓ Review orientation/new member evaluations;
- ✓ Review Council member evaluation;
- ✓ Review member handbook;
- ✓ Recruitment process (begin);
- ✓ Council member development;

The Committee decided to conduct another zoom meeting on December 17th at 1:00 pm.

Adjourn

Motion: Maggie moved and Mike seconded to adjourn the meeting. The motion carried.