



# WA DD Council Meeting Packet

January 2026



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## Council Committee Membership

Revised December 2025

Membership and Governance		Public Policy	
Melanie Baker	(Chair)	Julie Clark	(Chair)
Sydney Krebsbach		Riley Daugherty	
Bridget Parkhill		Robert Wardell	
Dana Floyd		Alex Koval	
Melanie Baker		Julie Clark	
DVR - Katie Mirkovich		Melissa Dodge	
HCLA - Kris Pederson		Katie Nash	
DDCS - Megan DeSmet		Sandi Gruberg	
HCA - Angela Randal		DOH - Monica Burke	
OSPI - Cassie Martin		UCEDD - Mark Harniss	
		DRW - Noah Seidel	
Tayshia Farra	Ex-Officio	Tayshia Farra	Ex-Officio
Leigh Spruce	Ex-Officio	Leigh Spruce	Ex-Officio
Brian Dahl	Staff	Brandi Monts	Staff
Kevin Vargas	Staff	Christie Chiles	Staff
Linda West	Staff	Emily Rogers	Staff
		Phillip Rasmussen	Staff

Executive Committee		Undeclared Members
Brandi Monts	Staff	
Tayshia Farra	Co-chair 1	
Julie Clark	PP Chair	
Leigh Spruce	Co-chair 2	
Melanie Baker	M&G Chair	
Katie Nash	1st Vice Chair	
Melanie Baker	2nd Vice Chair	

## Things You Need to Know

### January 2026 – Online Meeting

#### *Packet Talk - A Video Guide to the Council Packet*

Before each quarterly meeting, Council staff record a short video called Packet Talk. This video walks you through the Council packet in a fun and conversational format, so you know what to expect and feel ready for the meeting.

Watch the video here: <https://vimeo.com/showcase/11597052>



Or - scan this QR code to watch the Packet Talk video

#### *Online Meeting Practice*

This meeting will be online over the Zoom platform. To help members get ready, staff are offering optional Zoom practice sessions. **Please let us know how we can support you to have a good experience.**

#### **Zoom Practice (Optional Office Hours)**

Use this time to test your audio and camera, practice using Zoom, and ask questions.

- Monday, January 12<sup>th</sup> from 4:00 pm to 4:30 pm: [Join meeting](#)
- Wednesday, January 14<sup>th</sup> from 11 am to 11:30 am: [Join meeting](#)



If you need a one-on-one Zoom practice at a different time, contact **Christie Chiles** at [christie.chiles@ddc.wa.gov](mailto:christie.chiles@ddc.wa.gov) or **360-586-3540**.

## Zoom How-To Videos (Optional)

Short videos are available to help you prepare:

- Joining a Zoom meeting:  
[https://youtu.be/pAMDxH\\_H\\_Cs?si=eRezddROTq-k3gNa](https://youtu.be/pAMDxH_H_Cs?si=eRezddROTq-k3gNa)
- Basic In-Meeting navigation:  
<https://youtu.be/Dcd6nNmtGo0?si=XdBwoDVpw3zusJNp>
- Audio and Video Basics:  
<https://youtu.be/ugda61PyFlo?si=cVpXGwCSYfhvBhOd>
- Meeting Chat and Reactions:  
[https://youtu.be/0ZxPLJC4NMc?si=\\_jWDMJbNzp4TxynU](https://youtu.be/0ZxPLJC4NMc?si=_jWDMJbNzp4TxynU)
- Sharing your screen:  
<https://youtu.be/C4sptqFb0Bk?si=PDBbm2bcEPZ-EZAz>

## *During the Meeting*

If you have questions or need assistance before or during the meeting, please reach out to Council staff. You can call us at 1-800-634-4473 or 360-586-3560, or you can email us at [info@ddc.wa.gov](mailto:info@ddc.wa.gov).

We will have two Zoom links for this meeting, one link for the main meeting and Public Policy committee and a second breakout link for the Membership and Governance committee.

## Virtual meeting schedule

- Full Council from 9 am to 12 pm (Use main meeting link)
- Lunch break from 12 pm – 1 pm
- Committees 1 pm to 3 pm
  - Membership and Governance (Use breakout meeting link)
  - Public Policy (Use main meeting link)
- Break 3:00 pm to 3:15 pm

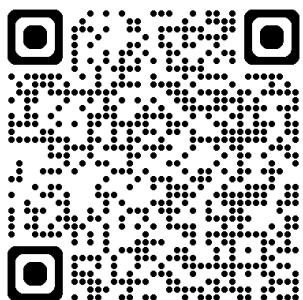
- Full Council from 3:15 pm - 4:00 pm (Use main meeting link)

**Main meeting link** (Main meeting and Public Policy):

<https://wastatecommerce.zoom.us/j/85905257313?pwd=6lgVENpzVQ8Y3pebeuRLXdishZQTak.1>

**Breakout link** (for Membership and Governance only)

<https://wastatecommerce.zoom.us/j/83010483091?pwd=eB1O3VGDKxEcXi7aXZjmU8HbTvnVja.1>



Scan the QR code to go to our website where you can find the meeting links.

***Community Compensation***

You can request Community Compensation for this meeting. You will need to fill out the Community Compensation form. You can find the form online at [https://cdn.prod.website-files.com/60bd96815ffd0919e385b4ed/694337ba0295fb6f7a4f52ab\\_Community%20Compensation%20Form.pdf](https://cdn.prod.website-files.com/60bd96815ffd0919e385b4ed/694337ba0295fb6f7a4f52ab_Community%20Compensation%20Form.pdf) or we can send you a copy of the form to fill out after the meeting is over, either by mail or by email.

Date	Meeting	Hours	Amount	Total
1/15/26	January Council Meeting	7	\$200/day	\$200
			Total:	\$200

## January 2026 Agenda

### Developmental Disabilities Council Meeting January 15, 2026

**Time:** 9:00am - 12:00pm

**Location:** Virtual

**Zoom Link:** [Join Zoom Meeting](#)

**Call-in number:** 253-215-8782

9:00	<p><b>Call to order</b></p> <ul style="list-style-type: none"> <li>• Introductions and establish quorum</li> <li>• Tribal Land Acknowledgment</li> <li>• Changes to the agenda</li> <li>• Approve Oct 2025 Minutes</li> </ul> <p><b>Reading 26-01</b> October 2025 Minutes  <b>VOTE:</b> Approve October 2025 minutes</p>	Co-Chairs, Leigh Spruce and Tayshia Farra
9:05	<b>Co-Chair Report</b>	Co-Chairs, Leigh Spruce and Tayshia Farra
9:15	<p><b>Executive Director Report</b></p> <ul style="list-style-type: none"> <li>• Advocacy Days &amp; Legislative Session</li> <li>• Federal Updates</li> <li>• Conflict Mediation Project</li> </ul>	Brandi Monts
9:30	<p><b>Budget Report</b></p> <p><b>Reading 26-02</b> All Programs  <b>Reading 26-03</b> FFY 2023  <b>Reading 26-04</b> FFY 2024  <b>Reading 26-05</b> FFY 2025  <b>Reading 26-06</b> Informing Families</p>	Brandi Monts



9:45	<b>Dan Thompson Update</b> Please see the following links to prepare for this presentation: <a href="#"><u>Dan Thompson Account   DSHS</u></a>  <a href="#"><u>WADDC   Dan Thompson Advisory Committee</u></a>	DDCS Staff
10:15	<b>State Plan Development</b> <a href="#"><u>Reading 26-07</u></a> PPR Plain Language Summary <a href="#"><u>Reading 26-08</u></a> State Plan Plain Language Summary without Graphics <a href="#"><u>Reading 26-09</u></a> State Plain detailed Plain Language Summary with Graphics <a href="#"><u>Reading 26-10</u></a> Complete State Plan Language for the federal upload	Brian Dahl and Kevin Vargas
10:45	<b>Break</b>	
11:00	<b>State plan</b>	Brian Dahl and Kevin Vargas
12:00	<b>Lunch Break</b>	
1:00	<b>Committee Meetings</b> <b><u>Membership and Governance</u></b> <a href="#"><u>Reading 26-MG-01</u></a> October 2025 Minutes <a href="#"><u>Reading 26-MG-02</u></a> Committee Work Plan <a href="#"><u>Reading 26-MG-03</u></a> Policy 115 <a href="#"><u>Reading 26-MG-04</u></a> Policy 301 <a href="#"><u>Reading 26-MG-05</u></a> Policy 403 <a href="#"><u>Reading 26-MG-06</u></a> Policy 414 <a href="#"><u>Reading 26-MG-07</u></a> Policy 417 <a href="#"><u>Reading 26-MG-08</u></a> Policy 421 <a href="#"><u>Reading 26-MG-09</u></a> Last Approved Charter  <b><u>Public Policy</u></b> <a href="#"><u>Reading 26-PP-01</u></a> October 2024 Draft minutes	



3:00	<b>Break</b>	
3:15	<b>Full Council:</b>	
	<b>Committee Reports</b> <b>Membership and Governance</b> <b>Vote</b> to approve <a href="#">Policy 115</a> (Page 86) <b>Vote</b> to approve <a href="#">Policy 301</a> (Page 92) <b>Vote</b> to approve <a href="#">Policy 403</a> (Page 97) <b>Vote</b> to approve <a href="#">Policy 414</a> (Page 101) <b>Vote</b> to approve <a href="#">Policy 417</a> (Page 105) <b>Vote</b> to approve <a href="#">Policy 421</a> (Page 108) <b>(Please see readings 03 through 08 in Membership and Governance)</b>  <b>Public Policy</b>	Melanie Baker
3:35	<b>Agency Reports</b>	
3:50	<b>Public Comment</b>	
4:00	<b>Meeting Adjourn</b>	Co-Chairs, Leigh Spruce and Tayshia Farra



## **Reading 26-01 - October 2025 Meeting Minutes**

### **Cover Sheet**

#### **Washington State Developmental Disabilities Council Meeting Minutes October 16–17, 2025 (Days One and Two)**

These draft minutes are the official record of the Washington State Developmental Disabilities Council meeting held on October 16 and 17, 2025. They summarize Council actions, discussions, reports, and decisions from both meeting days, including legislative priorities, budget updates, State Plan development discussions, committee reports, and project updates.

The minutes are provided to Council members for review to ensure they accurately reflect what occurred during the meeting. Members may request corrections or clarifications if needed.

The Council will vote on whether to approve these minutes as the official record of the October 2025 Council meeting.

## Reading 26-MG-01

### Washington State Developmental Disabilities Council Membership & Governance Committee Meeting Thursday, October 16, 2025

Present: Melanie Baker, Bridget Parkhill, Tayshia Farra, Sydney Krebsbach, Katie Mirkovich, Angela Randall

Guests: Becky Clarkson

Staff: Kevin Vargas, Brian Dahl, Linda West

#### Welcome

Melanie called the meeting to order and established a quorum. She welcomed members and noted that this meeting would finalize several key policy updates and lay groundwork for upcoming charter and State Plan work.

#### Approval of the July 2025 Meeting Minutes

Sydney moved and Katie seconded approval of the July minutes. The motion carried with no abstentions.

#### Committee Responsibilities

Staff noted that items related to Council structure, membership, policies, and meeting logistics all flow through this committee. Members discussed the increasing need to adapt governance processes to hybrid and virtual formats.

#### Policy Review and Approve to move to the full Council

The committee continued its work updating long-outdated policies, focusing on accuracy, accessibility, plain language, and alignment with current practice. Three policies were presented for review and approval.

#### Policy 411 – Guidelines for Speakers

Sydney moved and Tayshia seconded advancing the revised Policy 411 to the full Council for approval. The motion carried.

### Policy 413 – Committees and Workgroups

Sydney moved and Tayshia seconded advancing revised Policy 413 to the full Council for approval. The motion carried.

### Policy 416 – Contractor Conflict of Interest

Sydney moved and Katie seconded approving revised Policy 416 to the full Council for approval. The motion carried.

### State Plan Update

Brian provided an overview of the 2027–2031 State Plan timeline.

Discussion included public outreach strategies, accessible materials, and increased engagement with rural and tribal communities.

### 2026 Meeting Schedule Discussion

Members agreed by consensus to recommend option 2 consisting of virtual meetings in January & July, hybrid/in-person meetings in April & October. The intervening months will be reserved for optional meetings.

### Future Meeting Locations

Members expressed interest in holding the October 2026 in-person/hybrid meeting at a tribal venue in northern Washington. Staff will explore options.

### Membership Updates

Currently there are five vacant seats including DDA, Aging & Long-Term Care, and Behavioral Health. Appointments are delayed due to staffing reductions in the Governor's Office.

### Charter Review – Upcoming Work

The committee will begin a full review of the Council Charter in early 2026, addressing roles, terms, attendance requirements, and alignment with federal DD Act expectations.

The meeting adjourned at 3:37 PM.



## **Reading 26-02 - All Programs Budget Status -**

**October 2025  
Cover Sheet**

This document provides an overview of the current budget status across all Council programs as of October 2025. It shows how much funding has been spent and how much remains available across federal and state-funded activities.

The Council reviews this information at each meeting to monitor overall fiscal health, identify trends, and ensure funds are being managed appropriately across programs.

This reading is provided for information and routine budget oversight. No action is required at this time.



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## Reading 26-02

Reading 26-02 DDC All Programs Budget - October 2025





## **Reading 26-03 - Federal Award 2023 Budget Report – Close**

### **Cover Sheet**

This document shows the final budget status for the Council's Federal Fiscal Year 2023 award. It reflects how funds were expended prior to closeout. The Council reviews closed federal award reports to confirm that funds were spent as intended and that the award is ready for final closeout. This reading is provided for information and record-keeping purposes. No action is required.



Reading 26-03

## Reading 26-03 Federal Award 2023

	Budget	Actuals	Variance
<b>Council Operations</b>		<i>Expenditures thru October 2025</i>	
<b>Expenditures:</b>			
<b>Salaries and Benefits</b>	237,056	246,003	(8,947)
<b>Goods and Services</b>	60,000	104,883	(44,883)
<b>Travel</b>	11,000	937	10,063
<b>Equipment</b>	5,000	3,274	1,726
<b>Council Meeting Costs</b>	103,000	60,667	42,333
<b>Indirect</b>	50,000	50,000	0
<b>Council Operations Total</b>	<b>466,056</b>	<b>465,764</b>	<b>292</b>
<b>Expenditures:</b>			
<b>Salaries and Benefits</b>	423,248	427,861	(4,613)
<b>Goods and Services</b>	103,752	48,582	55,170
<b>Travel</b>	-	5,845	(5,845)
<b>Equipment</b>	5,000	0	5,000
<b>Grants/Contracts</b>	578,977	628,321	(49,344)
<b>State Plan Total</b>	<b>1,110,977</b>	<b>1,110,609</b>	<b>368</b>
<b>Total 2023 Award</b>	<b>1,577,033</b>		
<b>Balance</b>	<b>0</b>		
<b>Notes:</b>			
1 Started spending in May 2023.			



## **Reading 26-04 Federal Award 2024 Budget Report – Close**

### **Cover Sheet**

This document provides the closeout budget status for the Council's Federal Fiscal Year 2024 award. It summarizes expenditures and remaining balances at the time of close.

Reviewing this information helps the Council maintain transparency and accountability for federal funds.

This reading is provided for information only. No Council action is required.





Reading 26-04

<b>Reading 26-04 Federal Award 2024</b>			
	<b>Budget</b>	<b>Actuals</b>	<b>Variance</b>
<b>Council Operations</b>		<i>Expenditures thru October 2025</i>	
<b>Expenditures:</b>			
Salaries and Benefits	187,502	255,800	(68,298)
Community Compensation	30,000	0	30,000
Goods and Services	45,000	68,046	(23,046)
Equipment	5,000	264	4,736
Council Meeting Costs	93,000	89,867	3,133
Indirect	50,000	50,000	0
<b>Council Operations Total</b>	<b>410,502</b>	<b>463,977</b>	<b>(53,475)</b>
<b>Expenditures:</b>			
Salaries and Benefits	439,989	137,030	302,959
Goods and Services	70,000	47,529	22,471
Equipment	5,000	0	5,000
Grants/Contracts	588,977	770,759	(181,782)
<b>State Plan Total</b>	<b>1,103,966</b>	<b>955,318</b>	<b>148,648</b>
<b>Total 2024 Award</b>	<b>1,576,358</b>		
<b>Balance</b>	<b>61,890</b>		
<b>Notes:</b>			
1 Started spending in Council Operations in July 2024.			



## **Reading 26-05 - Federal Award 2025 Budget Report - October 2025**

### **Cover Sheet**

This document presents the current budget status for the Council's Federal Fiscal Year 2025 award as of October 2025.

The Council reviews this report to understand spending patterns, remaining balances, and anticipated use of funds for the remainder of the fiscal year. This reading supports ongoing budget monitoring and is provided for information.



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Reading 26-05

<b>Reading 26-05 Federal Award 2025</b>			
	<b>Budget</b>	<b>Actuals</b>	<b>Variance</b>
<b>Council Operations</b>		<i>Expenditures thru October 2025</i>	
<b>Expenditures:</b>			
<b>Salaries and Benefits</b>	214,303	0	214,303
<b>Goods and Services</b>	45,000	461	44,539
<b>Equipment</b>	5,000	0	5,000
<b>Council Meeting Costs</b>	76,500	6,589	69,911
<b>Indirect</b>	50,000	1,168	48,832
<b>Council Operations Total</b>	<b>390,803</b>	<b>8,218</b>	<b>382,585</b>
<b>Expenditures:</b>			
<b>Salaries and Benefits</b>	439,172	0	439,172
<b>Goods and Services</b>	70,000	2,205	67,795
<b>Equipment</b>	5,000	0	5,000
<b>Grants/Contracts</b>	586,848	0	586,848
<b>State Plan Total</b>	<b>1,101,020</b>	<b>2,205</b>	<b>1,098,815</b>
<b>Total 2024 Award</b>	<b>1,572,600</b>		
<b>Balance</b>	<b>80,777</b>		
<b>Notes:</b>			
1 Started spending in Council Operations in October 2025.			



## **Reading 26-06 - Informing Families Budget Roll-Up – October 2025**

### **Cover Sheet**

This document provides a roll-up summary of the Informing Families Project budget. The Informing Families Project is funded with state dollars and is tracked separately from federally funded Council programs.

The Council reviews this information to understand how state funds are being used and how much remains available for the project over the course of the year.

This budget is approved annually as part of the overall Council budget and is provided here for ongoing review.



## Reading 26-06

### Reading 26-06 Informing Families - Roll Up FY26

	<b>Budget</b> <i>July 1, 2025 to June 30, 2026</i>	<b>Actuals</b> <i>YTD Expenditures thru October 2025</i>	<b>Variance</b>
<b>Expenditures:</b>			
Salaries and Benefits	21,120	8,184	12,936
Goods and Services	91,555	3,693	87,862
Grants/Contracts	324,320	99,538	224,782
Travel	0	0	0
Indirect	6,098	2,594	3,504
<b>TOTAL</b>	<b>443,093</b>	<b>114,010</b>	<b>329,083</b>



## **Reading 26-07 - Section IV.A — Plain-Language Summary**

### **(How the Council Used the Current State Plan) Cover Sheet**

This document provides a plain-language overview of Section IV.A of the Program Performance Report (PPR). It explains how the Council used the current State Plan to guide its work during Federal Fiscal Year 2025. This reading is intended to help Council members reflect on what work is already underway and how those efforts inform development of the next State Plan.

This item is provided for discussion and orientation as part of the January 2026 State Plan development process. No action is required at this time.



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## Reading 26-07

### Section IV.A — Plain-Language Summary How the Council Used the Current State Plan

This document provides a plain-language overview of Section IV.A of the Program Performance Report (PPR). It is intended to provide a lightning overview of the Program Performance Report (PPR) and support Council members as pre-reading for the January 2026 State Plan discussion.

#### What This Section Shows

Section IV.A explains how the Council used the current State Plan to guide its work over the past year. It highlights where the Council focused its efforts, how it worked with partners, and how that work supported people with intellectual and developmental disabilities (IDD) and their families across Washington State. This section contains the complete information on all Council efforts in Federal Fiscal Year 2025.

Overall, the Council focused on:

- Improving coordination across systems
- Strengthening leadership and advocacy
- Expanding access for underserved communities
- Connecting policy work to real-life outcomes

#### Goal 1: Collaboration & Coordination

Focus: Helping state agencies, DD Network partners, and community organizations work better together.

What the Council did:

- Participated in statewide planning on HCBS, workforce, community living, and justice-system issues
- Coordinated with DDCS, UCEDD, Disability Rights Washington, and other partners
- Supported justice-system research and shared policy information
- Continued efforts to strengthen the DD Network, including self-advocacy capacity

*Why it matters: Better coordination reduces gaps between systems and improves how services and policies respond to community needs.*

### Goal 2: Leadership & Advocacy

Focus: Building leadership and advocacy capacity so people with IDD, families, and allies can influence decisions.

What the Council did:

- Supported culturally relevant leadership training through Open Doors for Multicultural Families
- Strengthened self-advocacy through SAIL and Allies in Advocacy
- Coordinated statewide advocacy through the Advocacy Partnership Project
- Responded to policy uncertainty through the Medicaid Matters campaign

*Why it matters: Systems change is stronger and more durable when it is led by people with lived experience.*

### Goal 3: Policies, Programs & Practices

Focus: Turning advocacy and coordination into real policy and systems outcomes.

What the Council did:

- Developed legislative priorities and shared plain-language policy information
- Expanded Informing Families resources, including multilingual materials
- Increased outreach to rural, BIPOC, immigrant, and linguistically diverse communities
- Supported efforts to reduce reliance on institutions and other restrictive settings

*Why it matters: Policy decisions shape daily life. This work supports community-based, rights-centered services.*

### Short Reflection: What This Means for the Next State Plan

The Council is already doing meaningful systems-change work, but much of it is ongoing and affected by workforce shortages, system fragmentation, and unequal access across communities.

As the Council looks ahead:

- Coordination must be sustained and more focused
- Leadership and self-advocacy must remain core investments
- Expansion and equity require intentional strategies



- The Council needs both long-term planning and capacity to respond quickly to emerging issues

The next State Plan should build on this work, clarify priorities, and focus resources where the Council can have the greatest impact.



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## **Reading 26-08 - Plain-Language State Plan Summary (2026-2031)**

**(Text Only)**  
**Cover Sheet**

This document provides a plain-language summary of the draft 2026-2031 State Plan. It is written to be accessible and easy to read, without graphics. The summary highlights what the Council heard from communities across Washington and outlines the three proposed goals for the next five-year plan. This reading is provided to support discussion and shared understanding as the Council continues State Plan development. No action is requested.



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## Reading 26-08

### 📄 Plain Language State Plan Summary (2026–2031)

The Developmental Disabilities Council works to make Washington a better place for people with developmental disabilities and their families.

This plan explains what we want to do from 2026 to 2031.

We talked with people across Washington—self-advocates, families, Tribes, people in rural areas, immigrant and multilingual communities, and state agencies.

We listened carefully to what people said they need.

Here is what we learned:

- People want good information that is easy to understand.
- People want real choices and control over their lives.
- People want to live in the community, not in hospitals, institutions, or jails.
- People want supports that work, especially in rural and Tribal communities.
- People want leaders with disabilities and family leaders to be included and respected.

This plan focuses on three big goals.

#### 💬 Goal 1 — Support Self-Advocates and Families

- We will help people with disabilities and families:
- Learn how to speak up for what they want and need
- Take part in leadership and advocacy
- Understand their rights and choices
- Build healthy relationships and make informed decisions
- Get clear, plain-language and multilingual information through Informing Families
- Find support from peers and mentors
- Help young people move from school to adult life with confidence

This goal is about making sure people with disabilities lead the way.

### Goal 2 — Improve Systems and Services

We will work with many systems in Washington to make things easier for people with disabilities and their families.

This includes:

- Crisis response
- Behavioral health
- Housing
- Schools
- Aging and long-term supports
- Disability services
- Justice system partners

We will:

- Support Tribal communities, rural communities, and immigrant and multilingual families
- Help systems work together better so people don't "fall through the cracks"
- Improve crisis supports so people don't end up in hospitals or jails
- Support culturally responsive and community-based services
- Make it easier to find good information and navigate the system
- Work with leaders across the state on disability issues

This goal is about building better systems that respect people, listen to them, and work fairly for everyone.

### Goal 3 — Build Strong Communities and New Ideas

We will support communities to create local solutions that help people with disabilities live good lives.

We will:

- Fund community projects and new ideas
- Support local leadership, including youth and family leaders

- Support programs that help people with disabilities as they get older
- Strengthen the caregiver and disability workforce
- Support innovation through the Dan Thompson Memorial Trust (DTMT)
- Use data to learn what is working and what needs to change
- Improve how the Council communicates, listens, and makes decisions

This goal is about making sure communities have the tools they need to support people of all ages.

### Who We Prioritize

Some communities face more barriers and less access to services. We will focus extra attention on:

- Tribal Nations
- People living in rural counties
- Immigrant and multilingual families
- People with high support needs

This is called Targeted Disparity work.

It means we take action to reduce unfair differences in service access and opportunities.

### How We Will Measure Progress

We will look at three kinds of change:

#### 1. Outputs — What We Do

- Trainings
- Events
- Tools
- Materials
- Partnerships
- Grants and projects



## 2. Outcomes — Changes People Experience

- More leadership and self-advocacy
- Better access to information and services
- Stronger community connections
- More confidence speaking up and making decisions
- Systems that respond better to people's needs

## 3. Sub-Outcomes — Bigger, Longer-Term Change

- Fewer crises and fewer institutional placements
- More community-based supports
- Reduced disparities in Tribal and rural communities
- More inclusive policies and community practices
- Stronger leadership pathways

### What Will Be Better in Five Years?

If this plan succeeds:

People with disabilities will:

- Have more choices and control
- Feel supported in their communities
- Have better access to accurate, plain-language information
- Experience better crisis support and fewer institutional placements
- Have more opportunities to lead and participate

Families will:

- Have clearer information
- Get support earlier
- Have better tools to navigate systems
- Feel heard and respected

Communities will:

- Have more culturally respectful supports
- Be better connected with state systems
- Be able to create and shape local solutions
- Washington as a whole will:
  - Have stronger, more coordinated systems
  - Be more equitable and inclusive
  - Listen more closely to people with disabilities and their families

## FLAG Our Promise

We will keep working with communities, listening to people with disabilities, and making sure every project fits our values:

- Equity
- Belonging
- Accessibility
- Autonomy
- Community voice

The Council believes that every person with developmental disabilities should have the support they need to live the life they choose, in the community they choose, surrounded by people who respect and value them.



## **Reading 26-09 - Plain-Language State Plan Summary (2026-2031)**

### **(With Graphics) Cover Sheet**

This document contains the same plain-language State Plan summary as Reading 26-08, presented with visual graphics to support different learning styles and accessibility needs.

The content is the same as the text-only version; the format is provided as an alternative way to engage with the material.

This reading supports discussion and understanding of the draft State Plan. No Council action is required.



Reading 26-09

## Goal 1: Advocacy — Helping People Speak Up and Be Heard

**Goal 1: Advocacy – Helping People Speak Up and Be Heard**

*Advocacy grows when people, information, and support are connected.*

**Council-Supported Advocacy Efforts**

- Self-Advocates in Leadership (SAIL)
- Advocacy Partnership Project (APP)
- Informing Families
- Advocacy to protect rights and improve systems  
Justice and accountability work
- Public policy priorities

**Listening, Learning, and Improving**

- Listening sessions
- Surveys and feedback
- Working with partners to track progress
- Learning what is working and what needs improvement

**What Success Looks Like**

- People feel confident speaking up
- Families know where to turn for information
- Lived experience shapes decisions
- Stronger relationships and social connection
- More choice, safety, and belonging in community life

### What This Goal Is About

Advocacy means ensuring that people with developmental disabilities (DD) and their families have the knowledge, skills, confidence, and opportunities to speak up for themselves and influence the systems that affect their lives. Advocacy happens at many levels—from personal decision-making and peer leadership to coordinated, statewide policy action.

Through this goal, the Council focuses on strengthening self-advocacy, expanding diverse leadership, protecting rights, improving access to clear information, and coordinating public-policy efforts across Washington State. The Council's role is not to speak *for* people, but to help people speak for themselves and to ensure lived experience drives systems change.

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### How the Council Will Do This

The Council will advance advocacy by investing in people, partnerships, and tools that support meaningful participation and sustained leadership.

## **Strengthening Self-Advocacy and Peer Leadership**

The Council will support self-advocacy organizations and peer-led initiatives statewide, including Self-Advocates in Leadership (SAIL) and Allies in Advocacy. These efforts focus on leadership development, mentorship, and civic engagement, helping individuals build skills to participate in policy discussions, advisory bodies, and community decision-making.

Self-advocacy activities will also include education and peer learning related to personal rights, supported decision-making, healthy relationships, consent, sexual health, assistive technology, and communication supports—recognizing that advocacy is closely connected to autonomy, safety, and informed choice.

## **Building Leadership Capacity Among Diverse Families and Emerging Leaders**

Families play a critical role in advocacy and systems change. The Council will partner with community-based organizations to provide multilingual, culturally responsive leadership development and mentoring, with an intentional focus on Tribal communities, rural areas, immigrant and refugee communities, and other groups that have historically been underrepresented in statewide advocacy.

These efforts will help families and emerging leaders connect to networks, develop confidence, and take on leadership roles that influence policy, services, and community priorities.

## **Reducing Institutionalization and Justice-System Involvement**

The Council will strengthen cross-system advocacy to reduce the number of people with DD who enter or remain in restrictive settings such as institutions, jails, and other carceral environments. This work includes collaboration with justice, crisis-response, and service systems to promote diversion, disability-informed practices, and community-based alternatives.

By supporting training, policy development, and cross-agency coordination, the Council aims to advance rights-based approaches that prioritize community living, dignity, and safety.

## Improving Access to Information and Navigation

Access to clear, accurate, and plain-language information is essential for effective advocacy. Through the Informing Families project, the Council will continue to provide accessible, culturally relevant, and multilingual resources that help individuals, families, and professionals understand services, rights, and systems.

The Council will also work with agencies and partners to promote consistent messaging and improve navigation across complex systems, particularly for communities that face language, geographic, or cultural barriers.

## Advancing Coordinated Statewide Advocacy

The Council will support coordinated advocacy through the Community Advocacy Coalition (CAC) and related initiatives such as the Advocacy Partnership Project (APP). These efforts bring together self-advocates, families, and organizations to identify shared priorities, align messaging, and take collective action during legislative and policy processes.

By supporting collaboration rather than duplication, the Council helps strengthen a unified, inclusive advocacy voice grounded in lived experience.

---

## What Success Looks Like

We will know this goal is working when:

- More people with developmental disabilities feel confident speaking up about issues that matter to them
- More self-advocates and family members serve in leadership, advisory, and decision-making roles



- Advocacy efforts across Washington are better coordinated and more inclusive
- People report greater understanding of their rights, options, and available supports
- Fewer people with DD are placed in restrictive or carceral settings when community-based supports are appropriate

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## Goal 2: Systems Change — Making Programs and Services Work Better



### What This Goal Is About

Systems Change focuses on improving how public programs and services work together so people with developmental disabilities (DD) and their families can access supports that are timely, coordinated, fair, and centered on community living. Too often, individuals and families must navigate fragmented systems that were not designed to work together, leading to delays, crises, and unnecessary institutionalization.

Through this goal, the Council works across agencies, communities, and systems to reduce barriers, improve coordination, and promote equitable access to services—especially for people who experience compounded challenges related to disability, aging, behavioral health needs, geography, culture, or language.

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## How the Council Will Do This

The Council advances systems change by convening partners, elevating lived experience, and using policy analysis and data to improve how systems function.

### **Improving Coordination Across Behavioral Health, Developmental Disabilities, and Aging Systems**

The Council will bring together partners from developmental disabilities, behavioral health, aging, crisis-response, and justice systems to improve coordination and prevent people from falling through system gaps. This includes a specific focus on individuals with co-occurring behavioral-health needs, older adults with DD, and aging family caregivers.

By supporting cross-system planning, shared tools, and policy alignment, the Council aims to reduce crisis-driven responses, improve transitions across systems, and promote stable, community-based supports.

### **Advancing Expansion, Inclusion, and Policy Reform Across Systems**

Expansion—ensuring access, belonging, and representation for all communities—is central to systems change. The Council will apply expansion and equity principles to policy review, advocacy, and navigation models, working with partners to identify and remove barriers that disproportionately impact Tribal communities, rural areas, immigrant and refugee families, and other underserved groups.

This work includes monitoring rights protections, restraint and isolation practices, and system policies to ensure services reflect fairness, dignity, and inclusion.

## **Strengthening Collaboration with Tribal Nations and Rural Communities**

The Council will deepen partnerships with Tribal governments and rural communities through relationship-building, listening sessions, and locally driven initiatives. These collaborations recognize that solutions must be culturally grounded and community-designed to be effective and sustainable.

By supporting local leadership and sharing successful models statewide, the Council helps ensure that community priorities inform broader policy and systems planning.

## **Building Evaluation and Data-Driven Learning Across Council Work**

Sustainable systems change requires learning from results. The Council will implement a unified evaluation framework across its initiatives to better understand what is working, where gaps remain, and how resources can be used most effectively.

By using data and community feedback, the Council strengthens accountability, improves decision-making, and builds public trust—while keeping evaluation practical, accessible, and meaningful to communities.

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## **What Success Looks Like**

We will know this goal is working when:

- Systems communicate and coordinate more effectively across agencies
- Families experience fewer barriers and smoother transitions between services
- Crisis and institutional placements are reduced through better community supports



- Tribal and rural communities report stronger partnerships and influence in statewide planning
- Policies and practices increasingly reflect equity, access, and inclusion
- Data is used consistently to guide improvements and demonstrate impact

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## Goal 3: Capacity Building — Strengthening Communities and the Council



### What This Goal Is About

Capacity Building focuses on strengthening the ability of communities, organizations, and the Council itself to support people with developmental disabilities (DD) across the lifespan. This includes investing in innovative ideas, sharing effective practices, and ensuring the Council operates transparently, inclusively, and responsively.



Through this goal, the Council helps communities move beyond short-term solutions by building skills, leadership, infrastructure, and partnerships that create lasting impact—especially in communities that have historically had fewer resources or opportunities.

## How the Council Will Do This

The Council advances capacity building by investing in people, testing new approaches, and strengthening the systems and structures that sustain community-based supports.

## Responding to Emerging Issues and Supporting Innovation

The Council will support flexible, community-driven projects that address emerging needs and test innovative approaches to inclusion, access, and



quality of life. These efforts allow communities to respond quickly to new challenges while exploring solutions that can be sustained or expanded over time.

Innovation projects may focus on areas such as housing, employment, health, technology access, and assistive technology, with intentional outreach to Tribal and rural communities.

### **Strengthening Innovation Through the Dan Thompson Memorial Trust (DTMT)**

Through its role in the Dan Thompson Memorial Trust, the Council supports innovation by reviewing proposals, recommending projects for funding, and promoting models that demonstrate measurable community impact. The Council will prioritize projects that benefit underserved communities and show potential for replication or long-term integration into systems of support.

Learning from DTMT projects also helps the Council identify emerging needs and inform broader policy and systems-change efforts.

### **Building Strong, Transparent, and Inclusive Council Leadership**

The Council will continue strengthening its own leadership, governance, and public engagement to model best practices in inclusion and accountability. This includes supporting Council members in their leadership roles, sharing clear public information about Council work, and creating opportunities for meaningful community input.

By operating transparently and responsively, the Council builds trust and encourages broader participation in its work.

### **Promoting Autonomy, Healthy Relationships, and Personal Safety**

Capacity building also means ensuring communities and organizations are prepared to support personal autonomy, safety, and informed choice. The Council will support education, resources, and partnerships that promote

healthy relationships, supported decision-making, and rights protection across the lifespan.

These efforts reinforce self-determination while helping communities respond effectively to safety concerns and rights violations.

### **Strengthening Supports for Aging Individuals with DD and Aging Caregivers**

The Council will support projects and partnerships that help individuals with DD and their families plan for aging and long-term stability. This includes promoting models that support aging in place, intergenerational housing, and coordinated planning across disability and aging systems.

By sharing tools and promising practices, the Council helps families and providers prepare for transitions and reduce future crises.

### **Building Advocacy Skills Through the Advocacy Partnership Project (APP)**

The Advocacy Partnership Project (APP) strengthens community capacity by helping people with DD and their families develop the skills and confidence needed for civic engagement. Through training, mentorship, and partnerships, APP supports sustained advocacy and leadership beyond individual events or campaigns.

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#### **What Success Looks Like**

We will know this goal is working when:

- Communities develop and sustain inclusive, community-based solutions
- Innovative projects lead to models that are replicated or expanded
- DTMT-funded projects show measurable, long-term community impact



- Families feel more prepared for future planning and aging-related transitions
- The Council is viewed as transparent, inclusive, and responsive
- People with DD report greater confidence in autonomy, safety, and civic participation



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## **Reading 26-10 2026-2031 State Plan — Goals, Objectives, and Activities (Draft)**

### **Cover Sheet**

This document is the full draft of the 2026–2031 State Plan, including proposed goals, objectives, activities, and performance measures. It reflects what the Council has learned from community input, data, and discussion, and shows how the Council proposes to organize its work over the next five years.

This reading is provided to support in-depth discussion and feedback. The State Plan is still in development, and no vote is requested at this time.

## Reading 26-10

# Washington State Developmental Disabilities Council 2026–2031 State Plan: Goals, Objectives, and Activities

### Introduction to Goals, Objectives, and Activities

The Washington State Developmental Disabilities Council works to ensure that people with intellectual and developmental disabilities (IDD) and their families can live full, self-determined lives in their communities.

Our work is grounded in lived experience and guided by the belief that inclusion, equity, and opportunity must reach every person and every community in Washington.

The 2026–2031 State Plan is organized around three interconnected goals: Advocacy, Systems Change, and Capacity Building.

Each goal includes objectives and activities that show how the Council will help people speak up for themselves, make public systems work better for everyone, and invest in innovative ideas that create lasting, positive change.

Together, these efforts strengthen leadership, protect rights, and expand opportunities for people with developmental disabilities and their families throughout Washington State.

#### ⚠ Goal 1: Advocacy – Helping People Speak Up and Be Heard

The Council will help people with developmental disabilities (DD) and their families learn how to speak up for what they need, share their experiences, and work together for change.

Our focus is on strengthening self-advocacy, growing diverse leadership, protecting rights, improving access to information, and coordinating public-policy efforts statewide.

## Objective 1.1 — Strengthen Self-Advocacy and Peer Leadership

The Council will support self-advocacy activities and organizations across Washington through training, mentorship, and collaboration.

Programs such as Self-Advocates in Leadership (SAIL) and Allies in Advocacy will continue to develop emerging leaders and connect them to opportunities for civic participation.

### Activities

Support self-advocacy groups and peer-led initiatives statewide.

Expand training in leadership, policy advocacy, and civic engagement.

Create plain-language self-advocacy and civil-rights resources.

Foster collaboration between self-advocacy, civil-rights, and cross-disability coalitions.

Support education and peer discussion on healthy relationships, consent, and sexual health, helping individuals understand their rights and make informed choices.

Include materials and peer-learning opportunities about supported decision-making and other less-restrictive alternatives to guardianship, helping individuals understand their rights and plan for future decision-making.

Promote awareness and peer training on assistive technology and communication supports that help individuals express choices, advocate for themselves, and participate fully in community life.

*We'll know it's working when more self-advocates report confidence in influencing policy, feel empowered to discuss health, communication, and personal rights including decision-making supports, and more individuals with DD serve in advisory and leadership roles.*

### Performance Measures

## Outputs

Number of self-advocacy trainings, workshops, and peer-led events delivered statewide.

Number of self-advocates participating in trainings, mentorship, and leadership activities.

Number of plain-language resources developed or updated on self-advocacy, civil rights, supported decision-making, and healthy relationships.

Number of self-advocacy groups and peer-led initiatives supported, including SAIL and Allies in Advocacy.

Number of trainings or peer-learning opportunities that include assistive technology and communication supports.

## Outcomes

More self-advocates report confidence in influencing policy and speaking up about issues that matter to them.

More individuals with developmental disabilities serve in advisory, leadership, and decision-making roles across systems.

More self-advocates report feeling informed and confident discussing health, communication, relationships, and personal rights, including decision-making supports.

Self-advocacy groups and coalitions report stronger leadership pipelines and more sustained engagement.

## Sub-Outcomes

Participants show improved knowledge on post-training surveys about self-advocacy, rights, and decision-making options.

Self-advocates provide more testimony, comments, or feedback in public policy processes.

Increased use of supported decision-making and other less-restrictive alternatives to guardianship is reported by partners and participants.

Partners report increased use of assistive technology and communication supports to help people express preferences and make choices.

### **Council Initiatives: SAIL | Allies in Advocacy | Other (TBD)**

## **Objective 1.2 — Develop Leadership Capacity Among Diverse Families and Emerging Leaders**

Families are powerful advocates for change. The Council will partner with community organizations to provide multilingual, culturally responsive mentoring and leadership training for families and emerging leaders, prioritizing Tribal, rural, and underrepresented communities.

### **Activities**

Partner with community-based organizations to provide culturally relevant leadership and mentoring.

Build a statewide advocacy-leadership program.

Offer small grants and support for local family-led leadership projects.

Develop outreach that reflects cultural values and community strengths.

*We'll know it's working when more family members and emerging leaders from diverse backgrounds join statewide networks, lead initiatives, and influence decision-making.*

### **Performance Measures**

### **Outputs**

Number of leadership development, mentoring, and family advocacy trainings conducted with community partners.

Number of participants in leadership activities from Tribal, rural, immigrant, and other underrepresented communities.

Number of family-led projects or initiatives funded or supported by the Council.

Number of multilingual and culturally responsive outreach materials and tools developed.

## **Outcomes**

More family members and emerging leaders from diverse communities participate in statewide advocacy networks and advisory bodies.

More participants from underrepresented communities report increased confidence and skills to advocate for services, rights, and systems change.

Partner organizations report stronger leadership and advocacy capacity among the families and community members they serve.

## **Sub-Outcomes**

Participants report specific ways they have used their skills (e.g., testifying, joining boards, organizing local efforts).

Increased representation of diverse family leaders on coalitions, advisory groups, and planning bodies.

Community-based organizations report improved collaboration with the Council and DD Network partners on leadership and advocacy initiatives.

Local, culturally grounded leadership projects show evidence of continued activity after Council support ends.

### **Council Initiatives: Open Doors for Multicultural Families | ALDC-type Activity | Tribal Outreach**

### **Objective 1.3 — Reduce Institutionalization and Justice-System Involvement**

The Council will expand cross-agency advocacy to prevent people with intellectual and developmental disabilities (IDD) from entering or remaining in restrictive or carceral settings. This includes strengthening collaboration between justice, crisis-response, and disability-service systems.

### Activities

Partner with law enforcement, courts, and community systems to divert individuals from jails and institutions.

Provide training on disability rights, de-escalation, and person-centered supports.

Promote policies that reduce restraint, seclusion, and unnecessary institutionalization.

Support programs that build safe reintegration pathways into community life.

*We'll know it's working when more individuals with DD are supported in their communities, fewer are placed in restrictive environments, and crisis-response systems demonstrate effective diversion practices.*

### Performance Measures

#### Outputs

Number of trainings and technical-assistance sessions provided to law enforcement, courts, crisis-response teams, and service providers.

Number of cross-system meetings or planning efforts focused on diversion, rights, and community-based supports.

Number of tools and resources developed that support disability-informed crisis response and alternatives to institutionalization.

#### Outcomes

Fewer individuals with IDD enter or remain in jails, institutions, or other restrictive settings when community-based supports are appropriate.

Justice and crisis-response systems increase the use of diversion practices and community-based responses for people with IDD.

Families and individuals report better experiences navigating crisis systems and accessing timely support.

### **Sub-Outcomes**

Partners report increased knowledge of disability rights, de-escalation, and person-centered practices.

Cross-system agreements, protocols, or policies are developed or strengthened to support diversion and community-based responses.

Documented examples show successful reintegration and stability for individuals transitioning from restrictive or carceral settings.

Data from partners shows reduced use of restraint, seclusion, and unnecessary institutional placements.

### **Council Initiatives: Justice & Crisis Response Collaboration | Contracted Activities | Staff Support**

### **Objective 1.4 — Strengthen Statewide Communication, Resources, Outreach, and Navigation**

Access to accurate, plain-language information empowers families and individuals. The Council will expand and modernize the Informing Families project, ensuring materials are accessible, culturally relevant, and available in multiple languages.

#### **Activities**

Maintain and modernize Informing Families as the state's primary source for disability information.

Collaborate with agencies and advocacy partners for consistent messaging.

Produce multilingual, universally designed materials in digital and print formats.

Conduct targeted outreach with Tribal, rural, and immigrant communities.

Gather user feedback to continuously improve accessibility and relevance.

*We'll know it's working when families, individuals, and professionals report better understanding of services, improved navigation, and greater access to inclusive opportunities.*

### **Council Initiatives: Informing Families Project**

#### **Performance Measures**

#### **Outputs**

Number of plain-language, universally designed resources created or updated through Informing Families.

Number of resources translated into additional languages and formats.

Website, social media, and digital analytics (page views, downloads, engagement) for Informing Families and related materials.

Number of targeted outreach activities with Tribal, rural, and immigrant communities.

#### **Outcomes**

Families, individuals with DD, and professionals report improved understanding of services, supports, and rights.

Families and individuals report that it is easier to find information and navigate systems using Informing Families and related resources.

Agencies and partners increasingly rely on Informing Families as a primary resource for disability information.

## Sub-Outcomes

User feedback shows improved accessibility, cultural relevance, and clarity of materials.

Increased referrals to Informing Families from state agencies, providers, and community partners.

Analytics indicate increased use of key navigation tools (e.g., timelines, checklists, decision guides).

Outreach partners report better alignment and consistency in information shared with families.

## Objective 1.5 — Advance Coordinated Advocacy Through the Community Advocacy Coalition

The Council will strengthen collaboration among advocacy groups through the Community Advocacy Coalition (CAC) — a statewide alliance that brings together people with developmental disabilities, families, and organizations to identify shared priorities and advance change through coordinated action.

The Council will also collaborate with initiatives such as the Advocacy Partnership Project (APP) and other community partners to align training, outreach, and legislative engagement.

### Activities

Support the work of the Community Advocacy Coalition as a unifying statewide voice on disability issues.

Coordinate testimony, legislative visits, and community-education events during the legislative session.

Develop plain-language policy materials and legislative updates for advocates and families.

Provide platforms for cross-organizational learning and communication among advocacy partners.

Promote shared policy priorities that reflect the lived experiences of people with DD and their families.

*We'll know it's working when statewide advocacy organizations collaborate around shared goals, new and diverse voices participate in advocacy, and policy changes reflect priorities identified by people with disabilities and families.*

### Performance Measures

#### Outputs

Number of Community Advocacy Coalition (CAC) meetings, planning sessions, and joint advocacy activities held each year.

Number of organizations and advocates participating in CAC activities, including new and diverse members.

Number of plain-language policy briefs, legislative updates, and advocacy tools produced and distributed.

Number of coordinated legislative visits, testimony events, and community-education activities.

#### Outcomes

Statewide advocacy organizations, self-advocates, and families increasingly coordinate around shared policy priorities.

New and diverse voices, including people with DD and families from underrepresented communities, participate in advocacy efforts.

Policy changes and legislative outcomes more clearly reflect priorities identified by people with disabilities and families.

#### Sub-Outcomes

CAC partners report improved communication, alignment, and reduced duplication of advocacy efforts.

Increased number of jointly developed policy priorities, sign-on letters, or shared campaigns.

Participant feedback indicates that CAC activities make it easier to understand and engage in policy processes.

Documented examples show advocacy wins or system improvements linked to CAC coordination.

### **Council Initiatives: Community Advocacy Coalition | Advocacy Partnership Project | Policy & Systems Committee**

#### **Goal 2: Systems Change – Making Programs and Services Work Better**

The Council will work with state and community partners to improve how supports and services function for people with developmental disabilities and their families.

We'll focus on fairness, accessibility, coordination, and ensuring that programs reach people in every community — especially those who are underserved or underrepresented.

#### **Objective 2.1 — Improve Coordination Between Behavioral Health and Developmental Disabilities Systems**

The Council will bring agencies and partners together to improve integration between behavioral-health and developmental-disability services, ensuring timely, person-centered support and fewer institutional placements.

This includes a focus on people with IDD who are aging and the growing number of family caregivers who are themselves aging.

## Activities

- Convene cross-system partners for coordination and planning.
- Collaborate with crisis-response and justice systems to promote diversion.
- Develop tools that improve communication between families and providers.
- Support policies that advance prevention, early intervention, and equitable access.
- Engage the Home and Community-Based Services Quality Assurance Advisory Committee for data-driven improvement.
- Partner with the Aging and Long-Term Support Administration (ALTSA), Area Agencies on Aging, and family networks to strengthen coordination between aging and DD systems.
- Promote supports that recognize the dual challenges of people with IDD who are aging and family caregivers who are themselves aging.
- Identify and share models that help families plan for long-term care transitions, including housing, health, and guardianship planning.

*We'll know it's working when systems communicate effectively, fewer people are institutionalized, older adults with DD and aging family caregivers have access to coordinated supports and smooth transitions, and families report easier access to care.*

## Performance Measures

### Outputs

Number of cross-system meetings, workgroups, or planning sessions held that include DD, behavioral health, aging, crisis-response, and justice partners.

Number of tools, protocols, or communication aids developed to support coordination between families, providers, and agencies.

Number of trainings or learning sessions on integrated support for people with IDD who have behavioral-health needs, including aging-related issues.

### **Outcomes**

Fewer people with IDD experience institutional or crisis placements due to gaps between systems.

Older adults with IDD and aging family caregivers have better access to coordinated supports and smoother transitions across systems.

Families and partners report that services are easier to navigate and more responsive to complex behavioral-health and aging needs.

### **Sub-Outcomes**

Cross-system partners adopt or pilot new coordination tools (e.g., shared care plans, warm-hand-off protocols).

Collaborative initiatives are created that address co-occurring IDD and behavioral-health needs, including crisis diversion.

Increased involvement of the HCBS Quality Assurance Advisory Committee and aging networks in planning and quality-improvement efforts.

Documented examples show improved stability and quality of life for people with IDD and their caregivers.

### **Council Initiatives: Behavioral Health Collaboration | HCBS Advisory Committee | Staff Activities**

### **Objective 2.2 — Promote Expansion, Inclusion, and Policy Reform Across Systems**

The Council will embed expansion principles — equity, access, belonging, and representation — into all Council initiatives and advocacy.

We'll review policies for fairness, support inclusive navigation models, and share recommendations that improve access statewide.

## Activities

Conduct equity and expansion reviews of DD policies and initiatives.

Collaborate with CAC and advocacy partners to track and influence legislation.

Promote culturally responsive navigation and support models.

Monitor restraint, isolation, and rights protections across service systems.

*We'll know it's working when more policies reflect equity and inclusion, navigation supports reach diverse communities, and advocacy results in measurable systems change.*

## Objective 2.2 — Promote Expansion, Inclusion, and Policy Reform Across Systems

### Performance Measures

#### Outputs

Number of DD policies, initiatives, or proposals reviewed using equity and expansion principles.

Number of legislative and policy analyses prepared in collaboration with CAC and advocacy partners.

Number of navigation models or projects supported that help people from diverse communities access services.

Number of monitoring or data-gathering activities related to rights protections, restraint, and isolation across systems.

#### Outcomes

More policies and initiatives across systems reflect equity, access, belonging, and representation.

Navigation supports are more available and effective for underrepresented communities, including Tribal, rural, and immigrant populations.

Advocacy and policy recommendations result in measurable improvements in how systems protect rights and promote inclusion.

### **Sub-Outcomes**

Partners report increased use of equity frameworks and data when designing or revising policies.

Examples emerge of policy or practice changes that reduce disparities and improve access.

Data shows improved attention to rights protections, including reductions in restraint, isolation, and harmful practices.

Community members from underserved groups report feeling more seen, heard, and included in planning and decision-making.

### **Council Initiatives: Community Advocacy Coalition | Policy Analysis | Staff Coordination**

### **Objective 2.3 — Expand Equitable Participation and Collaboration Across Communities and Tribal Nations**

The Council will work in partnership with Washington's Tribal governments and rural communities to co-develop culturally grounded supports, host listening sessions, and provide local grants that build lasting change.

#### **Activities**

Partner with Tribal and inter-Tribal organizations to expand culturally grounded services.

Support rural and frontier communities in developing local solutions.

Host community-led listening sessions and fund local initiatives.

Collaborate with DD Network partners (UCEDD, P&A) on Tribal and rural projects.

*We'll know it's working when Tribal and rural projects grow, partnerships strengthen, and community solutions become part of statewide policy and planning.*

### Performance Measures

#### Outputs

Number of formal partnerships and projects with Tribal governments, inter-Tribal organizations, and rural communities.

Number of listening sessions, community forums, or local planning events hosted or supported.

Number of mini-grants or local initiatives funded to address community-identified priorities.

Number of collaborative projects with DD Network partners that focus on Tribal and rural communities.

#### Outcomes

Tribal and rural communities report stronger relationships with the Council and DD Network partners.

Locally designed solutions and projects in Tribal and rural communities become more visible and sustainable.

Community-generated priorities increasingly inform statewide policy, planning, and resource allocation.

#### Sub-Outcomes

Increased participation of Tribal and rural community members in Council activities, committees, and state-level conversations.

Documented examples of local practices or models being shared or replicated in other communities.

Feedback from Tribal and rural partners indicates increased trust, relevance, and cultural responsiveness.

Mini-grant and project reports show concrete changes in access, inclusion, or service quality.

### **Council Initiatives: Tribal Outreach | Mini-Grants | Council Collaborations**

### **Objective 2.4 — Build Evaluation and Data-Driven Learning Across All Council Initiatives**

The Council will create an evaluation framework to measure the impact of all funded projects and use data to guide future planning and accountability.

#### **Activities**

Implement a unified evaluation system for all Council projects.

Publish annual summaries of statewide outcomes and trends.

Use results to inform future priorities and funding decisions.

*We'll know it's working when the Council consistently uses data to show impact, improve decision-making, and strengthen public trust.*

#### **Performance Measures**

#### **Outputs**

A unified evaluation framework and set of tools is developed and implemented for all Council-funded initiatives.

Number of Council projects and contracts that report data using the unified evaluation system.

Number of annual or periodic summaries produced on statewide outcomes and trends.

## **Outcomes**

The Council consistently uses data to show impact, improve decision-making, and adjust priorities over time.

Council members, partners, and community stakeholders have greater access to clear information about what is working.

Evaluation findings inform future funding decisions, strategic planning, and policy recommendations.

## **Sub-Outcomes**

Increased completeness and quality of data submitted by grantees and contractors.

Staff and partners report that evaluation tools are feasible, useful, and reflect community values.

Examples emerge of specific changes (e.g., funding shifts, new activities, policy recommendations) driven by evaluation results.

Public-facing summaries and dashboards show progress in ways that are accessible and understandable to non-technical audiences.

## **Council Initiatives: Evaluation Framework | Data Analysis | Council Reporting**

## Goal 3: Capacity Building – Strengthening Communities and the Council

The Council will support programs and practices that help people with developmental disabilities live full lives in their communities. This includes funding innovation, improving workforce skills, promoting inclusion and health, and ensuring that the Council itself remains strong, transparent, and accountable.

### **Objective 3.1 — Respond to Emerging Issues and Test Innovative Approaches**

The Council will fund flexible, community-driven projects that address emerging issues and promote inclusion, accessibility, and quality of life for people with intellectual and developmental disabilities (IDD) and their families.

#### **Activities**

Provide flexible funding opportunities that help communities respond to new challenges and test creative ideas for inclusion and access.

Fund projects focused on housing, employment, health, and technology or assistive-technology access.

Encourage partnerships with Tribal and rural communities.

Provide technical assistance and evaluation support to grantees.

Share promising practices and success stories statewide.

*We'll know it's working when new local solutions improve inclusion and access, and successful pilot projects are sustained or expanded across Washington.*

#### **Outputs**

Number of grants and flexible funding opportunities awarded to address emerging issues and test new approaches.

Number of projects focused on housing, employment, health, technology, or assistive-technology access.

Number of Tribal and rural communities participating in innovation projects.

Number of technical-assistance and evaluation-support activities provided to grantees.

## **Outcomes**

New local solutions improve inclusion, access, and quality of life for people with IDD and their families.

Successful pilot projects are sustained, expanded, or replicated in other communities or regions.

Community partners report increased capacity to respond to emerging needs and implement innovative practices.

## **Sub-Outcomes**

Projects report specific, measurable changes in areas such as housing stability, employment participation, health access, or technology use.

Stories and case examples highlight how innovations have changed practice or improved lives.

Lessons learned from innovation projects are documented and shared statewide.

Follow-up data shows which models are sustained beyond initial funding.

## **Council Initiatives: Community Innovation Grants | DTMT Partnerships | Council Collaborations**

### **Objective 3.2 — Dan Thompson Memorial Trust (DTMT): Innovation, Review, and Investment**

The Council will strengthen statewide innovation by supporting the Dan Thompson Memorial Trust (DTMT) process in collaboration with the Department of Social and Health Services (DSHS) and the Dan Thompson Advisory Committee.

Through this role, the Council reviews proposals submitted by individuals and community organizations, recommends projects for funding, and promotes models that improve housing, employment, health, and inclusion for people with developmental disabilities.

### Activities

Review and recommend innovative community and organizational projects that promote inclusion, independence, and access.

Provide technical assistance and outreach to help applicants develop strong, community-based proposals.

Prioritize recommendations that benefit underserved, Tribal, and rural communities.

Host learning exchanges and networking opportunities for DTMT grantees to share outcomes and lessons learned.

Use DTMT results to identify emerging needs and inform statewide policy and systems change.

*We'll know it's working when DTMT-funded projects demonstrate measurable outcomes in inclusion, employment, housing, and health — and successful models are replicated and integrated into Washington's broader system of supports.*

### Performance Measures

### Outputs

Number of DTMT proposals reviewed and recommended for funding each cycle.

Number and proportion of DTMT-funded projects serving underserved, Tribal, and rural communities.

Number of technical-assistance and outreach activities provided to applicants.

Number of learning exchanges or networking events held for DTMT grantees.

## **Outcomes**

DTMT-funded projects show measurable improvements in inclusion, employment, housing, health, or community participation for people with DD.

Successful DTMT models are replicated or integrated into ongoing services and systems.

DTMT results inform broader statewide policy and systems-change efforts.

## **Sub-Outcomes**

Grantees report increased capacity to design, implement, and evaluate innovative, community-based supports.

Evaluation data and stories from DTMT projects are used in Council and DSHS planning.

Cross-project learning leads to refinements in DTMT priorities and guidance.

Emerging needs identified through DTMT inform future funding rounds and Council advocacy.

## **Council Initiatives: Dan Thompson Memorial Trust Partnership | Innovation Exchange | Technical Assistance and Review**

## **Objective 3.3 — Strengthen Council Leadership, Transparency, and Public Engagement**

The Council will model inclusion and accountability by ensuring its work is transparent, accessible, and responsive to the communities it serves. By strengthening member leadership and promoting open communication, the Council will build trust, demonstrate best practices in governance, and help other organizations learn from its approach to inclusive decision-making.

### Activities

Provide training, mentorship, and leadership opportunities that strengthen Council members' ability to represent their communities.

Conduct annual reviews of Council operations using diversity, equity, and inclusion (DEI) principles and stakeholder feedback.

Publish public-facing updates, meeting summaries, and data dashboards that show progress and promote accountability.

Share governance tools and practices that other organizations can use to strengthen inclusion and transparency.

Host community briefings and listening sessions to ensure the Council's work remains connected to local and statewide priorities.

*We'll know it's working when the Council is recognized as a model of transparent, inclusive leadership; members feel supported and prepared to lead; and community partners report increased trust and engagement with the Council's work.*

### Performance Measures

#### Outputs

Number of trainings, mentorship opportunities, and leadership-development activities provided for Council members.

Number of annual reviews of Council operations that incorporate DEI principles and stakeholder feedback.

Number of public-facing updates, meeting summaries, or data dashboards produced and shared.

Number of tools or resources on governance and inclusive leadership shared with other organizations.

### **Outcomes**

Council members report feeling more prepared, supported, and confident in their leadership roles.

Community partners and stakeholders report increased trust in the Council's transparency and responsiveness.

Other organizations adopt or adapt Council governance tools and practices to strengthen inclusion.

### **Sub-Outcomes**

Increased participation of community members and stakeholders in Council meetings, listening sessions, and input opportunities.

Feedback from Council members indicates improvements in meeting structure, information flow, and decision-making.

Public-facing materials clearly show progress on goals and how input was used.

DEI reviews lead to concrete changes in Council operations, membership support, or outreach.

## **Council Initiatives: Membership & Governance Committee | Public Engagement | Transparency Tools**

### **Objective 3.4 — Promote Autonomy, Healthy Relationships, and Personal Safety**

The Council will build the capacity of communities and organizations to support personal autonomy, healthy relationships, and safety for people with developmental disabilities across the lifespan.

This objective connects to ongoing self-advocacy and leadership development efforts (see Goal 1.1) and supports education, resources, and community learning that affirm dignity and informed choice.

### Activities

Provide grants or partnerships that promote healthy-relationship and personal-safety education within community programs.

Share resources on supported decision-making and communication tools that promote autonomy and reduce unnecessary guardianship.

Collaborate with partners to strengthen local response networks for rights protection and safety.

*We'll know it's working when community organizations demonstrate increased awareness and readiness to support autonomy and safety, and people with DD report greater confidence in making informed personal choices.*

### Performance Measures

### Outputs

Number of grants, partnerships, or trainings focused on healthy relationships, personal safety, and autonomy.

Number of resources created or shared on supported decision-making and communication tools.

Number of partners engaged in strengthening local response networks for rights protection and safety.

### Outcomes

Community organizations and partners demonstrate increased readiness to support autonomy, healthy relationships, and safety for people with DD.

People with DD report greater confidence in making informed personal choices about relationships, health, and daily life.

Families and supporters report better understanding of how to balance safety and autonomy.

### **Sub-Outcomes**

Partners adopt or expand curricula and practices that center consent, safety, and self-determination.

Increased use of supported decision-making tools and reduced reliance on unnecessary guardianship.

Documented examples show improved local responses to abuse, neglect, or rights violations.

Participants report feeling more informed about how to seek help and exercise their rights.

### **Council Initiatives: Allies in Advocacy | Self-Advocacy Leadership | Community Training**

### **Objective 3.5 — Strengthen Supports for Aging Individuals with IDD and Aging Caregivers**

The Council will enhance statewide and local capacity to meet the needs of older adults with developmental disabilities and aging family caregivers, ensuring that planning, housing, and services are sustainable across generations.

This objective complements the system-coordination work in Goal 2.1 by promoting replication, innovation, and capacity building at the community level.

#### **Activities**

Support pilot projects that build sustainable models for aging-in-place, intergenerational housing, and long-term care planning.

Share promising practices and toolkits that help families and caregivers plan for aging transitions.

Facilitate learning partnerships between DD providers, aging networks, and family organizations.

Integrate findings from these initiatives into Council recommendations and state policy planning.

*We'll know it's working when families, caregivers, and aging adults with DD report improved access to planning resources and community supports that promote independence and stability throughout the lifespan.*

### Performance Measures

#### Outputs

Number of pilot projects focused on aging-in-place, intergenerational housing, and long-term care planning.

Number of toolkits, guides, or planning resources developed and distributed to families and providers.

Number of learning exchanges or partnership activities between DD providers, aging networks, and family organizations.

#### Outcomes

Families, caregivers, and aging adults with DD report improved access to information and supports for planning across the lifespan.

More communities pilot or implement sustainable models that help individuals with DD age in place with stability and choice.

Systems and providers show increased collaboration around aging and lifelong supports.

#### Sub-Outcomes

Pilot projects report measurable improvements in stability, housing, or continuity of supports for aging adults with DD.

Increased uptake and use of planning toolkits by families, case managers, and providers.

Cross-system partners report specific changes in practice or policy related to aging and DD.

Findings from pilots and learning exchanges are incorporated into Council recommendations and state-level planning.

### **Council Initiatives: Family Support Partnerships | Community Mini-Grants | Aging & Lifespan Learning Exchange**

#### **Objective 3.6 — Advocacy Partnership Project (APP): Building Skills and Confidence for Civic Engagement**

The Advocacy Partnership Project (APP) helps people with developmental disabilities and their families learn how to speak up on issues that matter to them — locally, in their regions, and at the state level.

Through training, mentorship, and partnership, APP builds confidence, civic knowledge, and the practical skills needed to make change in communities and the Legislature.

#### **Activities**

Provide plain-language, interactive trainings on how government works and how to advocate effectively.

Partner with local and statewide organizations to host workshops, advocacy days, and mentorship opportunities.

Create accessible materials and online resources that explain legislative and policy processes.

Connect participants with policymakers, agencies, and advocacy coalitions to share their experiences and influence change.

Encourage participants to remain active after training through ongoing peer-learning and leadership opportunities.

*We'll know it's working when participants report greater confidence in advocating for themselves and others, community organizations integrate advocacy skill-building into their programs, and local and statewide advocacy networks grow stronger and more connected.*

## Outputs

Number of APP workshops, trainings, and mentorship activities provided each year.

Number of participants, including people with DD and family members, who complete APP activities.

Number of accessible materials and online resources created to explain legislative and policy processes.

Number of partnerships with local and statewide organizations to host advocacy days and community events.

## Outcomes

Participants report increased confidence and knowledge in advocating for themselves and their communities.

More community organizations integrate advocacy skill-building into their ongoing programs and supports.

Local and statewide advocacy networks grow stronger and more connected through APP partnerships.

## Sub-Outcomes

Participants engage in specific advocacy actions after APP (e.g., contacting legislators, attending hearings, joining coalitions).

Organizations report that APP tools and approaches help them support ongoing civic engagement.

Increased diversity of APP participants across regions, cultures, and disability experiences.

Stories and examples show how APP participation leads to longer-term leadership and involvement in policy work.

## **Council Initiatives: Advocacy Partnership Project (APP) | Leadership Training | Community Outreach**

### **Cross-Cutting Priorities**

Across all goals, the Council will uphold guiding priorities that shape its advocacy, systems-change, and capacity-building work:

**Expansion:** Ensuring every person — regardless of background or location — has a fair chance to be included.

**Tribal Partnerships:** Working side by side with Washington's Tribal Nations to share knowledge, resources, and leadership.

**Rights and Safety:** Promoting human rights and ending restraint and isolation across systems.

**Health and Lifespan Inclusion:** Promoting access to sexual-health education, wellness resources, and aging supports that respect dignity, safety, and self-determination across the lifespan.

**Evaluation:** Using data and community feedback to learn, improve, and share what works best.

**Innovation:** Supporting new ideas and replicating effective models through the Dan Thompson Memorial Trust and other funding opportunities.

### **Looking Ahead**



The Council's 2026–2031 State Plan reflects both a vision and a promise: that people with developmental disabilities and their families will have the power, support, and opportunities to shape their own lives and communities.

Through advocacy, systems change, and capacity building, the Council will continue to listen first, act collaboratively, and invest in ideas that create lasting impact.

As Washington grows and changes, the Council will remain a trusted partner — learning from experience, adapting to new challenges, and advancing inclusion and equity for all people with developmental disabilities.



## Membership & Governance Committee – Proposed Agenda

**Date:** January 15, 2026

**Time:** 1:00 PM – 3:00 PM

**Location:** Virtual (Zoom)

**Join Zoom Meeting:** [Join Zoom Meeting](#)

**Meeting ID:** 830 1048 3091

**Passcode:** 610540

**Call-in:** 253-215-8782

**Members:** Bridget Parkhill, Dana Floyd, Melanie Baker (Chair), Katie Mirkovich, Angela Randel, Cassie Martin

**Ex-Officio Members:** Tayshia Farra, Leigh Spruce

**Staff:** Kevin Vargas, Linda West, Brian Dahl

### Agenda

**1:00 PM** **Call to Order/Welcome and Introductions**

Lead: Melanie Baker

**1:20 PM** **Adjust Agenda**

Lead: Melanie Baker

**1:25 PM** **Approval of October 2025 Meeting Minutes**

Lead: Melanie Baker

**Reading 26-MG-01 October 2025 Draft Minutes**

**VOTE:** Approve minutes with changes, if applicable

**1:30 PM** **Committee Work Plan**

Lead: Brian

**Reading 26-MG-02 Committee Work Plan**

Discussion Only

## Governance

**1:35 PM**

### **Approve Council Operational**

Lead: Kevin Vargas

### **Reading 26-MG-03 Policy #115 – Training and Travel Policy**

**VOTE:** Accept new version and move to Full Council

### **Reading 26-MG-04 Policy #301 – Delegation to the Executive Director**

**VOTE:** Accept new version and move to Full Council

### **Reading 26-MG-05 Policy #403 – Council Agenda Development Process**

**VOTE:** Accept new version and move to Full Council

### **Reading 26-MG-06 Policy #414 – Reimbursement of Non-Council Members**

**VOTE:** Accept new version and move to Full Council

### **Reading 26-MG-07 Policy #417 – Use of Council Funds to Purchase Equipment**

**VOTE:** Accept new version and move to Full Council

### **Reading 26-MG-08 Policy #421 – Nominating a Council Chair**

**VOTE:** Accept new version and move to Full Council

**2:40 PM**

### **Introduction to the Council Charter**

Lead: Kevin Vargas / Brian Dahl

### **Reading 26-MG-09 – Last Approved Charter**

**2:50 PM**

### **2026 Sub-Committees**

**2:55 PM**

### **Agenda Items for April / To-Do List**

**3:00 PM**

### **Adjourn**



Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.





## **Reading 26-MG-01 - Membership & Governance Committee Meeting Minutes (October 2025)**

### **Cover Sheet**

These draft minutes document the Membership & Governance Committee meeting held in October 2025. They summarize committee discussions, decisions, and recommendations.

The minutes are provided so committee members and the full Council can review the record of the meeting and request corrections if needed. The committee will vote on whether to approve these minutes as the official record.

## Reading 26-MG-01

### Washington State Developmental Disabilities Council Membership & Governance Committee Meeting Thursday, October 16, 2025

**Present:** Melanie Baker, Bridget Parkhill, Tayshia Farra, Sydney Krebsbach, Katie Mirkovich, Angela Randall

**Guests:** Becky Clarkson

**Staff:** Kevin Vargas, Brian Dahl, Linda West

#### Welcome

Melanie called the meeting to order and established a quorum. She welcomed members and noted that this meeting would finalize several key policy updates and lay groundwork for upcoming charter and State Plan work.

#### Approval of the July 2025 Meeting Minutes

Sydney moved and Katie seconded approval of the July minutes. The motion carried with no abstentions.

#### Committee Responsibilities

Staff noted that items related to Council structure, membership, policies, and meeting logistics all flow through this committee. Members discussed the increasing need to adapt governance processes to hybrid and virtual formats.

#### Policy Review and Approve to move to the full Council

The committee continued its work updating long-outdated policies, focusing on accuracy, accessibility, plain language, and alignment with current practice. Three policies were presented for review and approval.

#### Policy 411 – Guidelines for Speakers

Sydney moved and Tayshia seconded advancing the revised Policy 411 to the full Council for approval. The motion carried.

### Policy 413 – Committees and Workgroups

Sydney moved and Tayshia seconded advancing revised Policy 413 to the full Council for approval. The motion carried.

### Policy 416 – Contractor Conflict of Interest

Sydney moved and Katie seconded approving revised Policy 416 to the full Council for approval. The motion carried.

### State Plan Update

Brian provided an overview of the 2027–2031 State Plan timeline.

Discussion included public outreach strategies, accessible materials, and increased engagement with rural and tribal communities.

### 2026 Meeting Schedule Discussion

Members agreed by consensus to recommend option 2 consisting of virtual meetings in January & July, hybrid/in-person meetings in April & October. The intervening months will be reserved for optional meetings.

### Future Meeting Locations

Members expressed interest in holding the October 2026 in-person/hybrid meeting at a tribal venue in northern Washington. Staff will explore options.

### Membership Updates

- Currently there are five vacant seats including DDA, Aging & Long-Term Care, and Behavioral Health. Appointments are delayed due to staffing reductions in the Governor's Office.
- Charter Review – Upcoming Work
- The committee will begin a full review of the Council Charter in early 2026, addressing roles, terms, attendance requirements, and alignment with federal DD Act expectations.

The meeting adjourned at 3:37 PM.



## **Reading 26-MG-02 - Revised Committee Assignments List**

### **Cover Sheet**

This document shows the revisions to Council committee assignments. The Membership and Governance Committee reviews committee composition to support balanced participation, leadership development, and Council operations.

This reading is provided for discussion and review.



Reading 26-MG-02  
Developmental Disabilities Council  
Draft Membership & Governance Big Picture Work Plan

<b>Membership</b>						
Activity	January 2026	April 2026	July 2026	October 2026	January 2027	April 2027
Council Member Recruitment	●					●
New Member Orientation Development		●	●			
New Member Orientation			●	●		
Member Candidate Interviews		●				
Council Meeting Locations			●			
Update Membership Handbook		●				●
Review State Plan Membership Rotation		●				●

<b>Governance</b>						
Activity	January 2026	April 2026	July 2026	October 2026	January 2027	April 2027
Executive Director Evaluation Development		●				
Executive Director Evaluation	●	●	●	●	●	●
Review Executive Order		●	●			
Charter Revision	●	●	●	●	●	●



<b>Membership and Governance</b>						
Activity	January 2026	April 2026	July 2026	October 2026	January 2027	<u>April 2026</u>
Development Day Prep		●	●			●
Development Day				●		
Website Review			●			



## **Reading 26-MG-03 - Policy 115 — Training and Travel (Original and Revised)**

### **Cover Sheet**

This document shows the original and revised versions of Policy 115, which governs training and travel for Council members.

The revised version updates the policy into plain language and reflects current practice and federal requirements.

The Membership Committee will vote to recommend this policy for consideration by the full Council.

**Reading 26-MG-03**  
**Original Policy 115**

**Policy No. 115 Training and Travel Policy**

Adopted: September 21, 2007

Revised: September 21, 2018

**Background:**

When being appointed to the Developmental Disabilities Council, a member assumes an important position of leadership within the developmental disabilities movement. The appointment assumes the active and full participation of a member in all Council meetings and Council activities. In addition, ongoing education and individual development is important to assure that members keep up with new and emerging trends and issues facing individuals with developmental disabilities and their families.

**Policy:**

It is the policy of the Developmental Disabilities Council that members are supported to attend conferences and workshops. Council Members may also be asked to attend conferences or trainings by the Council Chair or Executive Director.

The workshop/conference attendance will be reviewed semi-annually by the Membership Committee.

All conference attendance/travel must receive prior authorization from the Membership Committee. All requests must be submitted 60 days prior to the beginning of the conference/travel.

Please use the Conference and Training Attendance Request Form in making this request. Priority will be given to Council members who have not previously attended a specific conference/training.

Travel advances are available upon approval of the Executive Director. Expenses not received prior to the conference/travel will be reimbursed when the travel is complete according to state guidelines.

Council member attendance/travel to conferences is dependent on the budget.

Please see Member Handbook and the Guidelines for Selecting Council Members to Attend Conference/Trainings for more details.

Ed Holen, Executive Director



1-800-634-4473 or (360) 586-3560  
ed.holen@ddc.wa.gov



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## Revised Policy 115 (Final Version)

### **Policy No. 115 Training and Travel Policy**

Adopted: September 21, 2007

Revised: September 21, 2018

Updated and Approved: January X, 2026

### **Why This Policy Exists**

Members of the Developmental Disabilities Council hold important leadership roles. Council members are expected to take part in meetings, activities, and learning opportunities that help them stay informed about issues facing people with developmental disabilities and their families. This policy explains how members can request support for training and travel, and what costs the Council can cover.

### **Requests to Attend Trainings or Conferences**

- Council members may request to attend a training or conference.
- Members may also be invited to attend by the Council Co-Chairs or the Executive Director.
- Requests are reviewed by the Co-Chairs and the Executive Director during their regular monthly leadership meetings.

### **How to Request Approval**

- Submit your request at least 60 days before the event, whenever possible.
- Council staff will assist members with the request process.
- When choosing between multiple applicants, priority may be given to members who have not attended that specific training or conference before.
- Approval depends on the Council's budget and alignment with Council priorities.

### **What Costs the Council Can Cover**

Because the Council is federally funded, allowable costs follow federal Uniform Guidance and DD Act rules. The Council may cover:

#### Travel and Lodging



- Airfare (economy), train, bus, mileage
- Ground transportation (taxi, rideshare, shuttles, local transit)
- Hotel costs
- Parking and tolls

### Meals and Incidentals

- Reimbursement for meals and incidental expenses based on federal GSA per diem rates
- Up to 80% advances may be provided for per diem or other eligible travel costs

### Registration Fees

- Conference or training registration fees
- Prepaid charges (such as airfare or registration) will be paid by the Council whenever possible

### Supports Needed for Participation

- Personal assistance or attendant care
- Interpreters (ASL or language)
- Note-taking or communication support
- Accessible or adapted transportation
- Respite or childcare costs
- Other supports needed for a member to fully participate

### Other Allowable Costs

- Baggage fees
- Internet access if needed for participation
- Supplies or technology needed for the specific trip (non-capital items)

### **Reimbursement Process**

- Members must submit required documentation after travel is complete.
- Reimbursement follows federal and state guidelines and only covers allowable costs.



- Travel advances will be reconciled after the trip based on actual expenses.

### **Additional Information**

For more details, members can refer to the Council Member Handbook.



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## **Reading 26-MG-04 - Policy 301 — Delegation to the Executive Director**

(Original and Plain Language)  
**Cover Sheet**

This document includes the original and plain-language versions of Policy 301, which defines the respective roles of the Council and the Executive Director.

The update clarifies authority, accountability, and decision-making responsibilities.

This reading supports discussion of governance roles and policy updates.



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**Reading 26-MG-04**  
**Original Policy 301 (1998)**

**Policy No. 301**  
**Delegation to the Executive Director**  
Adopted: May 20, 1998

All Council authority delegated to staff is delegated through the Executive Director so that all authority and accountability of staff – as far as the Council is concerned – is considered to be the authority and accountability of the Executive Director.

1. The Council will direct the Executive Director to achieve certain results, for certain recipients, at a certain cost through the establishment of Ends policies. The Council will limit the latitude the Executive Director may exercise in practices, methods, conduct and other “means” through the establishment of Executive Limitations policies.
2. As long as the Executive Director uses any reasonable interpretation of the Council’s Ends and Executive Limitation policies, the Executive Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
3. The Council may change its End and Executive Limitations policies, thereby shifting the boundary between Council and Executive Director domains. By doing so, the Council changes the latitude given to the Executive Director. So long as any particular delegation is in place, the Council members will respect and support the Executive Director’s choices.
4. Only decisions of the Council acting as a body are binding upon the Executive Director.
5. Decisions or instructions of individual Council members, officers, or committee are not binding on the Executive Director except in rare circumstances when the Council has specifically authorized such exercise of authority.
6. In the case of Council members or committees requesting information or assistance without Council authorization, the Executive Director



can refuse such requests that require – in the Executive Director's judgement – a material amount of staff time or funds or are disruptive.

Ed Holen, Executive Director  
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## Revised Plain-Language Policy 301

### Policy 301: Delegation to the Executive Director (Plain-Language Version)

#### Purpose

This policy explains what the Executive Director is allowed to do on behalf of the Council, and what decisions must be made by the Council itself.

#### 1. What the Council Does

The Council sets the overall direction for the organization. This includes:

- Creating and approving the State Plan
- Setting goals and priorities
- Approving the Council's budget
- Making policies
- Hiring and evaluating the Executive Director

The Council decides what needs to be done.

#### 2. What the Executive Director Does

The Executive Director manages the Council's day-to-day work. This includes:

- Carrying out the State Plan
- Supervising staff and contractors
- Running daily operations
- Managing the budget within what the Council has approved
- Making sure the Council follows federal and state laws, including the DD Act
- Keeping the Council informed about issues, progress, and needs

The Executive Director decides how the work gets done, as long as it follows Council policies and the DD Act.

#### 3. Delegation of Authority

Once the Council sets goals and policies, the Executive Director has the authority to make all decisions needed to run the Council's activities, unless the Council has said otherwise in a policy or official action.

#### **4. Only the Full Council Can Direct the Executive Director**

Only decisions made by the full Council, in an official meeting or by another approved method, are binding on the Executive Director. Individual Council members, officers, or committees cannot give directions to the Executive Director unless the Council has formally given them that authority.

#### **5. Requests from Members or Committees**

The Executive Director may answer questions or provide help to individual members or committees. However, the Executive Director may say no to requests that:

- Require a lot of staff time
- Cost money that was not approved
- Interrupt or delay Council work
- Go beyond what the Council has authorized

#### **6. Policy Changes**

The Council may change its policies at any time. When the Council updates a policy, the Executive Director's authority changes to match it. Until the Council changes a policy, the Executive Director's decisions within this delegation will be respected and supported.

#### **7. Accountability**

The Executive Director reports to the full Council. Accountability includes:

- Annual performance reviews
- Regular updates and reports
- Monitoring progress on the State Plan
- Meeting federal reporting requirements



## **Reading 26-MG-05 - Policy 403 — Council Agenda Development Process**

### **(Original and Revised) Cover Sheet**

This document compares the original and revised versions of Policy 403, which explains how items are added to Council meeting agendas.

The revised version clarifies timelines, responsibilities, and requirements for final action items.

This reading supports discussion of governance procedures.

**Reading 26-MG-05  
Original Policy 403 (1999/2006)**

**Policy No. 403  
Council Agenda Development Process**  
Adopted: March 18, 1999  
Revised: March 17, 2006

Members can request an item to be placed on the Council agenda by submitting the following information in writing, by email or orally to the Council office at least 20 working days (1 month) prior to the meeting:

- Description of the item
- Amount of time needed
- Type of action required

The Executive Director will schedule items on the agenda for the full Council meeting after consultation with the Council Chair.

Members can bring an item up for discussion at a workgroup or committee meeting. The workgroup or committee Chair or staff may decide to move the item to the full Council agenda for discussion or vote. The workgroup or committee Chair or staff then notifies the Council Executive Director to put the item on the full Council agenda.

At the Council meeting, a request may be made to the Chair to add an item to the agenda. Items will be added at the Chair's discretion.

Items requiring final action/vote at the full Council must be on the agenda and the agenda must be published prior to the meeting.

## Revised Policy 403 (2026 Draft)

Policy No. 403  
**Council Agenda Development Process**  
Adopted: March 18, 1999  
Revised: March 17, 2006  
Updated and Approved:

Here's how to request an item be added to the Council meeting agenda:

### **Submit a Request:**

Provide the following information in writing, by email, or orally to the Council office at least 20 working days (about a month) before the meeting:

- A description of the item
- The amount of time needed
- The type of action required

### **Scheduling:**

The Executive Director, after discussing with the Council Co-Chairs, will decide when the item will be added to the full Council meeting agenda.

### **Committees:**

Members can bring items up in a committee. Items requiring discussion may be added to the agenda. Items requiring a vote will be added to the agenda of the next Council meeting.

### **During the Meeting:**

You can ask the Co-Chairs to add an item to the agenda during the meeting, but it's up to the Co-Chairs to decide whether to include it.

### **Final Actions:**

Items that need a final vote must already be on the agenda, and the agenda must be published before the meeting. No agenda items requiring



a vote will be considered unless the change is able to be made and published for at least 24 hours before the scheduled vote will be held.





## **Reading 26-MG-06 - Policy 414 — Reimbursement for Non-Council Members**

**(Original and Revised)  
Cover Sheet**

This document includes the original and revised versions of Policy 414, which governs reimbursement for non-Council members.

The update clarifies eligibility, allowable costs, and approval requirements in plain language.

The Membership Committee is reviewing this policy as part of its governance update work.



**Reading 26-MG-06**  
**Original Policy 414 (1999/2011)**

**Policy No. 414**  
**Reimbursement for Non-Council Members**  
Adopted: July 16, 1999  
Revised: January 21, 2011

The Council desires to have representation on its established subgroups from people with developmental disabilities themselves, family members, advocates, providers and other interested parties.

This policy applies to non-Council members serving on ad hoc committees established by the Council and task forces and other such entities established by the Executive Director.

When participating in duly appointed activities, non-Council members will be reimbursed for travel, per diem, and other approved out-of-pocket expenses according to state rules and regulations.

The Council encourages the pursuit of other avenues by which to participate, such as web conferencing and teleconferencing.

Individuals are encouraged to use the most efficient means of travel possible to keep costs to a minimum.

A non-Council member must be duly appointed to participate in an activity before reimbursement can occur.

All out of pocket expenses must have prior approval by the Executive Director.

The Council will reimburse, at the authorized state rates, upon receipt of signed travel forms (including social security number) and necessary documentation.

The Council will not reimburse representatives of governmental agencies who would otherwise be eligible for travel expenses and per diem from their agency.

## Revised Policy 414 (2026 Draft)

Policy No. 414  
Reimbursement Policy for Non-Council Members  
Updated and Approved: January X, 2026

### Who this policy applies to:

This policy applies to non-Council members who are formally appointed by the Council or the Executive Director to help with Council work. These may include:

- People with developmental disabilities
- Family members
- Advocates
- Service providers
- Subject-matter experts
- Community partners

### Eligible individuals must be officially appointed to:

- Committees or workgroups created by the Council
- Task forces or advisory groups created by the Executive Director
- Other specific activities where the Council requests their service

### Who this policy does NOT apply to:

- Members of the public who attend Council or committee meetings under the Open Public Meetings Act
- Individuals who participate on their own without a formal appointment
- Anyone whose participation has not been requested or approved by the Council or Executive Director

***Public attendance does NOT create eligibility for reimbursement.***

### Reimbursement rules:

Non-Council members who are officially appointed may be reimbursed for:

- Travel

- Meals and lodging (per diem)
- Other approved out-of-pocket expenses

**Reimbursement must follow:**

- Washington State travel rules and rates
- Council procedures

**Conditions:**

- Approval from the Executive Director is required before incurring reimbursable expenses.
- Signed travel forms and required documentation must be submitted.
- Travelers should choose the most cost-effective travel options.

**Other ways to participate:**

The Council encourages virtual participation (web or phone conferencing) when possible to reduce costs.

**Government employees:**

The Council will NOT reimburse individuals representing government agencies if their agency would normally cover their travel or per diem.



## **Reading 26-MG-07 - Policy 417 — Equipment Purchase Policy**

### **(Original and Revised) Cover Sheet**

This document shows the original and revised versions of Policy 417, which restricts the purchase of equipment using federal Council funds. The revised policy simplifies language while maintaining federal requirements.

This reading supports review of fiscal and compliance policies.



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Reading 26-MG-07

### **Original Policy 417**

#### **Policy No. 417**

Use of Council Funds to Purchase Capital or Non-Capital Equipment by Sub-Grantees and Contractors

Adopted: July 21, 2000

The Council shall not approve requests from sub-grantees or contractors to purchase capital or non-capital equipment with Council federal funds.

#### **Definitions:**

Federal agencies treat equipment in two categories:

- Capital equipment is the purchase of a single item over \$5,000.
- Non-capital equipment is the purchase of a single item less than \$5,000.

#### **Ownership:**

Capital equipment is owned by the federal government unless transfer is granted to the state agency.

Non-capital equipment is owned by the state unless provision is approved to pass ownership on to a sub-grantee.

Ed Holen, Executive Director  
1-800-634-4473 or (360) 586-3560  
[ed.holen@ddc.wa.gov](mailto:ed.holen@ddc.wa.gov)

## Revised Policy 417

### Policy No. 417 Equipment Purchase Policy

Adopted: July 21, 2000

Revised: January X, 2026

#### Definition of Policy

This policy explains that sub-grantees and contractors are not allowed to use federal Council funds to buy equipment—whether it's expensive (over \$5,000) or not. It also outlines who owns the equipment depending on its value and how it's classified.

#### What's Not Allowed

Sub-grantees and contractors cannot use Council federal funds to buy equipment—whether it's expensive or inexpensive.

#### What Counts as Equipment?

Federal rules divide equipment into two types:

- Capital Equipment: Any single item that costs more than \$5,000
- Non-Capital Equipment: Any single item that costs less than \$5,000

#### Who Owns the Equipment?

Capital Equipment is owned by the federal government, unless it's officially transferred to the state.

Non-Capital Equipment is owned by the state, unless there's special approval to transfer ownership to a sub-grantee.



## **Reading 26-MG-08 - Policy 421 — Nominating Council Co-Chairs**

### **(Original and Revised) Cover Sheet**

This document presents the original and revised versions of Policy 421 related to nominating Council Co-Chairs.

The revision reflects the Council's current co-chair structure and clarifies eligibility and process.

The Membership Committee recommends this policy for full Council consideration.



**Reading 26-MG-08  
Original Policy 421**

**Policy No. 421 Nominating a Council Chair**  
Adopted: January 22, 2010

The Membership Committee shall facilitate a process to nominate candidates for the position of Council Chair should the position become vacant.

Candidates shall be existing Council members who:

- Are members of the Council who do not represent an agency;
- Have served on the Council at least three years;
- Are knowledgeable with the DD Act, Council structure, the operation of Council committees, workgroups, and the issues before the Council; and
- Have exhibited leadership qualities during Council service.

The Membership Standing Committee shall advance the names of the candidates for First Vice Chair to the Council for consideration at the next scheduled Council meeting.

By majority vote, the Council shall select its nominee(s) for Chair and advance the recommendation to the Governor.

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## Revised Policy 421

### Policy No. 421 Nominating Council Co-Chairs

Adopted: January 22, 2010

Revised: January X, 2026

#### When a Co-Chair Position Becomes Open

If one of the Council Co-Chair positions becomes vacant, the Membership Committee will lead the process to identify and nominate qualified candidates.

#### Who Can Be Nominated?

To be considered for a Co-Chair position, a nominee must:

- Be a current member of the Council
- Not represent a state agency
- Have served on the Council for at least one year
- Understand the DD Act, how the Council works, how committees and workgroups operate, and the issues facing the Council
- Have shown leadership during their time on the Council

#### How the Nomination Process Works

1. The Membership Committee reviews potential nominees and identifies qualified candidates.
2. The Committee then brings forward nominee(s) to the full Council at the next scheduled Council meeting.
3. Council members vote to select the new Co-Chair.
4. The candidate who receives a majority vote becomes the new Council Co-Chair.



## **Reading 26-MG-09 - Washington State Developmental Disabilities Council Charter**

(Last Approved Version)  
**Cover Sheet**

This document is the most recently approved version of the Council Charter. It is provided as background for upcoming charter review and governance discussions.

No action is requested at this time.



Reading 26-MG-09

## **WASHINGTON STATE DEVELOPMENTAL DISABILITIES COUNCIL**

### **CHARTER**

Approved January 22, 2010

Pursuant to federal Developmental Disabilities Assistance and Bill of Rights Act of 2000, P.L. 106.402, (DD Act), as amended, (hereafter the Act) and Executive Order 96-06, the Washington State Developmental Disabilities Council (hereafter the Council) shall undertake advocacy, capacity building and systemic change activities.

The goal of these activities is to assure individuals with developmental disabilities are able to live independently, productively, with choice and self-determination, and integrated and included in all aspects of community life.

The Council shall produce a State Plan that outlines the performance targets, activities and budget that address this goal and the requirements of the Act.

### **Section 1 MEMBERSHIP**

The membership of the Council shall be appointed by the Governor and be consistent with the requirements of the Act and the Executive Order.

The members of the Council, with the exception of the representatives of the principal state agencies, shall be appointed to serve for three years. In the case of a vacancy, the appointment shall be only for the remainder of the unexpired term for which the vacancy occurs. No member shall serve more than two consecutive three-year terms.

### **Section 2 GOVERNANCE OF THE COUNCIL**

The responsibility of the full Council is governance. "Governance" is defined as the development and revision of the internal and external policies directing the work of the Developmental Disabilities Council.

Council policy shall fall into the following groups:

A. "Do" Policies are Ends, Outcome or Mission-related policies.

These include policies describing what priorities are being addressed, what are the target populations, and what cost or use of resources should be used.

B. "Don't" Policies are limitations on Executive Director authority.

These include policies describing those principles of prudence and ethics that limit the choice of means (practices, activities, circumstances, methods) used by the Executive Director.

C. "Who" Policies describe the Council Executive Director relationship.

These include policies describing the manner in which power is passed to the Executive Director and how the use of that power by the Executive Director will be assessed.

D. "How" Policies are Council processes.

These include policies describing how the Council conducts its work and how it provides leadership.

The full Council, not individual members or subgroups, is responsible for governance.

## **Section 3 OFFICERS**

The Council shall have the following officers:

**A. Chair**

The Governor shall appoint the Council Chair in accordance with Executive Order.

**B. First Vice-Chair**

The First Vice-Chair shall serve a term of twelve months beginning at the first meeting of the federal fiscal year.

In the case of a vacancy, the Second Vice-Chair shall become the First Vice-Chair for the remainder of the First Vice-Chair's term and serve one additional term.

**C. Second Vice-Chair:**

In September of each year, the Second Vice-Chair shall be elected by a majority vote of the full Council at a meeting immediately prior to the expiration of or vacancy of the twelve-month term served by the First Vice-Chair. Nominees will be presented at the meeting prior to the vote. Council members will be given an opportunity to nominate additional candidates on the day of the vote. In the case of a vacancy, an election shall be held to fill the remainder of the term.

The Second Vice-Chair shall serve twelve months in that position, and then will assume the position of the First Vice-Chair. The term of the Second Vice-chair shall begin at the first meeting of the federal fiscal year.

## **Section 4 DUTIES OF THE OFFICERS**

**A. The Chair Shall:**

1. Appoint the Chairs and members of all standing committees, workgroups, and ad hoc committees of the Council;
2. Convene and facilitate the annual (at least) performance evaluation of the Executive Director by the full Council;
3. Be an ex-officio member of all standing committees, workgroups and ad hoc committees;
4. Convene and facilitate the Full Council meetings;
5. Resolve disputes regarding the responsibility of standing committees, workgroups and/or ad hoc committees as they may arise;
6. Act as liaison between the Governor and the Council; and
7. Work with the Membership Committee to implement Council policies related to attendance and participation.

**B. The First Vice-Chair shall:**

1. Preside at meetings in the absence of the Chair;
2. Preside at Council meetings in the event the Chair wants to actively participate in the discussion of, or has presentation duties, for a given agenda item;
3. Receive reports of conflict of interest as stated in Policy 401 and;
4. Assume special duties and appointments as needed.

C. The Second Vice-Chair shall:

1. Preside at meetings in the absence of the Chair and First Vice-Chair;
2. Preside at Council meetings in the event the Chair or First Vice-chair has presentation duties for a given agenda item; and
3. Assume special duties, represent the Chair and attend meetings as requested.

#### Prohibition

An officer of the Council shall not make public statements, or advocate a position to legislators, department directors, or other policy makers, which is contrary to a final action approved by the Council.

## **Section 5 MEETINGS**

The Council shall approve an annual schedule of meetings by majority vote when quorum is present.

The Council shall meet every other month, or more often at the call of the Council Chair or at the written request of twelve or more members of the Council.

Cancellation or modification of meeting dates shall be at the discretion of the Council Chair; however, the Chair may not cancel a meeting called at the request of Council members without prior written approval of the requesting Council members.

All regular and special meetings of the Council and its standing committees and workgroup shall be open to the public consistent with state law (RCW 42.30.)

## **Section 6 QUORUM, VOTING, ATTENDANCE, AND CONDUCT OF BUSINESS**

Active and consistent participation in Council, standing committee and workgroup meetings is a responsibility of all members. The Council shall have an attendance policy passed by a majority vote at a meeting where a quorum is present. It shall be the duty of the staff of the Council to maintain attendance records of Council members at meetings and to notify the Chair of attendance by a member(s) inconsistent with the requirements of the Council's attendance policy. It shall then be the duty of the Chair to address any inconsistencies with the attendance policy. It is the responsibility of the Membership Standing Committee to review the policy at least annually and make recommendations, if appropriate, for revision in the policy.

The initial agenda shall be distributed to all members at least two weeks in advance of the meeting.

The initial official agenda shall be the official agenda for meeting the requirements of the Public Open Meetings Act. Generally, the agenda items should come through a standing committee, workgroup, ad hoc committee or any action item requested by seven or more members of the Council.

Any material related to an agenda item that is submitted four weeks or more prior to a meeting shall be included as an attachment to the agenda. At the time of a meeting the full Council may, as it deems appropriate, remove any item from the agenda, act on it, table it, or refer it to a standing committee, workgroup, ad hoc committee or the Executive Director.

All "final actions" items must be so noted on the official agenda and final action items cannot be added to the official agenda of the Council once it is published.

All motions for "final action" of the Council must be submitted in writing and read to the Council prior to vote. All "final action" must be approved by a majority vote (except as otherwise specified in the Charter) of those

present at a Council meeting for which there is a quorum. The vote must be recorded in the minutes.

The Council shall have written parliamentary procedures to be used by the Council in conducting its business including, but not limited to, rules for meeting conduct and a Council member code of ethics.

## **Section 7 MINUTES OF MEETINGS**

The Council staff shall record, distribute, and maintain minutes of all meetings of the Council, its standing committees, workgroups and ad hoc committees.

## **Section 8 SUB-ORGANIZATIONS**

It shall be the policy of the Council, through the Chair, to use appointed standing committees, workgroups, and ad hoc committees to develop recommendations related to governance responsibilities, for consideration by the full Council, so that the full Council can, to the maximum extent possible, use its time on "action items".

A *standing committee* is a sub-organization of the Full Council established to make recommendations to the full Council involving a category of governance responsibilities. The Council shall have three on-going Standing Committees: a Governance Committee, a Membership Committee, and a Public Policy Committee. The responsibilities of each Standing Committee are described in Appendix A to the Charter and these can be amended by a simple majority vote of the full Council.

A *workgroup* is a sub-organization of the Council established to organize the governance responsibilities of the State Plan on an issue-oriented basis. The general responsibilities of a workgroup are described in Appendix B to the Charter. The full Council can determine how many workgroups the Council shall have and amend the general responsibilities by a simple majority vote of the full Council.

An *ad hoc committee* is a sub-organization of the Council established on a time-limited basis to make recommendations to the full Council involving a governance responsibility or a category of governance responsibilities.

The Chair may appoint such ad hoc committees as may be needed to conduct governance responsibilities.

Each Council member shall be appointed to one standing committee and one workgroup. Membership on standing committees and workgroups shall, to the extent possible, be equal in number. The composition shall, to the extent possible, reflect the diversity of the Council.

Four members shall constitute a quorum for standing committees and workgroups.

The Council Chair appointed the Chairs of the Standing Committees and Workgroups. A Council member shall serve only as chair of one Standing Committee or Workgroup at a time.

A chair of a standing committee or workgroup shall serve a one-year term. A chair of a standing committee or workgroup is eligible for reappointment. In the event of a vacancy, a chair shall be appointed to fill the remainder of a term. Annual appointments shall be made at the first meeting of the federal fiscal year.

The Council shall determine the length of the appointment for the chair and members of an ad hoc committee and whether non-Council members will be included in a particular ad hoc committee. The Council shall approve a written statement of the nature and scope of an ad hoc committee as well as the number of members and what constitutes a quorum for the purposes of their meetings. The statement shall include an ending date for the work of the ad hoc committee. At the ending date, the ad hoc shall conclude its work or seek reauthorization for its work from the full Council. There is no limitation on the number of ad hoc committees on which a Council member may serve as a member or a chair.

Only members of standing committees, workgroups and ad hoc committees shall be permitted to vote and to have their expenses reimbursed by the Council.

Recommendations of a standing committee, workgroup or ad hoc committee must be committed to writing, read to its members prior to a vote, and approved by a majority of members present at a meeting for which there is a quorum and for which proper notice (including date, time, place and agenda items) is given to all members.

Changes to the recommendations of a standing committee, workgroup, or ad hoc committee shall only be made at a meeting for which proper notice (including date, time, place and agenda item) was given to all members or at a Council meeting where the recommendations are a part of the agenda.

The Executive Director shall be responsible for designating staffing for standing committees, workgroups, and ad hoc committees.

## **Section 9 REASONABLE ACCOMMODATION**

- A. The Council shall have written policies on reasonable accommodation that comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Washington State Law Against Discrimination RCW 49.60.
- B. The policy shall address but not be limited to:
  1. Availability of independent expertise on accommodating board participation;
  2. A fair, impartial and internal (to the Developmental Disabilities Council) complaint procedure;
  3. Availability of a written individualized accommodation plan when requested by a member;

4. An overall plan to comply with federal law described above; and
5. Training for Council members and staff on their role regarding accommodations.

C. The Council shall hold its meeting and the activities it sponsors in facilities that meet the requirements of the Americans with Disabilities Act, RCW 49.60 and other applicable state or local policies. At meetings the Council holds or sponsors, reasonable accommodations shall be provided so that all members can participate.

## **Section 10 COMPLAINT PROCEDURE**

The Council shall have a procedure for handling formal complaints as outlined in Council policy.

## **Section 11 COMPENSATION OF THE COUNCIL**

The members of the Council, who are not representing principal state agencies, shall be entitled to approved expenses according to federal and state rules, regulations, and Council policy.

## **Section 12 MANAGEMENT**

The Executive Director is responsible to the full Council for the management of the Council. Management is defined as the performance of the activities necessary to implement the policies approved by the full Council. The Executive Director is accountable to the full Council for achieving "Do" policies (see section 2.A) and not violating "Don't" policies (see section 2.B).

The full Council shall conduct a performance evaluation of the Executive Director at least annually (based on the federal fiscal year)

for the purpose of assessing the degree to which policy outcomes were achieved by management.

In order to assure the Council “speaks with one voice”, the Executive Director, within the parameters set forth in policy approved by the full Council, has the sole responsibility of authorizing staff or Council members to represent or speak on behalf of the Council.

The use of the terms “task force”, “coalition”, “association”, “advisory group”, or “advisor” shall be reserved for use by the Executive Director to describe individuals or entities engaged in management responsibilities.

Responsibility for the nature, use, number and scope of task forces, coalitions, associations, advisory groups and advisors is delegated to the Executive Director, within the constraints of the Council approved budget and other related policies. The Chair and the Executive Director may, on an exception-to-policy basis, approve the expenses for non-Council participants.

## **Section 13 AMENDMENTS**

Amendments to Council Charter may be presented by any member of the Council at meetings of the Council for consideration and adoption or rejection at the following meeting. Adoption of amendments to the Charter shall require the approval of a two-thirds majority of those present and voting at the meeting of the Council at which a proposed amendment is to be considered.

## Appendix A

### Responsibilities of the Standing Committees of the Council:

#### **Governance Committee shall:**

1. Review formal complaints involving alleged violations of the DD Act, the Council Charter and the procedures, or Council-approved policies by members and make a recommendation for action to the full Council;
2. Remind the Council, on at least an annual basis, to assess its own performance and make recommendations for improvement as appropriate;
3. Make recommendations to the Council regarding the development, revision, or elimination of policies in the categories of "Don't", "Who", and "How" (See section III A, B, C, and D.)
4. Update and revise the Council Charter, including governance responsibilities, as necessary and make recommendations to the Council as appropriate;
5. Propose changes to the Executive Director Evaluation Criteria and Process and submit proposed changes to the full Council for approval;
6. Appoint Council member(s) to perform a direct inspection should the Council decide to review Executive Director's compliance with fiscal or budget policy established by the Council; and
7. Review, update and make recommendations to the full Council regarding governing documents including, but not limited to the Council Charter and Governance Committee responsibilities in addition to written parliamentary procedures, rules for meetings and the Council member Code of Ethics.

#### **Membership Committee shall:**

1. Assist the Council in determining the kind and quantity of diversity, skills and experience that is needed in each recruitment “class” of new Council members in order to “fill the gaps” in Council membership, assure the interviewing of potential members, and forward names of candidates to the Governor after reviewing with the full Council how the candidates “fill the gaps” in Council membership.
2. Maintain information about the skills, experience and interests of current members for use by the Council Chair in making appointments to committees, workgroups, and other internal or external committees or workgroups;
3. Perform responsibilities related to nominating a Council Chair as outlined in Council Policy;
4. Solicit ideas and suggestions for the orientation, the annual development day, and ongoing education of members;
5. Assure the planning/facilitation of the new member orientation session(s), the planning/facilitation of the annual member development day, and assure all members complete a member Individual Development Plan annually;
6. Assure that each member who wishes a mentor has a mentor assigned to them. The Mentor shall provide guidance and advice those being mentored. The Membership Committee shall provide education, upon request, to individual Council members, standing committees, workgroups, ad hoc committees and/or the full Council on the subjects of parliamentary rules, how to be an effective meeting participant, consensus building, interest based negotiation and conflict resolution.
7. Annually evaluate and review the Council’s new member orientation, individual development plan process and mentor program and make necessary improvements to those programs;
8. Conduct ongoing surveys of Council members to determine satisfaction with their participation on the Council and evaluate the feedback regarding ways to address issues or concerns that are identified; and



9. Recommend to the Council revisions in the attendance policy and enforce its requirements.



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**Public Policy Committee shall:**

1. Provide input to the Executive Director or designee on proposed agendas for Council meetings.
2. Make recommendations to the Council for "Do" policies responding to public policy issues;
3. Develop and recommend the Council's annual legislative agenda for consideration by the full Council;
4. Review ongoing and emerging legislation, rules, policies and issues and make policy recommendations to the full Council;
5. Monitor federal legislation and make policy recommendations to the full Council; and
6. Monitor the developmental disabilities and related service and funding systems and make policy recommendations to the full Council.
7. Provide for communication with Council members about current public policy and legislative issues.

## Appendix B

### **Workgroups shall**

Based on feedback from individuals with developmental disabilities and their families, workgroups:

- Develop and oversee the implementation of the State Plan focused on the areas assigned to the workgroup;
- Make recommendations to the Council related workgroup's assigned issues for the purpose of formulating a proactive Legislative agenda; and
- Make recommendations to the Council, establishing guidelines and criteria for responding to the legislative initiatives (related to workgroup's assigned issues) of others.



## **Public Policy Committee Proposed Agenda**

**Date:** January 15, 2026

**Time:** 1:00 PM to 3:00 PM

**Location:** Zoom (Virtual)

**Join Zoom Meeting:** [Join Zoom Meeting](#)

**Members:** Julie Clark, Chair, Riley Daugherty, Robert Wardell, Alex Koval, Melissa Dodge, Katie Nash, Sandi Gruberg, Monica Burke (DOH), Mark Harniss (UCEDD), Noah Seidel (DRW)

**Ex-Officio Members:** Tayshia Farra and Leigh Spruce

**Staff:** Brandi Monts, Emily Rogers, Christie Chiles, Phillip Rasmussen

1:00	<b>Call to Order</b>	Julie Clark
<b>Welcome/Introductions</b>		
1:10	<b>Adjust Agenda</b>	Emily Rogers
1:15	<b>Approval of October 2025 Meeting Minutes</b> Reading 25-PP-01 <b>VOTE:</b> Approve October 2025 PP minutes with changes, if applicable	Emily Rogers
1:20	<b>Review of the Council's Public Policy Priorities Video</b>	Christie Chiles

1:30	<b>Panel Discussion about Priorities for the Upcoming Session</b> Shawn Latham, SAIL Cathy Murahashi, The Arc of Washington Peter Musante, Open Doors for Multicultural Families	Shawn Latham Cathy Murahashi Peter Musante
2:30	<b>Plans for Council Members to Attend Advocacy Day on January 21, 2025</b>	Emily Rogers Christie Chiles
2:40	<b>Getting Ready for Session</b> <ul style="list-style-type: none"><li>• How do I find my legislators?</li><li>• How do I Sign Up for Advocacy Day?</li><li>• Any other things we can do to help with as the Session gets started?</li></ul>	Emily Rogers
2:50	<b>Report to Council and April 2026 Agenda Development</b>	Everyone
3:00	<b>Adjourn</b>	

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.



## **Reading 26-PP-01 Public Policy Committee Meeting Minutes (October 2025)**

### **Cover Sheet**

These draft minutes document the Public Policy Committee meeting held on October 16, 2025. They summarize committee discussion related to legislative forums, advocacy activities, and preparation of the Council's legislative priority video.

The minutes are provided for discussion only so Council members can review the record of the committee's work and activities. No vote is requested.

Reading 26-PP-01

**WASHINGTON STATE DEVELOPMENTAL DISABILITIES COUNCIL**  
**Public Policy Committee – Meeting Minutes**  
**October 16, 2025**  
**Port Angeles, WA & Zoom Hybrid**

**Present:** Julie Clark, Chair, Riley Daugherty, Robert Wardell, Alex Koval, Melissa Dodge, Leigh Spruce, Dana Floyd, Katie Nash, Sandi Gruberg, Monica Burke (DOH), Mark Harniss (UCEDD), Noah Seidel (DRW)

**Staff:** Emily Rogers, Christie Chiles, Phillip Rasmussen

### **Welcome**

Julie opened the meeting at 2:15 PM and welcomed both in-person and online participants. Emily noted that the agenda was intentionally short to allow the committee to complete the legislative priority video recording while everyone was together, and to give members some extra downtime before evening activities.

### **Approval of Previous Minutes**

Emily introduced the first item—approval of the July 10, 2025 and August 26, 2025 committee meeting minutes. Both sets were included together in the packet.

Alex made a motion to approve the July and August minutes, and Riley seconded. There were no discussions, no abstentions, and no objections. The motion passed unanimously. Emily thanked members for keeping the approval process efficient.

### **Review of Today's Agenda**

Emily briefly walked through the agenda. The main tasks were:

- Approving the previous minutes
- Discussing upcoming legislative forums

- Organizing and recording the legislative priority video
- Identifying anything important coming up in the next few months

She explained that reorganizing the agenda allowed the committee to complete the video in one place rather than coordinating individual recordings after the meeting.

### **Legislative Forums and Community Events**

Emily opened the floor for members to share any legislative forums, coffees, or advocacy gatherings happening in their communities.

Leigh reported that The Arc of Snohomish County, together with self-advocates, has been organizing a series of legislative coffees with district legislators. One took place earlier that day, and more are scheduled next week. She noted that these have been well attended and successful. Snohomish County has been hosting these events since around 2017–2018. Every other year, during the longer legislative session, they host a large Legislative Forum, which draws significant community participation.

Emily added that the King County Developmental Disabilities Legislative Forum is scheduled for November 13 in Tukwila. She shared a brief personal reflection about attending the forum for many years with her father, which served as a reminder of the ongoing importance of community advocacy.

No new updates were shared for Clark County or other areas. Emily mentioned that it would be helpful if all counties' events were tracked in a shared calendar so committee members could attend when possible.

### **Update on the Lakeland Village Records Project**

Before shifting to the legislative video work, Emily requested time for an important update. She invited Mark to brief the committee on the Lakeland Village records project.

Mark explained that a trove of historical records was recently discovered at Lakeland Village, some dating back to the 1890s. Roughly 80 percent of the material consists of resident case files, containing extremely detailed historical and personal information. These records were reviewed as part of

a legislative proviso directing the State Archives, DSHS, and the University of Washington to assess preservation options.

The State Archives conducted a full inventory. The project ultimately produced two reports: the official report drafted by the Archives, and a companion report from UW. The groups could not agree on recommendations, especially regarding what should happen to the resident files.

The State Archives recommended applying standard state retention schedules, which would mean destroying the case files. UW and disability advocates strongly objected, stressing that the records are historically unique and invaluable for understanding the experiences of people with intellectual and developmental disabilities throughout Washington's institutional history.

Mark explained that the immediate priority is securing a moratorium on destruction, which could be done through a "four corners letter" signed by bipartisan House and Senate leadership. Such a letter would temporarily prevent destruction while a broader public conversation takes place.

He also described the complicated legal barriers. Washington State privacy law is stricter than HIPAA, and DSHS believes the records can never be opened to the public. Discussions about whether records could ever be made accessible—such as 75 years after an individual's death—or whether families should have the option to reclaim ("repatriate") records are still in early stages. The topic is delicate but significant, and committee members expressed that losing the records forever would be devastating.

Mark will continue updating the committee and will share both reports.

### **Legislative Priority Video Project**

Emily transitioned the committee into the legislative priority video work. The goal is to record short video clips from members explaining the Council's legislative priorities and why legislative advocacy matters. These clips will be combined into a short video for use during the 2026 legislative session and other outreach.

Emily distributed printed sections of the legislative priorities to in-person participants. Each participating member would:

1. Introduce themselves
2. Read their assigned priority section
3. Answer the question, "Why is legislative advocacy important?"

Christie coordinated the filming in the hallway. This approach allows the Council to complete the project without needing to schedule follow-up recordings after the meeting.

Online members were asked to indicate whether they wanted to participate. If needed, Julie and Christie will follow up individually to gather additional video clips.

### **What's Coming Up?**

Emily invited members to share anything coming up in the next few months that should be added to the committee's future agendas. No new items were raised.

Members were reminded of:

- The evening movie outing (meeting at 5 PM in the lobby)
- The earlier meeting start time the following morning (8:00 AM)

### **Adjournment**

With no further business, Julie adjourned the meeting early. Members who volunteered to participate in the legislative video stayed behind for filming. The recording wrapped up at about 4:00 PM.