

**Washington State Developmental Disabilities Council  
Membership and Governance Committee Meeting Minutes  
January 15, 2026**

**Location:** Virtual (Zoom)

**Present:** Sydney Krebsbach, Bridgett Parkhill, Dana Floyd, Melanie Baker, Kris Pederson, Megan DeSmit, Angela Randal,

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

**Call to order and introductions**

Melanie Baker called the meeting to order at 1:06. She asked everyone to raise their hand to speak so the meeting could run smoothly.

Council members, staff, and guests introduced themselves. It was noted that it had been some time since the committee last met.

**Agenda review**

The agenda was reviewed and no changes were made. Staff noted that Policy 115 included updated language that differed slightly from what appeared in the meeting packet, and that the updated version would be reviewed during the meeting.

**Approval of October 2025 committee meeting minutes**

**Sydney Krebsbach moved and Dana Floyd seconded to approve the October 2025 minutes. There was no discussion. The motion carried.**

**Committee work plan overview**

Brian Dahl reviewed the work plan and explained its purpose. Members were reminded that this committee oversees many operational aspects of the Council including:

- Council member recruitment;
- Orientation;
- Membership rotation and compliance;
- Council meeting planning;
- Executive Director evaluation process;

- Charter review and updates;
- Development Day planning; and
- General review of Council operations

The work plan was described as a living document that helps track progress and guide agendas. Brian Dahl noted that the committee's workload has grown over time while the number of meetings has decreased, making organization and planning especially important. Members were invited to suggest ways to organize or present the work plan more clearly.

### **Policy review and actions**

#### Policy 115 Training and Travel

Staff reviewed Policy 115 and explained recent changes related to travel advances. Members were informed that Council travel must now follow Department of Commerce policies, which changed how advances can be handled. Staff shared that they are exploring alternative systems used by other councils to improve accessibility for members.

**Sydney Kresbach moved and Dana Floyd seconded to move Policy 115 to the full Council for approval. Dana seconded the motion. There was no discussion. The motion carried.**

#### Policy 301 Delegation to the Executive Director

Staff explained that Policy 301 clarifies the roles and responsibilities of the Executive Director, Council members, and staff. The policy was updated to align with the current Developmental Disabilities Act and to improve clarity using plain language.

**Dana Floyd moved and Bridget Parkhill seconded to move Policy 301 to the full Council for approval. There was no discussion. The motion carried.**

#### Policy 403 Council Agenda Development Process

Staff shared that Policy 403 is the process for adding items to Council agendas. Staff explained that while advance notice is preferred, the policy allows flexibility for urgent or emerging issues.

**Dana Floyd moved and Bridget Parkhill seconded to move Policy 403 to the full Council for approval. There was no discussion. The motion carried.**

Policy 414 Reimbursement for Non-Council Members

Staff reviewed Policy 414, which explains reimbursement rules for people who are officially asked to participate in Council work but are not Council members.

**Sydney Krebsbach moved and Dana Floyd seconded to move Policy 414 to the full Council for approval. There was no discussion. The motion carried.**

Policy 417 Equipment

Staff reviewed Policy 417 as the policy that governs the purchase and ownership of equipment using Council funds. Staff explained that the policy ensures compliance with state rules and reflects current Council practice.

**Dana Floyd moved and Bridget Parkhill seconded to move Policy 417 to the full Council for approval. There was no discussion. The motion carried.**

Policy 421 Chair and Vice-Chair Nomination Process

Staff reviewed Policy 421 which discusses how Council leadership is selected. Staff proposed adding clarifying language stating that the policy is subject to revision upon execution of a new executive order. Members agreed this clarification was important.

**Angela Randal moved and Dana Floyd seconded to move Policy 421 to the full Council with the updated language for approval. There was no discussion. The motion carried.**

**Charter introduction and discussion**

Staff introduced the Council Charter and explained that it has not been updated since 2010. Members were informed that now that the policy updates are complete, the Charter is the next major area of work.

The Charter was described as the document that ties Council policies together and defines how the Council operates. Members discussed the importance of updating the Charter in a thoughtful and inclusive way and shared ideas for organizing the work.

### **Planning for future meetings**

Staff shared updates related to upcoming Council meetings, Advocacy Day, Development Day, and potential locations for future in-person meetings. Members discussed accessibility, travel concerns, and the importance of early planning.

### **Adjournment**

Melanie adjourned the meeting.