

Reading 19-G-10



Governance Committee Draft Minutes

Date: July 18, 2019
Time: 12:45 pm to 2:15 pm
Place: SeaTac Airport Conference Center

Call to Order and Introductions

Shamra Baez, acting Chair of the Governance Committee, called the meeting to order and asked the members to introduce themselves.

Approval of April 2019 Minutes (Reading 19-G-05)

The Committee reviewed the draft minutes from the April 2019 meeting. The committee noted a few errors with grammar, spelling and punctuation. The changes were noted and will be corrected for the final version.

VOTE: Approve the April minutes with the corrections.

Anthony Nash made the motion to approve the minutes with corrections. Andrea Belcourt seconded. The motion passed on a voice vote with no one abstaining.

Adjustments to Agenda

This is the first meeting for the Council's new Executive Director, Jeremy Norden-Paul. He is floating between all the committees. This allows him the opportunity to familiarize himself with the issues, format and people involved. The Committee decided to move the discussion on the "Role and

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Purpose of the Committee” until Jeremy was present. Understanding the purpose of all the committees is an important part of learning his new role. The Executive Director is traditionally the lead staff for this Committee.

Review of Executive Order Language

The committee reviewed the changes to the Executive Order. The edits were prompted by guidance from the technical assistance arm of the Council’s national organization.

A reading containing this guidance was used in making the following edits:

1. In order to remain in compliance with the Developmental Disabilities Assistance and Bill of Rights Act (DD Act), the Council needs to add a seat for a non-governmental organization. It will also need to add two seats for citizen members to keep the ratio of citizen members to agency representatives aligned with the requirements of the DD Act; and
2. Council Chairs are subject to the same term limits as all other citizen members of up to two consecutive three terms.

Vote: Accept the edits as written and move to the full Council on July 19, 2019 for final approval. Maggie Craughan made the motion. Andrea Belcourt seconded. It passed on voice vote with no one abstaining.

Role and Purpose of the Committee

The role and purpose of the Governance Committee is to address on an ongoing basis the Council’s internal policies, procedures, and other issues related to the governance structure of the body. It regularly updates the Council’s governing documents, such as the Charter, the Executive Order and the Memorandum of Understanding with the Department of Commerce, which is the Council’s designated state agency (DSA). It is also essential to address compliance issues with our State Law and the federal Developmental Disabilities Assistance and Bill of Rights Act.

There is often confusion between the duties of this committee and the Executive Committee. The Executive Committee exists to facilitate communication between the committees through the chairs. Committees will often forward items to the Executive Committee that need to be addressed, such as attendance and other membership issues.

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Job descriptions for all the committees are included in the appendix of the Council's Charter.

Review proposed Policy Changes from April Meeting

Policy 104 – Project and Contracting Policy

The Committee reviewed the changes to this policy and determined there is still more work to be done. Staff will work with the Executive Director to make some more changes and bring it back to the committee in the future for review.

Policy 301 – Delegation to the Executive Director

The committee reviewed the changes to this policy. The changes were made and suggested mostly by the former Executive Director. The committee decided to review this policy at a future meeting after the new Executive Director has had a chance to review and make comment.

Policies to Review

The Committee briefly reviewed the following policies and came up with plans for further work on revisions to be brought to the next committee meeting.

Policy 404 – Council Budget Development Process

Donna Tiffan, Andrea Belcourt and Shamra Baez agreed to review this policy and bring suggestions to the next council meeting.

Policy 408 – Discretionary Funds

Donna Tiffan, Andrea Belcourt and Shamra Baez agreed to review this policy and bring suggestions to the next council meeting.

Policy 415 – State Plan Development and Implementation

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The Committee forwarded this policy to the State Plan Committee as it directly reflects the work of this committee. Donna Tiffan, the chair of the State Plan Committee, will ask volunteers from the Membership Committee to work on this policy and bring it to a future committee meeting.

Agenda Items for Next Committee Meeting

- Continued review of policies
- Review of the Charter

Adjourn