

Reading 20-M-01

Developmental Disabilities Council Membership Committee Minutes

Date: October 17, 2019

Time: 2:30 PM to 4:00 PM

Location: DoubleTree Hotel, Spokane

Members Present:

Shamra Baez (Chair), Andrea Belcourt, Julia Bell, TK Brasted, Thanh Kirkpatrick, Cami Nelson, Mike Raymond, Pat Shivers, Ryan Troyer and Kevin Cornell for Mark Westenhover

Staff:

Linda West, Kathy Easton

Call to Order and Introductions

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

Adjustments to the Agenda

There were none.

Approval of the July 2019 Minutes

Motion: to approve the July Membership Committee minutes as written. Mike moved and Ryan seconded. The motion carried with Pat abstaining.

Membership Handbook

The Committee reviewed the handbook for corrections, updates. Several corrections were made and Linda will make and bring to the January meeting for review.

The Committee wants to make sure that the handbook is in alignment with the attendance policy regarding how the term “meeting” is defined.

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Attendance Policy #406

The Committee began reviewing the policy. Several corrections and changes were noted. The Committee wanted to make sure that the policy and the handbook were in alignment.

They discussed attendance and at what point in time should the Chair of the Council become involved if there was a question about a member's participation/attendance. The Committee also talked about how many meetings a member could miss. They also began figuring out what constituted a "meeting", each meeting individually or all three (Council and Committee).

Membership Recruitment Update

Linda gave an overview of the process. She stated that interviews will be held in first week of December. The hope was to have new appointments for the January 2020 Council meeting.

2020 Meeting Locations

The Committee decided to hold the October 2020 meeting in Yakima. The January meeting will be at the Radisson Hotel, the April and July meetings will be SeaTac Airport Conference Center.

Report to the Council

Shamra will report that the Committee discussed:

The membership handbook;
Attendance Policy #406;
Recruitment Update; and
2020 meeting locations

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January 2020 Council Meeting

Policy 406

Council Meeting Evaluation Discussion

Recruitment Update

Member Handbook Review