

Developmental Disabilities Council Governance Minutes

Date: December 20, 2018

Time: 11:00 AM to 1:00 PM

Location: Zoom Conference Call or DDC Conference room

Members Present: Shamra Baez, Julia Bell, Shannon Manion, Sue Searles, and Donna Tiffan

Staff: Aundreaaha Martinez, Ed Holen, Linda West

Call to Order

Ed called the meeting to order. He welcomed all members and asked everyone to introduce themselves.

Adjustments to the Agenda

No adjustments to the agenda were made.

Approval of Meeting Minutes:

A motion was made by Maggie Craughan to approve the meeting minutes from November 2018. Shamra Seconded.

Motion carried. November 7th, 2018 Governance Committee Meeting minutes were approved.

Committee Job Description

As a group discussion, the group completed a final review of the Governance Committee Job Description. There were several adjustments were made that staff will work on completing. One section was completed and will be added and updated with the Policy 401 defined.

Motion carried. The Governance Job Description will be submitted to the January Council Meeting for final approval.

Executive Director Transition Process:

Julia started the discussion with an update on the Executive Director Transition Process. She explained the update on the Executive Search Team and where they stand in the process. She provided the group with Transition ideas for the Council for the remainder of the transition/

Big Picture Work Plan

The committee reviewed the Big Picture Work Plan and the committee will be looking to add in an Executive Director Evaluation and what that could look like. They also discussed the changes to the charter with all the Job Descriptions being completed.

For the July Council Meeting, it was discussed that there will be a lot of updated and changes that will need to be approved at the October Council Meeting.

Executive Director Job Evaluation Feedback

Ed provided a Job Evaluation option for the Governance to review and change in the upcoming months.

There was also a Job Description Performance Criteria and what the Council has done in the past.

Ethics Policy: Technology Code of Ethics

Ed presented to the Governance Committee a draft Policy statement on Enabling Technology and Code of Ethics. There was a overview of the draft document and Ed asked the Governance Committee to provide feedback once members were able to review it more in depth.

To do list: Mid- Feb 2019

Continue the review of the Executive Director Annual Evaluation

Continue the review of the Executive Director Transition Process and timeline

Create and determine the definitions of terms in the Charter such as Workgroup, task force, ad hoc committees, and sub working groups

Adjourn