

Reading 18-M-07

| Objective/Activity | January 2019 | April 2019 | July 2019 | October 2019 |
|--|--|--|--|---|
| <p>SA 2.1 System change initiatives Activity 2.1.4 Support new and existing collaborations</p> | <p>Overview of DD Network partner and other collaborations</p> | <p>No activity</p> | <p>Review and approve the information on Collaborations to be included in the State Plan Amendment/Update due Aug 15</p> | <p>All outcome/measures for collaborations Reviewed to be included in the PPR</p> |
| <p>New Member Recruitment</p> | <p>Overview of recruitment process Overview of the gaps in Council membership Plan 2019 recruitment process</p> | <p>Review applicants, determine interview committee and schedule interviews. Desired candidates forwarded to Governor's office in May/July</p> | <p>Welcome new Council member (This is the ideal. Other factors may delay appointments)</p> | <p>Review and edit recruitment materials in preparation for the 2020 cycle</p> |
| <p>New Member Orientation/Handbook</p> | <p>Review and approve any changes from November 2018. Forward to full Council in April.</p> | <p>Full Council reviews handbook and approves.</p> | <p>Staff update on tracking the dissemination and use of the handbook, including feedback on usefulness</p> | <p>Review handbook and make changes if necessary. (cycle begins again.)</p> |

READING 18-M-07

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| Attendance Review | With Council Chair, review attendance policy, make changes if necessary, clarify responsibilities and procedure. (December 2018) | Review Attendance of members. Follow policy and procedure as determined in January, if necessary | No Activity | No Activity |
| Council Member Development | Using data from 2018, determine a plan for Council member development | TBD | TBD | TBD |
| State Plan Amendments/Updates | Review Council member and staff demographics included in 2018 PPR Review State demographics to inform recruitment process | No action | Review updates to demographics to be included in the State Plan Amendment/Update due Aug 15 | Review demographic information to be included in 2019 PPR. Suggest changes to other parts of the PPR, if there are any |
| Meeting Dates and Locations | Determine dates and locations for calendar year 2020 meetings. Assign staff to determine viability. | Finalize 2020 calendar based on Staff information. | Staff report on securing meeting dates and locations. Review report to be submitted to Code Reviser's office per the Open Meetings Act. | Distribute meeting dates and locations to all Council members. Review update to website. |

READING 18-M-07

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| Other | Discuss including website and social media as part of the Membership responsibilities | | Review practices no longer used such as mentors and individual development plans | |

Collaborations

There are two types of Council Collaborations:

DD Network Partner collaborations are the most formal. A process has been established in which all DD Network Partners meet, at least, two times a year to talk about the issues on which they can support each other. The DD Network Partners in Washington State are Disability Rights-Washington, the University Center of Excellence in Developmental Disability, the DD Council and WA State Allies in Advocacy.

New member handbook

The “New Member Handbook” is a publication of the Council. It contains the basic information all Council members need to be able to meaningfully participate in Council meetings. It is the responsibility of the Membership Committee to make changes to the handbook as needed and direct staff on what needs to be included.

New member recruitment

The Council relies on volunteer members who are term limited. This requires annually a process to solicit new members and refer them to the Governor’s office for approval. The process includes outreach, promotional materials and interviews by existing Council members.

READING 18-M-07

Attendance

The Council has an attendance policy that is regularly reviewed by the Membership Committee. The Committee also has the responsibility to periodically review attendance records and address any issues at the lowest level and most positive way possible. It is a purpose of this committee to support members to be able to participate in meaningful and productive ways, including attending and being able to participate in meetings.

Council Member Development

Council member development has two forms:

- 1) Information and activities developed by the committee and staff to provide internal education to council members.
- 2) Council staff prepare Council members to participate in meetings, conferences and other public events across the state and nation. It is the responsibility of Council members to bring back information to inform the work done by the committees and full Council.

The Committee monitors who goes to conferences and sometimes solicits members to participate. The Committee also determines the kind of information and events to be developed and presented to the Council.

STATE PLAN DETAILS FOR THE MEMBERSHIP COMMITTEE

Objective 2.1

System change initiatives that are important to the lives of people are initiated at the State level on key issues as identified by stakeholders, in each year of the State Plan.

2.1.4 Activity

Support existing and new collaborations in addressing system and policy issues and sustain collaborations on policy issues both in and outside the DD system.

READING 18-M-07

Output:

Participate in at least two cross disability or cross cultural policy coalitions addressing policy issues impacting people with developmental disabilities over the course of the state plan.

Outcome:

Increase number of partners working on legislative issues or policies;
Three bills or policies created, enacted or implemented; and
Increase new partners seeking the Council's involvement and support.