

**Developmental Disabilities Council Minutes  
DoubleTree Hotel Downtown Spokane  
October 17 & 18, 2019**

**Members**

Shamra Baez, Andrea Belcourt, Julia Bell (Council Chair), TK Brasted, Danny Holmes, Thanh Kirkpatrick, Anthony Nash, Cami Nelson, Mike Raymond, Pat Shivers, Adrienne Stuart, Donna Tiffan, Ryan Troyer, Michelle Hoffman (DOH), Shannon Manion (DDA), Katie Mirkovich (DVR), Alexandra Toney (OSPI), Kevin Cornell (For Mark Westenhaver, HCA)

**Staff and Support**

Jeremy Norden-Paul, Donna Patrick, Linda West, Brian Dahl, Emily Rogers, Kathy Easton, Suliana Tii,

**Guests**

Tiras Smith, Helen Black, Peter Tassoni, Katie Nash, Lorna Morris

**Call to order**

Julia Bell, Council Chair, called the meeting to order.

**Adjustments to the Agenda**

There were no adjustments to the agenda.

**Introductions**

Everyone introduced themselves and reported on making legislative or policy contacts.

**Approval of July 2019 Minutes**

**Motion: to approve the July 2019 Council minutes.**

Mike Raymond moved to approve the July 2019 minutes as written. Danny Holmes seconded the motion. Motion carried.

## **Chair Report**

Julia Bell, Council Chair, provided updates on things that have been happening since the Council last met in July 2019.

### *Executive Director Recruitment*

The Council used an Executive search team to recruit for a new Executive Director. This team consisted of Pat Shivers, Maggie Craughan, Donna Tiffan, and Shamra Baez. They worked closely with the Chair and the Department of Commerce to solicit and vet candidates. It was a lot of work over several months. Julia Bell thanked the members of the Executive search team for their efforts in choosing the Council's new Executive Director.

### *Committee Chairs & Council Membership*

The Chair named new Committee Chairs and Vice-Chairs. The Chairs of the Committees rotate annually. Adding vice chairs to the committees is a new idea. This will ease the transition process when a new Chair begins her/his/their duties. The assignments are:

#### **Public Policy**

Adrienne Stuart, Chair  
Anthony Nash, Vice-Chair  
Pat Shivers, Federal Issues

#### **Governance**

Danny Holmes, Chair  
Thanh Kirkpatrick, Vice-Chair

#### **State Plan**

Donna Tiffan, Chair  
Ronnie San Nicolas, Vice-Chair

#### **Membership**

Shamra Baez, Chair  
Andrea Belcourt, Vice-Chair

There are a number of council member vacancies on the Council. Staff have begun the process of soliciting candidates. It is the goal to conduct interviews and submit recommendations to the Governor's office before the first of the year. Several people with developmental disabilities are leaving the Council. Recruits should be other people with developmental disabilities. The recruitment will consider factors to ensure the diversity of the Council reflects the population of Washington State, such as, ethnicity, race, culture, economic status, gender identification and geography.

### Executive Order

A new Executive Order has been drafted and sent to the Governor's Office for review. This document authorizes the Council to exist within State of Washington government and lays out the basic structure of the Council and its relationship to the Executive Branch. If approved, this order will require:

- The addition of a member representing a Non-Governmental Agency (NGO). Federal law requires, at least, 60% of the membership be citizen members. Adding a NGO representative will also require recruiting two more citizen members, bringing the total membership to thirty (30); and
- Term-limits for the Council Chair.

### Spokane Outreach

Having meetings in the other areas of the state allows for additional community for Council members and staff. Julia and Jeremy met with representatives the ID Champions Network located here in Spokane. This Network of people with developmental disabilities advocates on public policy issues and pursues other advocacy activities.

Members of the Spokane Community of people with developmental disabilities, their families, service providers and others have been invited to join the Council for a Tow Hall discussion tonight in this space. All Council members are encouraged to attend.

### RHC Taskforce

Julia and Jeremy both serve on the RHC Task Force. This group focuses on issues within the state's institutions for people with developmental disabilities and the need for growing an infrastructure to provide services in the community. The work of the task force is almost complete and a report is being developed. It will be available soon.

### NACDD Conference

Each year, the Council's national organization, the National Association of Councils on Developmental Disabilities (NACDD) holds an annual conference. On even numbered years, this event happens in or near Washington, D.C. In odd numbered years, it is held somewhere else in the nation. This year it was held in New Orleans. It was a great opportunity for Jeremy, as the new director, and Julia, as Council Chair, to network with peers, get updated on the concerns of the Council network and the DD Network Partners, have access to technical assistance and work with the staff of the Administration on Community Living (ACL).

### Federal Issues

The President has signed a Continuing Resolution (CR) to extend funding for the federal government (and by extensions the Councils) into December 2019. This is good news. Additionally, it looks like there will be an increase in the funding-level for all Councils. This should give ours a modest increase by the end of the federal fiscal year.

## **Executive Director and Staff Reports**

### Media and issues of concern to the IDD community

Austin Jenkins is a correspondent for the local National Public Radio affiliates. He has been doing some great reporting highlighting issues of concern to the community of people with developmental disabilities and their families. He has also used Donna Patrick, Council Policy Director, and others close to the Council as resources. Council members are encouraged to seek out his reporting and Jeremy provided an article based on his work.

## Council Executive Director Summit

Jeremy also had the opportunity to attend the Executive Director Summit in Arkansas this year. Like the NACDD annual meeting, this provided opportunities to Network with his peers and provided great information as he begins his new position with us.

## Staff Activities

Emily, Kathy and Linda presented the staff activities since the last Council meeting in July 2019. Along with Brian, they are part of team that attends to much of the Council's operational and programmatic. In addition to their work supporting the Council, they have:

- Supported the activities of the Allies group, including supporting the self-advocacy/civil rights summit in August
- Supported the SAIL group
- Worked on Council Policies
- Attended to membership and recruitment issues
- Planning to increase the Council's social media footprint and update the websites
- Developed and provided technical assistance to organizations that are contracted to pursue the projects outlined in the State Plan
- Worked on planning issues including a process for the development of the next State Plan; and
- Worked on the Council's internal and external policies.

(This list is no all-inclusive.)

Donna Patrick reported on interim public policy activities, but the majority of her presentation was officially announcing her retirement in a few months. She has been with the Council for decades and she went over some of the highlights of her career. Donna has established herself within the DD public policy community and the institutional and strategic knowledge she has will not be replaced anytime soon. She closed by talking about the importance of always remembering the basic mandate for Council's in the DD Act to:

- pursue objectives and activities that empower and increase the ability of people to advocate;
- build capacity in people organizations and systems to meet the needs and ensure a meaningful life for people IDD; and

- change systems to be more respectful, relevant and effective.

## **Financial Report and Proposed Budget Amendments**

Aziz gave the financial report and Jeremy presented proposed budget amendments in preparation for the vote on Friday:

- Three percent staff salary increase effective July 1, 2019;
- DD Council's received small increase in their budgets because of Puerto Rico was unable to spend their federal allocation;
- Expectation to fill the vacant Commerce Specialist 1; and
- Timeline for filling public policy position, including a two month overlap in the position.

After Donna's presentation, the Full Council went into recess until Friday, October 19, 2019. Council members took a break then attended their assigned committees.

## **State Plan Update**

Staff gave an update on the State Plan:

- State Plan Timeline: Staff handed out and reviewed the timeline for completing the work on the new State Plan prior to the federal deadlines
- State Plan activities: Staff reviewed the activities as they are reported in the Program Performance Report.
- 2019 Program Performance Report: Staff has been working since October on the 2019 Program Performance Report. It is due on December 31<sup>st</sup>.

## **October 19, 2019**

The Full Council meeting was called back to order at 8:30 AM.

## **Agenda Adjustments**

Voting on the Council's first and second vice-chair positions is postponed until the next meeting because of a lack of candidates to fill the positions.

A vote was called to accept the revised agenda.

**Motion: to accept the revised agenda.**

Danny Holmes made the motion. Mike Raymond seconded. The motion carried.

**Public Policy Training**

Donna Patrick and Emily Rogers engaged the Council members in training/discussion about the basics of the public policy activities during the legislative session. Getting issues passed through the legislature and to the Governor's desk is a lot of work. It involves creating legislation, working with collaborators, getting support from lawmakers and working a process that does not always seem clear. As Council members, they bring a credibility to the process and are able to be emissaries within their own communities. conducted a public policy training.

**Committee Reports**

Public Policy

Anthony Nash reported on the Public Policy Committee

The items discussed were:

- Legislative conference call

During session, the Council conducts weekly conference calls to update members and others on the current issues being addressed in the legislature, other public policy activities, and needs for members to take action. This has not always been the popular way to do things. Members discussed alternatives and staff will look into some of the ideas presented.

- State and federal issues

Council staff updated the committee on the state and federal issues likely to be of concern over the coming months.

Membership Committee

Shamra reported on the Membership Committee.

- Membership Handbook revisions/corrections;

Updating the Membership Handbook is one of the responsibilities of this committee. As changes to membership, policies and procedures change, the handbook needs to be kept current. The Committee went over the changes recommended by staff.

- Attendance Policy #406

Committees are tasked with reviewing the policies and procedures relevant to their work. The attendance policy was reviewed by the committee. This is a comprehensive policy that is informed by the Council's governing documents and the federal law. The committee had questions on the section that addressed the payment of stipends to members. There were several questions. Staff will bring back the policy and work on it for clarity. There is also the possibility of developing a separate policy to address all the stipends the Council makes.

- Membership Recruitment Update

The Council has several current or forthcoming vacancies. There has been a recent push to advertise the positions and solicit applications. A small group of committee members, the Council Chair, the Executive Director and staff hope to conduct interviews and make recommendations to the Governor's office before the end of the year.

- 2020 Meeting Locations

The committee discussed the meeting schedule for 2020 including dates, times and locations. Tentatively, the October 2020 Council meeting will be in Yakima.

## Governance Committee

Danny Holmes reported on the Governance Committee.

- Updating Policies

Policy # 404: Council Budget Development Process

The committee reviewed this document and suggested a minor changes. Staff will update the document and bring it back at a later date for further review and forwarding to the full Council for approval.

Policy # 408: Discretionary Funds

The Council does not include Discretionary Funds to be a budget item. This was done in the distant past. Over time, it became unnecessary. As funds become available, the Council determines the best way to spend these funds based on the needs of the community, the State Plan and the needs of the Council.

The committee decided to recommend to the Full Council to deactivate this policy.

- Charter Review

The Committee briefly went over the Charter. It is the responsibility of the Committee to review this document and recommend changes as necessary. There are a few minor changes to make. The staff will work on making the changes and bringing it back to the committee for further review.

- Updating Council Policies

The committee briefly looked at the structure and organization of Council policies. The staff was tasked with looking at this as whole, distinguishing between policies and procedures and suggest alternate ways to organize the policies and procedures that will allow for easy review and future updating.

## State Plan Committee

Donna Tiffan reported on the State Plan Committee.

- **Person-centered Planning Update**  
Donna gave a brief update on progress toward including person-centered planning activities in the State Plan. She has been doing research and talking with people who have expertise in the issue. A group will form, hopefully, before the first of the year, to look at person-centered planning and the possible role of the Council.
- **State Plan Timeline**  
Staff reviewed a timeline created to illustrate the work that will need to be done by the Committee and the Full Council before a new State Plan is submitted to the federal authorities in August 2021. This committee is responsible, with the support and technical assistance of staff, to lead this process.

- **State Plan Development Policy**

The Governance Committee forwarded the State Plan Development policy for updating to the State Plan Committee. Staff made some suggested changes. Some changes were reviewed by the committee. Further review will happen at future meetings before the policy is forwarded to the full Council for approval.

- **State Plan Amendment: Objectives**

In August 2020, amendments to the State Plan are due to be submitted to the federal authorities for approval. Staff is recommending changes for clarity to a few of the objectives. The committee had limited time for review. Further review will be on the agenda for January.

It is necessary to move this through the committee and to the full Council by April. The changes may rise to the level of being amendments, which will require a 45 day public comment period.

## Allies in Advocacy

Shawn Latham joined the Council meeting through Zoom. He reported on the activities of Allies over recent months and things that lie ahead in 2020.

### Leadership Forum

Allies held a Leadership forum in August 2019 at the SeaTac Conference Center. This event was supported by all of the DD Network Partners in Washington State. The event covered the current state of the self-advocacy/civil rights movement in our state, legislative issues and connections with legislators who are champions of the movement and future collaborations between the self-advocacy/civil rights groups in the state.

### Allies in 2020

Allies will be pursuing to major things as 2020 begins:

- 1) Gaining federal non-profit status. Allies will submit the application to become an independent 501c3 in the spring or early summer.
- 2) Collaborating with the self-advocacy/civil rights movement. Allies will work with the other organizations in the state on legislative issues and other collaborative concerns. Allies will provide technical assistance as requested and as the resources of Allies allows.

## Council Budget Amendments

The full Council was asked to vote on two budget items:

### **Motion: To approve the amended budget.**

Pat Shivers made the motion. Mike Raymond seconded. The motion carried with Anthony Nash abstaining.

### **Motion: To approve funding for the two-month overlap of Public Policy Director position.**

Adrienne Stuart made the motion. Danny Holmes seconded. Motion carried.

## **State Agency Presentation**

Lorina Morris, DDA Region One Administrator talked about the Aacres de-certification and quality assurance activities in DDA.

Aacres is a supported living agency providing services across the state. It was recently de-certified and the people receiving services were re-located to other agencies. The Council has concerns with oversight and other quality assurance activities that lead to this outcome.

Lorina Morris spent time going over the details of the situation and explaining how such situations would be handled in the future. For decades, the Council has been concerned with closing the state's institutions that serve people with developmental disabilities. This will not be accomplished unless quality services are developed and maintained in the community

## **Public Policy Update**

Donna and Emily reviewed interim activities, proposals for the 2020 legislative session. They recommended actions Council members could take to engage in public policy.

## **Agenda Items for the January 2020 Council Meeting**

The meeting was adjourned.