



**Developmental Disabilities Council
Full Council Meeting Minutes
January 16, 2019**

Members: Julia Bell (Council Chair), Shamra Baez, Andrea Belcourt, Thomas Brasted, Maggie Craughan, Kelly Hill, Danny Holmes, Thanh Kirkpatrick, Anthony Nash, Mike Raymond, Ronald San Nicolas, Pat Shivers, Adrienne Stuart, Donna Tiffan, Ryan Troyer, Courtney Ward, Sherrie Brown (UCEDD), David Lord (DRW), Shannon Manion (DDA), Katie Mirkovich (DVR), Janice Tornow (OPSI), Mark Westenhaver (HCA), Tavares Terry (ALTSA)

Staff: Brian Dahl, Ed Holen, Aundreaaha Martinez, Donna Patrick, Emily Rogers, Linda West, Aziz Aladin, Phillip Rasmussen

Support staff: Kathy Easton, Jim Quatermass, Suliana Tii, Jamie Castle

Guests: Peter Tassoni (Commerce), Kim Brown (ALTSA), Sharon Harrtung (OPSI)

Opening of Meeting:

Julia called the meeting to order. She recognized the Council's two newest members and asked everyone to introduce themselves.

Adjustments to the Agenda

A revised agenda was handed out with updated times (Appendix A). Donna P. handed out 2019 Legislative Issues to prioritize. She will collect them at lunch so she can review them with the Council during an in-depth discussion in the afternoon (Appendix B).

Approval of November Meeting Minutes

The wrong year noted on the minutes and it will be corrected upon approval of the minutes.

Motion: Mike moved and Danny seconded to approve the November 2018 Council Meeting Minutes with the noted correction. Motion carried.

Chair's Remarks

Julia thanked everyone for their hard work and dedication with adjusting to the change in structure of the committee meetings. She also thanked the staff for their hard work as well.

She discussed the changes to the agenda.

Committee Job Descriptions

Council members discussed the revised Committee Job Descriptions. The Governance and Public Policy Committees have items that needed clarification.

Item number seven of the Governance Committee job description needs to have clarity on what Policy 401 is; and

Item number seven, the Rapid Response Team, of the Public Policy job description needs clarity surrounding responsibilities. After discussion, the decision made was to remove it from the Public Policy.

Motion: Pat moved Maggie seconded to approve the job descriptions for the Committees, with the following changes; clarify the reference to Policy 401 in the Governance Committee and removed item seven from the Public Policy Committee. Motion carried. (All Job descriptions in Appendix C).

Committee Meeting Updates

Executive Committee

Julia introduced the Executive committee. She explained that they have met several times since December in order which organization with whom the Council will be using for the hiring process. The Executive Committee has drafted the Executive Job Description that has been approved by the Council.

State Plan Committee

Donna T. reported that the Committee:

- Made several updates to the Council's Program Performance Report (PPR) and the State Plan Workbooks;
- Completed their job description; and
- Reviewed their Big Picture Work Plan.

Public Policy Committee

Pat reported that the Committee:

- Discussed current legislative session and bills to follow;
- Reviewed their legislative priorities and talked about Advocacy days; and
- Approved that their job description be moved to the full Council for approval;

Governance Committee

Ed reported that the Governance Committee:

- Reviewed their job description and voted to move it to the full Council for approval;

- Reviewed the Executive Director Transition Process; and
- Began working on reviewing and creating an Executive Job Evaluation Feedback survey that will be given to the Executive Director annually.

Membership Committee

Ryan Troyer reported that the Committee;

- Updated the new member handbook;
- Reviewed their job description; and
- Discussed new member orientation. Membership will also be working on more formal Council meeting evaluations, how to collect and review the data.

Commerce Specialist 2:

At this time the Council has three Commerce 1 positions and two Commerce 3 positions and no Commerce 2 positions. Commerce 2 positions are more highly skilled and provide a bridge between the work of the Commerce 1 and other positions on the Council staff. The Council is proposing to convert one of the existing Commerce 1 positions into a Commerce 2. This position will help to direct the logistics of Council events, provide a higher level of support and facilitation to the Community Guides/Community Engagement Project and help in the data collection for the State Plan. This position will also deal with higher level membership concerns. An Organization Chart was provided to Council members to show how this position would fit into the existing structure. Council members were asked to approve this change in Council staffing. (Appendix D)

Action: Establish a Commerce Specialist 2 position in place of an existing Commerce Specialist 1.

Motion: Ronnie San Nicolas moved this action. Anthony Nash seconded the motion. Motion carried.

Staff Activity Report

Ed discussed the Staff Activity Report that was in the mailing with the Council. This report is meant to show how the staff activities of the Council are connected to the State Plan and administrative activities. This report covered the time from November 2018 until the present. The report mostly highlighted end of the year activities for the State Plan and the budget and showed the preparations for the upcoming legislative session(Appendix E)

Budget Update

Aziz reviewed the Council's budget. The Council monies are being spent down in accordance with the last approved budget. The Council is spending on the budget items detailed in the report at rate that accurately reflects the stage of budget implementation. Aziz also spent time reviewing the details of the Informing Families project. This project is on track with the timeline established in the last approved budget. (Appendix E)

Executive Session

An Executive Session was called to enable the the members to discuss the transition and hiring process of a new Executive Director. Staff were excused.

Motion: Pat moved and Mike seconded to approve contracting with West Sound Workforce for \$13,000 with \$500 for out-of-pocket expenses to assist with the Executive Search Process. The motion carried.

Recess for Lunch

Julia requested shortening lunch to 45 minutes in order to stay on schedule.

UCEDD Report

Sherrie Brown is the Agency Representative for the University Center for Excellence in Developmental Disabilities (UCEDD). The UCEDD in our state recently passed its 50th Anniversary. This was a significant occasion and worthy of recognition. The UCEDD held events in commemoration and it seemed fitting for the Council be informed of the highlights of both the recognition events and the history of the UCEDD in general.

Sherrie prepared a PowerPoint presentation and brought materials highlighting the UCEDD in Washington State and nationally. The Centers of Excellence have provided research about intellectual and developmental disabilities that have contributed to the health, well-being and inclusion of people with IDD at levels of society.

Along with the history, Sherrie talked about the current projects undertaken by the UCEDD staff. (Appendix F)

Legislative Update and Materials

Donna Patrick and Emily Rogers gave a legislative update on what the areas of interest Council members shared. The top concerns were “In-home supports for Individuals and Families” and Education/Transition from High School.

Discussion followed about the In-Home supports for Individuals and Families, the Parent-to-Parent expansion, respite expansion and the concern with aging caregivers.

Donna explained the Education/Transition from High School with the new bill, increase in funds, and special education increase in funds and programs.

Donna and Emily discussed the Legislative Conference call schedule. They shared that it is a great way for Council members to stay up-to-date on the legislative priorities.

Donna also talked about the “Stuck in a Hospital” study the DD Ombudsman Office completed this year. It portrayed the work they are doing to create a better system for those with DD who are in a hospital setting for an extended period of time.

State Plan Performance Activity Going Forward

Brian presented the components and inner workings of the State Plan Goals Objectives, Activities and Performance Measures. His power point presentation reviewed all the information going into the PPR and updated work he has conducted over the year.

He walked through the process and notified the Council that we will begin to create the next State Plan in the next year.

Older Adults with DD Living with Their Parents/Family Member Report

Ed gave an overview of a workgroup that met in 2018 for Older Adults with DD Living with Their Parents/Family Members. He explained the purpose and outcomes that could benefit individuals and families in the future. Ed went over the recommendations to prepare for the rise of aging caregivers and older adults.

Agenda Items for April 2019 Council Meeting

Julia mentioned that there will be a meet and greet with the final interviewees. She wanted to let the Council know that it will be an extremely pack filled agenda.

Adjourn

Motion: To adjourn the meeting.

Action: Mike Raymond made the motion, Maggie Craughan seconded.
Motion carried

Meeting Adjourned.

