

Washington State Developmental Disabilities Council
Membership and Governance Committee Meeting
Radisson Hotel, SeaTac
July 10, 2025

Present: Melanie Baker, Dana Floyd, Sydney Krebsbach, Bridget Parkhill, Katie Mirkovich, Leigh Spruce

Staff: Kevin Vargas, Brian Dahl, Linda West, Brandi Monts

Opening and Attendance

Melanie called the meeting to order, welcomed everyone and confirmed a quorum. This ensured the committee could conduct official business.

Approval of Minutes

Dana moved and Bridget seconded to approve the April 2025 minutes as written. The motion carried.

Review of Current Membership

Staff presented the updated roster, highlighting recent appointments and upcoming term expirations. The committee reviewed requirements for Council composition, the distribution of self-advocate, family, and agency seats. They noted several positions expected to become vacant in the next year.

Recruitment and Outreach Strategies

The committee discussed targeted recruitment for underrepresented groups, including young self-advocates, individuals from rural areas, and members of historically underserved communities. Strategies included outreach through partner organizations, social media campaigns, and leveraging members' personal and professional networks. The group emphasized presenting a clear picture of the Council's mission, meeting commitments, and expectations to prospective members.

Orientation and Onboarding Improvements

Feedback from recent orientations suggests the need for stronger peer mentorship opportunities, review of parliamentary procedures and a quick reference guide on Council functions and processes. The committee agreed to develop these tools to improve new member integration.

Officer Positions and Leadership Pipeline

With the Vice Chair position open, members discussed cultivating leadership from within the Council. The committee identified potential future leaders and encouraged consideration of officer roles for those committed to the Council's mission and effective representation.

Review of Policies for Council Consideration

The committee reviewed several Council policies to ensure they were up-to-date and in alignment with current practices. After discussion, the committee voted unanimously to forward the following policies to the full Council for approval:

Council Member Attendance Policy 406 Affirming expectations for participation and processes for addressing non-attendance.

Sydney moved and Dana seconded to move Policy 406 to the full Council for approval. The motion carried.

Conflict of Interest Policy 407 Reaffirming standards to maintain transparency and integrity in decision-making.

Sydney moved and Leigh seconded to move Policy 407 to the full Council for approval. The motion carried.

Council Member Code of Conduct 410 Outlining professional and respectful behavior in Council activities.

Sydney moved and Dana seconded to move Policy 410 to the full Council for approval. The motion carried.

Action Items and Next Steps

Staff will provide an updated membership matrix with term expiration dates to the committee. Committee members will identify and reach out to prospective candidates in their regions before the next quarterly meeting.

Orientation materials will be revised to include mentorship opportunities and the new quick reference sheet. Policies approved for forwarding will be placed on the full Council agenda for formal action at the next quarterly meeting.

The meeting closed with an agreement to monitor recruitment progress, review any new policy needs, and continue building a pipeline for Council leadership.