

## **Reading 19-M-05**

### **Developmental Disabilities Council Membership Committee Minutes**

**Date:** April 25, 2019

**Time:** 2:00 PM to 4:00 PM

**Location:** SeaTac Conference Center

#### **Members Present:**

Ryan Troyer (Chair), Shamra Baez, TK Brasted, Maggie Craughan, Thanh Kirkpatrick, Mike Raymond, Katie Mirkovich , Courtney Ward and Mark Westenhaver

**Staff:** Linda West, Ed Holen

#### **Call to Order and Introductions**

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

#### **Adjustments to the Agenda**

There was a request by the Council Chair for the Committee to discuss member absences.

#### **Approval of the December 2018 Minutes**

**Motion: To approve the December 2018 Membership Minutes as written. It was moved and seconded. The motion carried.**

#### **Federal Membership Guidance**

The Committee discussed the federal guidelines for DD Council membership that is in the DD Act. They wanted to make sure that the Council is in compliance.

## **Reading 19-M-05**

The most important things of note are adding an agency representative from a non-governmental agency. This will also add the need for two more citizen members to keep the proportion of agency to citizen members. This will be taken care in updates to the Executive Order being addressed in the Governance Committee.

The guidance also indicated the Council Chair is subject to the same term limits of citizen members. This is an issue that needs to be clarified with the Governor's office.

## **Big Picture Work Plan**

Brian went over the Big Picture Work Plan. Committee meetings for the last year have been erratically scheduled and often very short. Brian will be reviewing all the work plans to try to make something that fits within limited committee activity but still manages to address all the work required of the committees.

## **Council Member Absence**

Attendance issues were discussed. There are two current members who have not been attending regularly. This matter will be referred to the Executive Director and the Chair.

## **Membership Recruitment**

Membership recruitment is underway. Staff anticipates the Governor's office will be forwarding applications soon. It has been indicated there are many. A sub-committee from membership will do the interview process hopefully by summer. People with disabilities make up the vast amount of people terming out.

## **Member Handbook Review**

Linda briefly reviewed the member handbook. The Committee suggested no changes. Linda will be updating the basic data, like Council

## **Reading 19-M-05**

membership in the handbook and have it ready for when orientations are scheduled.

### **2020 Council Meeting Locations**

At this time of the year, the Council needs to determine the dates and locations for the Council meetings in the coming year. Staff is required to report this information to the Code Reviser's office. The Committee determined that the Wenatchee area might be considered. The January meeting will be held close to Olympia to coincide with the Legislative Reception. The other two meetings will be held at the SeaTac Conference Center.

### **Report to Council**

The Committee Chair and Council staff worked with the committee to determine what needed to be reported on at the Council.

### **Agenda for July**

Items for July include:

- Recruitment update
- Discussion of membership roles
- Attendance review