



Draft Governance Committee

Date: April 25, 2019
Time: 12:45 pm to 2:15 pm
Place: SeaTac Airport Conference Center

Members Present:

Shamra Baez, Acting Chair

Maggie Craughan, Anthony Nash, Donna Tiffen, Sherrie Brown, Shannon Manion, Katie Mirkovich, Julia Bell

Members absent

Filiberto Ontiveros, Michelle Hoffman

Staff: Ed Holen, Brian Dahl, Linda West

Call to Order

Shamra Baez, Acting Committee Chair, called the meeting to order and asked everyone to introduce themselves.

Approval of the Minutes

The Acting Committee Chair asked members to review the December 2018 meeting minutes.

It was moved by Maggie and seconded Anthony

Reading 19-G-05

It was noted that Maggie was present at the meeting and she will be added as “present”

With that, the Committee voted that the minutes be approved as corrected with Sherrie Brown abstaining.

Adjustments of the Agenda

No adjustments to the agenda.

Big Picture Work plan review

The Committee reviewed the Big Picture work plan.

During the review, the Committee noted that, at this meeting, it was to review the Executive Order (EO). The Council has discussed two items regarding the EO.

One proposal will add a representative from a “non-governmental organization” to the membership as required by the federal DD Act. Currently, the EO says the Council must have a representative from a non-profit or a non-governmental organization. Adding this representative would also necessitate adding two other public members to maintain the required ratio of membership.

The second proposal, would add a representative from the Department of Children, Youth and Families. This would also necessitate adding two additional public members.

The Committee wanted to address the federal compliance issue first. It asked staff to draft language to add the non-governmental representative and make adjustments to bring the EO into compliance.

The Committee asked that language be presented to the Committee in July for approval. They also asked that there be a vote scheduled at the Full Council meeting for approval.

After the Council approves the recommendation, it still needs to work its way through the Governor’s process which may take a while.

Reading 19-G-05

The proposal to add a representative from the Department of Children, Youth and Families will be considered at a later date.

Definitions of Terms

The Committee requested a definition of terms used to describe the sub-organizations the Council often uses. Most of the terms are defined in the Council Charter. Ed Holen presented the definitions as below:

The Council may have several “sub organizations” to assist in its Governance functions. The Council can establish:

- Standing Committees – established to do the on-going Governance work of the Council
- Workgroups – established to organize to address responsibilities of the State Plan on an issue-oriented basis
- Ad Hoc Committees - established to do work on a time-limited basis and make recommendations to the full Council re: governance or policy responsibilities

The Executive Director can establish groups to assist with management responsibilities and can use the terms “task force”, “coalition”, “association”, “advisory group”, or “advisor”. The Executive Director has the authority to establish such groups, as need, within the Council approved budget.

Policy Review

There were several policies for the Committee to review and revise. They included the following:

Policy 104 – Project and Contracting Policy
Policy 301 – Delegation to the Executive Director
Policy 404 – Council Budget Development Process
Policy 408 – Discretionary Funds
Policy 415 – State Plan Development and Implementation
Policy

The Committee began the review going through the policies one by one, line by line. Staff will redraft each policy and present it to the Committee at the July meeting.

Reading 19-G-05

Items for July Committee meeting

- Vote on Language in the Executive Order
- Review of revised policy for the 104 and 301
- Review of policy 404, 408 and 415
- Big Picture work plan
- Orientation to the role of the Committee

With that, the meeting was adjourned.