



WA DD Council Meeting Packet

July 2026

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Things You Need to Know July 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 with your phone:



Online Meeting Instructions

This meeting will be online over the Zoom platform.

If you need technical assistance or would like to schedule one-on-one Zoom practice, contact **Christie Chiles** at 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
- 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>
- Sharing your screen:
<https://youtu.be/C4sptqFb0Bk?si=PDBbm2bcEPZ-EZAz>

During the Meeting

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 - Which link to use

- Full Council from 9 am to 12 pm (Use main meeting link)
- Lunch break from 12 pm – 1 pm (You can leave the meeting or turn off your camera and microphone)
- 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 (You can leave the meeting or turn off your camera and microphone)
- Full Council from 3:15 pm - 4:00 pm (Use main meeting link)

Meeting Links

Main meeting link (Main meeting and Public Policy):

<https://wastatecommerce.zoom.us/j/88454011650?pwd=6CAo36m3f9B4pj2aE8IGOL100luQzG.1&jst=1>

Breakout link (for Membership and Governance only):

<https://wastatecommerce.zoom.us/j/87539519587?pwd=QoNMjbLUbuQRab5CqWKslxn1BKwOsp.1>

Community Compensation

You can request Community Compensation for this meeting. We will send you a Community Compensation form to fill out after the meeting is over.

Date	Meeting	Hours	Amount	Total
7/16/26	July Council Meeting	7	\$200/day	\$200
			Total:	\$200

Voting during an online meeting

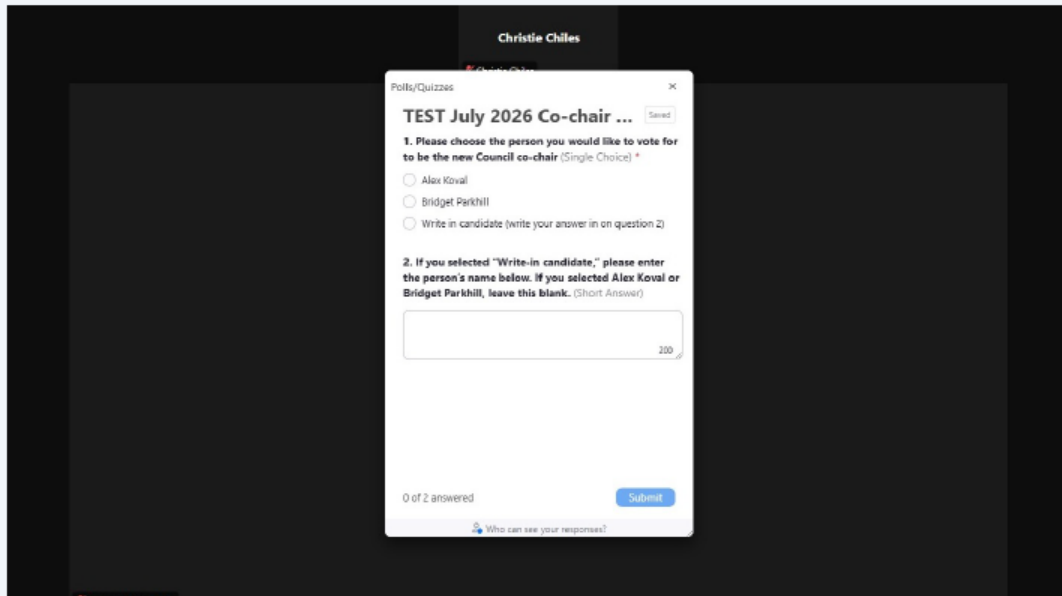
Online meetings use different voting methods depending on the type of action being considered. **During the July meeting, Council members will use a Zoom poll to vote for the Council co-chair position.** When the vote is opened, a poll will appear on your screen with the available voting options. Please select your response and submit the poll before it closes. You may also vote by emailing Brian at brian.dahl@ddc.wa.gov, instructions will be given during the voting process. **Please see the tutorial below for more information.**

Other votes will be taken by consensus. In Zoom, members may show consensus by unmuting to respond, using the “raise hand” feature, typing in the chat, or using Zoom reactions such as thumbs up. If you object or have a question, please let the person leading the vote know before the vote moves forward.

If you need assistance during the meeting, please contact Linda West at linda.west@ddc.wa.gov or Brian Dahl at brian.dahl@ddc.wa.gov.

How to vote using Polls in Zoom

- 1 The DD Council staff will launch the voting poll



Christie Chiles

Polls/Quizzes

TEST July 2026 Co-chair ... Saved

1. Please choose the person you would like to vote for to be the new Council co-chair (Single Choice) *

☐ Alex Koval

☐ Bridget Parkhill

☐ Write in candidate (write your answer in on question 2)

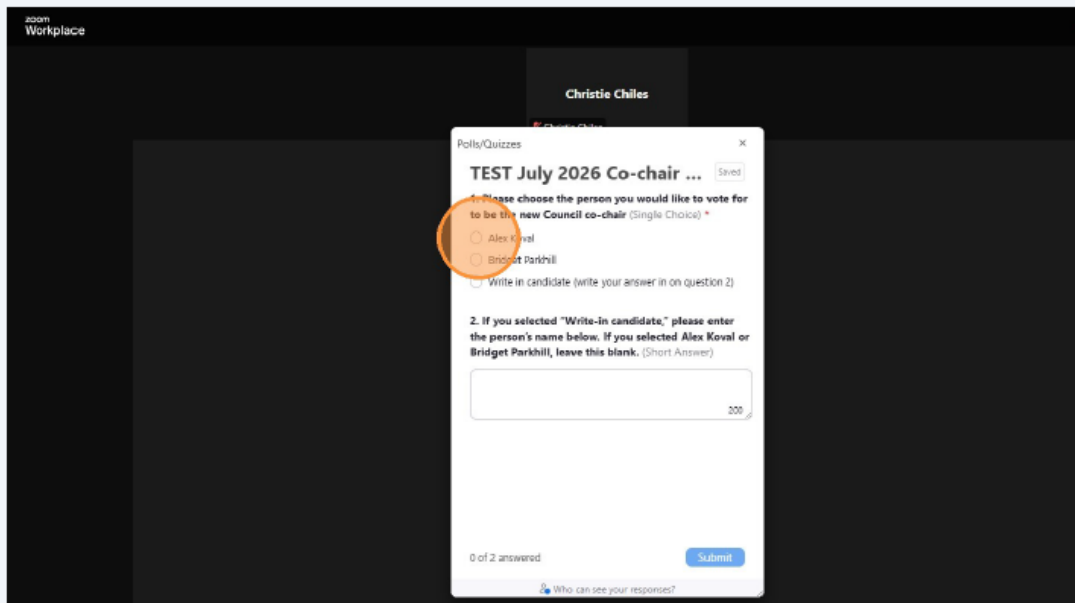
2. If you selected "Write-in candidate," please enter the person's name below. If you selected Alex Koval or Bridget Parkhill, leave this blank. (Short Answer)

0 of 2 answered

Submit

Who can see your responses?

- 2 Select the candidate that you would like to vote for



zoom Workplace

Christie Chiles

Polls/Quizzes

TEST July 2026 Co-chair ... Saved

1. Please choose the person you would like to vote for to be the new Council co-chair (Single Choice) *

☒ Alex Koval

☐ Bridget Parkhill

☐ Write in candidate (write your answer in on question 2)

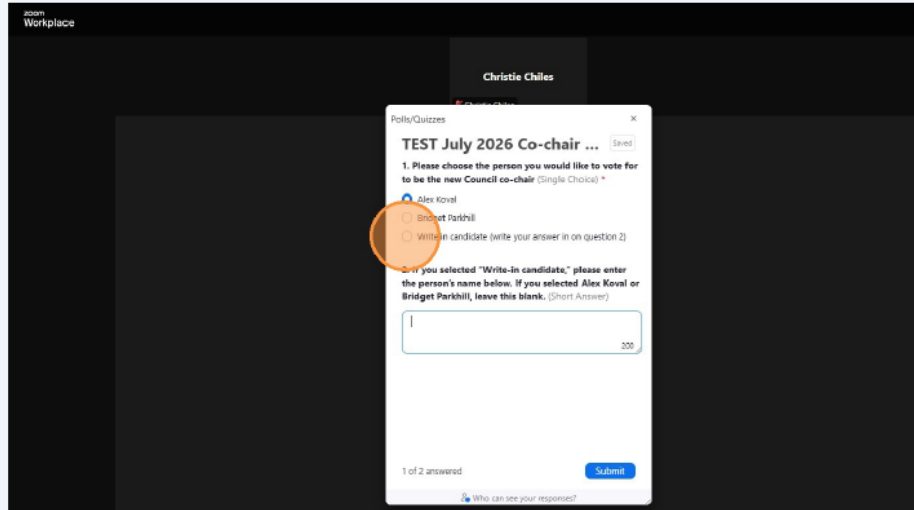
2. If you selected "Write-in candidate," please enter the person's name below. If you selected Alex Koval or Bridget Parkhill, leave this blank. (Short Answer)

0 of 2 answered

Submit

Who can see your responses?

- 3 If you would like to write in a candidate that is not listed, check the 'write in candidate' option



Zoom Workplace

Christie Chiles

Polls/Quizzes

TEST July 2026 Co-chair ...

1. Please choose the person you would like to vote for to be the new Council co-chair (Single Choice) *

☒ Alex Koval

☐ Bridget Parkhill

☐ Write in candidate (write your answer in on question 2)

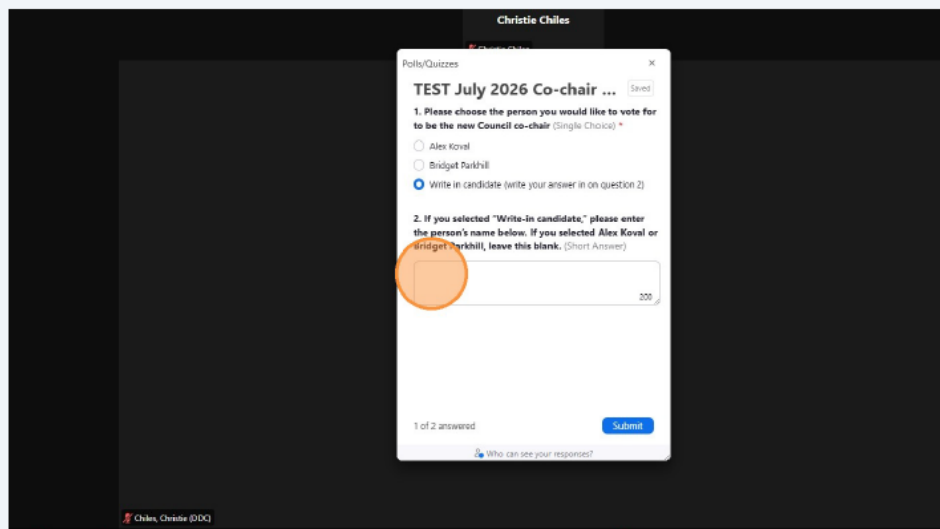
2. If you selected "Write-in candidate," please enter the person's name below. If you selected Alex Koval or Bridget Parkhill, leave this blank. (Short Answer)

1 of 2 answered

Submit

Who can see your responses?

- 4 If you selected the 'write in candidate' option, click on the box in question two and type the candidates name into the box. If you selected a name in question one, leave question two blank.



Zoom Workplace

Christie Chiles

Polls/Quizzes

TEST July 2026 Co-chair ...

1. Please choose the person you would like to vote for to be the new Council co-chair (Single Choice) *

☐ Alex Koval

☐ Bridget Parkhill

☒ Write in candidate (write your answer in on question 2)

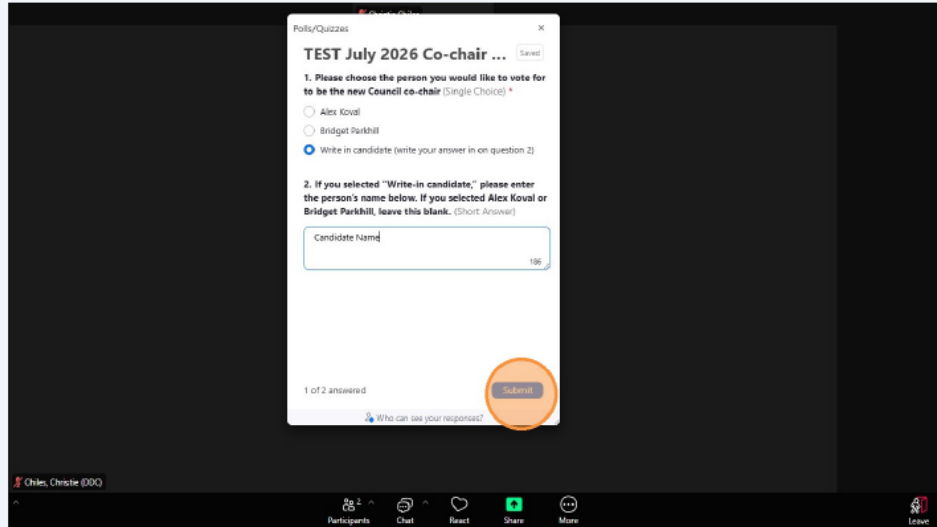
2. If you selected "Write-in candidate," please enter the person's name below. If you selected Alex Koval or Bridget Parkhill, leave this blank. (Short Answer)

1 of 2 answered

Submit

Who can see your responses?

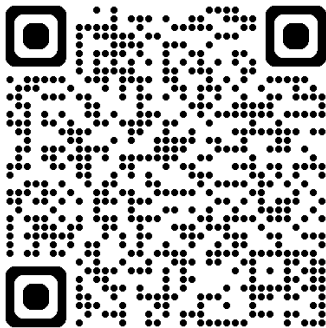
5 Click "Submit"



The screenshot shows a poll interface titled "TEST July 2026 Co-chair ...". It contains two questions. Question 1 asks to choose a person to vote for, with options: Alex Koval, Bridget Parkhill, and "Write in candidate (write your answer in on question 2)". Question 2 asks for the candidate's name if "Write in candidate" was selected. A "Submit" button is circled in orange at the bottom right of the poll window. The poll is displayed within a video player interface with a dark background and various controls at the bottom.

Download the tutorial:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:bf3a5516-687d-44cd-97f7-82b49a1f1727>



Committee Membership

Revised July 1, 2026

Membership and Governance		Public Policy	
(Chair)		(Chair)	
Riley Daugherty		De Anna Winterrose	
Robert Wardell		Bridget Parkhill	
Alex Koval		Dana Floyd	
Julie Clark		Melanie Baker	
Melissa Dodge		DVR - Katie Mirkovich	
Katie Nash		DDCS - Kris Pederson	
Sandi Gruberg		BHHA - Megan DeSmet	
DOH - Monica Burke		HCA - Angela Randal	
UCEDD - Mark Harniss		OSPI - Cassie Martin	
DRW - Noah Seidel		Letha Fernandez	
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	Connor Casseday
Tayshia Farra	Co-chair 1	
Leigh Spruce	Co-chair 2	
Katie Nash	1st Vice Chair	
Melanie Baker	2nd Vice Chair	
	PP Chair	
	MG Chair	

July 2026 Full Council Agenda
Developmental Disabilities Council Meeting
July 16, 2026

Time: 9:00am - 12:00pm

Location: Virtual

Zoom Link: [Join Zoom Meeting](#)

Call-in number: 253-215-8782

9:00	Call to order • Introductions and establish quorum • Tribal Land Acknowledgment • Changes to the agenda • Approve April 2026 Minutes Reading 26-20 April 2026 Minutes VOTE: Approve April 2026 minutes	Co-Chairs, Leigh Spruce, Tayshia Farra and Kevin Vargas
9:05	Co-Chair Report • Thank you to outgoing co-chair and committee chairs • Recognize new committee chairs • Executive Director evaluation review	Co-Chairs, Leigh Spruce and Tayshia Farra
9:30	Executive Director Report • DD 10 Year State Plan- A Path Forward: Transforming IDD Services in WA • Dan Thompson Account updates • New contracts for DDC programs and projects	Brandi Monts
9:45	Budget Report Reading 26-21 All Programs Reading 26-22 FFY 2024 Reading 26-23 FFY 2025	Brandi Monts

	Reading 26-24 FFY 2026 Reading 26-25 Informing Families Reading 26-26 Discretionary Spending Report Vote: Approve FFY 2026 Budget	
10:00	Co-Chair Election	Co-Chairs, Leigh Spruce and Tayshia Farra
10:15	Break	
10:30	State Plan Public Comment Reading 26-27 Full State Plan with Changes from Public Comment Reading 26-28 Public Comment Report Reading 26-29 Revisions Summary Reading 26-30 Public Comment Report-Plain Language Vote: Approve for submitting to the Administration for Community Living	Kevin Vargas and Brian Dahl
11:30	Expansion 2025: Conflict Mediation Review	
12:00	Lunch Break	
1:00	Committee Meetings <u>Membership and Governance</u> Reading 26-MG-15 April 2026 Minutes Reading 26-MG-16 Committee Work Plan Reading 26-MG-17 Purpose and Role of the Committee Reading 26-MG-18 Current Council Charter Reading 26-MG-19 Plain Language Charter Reading 26-MG-20 Executive Order Reading 26-MG-21 MOU	

	Reading 26-MG-22 Membership Snapshot <u>Public Policy</u> Reading 26-PP-03 April 2026 Draft minutes	
3:00	Break	
3:15	Full Council:	
	Co-Chair Election Results Committee Reports Membership and Governance Public Policy	
3:35	Agency Reports	
3:50	Public Comment	
4:00	Meeting Adjourn	

Reading 26-20 April 2026 Full Council Meeting Minutes

Cover Sheet:

What this is

These are the draft minutes from the April 2026 Full Council meeting, summarizing key discussions, reports, and actions taken by the Council.

Why it's included

This gives a record of what happened at the last meeting and allows members to confirm that it is accurate.

Action

Be prepared to review and vote to approve the minutes.

Reading 26-20

Washington State Developmental Disabilities Council Draft Full Council Meeting Minutes April 16–17, 2026

Location: Hampton Inn, Lacey/Olympia
4301 Martin Way E
Olympia, Washington, 98516

Present: Robert Wardell, Sydney Krebsbach, Alex Koval, Leigh Spruce, Katie Nash, Letha Fernandez, Melanie Baker, Melissa Dodge, Sandi Gruberg, Megan DeSmit, Connor Casseday, Noah Seidel, De Anna Winterrose, Bridgett Parkhill, Katie Mirkovich, Tammy Bowen, Monica Burke, Kris Pederson, Dana Floyd

Staff: Brandi Monte, Emily Rogers, Brian Dahl, Christie Chiles, Kevin Vargas, Linda West, Phillip Rasmussen

Guests and Support: Anthony Nash, Manny Ruiz, Ny Blade, Samantha Bredinger, Matt G., Shawnda Slope, Matt Ojennes, Aiyana Elmi, Nicole Paulis, Kacie Smarjese, Heather Chappell

Welcome and Opening Business

Leigh Spruce called the meeting to order and welcomed Council members, staff, agency partners, and members of the public attending both in person and virtually. Council members introduced themselves and shared reflections related to springtime, family, hobbies, and community activities. Several members spoke about enjoying warmer weather, flowers beginning to bloom, sports seasons starting, and spending time with family. Community members and guests also introduced themselves and shared their connections to disability advocacy and services.

The Council reviewed the meeting agenda. Alex made a motion to approve the agenda, and Sydney seconded the motion. The motion passed unanimously.

The Council then reviewed the previous meeting minutes. Staff noted a correction changing an incorrect reference to 2025 so that the minutes accurately reflected 2026.

Riley moved and Alex seconded a motion to approve the meeting minutes with the correction. The motion passed unanimously.

Land Acknowledgement

Kevin Vargas provided the land acknowledgement on behalf of the Council. He recognized the traditional lands of the Coast Salish peoples, including Duwamish, Suquamish, Puyallup, Nisqually, Tulalip, and Muckleshoot Nations. Kevin acknowledged the enduring presence and contributions of Indigenous communities and spoke about the Council's commitment to supporting equity, justice, and inclusion in its work.

State Plan, Advocacy, and Community Discussion

Throughout the meeting, Council members and staff discussed the importance of preserving stories and historical perspectives connected to developmental disabilities services and advocacy in Washington State. Brandi and Council members discussed the important role counties have played in developing innovative local programs and supports. Discussion included county developmental disability advisory boards, local property tax or "millage" funding that supports disability-related services in some communities, and ways these local efforts have contributed to community-based supports across the state.

Council members also discussed the importance of sharing personal stories as part of advocacy work. One member spoke about experiences being isolated in school settings as a child and suggested that personal stories could help educate others about the impact of exclusionary practices on students with disabilities. Members reflected on the importance of using lived experience to inform systems change and public understanding.

Budget and Informing Families Overview

Brandi provided a detailed overview of the Council budget and federal funding process. She explained recent uncertainty involving federal DD Council funding and described how court rulings ultimately restored funding that had initially been threatened by federal administrative actions. Brandi

discussed how the Council uses different funding categories, including salaries and benefits, contracts, travel, grants, and indirect costs. Brandi also discussed the Informing Families program and explained how the program helps the Council meet federal matching requirements. Historically, the work had been contracted through The Arc of Washington, but the Council recently transitioned the program to be managed directly by Council staff. Members discussed the community coordinators working across Washington, including rural communities and culturally specific communities, and discussed ways to improve outreach and support.

During the budget discussion, members asked questions about the scope of work for Informing Families coordinators and requested additional information about how services and outreach are structured in rural communities. Brandi welcomed additional feedback and ideas for making budget information more understandable and accessible for Council members and the public.

Program Performance Report Presentation

Kevin Vargas presented an overview of the Program Performance Report (PPR), the Council's annual federal reporting document. Kevin explained that while the report can be lengthy and technical, its central purpose is to answer a simple question: whether the Council's work is making a meaningful difference in the lives of people with developmental disabilities and their families. Kevin reviewed how the report documents activities, funding use, and progress connected to the State Plan.

Committee Breakouts and End of Day One

At the conclusion of the Day One Full Council meeting, staff provided instructions for committee breakouts. Members who had not yet selected a committee were encouraged to observe either committee meeting.

Day Two Opening and Council Reflection

Leigh Spruce reconvened the Full Council meeting and confirmed that a quorum was present.

Sydney Krebsbach delivered remarks reflecting on her service as a Council member. Sydney shared her experiences as a self-advocate and discussed her advocacy work both in Washington and previously in Alaska. She reflected on joining the Washington State Developmental Disabilities Council in 2021 after moving to Spokane and discussed how serving on the Council strengthened her leadership and advocacy skills. Brandi thanked Sydney for her service and recognized her contributions to the Council over the past several years.

State Plan Approval for Public Comment

The Council discussed the proposed 2027–2031 State Plan and the process for releasing the draft plan for public comment. Staff explained that the public comment period would provide an opportunity for community members, self-advocates, family members, providers, and partner organizations to review the draft plan and provide feedback before final approval by the Council.

Discussion included the importance of accessibility, outreach to diverse communities, and making materials available in multiple formats and languages whenever possible. Members discussed the need for meaningful public engagement and ensured that comments received during the public comment period would be reviewed and considered carefully before the final State Plan is brought back to the Council in July.

Council members also discussed strategies for increasing participation in the public comment process, including outreach through partner organizations, translated materials, community networks, and online engagement.

Riley moved and Alex seconded a motion was made to approve releasing the draft State Plan for public comment. The motion passed unanimously.

Agency and Partner Updates

The Council then received several agency and partner updates.

Kris shared an update from the Developmental Disabilities Administration (DDA).

She announced that the agency would continue officially identifying itself as the Developmental Disabilities Administration moving forward. She explained that while some older terminology and labels may still appear temporarily during the transition process, the agency intended to consistently use the DDA name.

Noah provided an update from Disability Rights Washington (DRW). He discussed the organization's current priority-setting process and encouraged participation through DRW's public surveys. Noah also shared information about several open staff positions, including leadership positions within the organization.

He reviewed legislative work completed during the session, including work connected to community protection legislation, zoning and housing legislation, and policing-related issues. He also discussed a new DRW Long-Term Care Resident Rights Program designed to support people living in long-term care settings who may be facing discharge or eviction.

Additional discussion focused on DRW's ongoing work related to the state transitional facility. Noah described concerns identified through visits and conversations with youth and families connected to the facility and noted that articles about the work had recently been published. He also discussed ongoing collaboration with DDA and other agencies regarding transitions back into community settings.

Katie Mirkovich from the Division of Rehabilitation (DVR) provided an update regarding Order of Selection procedures. She explained how DVR prioritizes services when funding and staffing limitations prevent immediate service delivery to all eligible individuals. Katie described how individuals with the most significant disabilities receive priority for services and explained that wait list movement is based on application dates.

Council members asked questions about the impact of Order of Selection on students participating in school-to-work transition programs. Katie offered to provide additional information and follow-up contact information regarding those concerns.

Angela from the Health Care Authority (HCA) shared updates related to school-based services expansion and the Rural Health Transformation Project. Angela discussed a federal grant supporting expanded Medicaid-funded physical and behavioral health services within schools. She also discussed ongoing rural health initiatives intended to improve healthcare access in less populated parts of Washington State.

Committee Reports

Membership and Governance Committee Report

The Membership and Governance Committee reported on its discussion of the committee work plan and ongoing governance responsibilities. Topics included Council member recruitment, orientation, membership rotation, Development Day planning, Charter review, and Council operations. The committee also discussed the growing workload of the committee and the importance of maintaining clear planning and organization tools to support its work over time.

The committee reviewed several Council policies related to travel, reimbursement, agenda development, equipment, and delegation to the Executive Director. Members discussed efforts to align policies with current Department of Commerce requirements and the Developmental Disabilities Act while continuing to improve accessibility and use of plain language.

Public Policy Committee Report

Emily Rogers provided an update from the Public Policy Committee. Emily explained that the committee meeting focused heavily on preparing for the upcoming legislative session and helping transition new members into the committee's advocacy work. Members discussed ways to improve early planning and strengthen advocacy efforts before the legislative session begins.

Emily also shared that the Council would soon distribute surveys intended to help identify policy priorities for the next legislative session. Committee members discussed ways to improve the advocacy planning process and build stronger member engagement in policy work.

Upcoming Meeting Information

Staff announced that the July 2026 Council meeting would be held virtually for one day, eliminating travel requirements for members. Staff also shared that the October meeting was expected to return to an in-person format on the west side of the state.

Public Comment

During public comment, Samantha asked questions about the State Plan approval process and what would happen if members of the community disagreed with portions of the plan. Brian explained that the public comment process exists to gather input and improve the plan rather than to serve as a public approval vote. He explained that relevant comments would be reviewed and incorporated before the Council considers final approval in July.

Brian also explained that after Council approval, the State Plan would be submitted to the Administration for Community Living (ACL) for federal review and approval.

He noted that ACL may approve the plan immediately, request revisions, or issue tentative approval pending additional changes.

Public comments also focused on improving outreach and diversity within Council activities. Samantha suggested additional outreach methods, including multilingual flyers and broader community outreach efforts. Brian discussed the Council's ongoing work to improve translations and accessibility of outreach materials, including previous surveys made available in multiple languages.

Additional discussion addressed healthcare transportation supports and the definition of rural communities within healthcare programs. Public participants shared experiences from eastern Washington communities, including Walla Walla.

Adjournment

Before adjournment, Chair Leigh reminded members that the Council would discuss filling the Vice Chair/Co-Chair role during the July meeting and encouraged interested members to speak with Council staff.

Sydney moved and Alex seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at approximately 11:42 a.m.

Action Items and Follow-Up

- Conduct and support statewide public comment outreach activities for the draft 2027–2031 State Plan;
- Review and incorporate relevant public comments before bringing the final State Plan back to the Council in July for approval;
- Continue expanding multilingual and accessible outreach materials;
- Continue development of legislative priorities and advocacy planning for the upcoming session;
- Provide additional information and follow-up regarding DVR Order of Selection and school-to-work transition concerns;
- Continue reviewing and updating Informing Families coordinator scopes of work and rural outreach strategy; and
- Continue planning for Vice Chair/Co-Chair recruitment and discussion before the July Council meeting.

Reading 26-21 All Programs Budget Status

Cover Sheet

What this is

This is a summary of the Council's current budget across all programs, showing how funds are allocated and spent.

Why it's included

This provides a snapshot of financial status to help the Council understand how resources are being managed.

Action

No action required. For review and awareness.

March 2026 All Programs Budget

Reading 26-21 DDC All Programs Budget - March 2026

Fund Source	Total Funding	Expenditures	Balance	Percent of Total Budget
Federal Award 2024	\$1,576,358.00	\$1,561,367.84	\$14,990.16	30%
Federal Award 2025	\$1,572,600.00	\$792,713.33	\$779,886.67	30%
Federal Award 2026	\$1,562,150.00	\$0.00	\$1,562,150.00	30%
Additional Staffing - GFS FY26	\$140,000.00	\$117,576.86	\$22,423.14	3%
Informing Families FY26 (IAA with DSHS)	\$443,093.00	\$286,802.42	\$156,290.58	8%
Total	\$5,294,201.00	\$2,758,460.45	\$2,379,449.97	92%

Reading 26-22 Federal Award 2024 Budget Report

Cover Sheet

What this is

This report shows the status of federal funds for the 2025 award, including expenditures, obligations, and remaining balances.

Why it's included

This helps the Council track how federal funding is being used and understand timing differences in spending.

Action

No action required. For review and discussion if needed.

Federal Award 2024

	Budget	Actuals	Variance
Council Operations		<i>Expenditures thru April 2026</i>	
Expenditures:			
Salaries and Benefits	187,502	233,561	(46,059)
Community Compensation	30,000	0	30,000
Goods and Services	45,000	61,772	(16,772)
Equipment	5,000	264	4,736
Council Meeting Costs	93,000	93,426	(426)
Indirect	50,000	50,000	0
Council Operations Total	410,502	439,023	(28,521)
Expenditures:			
Salaries and Benefits	439,989	174,979	265,010
Goods and Services	70,000	66,907	3,093
Equipment	5,000	0	5,000
Grants/Contracts	588,977	880,467	(291,490)
State Plan Total	1,103,966	1,122,353	(18,387)
Total 2024 Award	1,576,358		
Balance	14,983		

Notes:

1 Started spending in Council Operations in July 2024.

2 Budgeted reserve of 10% of total award.

Reading 26-23: Federal Award 2025 Budget Report

Cover Sheet

What this is

This is an updated version of the federal budget report, providing the most current financial information for the 2025 award.

Why it's included

This ensures the Council has the most accurate and up-to-date information when reviewing federal funding.

Action

No action required. For review.

Federal Award 2025

	Budget	Actuals	Variance
Council Operations		<i>Expenditures thru April 2026</i>	
Expenditures:			
Salaries and Benefits	214,303.00	144,007.52	70,295.48
Goods and Services	45,000.00	36,414.94	8,585.06
Equipment	5,000.00	-	5,000.00
Council Meeting Costs	76,500.00	40,083.60	36,416.40
Indirect	50,000.00	50,000.00	-
Council Operations Total	390,803.00	270,506.06	120,296.94
Expenditures:			
Salaries and Benefits	439,172.00	207,854.76	231,317.24
Goods and Services	70,000.00	14,728.68	55,271.32
Equipment	5,000.00	-	5,000.00
Grants/Contracts	586,848.00	299,623.83	287,224.17
State Plan Total	1,101,020.00	522,207.27	578,812.73
Total 2025 Award	1,572,600.00		
Balance	779,886.67		

Notes:

1 Started spending in Council Operations in October 2025.

\$80,777 not allotted in budget

Reading 26-24: Federal Award 2026 Budget Report

Cover Sheet

What this is

This report shows the status of federal funds for the 2025 award, including expenditures, obligations, and remaining balances.

Why it's included

This helps the Council track how federal funding is being used and understand timing differences in spending.

Action

Councils members will vote to approve spending the FY 2026 budget.

Federal Award 2026 Budget

Requires Vote

DDC FY26 Budget	
Council Operations - Proposed Budget Amendment	
Projected Expenditures by Object	
Salaries and Benefits	215,979
Community Compensation	30,000
Goods and Services	38,500
Equipment	4,000
Council Meetings Costs	93,000
Indirect	50,000
Total	431,479
State Plan Activities Proposed Budget	
Projected Expenditures by Object	
Salaries and Benefits	490,656
Goods and Services	34,000
Equipment	5,000
Grants/Contracts	563,977
Total	1,093,633
Total Projected Expenditures	1,525,112
Total 2024 Federal Award	1,562,150

1. Estimated spending to start FY26 Council Ops in October 2026 and State Plan in January 2027.

2. Salaries and Benefits estimate obtained from Salary Projection System (SPS).

Reading 26-25 Informing Families Roll-Up

Cover Sheet

What this is

This document provides a summary of Informing Families activities, outputs, and reach across the state.

Why it's included

This helps the Council understand how information and resources are being shared with families and where the program is having impact.

Action

No action required. For review and context.

Informing Families Budget Roll Up

	Reading 26-25 Informing Families - Roll Up FY26		
		Actuals	Variance
	<i>July 1, 2025, to June 30, 2026,</i>	<i>YTD Expenditures thru April 2026</i>	
Expenditures:			
Salaries and Benefits	21,120	20,819	301
Goods and Services	91,555	23,830	67,725
Grants/Contracts	324,320	218,556	105,764
Travel	0	0	0
Indirect	6,098	6,600	(502)
TOTAL	443,093	269,804	173,289

Reading 26-26: Discretionary Funded Projects Report

Cover Sheet

What this is

This report provides an update on projects and activities funded through the Council's discretionary funds. It highlights sponsorships, special projects, and other investments that support the Council's mission and priorities.

Why it's included

This report keeps Council members informed about how discretionary funds are being used to support innovative projects, community partnerships, and activities that advance opportunities for people with intellectual and developmental disabilities and their families.

Action

No action required. This item is provided for information and discussion.

Reading 26-26 Discretionary Funds

In 2026 the DDC has sponsored several events/programs across the State of Washington that positively impacted our community. Below are all the sponsorships we have provided in 2026.

Discretionary Funds – Plain Language Summary

The Council's **Discretionary Funds** allow the Developmental Disabilities Council to support small, innovative projects when money is available. Requests can be submitted at any time and are reviewed by staff. If a request meets the requirements, it is funded through a contract, and Council members are notified at the next quarterly meeting.

These funds help the Council respond to ongoing needs in the community and support activities that align with the goals of the State Plan. Priority is given to proposals that directly support people with developmental disabilities, especially those led by people with disabilities or their organizations. Funding is limited to the amounts allowed for non-competitive contracts.

The Autism Education Day, organized by the Vietnamese Family Autism Advisory Board to provide culturally relevant education and advocacy was funded during the reporting period with Discretionary Funds.

Reading 26-27: 2027–2031 State Plan (Revised Following Public Comment)

Cover Sheet:

What this is

This document is the revised 2027–2031 State Plan for the Washington State Developmental Disabilities Council. It includes goals, objectives, activities, and performance measures that will guide the Council’s work over the next five years.

The document incorporates revisions made in response to public comments received during the public comment period and reflects the Council’s priorities for advocacy, systems change, and capacity building. Why it’s included

Federal law requires the Council to develop and submit a five-year State Plan that identifies priorities and activities to improve the lives of people with developmental disabilities and their families.

The Council reviewed the draft State Plan, received public input, considered recommended revisions, and is now being asked to review and approve the final plan for submission to the Administration for Community Living (ACL).

Action

Council vote to approve the revised 2027–2031 State Plan and authorize submission to the Administration for Community Living.

Reading 26-27

Washington State Developmental Disabilities Council 2027–2031 State Plan with Public Comment Edits Compiled Edited Text (June 2026)

CHANGES INITIATED FROM PUBLIC COMMENT ARE BOLDDED AND ITALICIZED IN GREEN

Introduction

This document is the full draft of the 2027i–2031 State Plan, including proposed goals, objectives, activities, and performance measures. It reflects what the Council has learned from community input, data, and discussion, including feedback from Council member small group discussions, and shows how the Council proposes to organize its work over the next five years to move learning into coordinated action. Across all goals, Council members emphasized the importance of reducing silos, strengthening collaboration across systems, and ensuring that coordination leads to meaningful outcomes for people with developmental disabilities and their families.

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 in ways that lead to clear, decisive action rather than passive coordination alone.

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, including intentional outreach to youth and emerging advocates.

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 with an emphasis on reducing silos across systems and advocacy efforts.
- Support education and peer discussion on sexual health, healthy relationships, consent, and bodily autonomy, 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 when advocacy efforts show stronger coordination that leads to visible outcomes, 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 training, 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 with IDD

Families, youth and emerging leaders with IDD 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 with IDD, prioritizing Tribal, rural, and

underrepresented communities and supporting pathways that connect lived experience to broader advocacy and policy efforts.

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 and IDD-led leadership projects.
- Develop outreach that reflects cultural values and community strengths.

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

Performance Measures

Outputs

- Number of leadership development, mentoring, and family advocacy and self-advocate trainings conducted with community partners.
- Number of participants in leadership activities from Tribal, rural, immigrant, and other underrepresented communities.
- Number of family and youth 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 and youth with IDD 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 to actively address silos that contribute to harm or unnecessary system involvement.

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 with IDD. The Council will expand and modernize the Informing Families project, ensuring materials are accessible, tools that help people understand how systems connect and where gaps between systems exist,

including plain-language systems mapping tools that show how services, agencies, and decision points relate to one another across the lifespan that are 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, immigrant, multilingual, and culturally diverse 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.

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, understand eligibility requirements, 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). The CAC will facilitate collaborations and initiatives through its work to align training, outreach, and legislative engagement. The CAC will create statewide alliances that bring together people with developmental disabilities, families, and organizations to identify shared priorities and advance change through coordinated action that is intentional, time-bound, and focused on shared outcomes.

Activities

- Support the work of the Community Advocacy 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 that its 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 | 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. It will focus on fairness, accessibility, coordination, and ensuring that programs reach people in every community — especially those who are underserved or underrepresented, including people and families navigating multiple systems at the same time.

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, equitable access to appropriate treatment and services, accommodations that reflect the needs of people with IDD, 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, as well as families experiencing gaps when individuals move between child, adult, and aging systems.

Activities

- Convene cross-system partners for coordination and planning that include direct service providers and smaller agencies, not only state-level systems.
- Collaborate with crisis-response and justice systems to promote diversion.
- Develop tools that improve communication between families and providers and clarify overlapping roles across systems where similar titles or functions create confusion (e.g., care coordinators).
- *Support policies that advance prevention, early intervention, equitable access, and effective accommodations for individuals*

with co-occurring developmental disabilities and behavioral-health needs.

- Partner with agencies providing supports and services to people who are 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 alternatives to guardianship planning, with attention to kinship caregiving and grandparents serving as primary caregivers.

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 that services feel less fragmented and easier to understand, 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.
- Documented examples show improved stability and quality of life for people with IDD and their caregivers.

Council Initiatives: Behavioral Health Collaboration | 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, including across systems that are not traditionally part of the DD service network.

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 that help people from different cultures understand how systems work and how services connect.
- Monitor restraint, isolation, and rights protections across service 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, including partnerships with smaller and community-based organizations that are often excluded from statewide systems work.

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 | 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, including expanding the types of data reviewed to better understand gaps between systems and communities currently underrepresented in existing data sources.

Activities

- Implement a unified evaluation system for all Council projects.
- Publish annual summaries of statewide outcomes and trends.
- ***Use results and community feedback to inform future priorities and funding decisions, including opportunities for community partners to help interpret findings and identify emerging issues.***

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, trends, and disparities affecting underserved communities.***

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, with a clearer emphasis on outward-facing impact and long-term community sustainability.

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, with an emphasis on building lasting community infrastructure rather than short-term solutions.

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, including workforce development efforts that strengthen community sustainability.
- 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, and communities demonstrate increased long-term capacity beyond the life of individual projects.

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, with attention to how these models contribute to broader community capacity and sustainability.

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, while maintaining a balance between internal capacity and outward-facing leadership.

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 community and partner 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 community members 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, partners and people with lived experience 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 support personal and bodily autonomy, sexual health, healthy-relationships, consent 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 — Building Skills and Confidence for Civic Engagement

Through training, mentorship, and partnership, the Council will build 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.

Performance Measures

Outputs

- Workshops, trainings, and mentorship activities provided each year.
- Number of participants, including people with DD and family members, who complete 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 partnerships.

Sub-Outcomes

- Participants engage in specific advocacy actions after participation in related Council activities (e.g., contacting legislators, attending hearings, joining coalitions).
- Organizations report that the tools created and implemented and approaches help them support ongoing civic engagement.
- Increased diversity of participants across regions, cultures, and disability experiences.
- Stories and examples show how participation leads to longer-term leadership and involvement in policy work.

Council Initiatives: Leadership Training | Community Outreach Cross-Cutting Priorities

Expansion: Ensuring every person — regardless of background, identity, or location — has a fair chance to be included and can access supports across connected systems, not in isolation.

Tribal Partnerships: Working side by side with Washington’s Tribal Nations to share knowledge, resources, and leadership through sustained, government-to-government relationships.

Rights and Safety: Promoting human rights and ending restraint and isolation across systems, including justice, crisis-response, health, and long-term care 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, especially during key life transitions.

Evaluation: Using data and community feedback to learn, improve, and share lessons across partners and communities about what is working and where gaps remain.

Innovation: Supporting new ideas and replicating effective models through the Dan Thompson Memorial Trust and other funding opportunities, with attention to sustainability and broader community impact.

Looking Ahead

The Council’s 2027–2031 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 move from coordination to shared action that reduces silos and improves real-world outcomes.

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 in ways that are practical, measurable, and responsive to lived experience.

Reading 26-28: 2027–2031 State Plan Public Comment Summary Report

Cover Sheet

What this is

This report summarizes public comments received on the draft 2027–2031 State Plan during the public comment period from April 23 through June 7, 2026.

The report describes public outreach activities, participation levels, major themes identified through public comments, changes made to the State Plan, and lessons learned from the public engagement process.

Why it's included

Federal law requires the Developmental Disabilities Council to provide opportunities for public review and comment before approving and submitting its State Plan.

This report documents the public comment process and demonstrates how community feedback was considered and incorporated into the final State Plan.

Action

No action required. This report is provided for information and to support Council consideration of the revised 2027–2031 State Plan.

Reading 26-28

2027–2031 State Plan Public Comment Summary Report

Introduction

The Washington State Developmental Disabilities Council (DDC) asked for public input on the draft 2027–2031 State Plan. The public comment period was open from April 23, 2026, through June 7, 2026.

The Council wanted to know whether the proposed goals and objectives reflected the needs and priorities of people with developmental disabilities (DD), family members, advocates, providers, and community partners. Public comments were collected through an online survey, community meetings, stakeholder discussions, and comments from Council members. This report summarizes what we heard and how that feedback was used to improve the final State Plan.

Public Input Activities

The Council used several methods to gather feedback:

- An online public survey
- Open Doors for Multicultural Families (ODMF) and Multicultural Equity Coalition listening session
- Council member discussion and feedback
- Individual comments received during the public comment period

A total of 37 people completed the public survey. Participants included people with developmental disabilities, family members, providers, advocates, and professionals from across Washington. 47 people participated in the ODMF listening session and three additional comments were collected through e-mail or input during the April Council meeting.

What We Heard

Overall, public comments showed strong support for the direction of the draft State Plan.

Many comments reinforced priorities that were already included in the plan. Participants emphasized the importance of advocacy, leadership development, improving services, reducing barriers, supporting families, and creating more inclusive communities.

Several themes appeared consistently throughout the public comment process.

Theme 1: Helping People Speak Up and Be Heard

- Participants supported efforts to strengthen self-advocacy, leadership development, and opportunities for people with developmental disabilities to participate in decisions that affect their lives.
- Many comments emphasized the importance of leadership opportunities for people with lived experience, families, and individuals from underrepresented communities.

Theme 2: Improving Access and Navigation

- Many participants described difficulties understanding services, eligibility requirements, and how different systems connect to one another.
- Families and advocates emphasized the importance of plain-language information, culturally responsive resources, and support that helps people navigate complex systems.

Theme 3: Behavioral Health and Developmental Disabilities

- Participants identified ongoing challenges for people with developmental disabilities who also have behavioral health needs.
- Comments emphasized the importance of improving coordination across systems while also ensuring people have access to appropriate services, supports, and accommodations.

Theme 4: Cultural and Community Inclusion

- Participants emphasized the importance of reaching communities that have historically been underserved, including Tribal communities, rural communities, immigrant communities, and families who speak languages other than English.
- Comments highlighted the need for culturally responsive outreach, leadership development, and access to information.

Theme 5: Aging and Lifespan Supports

- Participants expressed concern about aging family caregivers and the growing number of adults with developmental disabilities who are aging.

- Comments supported continued attention to long-term planning, housing, caregiving, and services that support people across the lifespan.

Theme 6: Data, Accountability, and Learning

- Participants supported the Council's efforts to measure outcomes and learn from experience.
- Several comments emphasized the importance of using community feedback to help understand data, identify emerging issues, and improve future decision-making.

How Public Comments Influenced the State Plan

- Most comments supported priorities that were already reflected in the draft State Plan.

Public comments did not identify a need for major changes to the overall structure, goals, or objectives of the plan. However, several targeted revisions were made to improve clarity and strengthen areas identified through public input.

These revisions included:

- Stronger language related to service access and accommodations for people with developmental disabilities and behavioral health needs.
- Additional language related to understanding eligibility requirements and navigating systems.
- Additional language supporting community participation in evaluation and interpretation of findings.
- Clarifications intended to strengthen responsiveness to cultural, linguistic, and community differences.

What We Learned from This Public Comment Process

- Direct conversations and listening sessions produced some of the most detailed and actionable feedback.
- Language access and culturally responsive engagement remain important priorities for future outreach efforts.

- Partnerships with multicultural organizations and community-based organizations helped expand participation and strengthen the quality of feedback received.
- Continued efforts are needed to increase participation from people with developmental disabilities, family members, and communities that have historically been underrepresented in statewide planning processes.
- Multiple engagement methods, including surveys, listening sessions, and stakeholder discussions, helped the Council receive a broader range of perspectives.

Conclusion

The public comment process confirmed that the proposed State Plan reflects many of the priorities identified by people with developmental disabilities, families, advocates, providers, and community partners. The feedback received during public comment helped strengthen several areas of the plan while maintaining the goals and overall direction approved by the Council.

The revised 2027–2031 State Plan, including changes made in response to public comment, is presented for Council review and vote.

Reading 26-29: Summary of Revisions Made Following Public Comment

Cover Sheet

What this is

This report summarizes the revisions made to the draft 2027–2031 State Plan following the public comment period. It identifies the major themes raised through surveys, listening sessions, Council discussions, and public comments, and explains how those comments influenced specific revisions to the State Plan.

Why it's included

This report provides a clear record of how public input was considered during development of the final 2027–2031 State Plan. It helps Council members understand the connection between community feedback and the revisions incorporated into the revised plan.

This report supplements the Public Comment Summary Report and the revised State Plan.

Action

No action required. This report is provided for information and to support Council review of the revised 2027–2031 State Plan.

Reading 26-29

Summary of Revisions Made Following Public Comment

Purpose

The draft 2027–2031 State Plan was released for public comment from April 23, 2026, through June 7, 2026. During this period, the Council received input through surveys, listening sessions, stakeholder meetings, and comments from Council members.

Most comments supported priorities that were already reflected in the draft State Plan. Public comments generally reinforced the goals, objectives, and overall direction of the plan. Several targeted revisions were made to improve clarity and strengthen areas identified during the public comment process.

Theme	Feedback Received	Revision Made	Source
Navigation and Access	Families, advocates, and community organizations emphasized the difficulty of understanding eligibility requirements and navigating multiple service systems.	Objective 1.4 was revised to include language regarding understanding eligibility requirements in addition to finding information and navigating systems.	Public Survey; ODMF Listening Session
Behavioral Health and Developmental Disabilities	Comments highlighted the need to address access to behavioral health services	Objective 2.1 was revised to strengthen language related to equitable access to treatment,	Council Discussion; Public Comment

	and ensure supports are responsive to the needs of people with co-occurring developmental disabilities and behavioral health conditions.	services, and accommodations.	
Behavioral Health System Responsiveness	Comments emphasized that coordination alone is not sufficient if services are not accessible or appropriately designed for people with developmental disabilities.	Objective 2.1 activities were revised to include language related to accommodations and access for individuals with co-occurring developmental disabilities and behavioral health needs.	Council Discussion; Public Comment
Community-Informed Evaluation	Stakeholders expressed interest in ensuring that community perspectives help shape how information is interpreted and used.	Objective 2.4 was revised to include community feedback and opportunities for community partners to help interpret findings and identify emerging issues.	ODMF Listening Session; Public Comment

Data and Disparities	Stakeholders emphasized the importance of understanding disparities experienced by underserved communities.	Objective 2.4 was revised to strengthen language regarding reporting on outcomes, trends, and disparities affecting underserved communities.	ODMF Listening Session
Outreach and Inclusion	Public comments emphasized the importance of culturally responsive outreach and engagement.	Objective 1.4 outreach language was expanded to more clearly recognize multilingual and culturally diverse communities.	ODMF Listening Session; Public Comment

Conclusion

The revisions made following public comment were intended to strengthen clarity, improve responsiveness to community feedback, and better reflect issues raised during the public comment process.

The revisions do not change the overall goals, objectives, or structure of the State Plan. Instead, they provide targeted refinements that strengthen the Council's ability to address concerns identified by people with developmental disabilities, families, advocates, providers, and community partners.

Reading 26-30: 2027–2031 State Plan Public Comment Report (Plain Language Cover Sheet

What this is

This report summarizes the public comments received on the draft 2027–2031 State Plan. It describes who participated, what we heard, changes made to the State Plan based on feedback, and lessons learned from the public comment process.

Why it's included

The Developmental Disabilities Council is required to provide opportunities for public input before approving and submitting its State Plan. This report documents the feedback received and shows how public comments were considered during development of the final plan.

Action

Council discussion and vote to approve the revised 2027–2031 State Plan.

Reading 26-30

2027–2031 State Plan Public Comment Report (Plain Language)

What We Did

The Council asked people to review the draft 2027–2031 State Plan and share their ideas.

The public comment period was open from April 23, 2026, through June 7, 2026. We collected feedback through:

- An online survey
- A listening session with Open Doors for Multicultural Families (ODMF)
- Council discussions
- Individual comments from community members

Who We Heard From

We heard from people with developmental disabilities, family members, advocates, providers, and community partners.

- 37 people completed the online survey
- 47 people participated in the ODMF listening session
- Additional comments were received through e-mail and Council meetings

What We Heard

Most people agreed with the direction of the State Plan.

People told us it is important to:

- Help people speak up for themselves
- Make services easier to understand and use
- Improve behavioral health supports
- Reach people from different cultures, languages, and communities
- Support aging individuals and family caregivers
- Use data and community feedback to improve our work

What Changed

Most comments supported goals and activities that were already included in the State Plan.

The Council made several small changes based on public feedback.

Changes included:

- Adding information about understanding eligibility rules and finding services
- Strengthening language about behavioral health services and accommodations
- Improving language about outreach to culturally and linguistically diverse communities
- Adding community participation to evaluation activities
- Strengthening language about tracking disparities and community outcomes

What We Learned

The Council learned that listening sessions and direct conversations provide valuable feedback.

We also learned that:

- Language access is important
- Community partnerships help increase participation
- More work is needed to reach people who have not always been included in planning efforts
- Using different ways to collect feedback helps us hear from more people

Conclusion

Public comments confirmed that the State Plan reflects many of the priorities of people with developmental disabilities, families, advocates, providers, and community partners. The feedback helped strengthen the plan while keeping the same goals and overall direction.

The revised 2027–2031 State Plan is now presented to the Council for review and approval.

Membership & Governance Committee – Proposed Agenda

Date: July 16, 2026

Time: 1:00 PM – 3:00 PM

Location: Virtual (Zoom)

Join Zoom Meeting: [July 2026 MG Committee Meeting](#)

Meeting ID: 875 3951 9587

Passcode: 443597

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

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: Committee Chair

1:15 PM Adjust Agenda

Lead: Committee Chair

1:20 PM Approval of April 2026 Meeting Minutes

Lead: Committee Chair

Reading 26-MG-15 October 2025 Draft Minutes

VOTE: Approve minutes with changes, if applicable

General

1:25 PM What is the Membership and Governance Committee?

Lead: Kevin and Brian

What is the purpose of this Committee?

What is Membership?

What is Governance?

What will be working on?

Sub-Committee Participation

Reading 26-MG-16 Committee Work Plan

Reading 26-MG-17 Purpose of the Committee

Reading 26-MG-18 Role of the Committee Chair

Governance

1:50 PM

Council Charter

What is it?

What do we need to do?

Lead: Kevin and Brian

Reading: 26-MG-19 Current Council Charter

Executive Order and Memorandum of Understanding

Reading 26-MG-20 Executive Order

Reading 26-MG-21 MOU

Membership

2:15 PM

Membership Pipeline

- Recruitment
- Interviews
- Orientation
- Membership Rotation

Membership Experience

- Development Day
- Membership Handbook
- Meeting Locations and Dates
- Website Review

Lead: Linda

2:30 PM

October Meeting and Development Day

Lead: Linda

2:50 PM

October Meeting Agenda and 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-15: Membership & Governance Committee Meeting Minutes

(April 2026)

Cover Sheet:

What this is

These are the draft minutes from the Membership and Governance Committee meeting held in April 2026. They summarize discussions, policy actions, and next steps.

Why it's included

This provides a record of committee work, including policy recommendations and upcoming governance priorities.

Action

Be prepared to review and vote to approve the minutes.

Reading 26-MG-15

Washington State Developmental Disabilities Council Membership and Governance Committee Minutes April 16, 2026

Location: Hampton Inn, Lacey/Olympia
4301 Martin Way E
Olympia, Washington, 98516

Present: Dana Floyd, De Anna Winterrose, Melanie Baker, Leigh Spruce, Megan DeSmit, Angela Randel, Letha Fernandez, Sydney Krebsbach, Katie Mirkovich

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

Welcome

Melanie Baker called the meeting to order at approximately 2:28 p.m. Everyone introduced themselves and shared information about their backgrounds, families, and connections to developmental disabilities services and advocacy.

Approval of January Meeting Minutes

Leigh Spruce moved and Sydney Krebsbach seconded a motion to approve the January 2026 Membership and Governance Committee minutes. The motion passed unanimously.

Committee Goals

Brian Dahl and Kevin Vargas provided an overview of the purpose of the Membership and Governance Committee. Kevin explained that the committee supports Council members, oversees member recruitment and orientation, reviews attendance and engagement, and helps ensure that the Council operates in a fair and inclusive way.

Brian described the governance portion of the committee's work, including responsibility for reviewing and updating the Council Charter, Bylaws, policies, and procedures. He explained that the committee also reviews

issues connected to the Governor's Executive Order, the Council's Memorandum of Understanding with the Department of Commerce, and requirements under the federal Developmental Disabilities Assistance and Bill of Rights Act (DD Act).

Brandi Monts discussed the large amount of governance and policy work completed over the past two years. She explained that the committee has focused heavily on updating policies into plain language and making them more accessible to Council members. She noted that the updated policies are now available through the members section of the Council website and described the work as a "labor of love" that created a foundation for the next phase of governance work, including revisions to the Council Charter.

Committee Work Plan

Brian explained that the work plan is used to organize long-term governance tasks, membership responsibilities, and annual activities across the calendar year. Topics discussed included member orientation, development day planning, meeting locations, executive director evaluation processes, membership recruitment, Charter revisions, and Executive Order review.

He described the work plan as a "living document" that changes as priorities and timelines shift throughout the year. He also explained that the committee has been trying to create a more ongoing and meaningful executive director's evaluation process rather than relying solely on annual evaluations.

Melanie Baker and committee members discussed potentially restructuring portions of the work plan so that Charter revision work could receive additional attention in future meetings.

Charter Revision Discussion

The committee spent significant time discussing upcoming revisions to the Council Charter. Brian, Brandi, and Kevin explained that the Charter revision process will build on the policy work completed over the past two years and will focus on creating a more accessible, plain-language governance document.

Brandi explained that the goal is to create a Charter that is understandable and useful to people who are not familiar with government or legal systems. Committee members discussed the importance of ensuring that the Charter reflects the actual practices and culture of the Council rather than simply preserving outdated language or procedures.

Discussion included several major governance topics expected to be addressed during the Charter revision process, including Council leadership structure, the role of co-chairs and vice chairs, relationships with the Governor's Office, state agency representative participation, committee structures, Council culture and accessibility, and operational decision-making processes.

Brian noted that the discussions themselves would likely be as important as the final written product because the process would help clarify how the Council wants to function moving forward.

Kevin reviewed lessons learned from the previous policy revision process. He explained that staff updated older policies into plain language and worked closely with small member workgroups between Council meetings. Committee members generally agreed that the previous process worked smoothly and respected members' time commitments. Members discussed potentially adopting a similar approach for the Charter revision process while recognizing that some governance discussions may require larger full-committee conversations.

Membership Handbook and Orientation Discussion

The committee reviewed the updated Council Membership Handbook and discussed broader orientation efforts for new Council members. Brian explained that member feedback over several years identified orientation and onboarding as areas needing improvement. Staff described the handbook as one part of a larger effort to create a more welcoming and accessible orientation process.

Committee members shared positive feedback regarding the handbook's design, layout, visuals, and plain-language approach. Brandi and Brian discussed ongoing efforts to make Council materials more accessible through shorter summaries, visuals and icons, QR codes linking to more

detailed information, videos and verbal explanations, and layered approaches to sharing information.

Staff acknowledged that Council packets remain dense and complicated but emphasized the importance of continuing to improve accessibility while still providing members with necessary information.

Leigh Spruce discussed the importance of explaining Council work in ways that are understandable to people outside the disability services system and described the updated handbook as more user-friendly than previous versions.

Mentorship and New Member Support

Katie Mirkovich suggested creating a mentorship or “buddy” system for new Council members during their first several months on the Council.

Committee members discussed previous mentorship attempts and noted that successful mentoring relationships often developed more organically through personal connections between members.

Brandi described recent efforts to personally welcome new Council members during the Council’s anniversary event and discussed ways staff and existing members can help new members feel more comfortable and connected during meetings and Council activities.

New members shared positive feedback about the welcoming atmosphere, and the efforts staff and members made to introduce themselves and create connections. Sydney Krebsbach noted that identifying new members during events and meetings could help build stronger connections and make introductions easier.

Committee members also discussed the possibility of informal dinners or social gatherings before Council meetings to help newer members feel more comfortable before formal meetings begin.

State Agency Representatives and Council Participation

Committee members discussed the role of state agency representatives on the Council and efforts to ensure that agency representatives participate fully in Council work and decision-making. Brian and Brandi explained that

while some federal restrictions still apply to agency representatives, the Council has been working to create a more equal and collaborative environment for all members.

The discussion also highlighted the importance of reviewing Charter language related to state agency representatives to ensure the Council remains compliant with federal requirements while still promoting meaningful participation and collaboration.

Membership Recruitment and Diversity Discussion

Linda West discussed upcoming Council membership recruitment and interview timelines. Committee members discussed interview dates expected in May and reviewed the Council's current and upcoming membership openings.

The committee then engaged in an extended discussion about improving diversity, outreach, and recruitment. Members discussed the need to move beyond simply increasing representation numerically and instead focus on building a Council culture where people from diverse communities feel welcomed, valued, and able to contribute meaningfully.

Discussion topics included outreach to rural communities, multilingual recruitment materials, culturally specific outreach, partnerships with Informing Families coordinators, collaboration with behavioral health and social work networks, improving connections with immigrant and multicultural communities, and accessibility of Governor's Office application systems.

Katie Mirkovich suggested using existing networks connected to Informing Families and behavioral health providers to help recruit more diverse Council members. Members also discussed translating recruitment materials into additional languages, including Spanish.

Brian emphasized that diversity efforts should focus not only on representation but also on building a Council culture where members feel genuinely included and supported.

Committee members also connected these discussions to the upcoming State Plan public comment process and discussed opportunities to improve multilingual outreach and community engagement during the public comment period.

Future Meeting Locations and Logistics

Linda West and Brian Dahl provided updates regarding planning for the October Council meeting. Staff explained that they had explored several potential locations, including tribal partnerships and facilities, but that accommodations, travel logistics, and meeting space requirements created challenges. Staff indicated that additional work was underway and that the committee would receive updates once decisions are finalized.

Committee members also discussed future opportunities for meetings and partnerships in eastern Washington and tribal communities.

Action Items and Follow-Up

- Begin formal Charter revision work in upcoming meetings'
- Continue reviewing Council leadership structure and governance practices;
Explore mentorship or buddy systems for new Council members;
- Continue improving orientation and onboarding materials;
- Develop additional multilingual recruitment and outreach materials;
- Explore partnerships with Informing Families coordinators and behavioral health networks for recruitment outreach;
- Continue reviewing the role and participation structure of state agency representatives;
- Finalize October meeting location planning;
- Improve public outreach and multilingual engagement for the State Plan public comment process; and
- Continue exploring more accessible and layered approaches to Council packets and meeting materials.

Adjournment

Brian Dahl reviewed how future committee agendas are developed and encouraged committee members to continue bringing forward ideas, educational opportunities, and suggestions for future discussion topics.

A motion was made to adjourn the meeting, and Bridget Parkhill seconded the motion. The motion passed unanimously.

Reading 26-MG-16: Membership & Governance Committee Work Plan
(2026–2027)
Cover Sheet

What this is

This is the Membership and Governance Committee work plan outlining priorities, activities, and timelines for 2026–2027.

Why it's included

This shows how the committee plans to manage recruitment, member experience, and governance improvements over time.

Action

No action required. For review and discussion.

Reading 26-MG-16

Membership & Governance Roadmap (2026–2027)

Purpose

Strengthening Council membership, modernizing governance structures, and improving member experience and engagement.

Membership Pipeline

Recruitment; Candidate Interviews; Orientation (Design → Delivery);
Membership Rotation Review

Member Experience

Development Day; Meeting Locations; Membership Handbook; Website
Review

Governance Infrastructure

Charter Revision; Executive Order Review; Executive Director Evaluation

Detailed Work Plan

Legend: ● Active ○ Planned ✓ Complete

Membership Pipeline

Activity	Phase	Jan 2026	Apr 2026	Jul 2026	Oct 2026	Jan 2027	Apr 2027
Recruitment	Plan	●	○	○	●	○	○
	→ Active						
	→ Repeat						
Candidate Interviews	Active		●			●	
Orientation	Design		●	●	○	●	
	→ Deliver						
Rotation Review	Cycle		●			●	

Member Experience

Activity	Phase	Jan 2026	Apr 2026	Jul 2026	Oct 2026	Jan 2027	Apr 2027
Development Day Prep	Planning		●	●		●	
Development Day	Delivery			●			
Meeting Locations	Planning			●			
Handbook	Update		●				●
Website Review	Review			●			

Governance Infrastructure

Activity	Phase	Jan 2026	Apr 2026	Jul 2026	Oct 2026	Jan 2027	Apr 2027
Charter Revision	Multi-Phase	●	●	●	●	●	●

Executive Review

• •

Order

Review

ED

Ongoing

• • • • • •

Evaluation

Reading 26-MG-17: Purpose and Role of the Membership and Governance Committee

Cover Sheet

What this is

This reading provides an overview of the purpose, role, and responsibilities of the Membership and Governance Committee. It explains how the committee supports Council membership, member development, governance, and continuous improvement of Council policies and practices.

Why it's included

As committee memberships change, it is important for members to understand the committee's purpose, responsibilities, and expectations for participation. This discussion will help members learn about the committee's work and identify opportunities to contribute during the coming year.

Action

No action required. For review, discussion, and orientation of committee members.

Reading 26-MG-17

The Role and Purpose of the Membership and Governance Committee **What is the Membership and Governance Committee?**

The Membership and Governance Committee helps the Council stay healthy and effective. The committee focuses on two main areas: membership and governance. It helps make sure the Council has active, informed members and clear rules, policies, and processes to guide its work.

What is Membership?

Membership is about the people who serve on the Council. The committee helps recruit new members, supports new member orientation and mentoring, encourages member development, and reviews member participation and attendance. The committee also helps identify future leaders and supports a strong and diverse Council.

What is Governance?

Governance is how the Council organizes itself and carries out its responsibilities. The committee reviews the Council Charter, policies, procedures, and other governing documents. The committee may recommend updates or changes to help the Council work effectively and meet its responsibilities under the DD Act.

What Will We Be Working On?

Over the next year, the committee expects to focus on:

- Completing the Charter revision process.
- Reviewing committee structures and leadership roles.
- Supporting recruitment and appointment of new Council members.
- Reviewing orientation, mentoring, and member development activities.
- Reviewing attendance and participation trends.
- Identifying opportunities to improve Council policies, procedures, and governance practices.

Committee Participation

Committee members help review information, discuss issues, identify solutions, and make recommendations to the full Council. Members are encouraged to share their ideas, ask questions, and help shape how the Council supports its members and carries out its responsibilities.

Sub-Committee Participation

Council members are expected to actively participate in committee work during their time on the Council. Much of the Council's planning, discussion, and problem-solving happens in committees before recommendations are brought to the full Council. Committee participation gives members an opportunity to share ideas, learn new skills, and help shape the Council's work.

The Council and staff are committed to making committee participation a good use of members' time. Committee meetings are planned to be focused, respectful, and productive. Staff work to provide clear agendas, identify expected outcomes, keep meetings as short as practical, and share materials in advance whenever possible so members have time to prepare and participate fully.

Reading 26-MG-18 Council Charter (Current Version)

Cover Sheet:

What this is

This is the current Council Charter, last approved in 2010, which defines how the Council is structured, governed, and operates.

Why it's included

This provides the baseline document to support discussion of potential updates and revisions.

Action

No action required. For review and context.

Reading 26-MG-18

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 ensure 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 the target populations are, 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 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, work groups 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, work group, 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, work groups 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 suborganization 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 work groups.

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 for 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.

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 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.

Reading 26-MG-19 Council Charter Plain Language Cover Sheet

What this is

This is a plain language version of the Council Charter that explains governance, roles, and processes in a simpler and more accessible format.

Why it's included

This helps ensure the Charter is understandable to a wide range of audiences, including Council members and the public.

Action

No action required. For review.

Reading 26-MG-19

Developmental Disabilities Council Charter (Plain Language)

What is the Council?

The Council helps people with developmental disabilities.

We work so people can live on their own, make their own choices, and be part of their community.

We make a plan to guide our work. This is called the State Plan.

Who is on the Council?

The Governor chooses the members.

Most members serve for 3 years.

Members can serve up to 2 terms.

What does the Council do?

The Council makes the big decisions. This is called governance.

We decide what we want to change, what we should not do, who is in charge, and how we do our work.

The full Council makes decisions together.

Council Leaders

The Council has leaders: Chair, First Vice Chair, and Second Vice Chair.

They help run meetings and support the Council.

Meetings

The Council meets every other month.

Meetings are open to the public.

Members get the agenda before the meeting.

Decisions and Voting

Members should come to meetings and take part.

A group must be present to vote. This is called a quorum.

Most decisions pass by a majority vote.

Committees and Groups

The Council uses smaller groups to do work.

Committees do ongoing work.

Workgroups focus on State Plan topics.
Ad hoc groups do short-term work.

Accessibility

The Council makes sure everyone can take part.
This includes accessible meetings and support for individual needs.

Executive Director

The Executive Director runs daily work.
They follow Council rules and are reviewed each year.

Changes to the Charter

The Charter can be changed.
Changes must be shared first and voted on later.

Reading 26-MG-20: Executive Order Establishing the Washington State Developmental Disabilities Council

Cover Sheet:

What this is

This reading is the Executive Order that establishes the Washington State Developmental Disabilities Council. The Executive Order outlines the Council's purpose, membership requirements, responsibilities, relationship with the Department of Commerce, and other key governance provisions.

Why it's included

The Membership and Governance Committee reviews the Council's governing documents as part of its responsibilities. Understanding the Executive Order helps committee members understand the Council's legal foundation, structure, and responsibilities.

Action

No action required. For review and discussion.

Reading 26-MG-20

EXECUTIVE ORDER 16-10

SUPERSEDING EXECUTIVE ORDER 96-06

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES

WHEREAS, on April 2, 1976, Governor Daniel J. Evans issued Executive Order 76-03 establishing the State Developmental Disabilities Planning Council (now the Washington State Developmental Disabilities Council ("Council")) and qualifying the state of Washington for federal funding under P.L. 94-103, the Developmental Disabilities Assistance and Bill of Rights Act, for planning, administration, delivery of services, advocacy, and facility construction activities; and

WHEREAS, the Executive Order establishing the Council has subsequently been amended numerous times to reflect both changing state needs and amendments to federal law; and

WHEREAS, the federal law was again amended by the United States Congress as Public Law 106-402, the Developmental Disabilities Assistance and Bill of Rights Act of 2000, and requires changes to Council membership and responsibilities in order for Washington to remain eligible for funding; and

WHEREAS, the state of Washington continues to benefit from the Council's activities;

NOW, THEREFORE, I, Jay Inslee, Governor of the State of Washington, reaffirm the establishment of the Washington State Developmental Disabilities Council to assist the State in carrying out its requirements for participation in P.L. 106-402 ("Act").

Placement within State Government

The Act requires that a state agency be designated to receive, account for, and disburse funds available under the Act. The Department of Commerce ("Commerce") is hereby designated and shall fulfill those responsibilities. The Council and Commerce shall work together to ensure that the Council

operates within federal and state laws, policies, and procedures in all its administrative functions.

Purpose of the Council

A. The Council, pursuant to the Act, shall engage in advocacy, capacity building, and systems change activities that contribute to a coordinated, consumer and family-centered/directed comprehensive system of community services, individualized supports, and other forms of assistance that enable individuals with intellectual or developmental disabilities to exercise self-determination and be independent, productive, integrated, and included in all facets of community life.

B. The Council shall have the following primary responsibilities:

1. Advise the Governor and other state, local, and federal officials on significant issues and future trends in the provision of services to individuals with developmental disabilities and their families.
2. Review and comment, to the extent feasible, on state plans which relate to programs affecting persons with developmental disabilities.
3. Develop and implement a state plan and annual amendments, including specific goals and strategic performance targets, for the Council's advocacy, capacity building, and systems change activities as required by the Act.
4. Assist in developing the state plan. The Council shall:
 - a. Undertake a comprehensive review and analysis of state services and unmet needs as required by the Act;
 - b. Ensure the state plan is consistent with state law and obtain the appropriate state plan assurances; and
 - c. Make the draft state plan available for public review and input before adoption.
5. The Council shall annually evaluate the implementation of the state plan and update it as appropriate.
6. The Council shall submit to the Administrator of the federal Administration for Community Living the State Plan, its amendments, annual reports regarding the progress made in completing the goals outlined in the state plan, and other reports as required by the Administrator.

Membership of the Council



By November 1, 2016, the Council shall be composed of twenty-seven (27) members of which nine (9) shall constitute a quorum. The Governor shall appoint Council members, and they shall serve at the Governor's pleasure. Council members shall serve no more than two consecutive three-year terms.

The Council's composition shall be consistent with the Act and include representatives from the agencies and programs designated in the Act. Agencies and programs represented on the Council shall include those responsible for:

1. Rehabilitation Act – Department of Social and Health Services (DSHS) – Division of Vocational Rehabilitation;
2. Older Americans Act – DSHS – Aging and Long Term Support Administration;
3. Medicaid Title XIX – DSHS – Developmental Disabilities Administration; Medicaid Title XIX – Health Care Authority;
4. Social Security Title V – Department of Health/Maternal Child Health;
5. IDEA – Office of Superintendent of Public Instruction /Special Education;
6. University Center of Excellence on Developmental Disabilities;
7. State Protection and Advocacy System; and
8. Representative of local and non-governmental agencies and non-profit agencies concerned with the services of individuals with developmental disabilities.

Representatives from the agencies and programs must have sufficient authority to engage in policy planning and implementation on behalf of the department, agency, or program they represent.

Consistent with the Act, not less than 60 percent of the Council membership shall consist of (i) individuals with developmental disabilities; (ii) parents or guardians of children with developmental disabilities or (iii) immediate relatives or guardians of adults with developmental disabilities who cannot advocate for themselves. At least one member shall be a person who resides or has resided in a large state developmental disability institution, or a parent or guardian of a person who resides or has resided in one.

Staff of the Council

The Council shall hire an Executive Director by recruiting candidates through a process designed by the Council after consultation with the Director of Commerce or her/his designee. The Executive Director shall be an exempt employee. The Council, through its Governor-appointed Chair, shall supervise and annually conduct a performance evaluation for the Executive Director using evaluation tools provided by the DSA (Commerce), state Employees Services, or developed by the Council. The Council shall set the Executive Director's compensation.

The Council may terminate the Executive Director only after notification and in consultation with the Director of Commerce or her/his designee. The Council shall determine the number and type of staff to be hired by the Executive Director. The Executive Director of the Council shall hire and supervise Council staff.

The staff that perform the functions of the Council's DSA are hired by and responsible to the Director of Commerce or her/his designee.

The Council and staff shall be funded from monies available to it under the Act and other public or private funding as the Council may obtain. All funds shall be expended according to the provisions of the Act and other federal and state regulations.

Access to Information

In order to fulfill its responsibilities under the Act, the Council shall have access to all necessary information from state agencies whose responsibilities include serving persons with developmental disabilities. The Council and state agencies shall develop, if necessary, written memoranda setting forth their working relationship in order to meet the Act's requirements.

All aspects of the Council shall comply with, and conform to, the requirements of the federal law.

This order is effective immediately and shall supersede Executive Order 96-06 which is hereby rescinded.

Signed and sealed with the official seal of the state of Washington, on this 26th day of October 2016, at Olympia, Washington.

By:

/s/

Jay Inslee

Governor

BY THE GOVERNOR:

/s/

Secretary of State

Reading 26-MG-21: Memorandum of Understanding (MOU)

Cover Sheet

What this is

This reading is the current Memorandum of Understanding (MOU) between the Washington State Developmental Disabilities Council and the Washington State Department of Commerce. The MOU describes the roles, responsibilities, and working relationship between the Council and Commerce as the designated state agency.

Why it's included

The Membership and Governance Committee will begin reviewing the current MOU and discussing potential updates. This review will help ensure the MOU reflects current requirements, clarifies roles and responsibilities, and supports an effective working relationship between the Council and Commerce.

Action

No action required. For review, discussion, and identification of areas that may require revision.

Reading 26-MG-21

Memorandum of Understanding

Washington State Developmental Disabilities Council And
Washington State Department of Commerce

I. PURPOSE

This Memorandum of Understanding ("MOU") is entered into between the Washington State Developmental Disabilities Council, hereafter referred to as the "DDC", and the Washington State Department of Commerce, hereafter referred to as "Commerce." The DDC is established pursuant to the federal "Developmental Disabilities Assistance and Bill of Rights Act of 2000" (the "Act") as amended (42 USC 15001 et seq.), and by governors' executive orders, most currently under Executive Order 96-06 (EO 96-06). Under EO 96-06 the Department of Community Trade and Economic Development was designated as the "designated state agency" to "fulfill the responsibilities of the designated state agency delineated in the Act." In 2009 the legislature established Commerce to succeed the Department of Community Trade and Economic Development. RCW 43.330.020. The purpose of this MOU is to identify the responsibilities of Commerce as the designated state agency and the related responsibilities of the DDC consistent with the Act and applicable State laws and regulations.

II. GENERAL AGREEMENTS

Under EO 96-06, (Exhibit A) Commerce is responsible as the designated state agency to provide the services and support identified in this Memorandum of Understanding.

The DDC staff will be subject to the administrative rules and policies of the State of Washington and of the applicable federal authorities, including 42 U.S.C. § 15024 and 42 U.S.C. § 15025. Under the Act (42 U.S.C. § 15025) the DDC is responsible for selecting and hiring its Director, and for supervising the Director consistent with state personnel policies and procedures of the DDC. The DDC Chair will prepare an annual performance evaluation of the DDC Director and serve as the Director's supervisor subject to policies adopted by the DDC.

The parties agree that DDC staff will be responsible solely for implementing DDC activities and responsibilities and will not be assigned other duties nor guided in implementing such activities by Commerce. It is the DDC's intent to be responsive to the limitations of Commerce set forth in state law and regulation related to personnel decisions. In like manner, it is Commerce's intent to be responsive to the intent of the Act that provides for the DDC to determine the numbers and types of staff necessary to carry out DDC responsibilities and activities. At any time that the DDC determines the need to increase the number of DDC staff positions above the currently authorized FTE's, the DDC and Commerce shall jointly determine the procedure and

timing for that increase to occur. Unless otherwise separately agreed by DDC, those positions are available only to the DDC and are not subject to any staffing reductions of Commerce. The DDC may use other state system classifications for DDC staff.

The DDC, and, as applicable, its Director, will work cooperatively with Commerce to establish procedures for the processing of DDC grants, contracts and personnel actions, recognizing that state and federal law vest fiscal, personnel, and rulemaking authority in the DDC concerning activities carried out with funds available to DDC. Federal law establishes that Commerce, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the DDC.

Commerce will provide administrative support services to the DDC as detailed in this MOU. The provisions of these services are subject to Commerce's then-current operating procedures and systems. Nothing in this MOU obligates Commerce to provide or purchase for the DDC any administrative service or support not regularly available or provided by Commerce. Any requests by DDC for modification to Commerce services or support shall be subject to negotiation at the time of the request and to additional reimbursement as allowed by the Act. The DDC agrees to cooperate with Commerce in providing any information needed by Commerce to carry out its duties.

As used herein, "DDC" refers to the Developmental Disabilities Council, its officers, members, and committees, when acting on behalf of the Council, and to its Director and staff, as applicable to the context in which DDC is used. As used herein, "Commerce" refers to the Department of Commerce personnel assigned by its director to implement Commerce's duties and responsibilities under this MOU. As further provided at VII.D, the parties agree to keep each other's representatives informed on which personnel or officers are speaking on behalf of that party.

III. FINANCIAL, BUDGETING AND ACCOUNTING SERVICES

For purposes of this MOU, Commerce has the following responsibilities and duties under state and federal law:

Receive, account for and disburse funds on behalf of the DDC in accordance with the state and federal law and as authorized by DDC staff, including its Director or Council representatives identified by the DDC, provided that Commerce shall not encumber any funds available to the DDC, transfer any funds between DDC budget categories or from the DDC to any other entity, or otherwise initiate charges or expenses against funds available to the DDC without specific authorization in advance by the DDC.

Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for DDC funds.

Prepare required state and federal financial reports regarding DDC funds, including providing for DDC review prior to submittal.

Provide payroll services for DDC staff consistent with state and federal requirements.

Provide timely financial information to the DDC to allow for the preparation of required fiscal reports to state and federal authorities.

Provide for the non-Federal share of DDC projects as required by federal law.

If requested, support the DDC in developing its state budget, strategic plan, performance measures, and appropriations request materials and related items and any other required reporting.

IV. HUMAN RESOURCES

Commerce agrees to provide the following Human Resources services to the DDC:

For state payroll and benefits purposes, administratively maintain DDC employees as Commerce employees.

Subject to DDC's decisions regarding its staffing needs, Commerce agrees to provide recruitment, posting and processing of applications for DDC staff positions. Consistent with federal law, any substantive recruitment and hiring decisions regarding the DDC Director position are reserved for the DDC and any substantive recruitment and hiring decisions regarding DDC staff positions are reserved for the DDC Director.

Commerce will ensure compliance with EEO and federal and state (RCW 49.60) ADA related matters and will act as the DDC Director's designee to implement a program of equal opportunity employment for the DDC as required by state law.

Other HR services as appropriate.

V. INFORMATION TECHNOLOGY SERVICES

Commerce agrees to provide the following information technology services to the DDC:

Information technology (IT) support to DDC shall be provided through Commerce consistent with state IT standards and policies.

IT support to the DDC includes but is not limited to security oversight and operational functions to ensure compliance with requirements adopted by Consolidated Technology Services.

Commerce's IT support includes monitoring, provisioning and support for desktop and laptop computers, printers, networking server and network infrastructure, E-mail accounts, network connections and related hardware and software applications and applicable IT security.

REDLINE VERSION — MEMORANDUM OF UNDERSTANDING

Washington State Developmental Disabilities Council and
Washington State Department of Commerce

1. Purpose

The Memorandum of Understanding (MOU) is entered into between the Washington State Developmental Disabilities Council, hereafter referred to as the “DDC”, and the Washington State Department of Commerce, hereafter referred to as “Commerce.” The DDC is established pursuant to the federal “Developmental Disabilities Assistance and Bill of Rights Act of 2000” (the “Act”) as amended (42 USC 15001 et seq.) and by governors’ executive orders, most currently under Executive Order 96-06 (EO 96-06). Under EO 96-06 the Department of Community Trade and Economic Development was designated as the “designated state agency” to “fulfill the responsibilities of the designated state agency delineated in the Act.” In 2009 the legislature established Commerce to succeed the Department of Community Trade and Economic Development. RCW 43.330.020. The purpose of this MOU is to identify the responsibilities of Commerce as the designated state agency and the related responsibilities of the DDC consistent with the Act and applicable State laws and regulations including the requirements in 42 U.S.C. §§15024–15026.

2. General Agreements

Under EO 96-06, (Exhibit A) Commerce is responsible as the designated state agency to provide the services and support identified in this Memorandum of Understanding. Per Public Law 106-402 [§125(d)(3)(B-G)], the designated State agency has six core responsibilities:

1. Support Services
2. Fiscal Responsibilities
3. Records, Access, and Financial Reports
4. Non-federal Share
5. Assurances
6. Memorandum of Understanding

The DDC staff will be subject to the administrative rules and policies of the State of Washington and of the applicable federal authorities, including 42 U.S.C. 15204 15024 and 42 U.S.C. 15025. Under the Act (42 U.S.C. 15025) the DDC is responsible for selecting and hiring its Director, and for supervising the Director consistent with state personnel policies and procedures of the DDC. The DDC C-Chairs hair Co-Chairs will prepare an annual performance evaluation of the DDC Director and serve as the Director’s supervisor subject to policies adopted by the DDC. *update here to add Commerce’s supervisory role with the ED and staff. *

The parties agree that DDC staff will be responsible solely for implementing DDC activities and responsibilities and will not be assigned other duties nor guided in implementing such activities by Commerce. It is the DDC's intent to be responsive to the limitations of Commerce set forth in state law and regulation related to personnel decisions. In like manner, it is Commerce's intent to be responsive to the intent of the Act that requires the DDC to determine the numbers and types of staff necessary to carry out Council responsibilities. Unless otherwise separately agreed by DDC, those positions are available only to the DDC and are not subject to any staffing reductions of Commerce. The DDC may use other state systems classifications for DDC staff.

The DDC, and, as applicable its Director, will work cooperatively with Commerce to establish procedures for the processing of DDC grants, contracts, and personnel actions, recognizing that state and federal law give fiscal, personnel, and rulemaking authority in the DDC concerning activities carried out with funds available for DDC. Federal law establishes that Commerce, and any other agency, office, or entity of the State, will must not interfere with or override with the DDC's advocacy, capacity building, and systems change activities, budget, personnel, State plan development, or plan implementation decisions, efforts or work of the DDC.

Commerce will provide administrative support services to the DDC as detailed in the MOU. The provision of these services are subject to Commerce's then-current operating procedures and systems. Nothing in this MOU obligates Commerce to provide or purchase for the DDC any administrative service or support not regularly available or provided by Commerce. Any requests by DDC for notification to Commerce modification of Commerce services or support shall be subject to negotiation at the time of the request and to additional reimbursement as allowed by the Act. The DDC agrees to cooperate with Commerce in providing any information needed by Commerce to carry out its duties.

As used herein, "DDC" refers to the Developmental Disabilities Council, its officers, members, and committees, when acting on behalf of the Council, and to its Director and staff, as applicable to the context in which DDC is used. As used herein, "Commerce" refers to the Department of Commerce personnel assigned by its director to implement Commerce's duties and

responsibilities under this MOU. As further provided at 7VII.D VII.D, the parties agree to keep each other's representatives informed on which personnel or officers are speaking on behalf of that party.

3. Financial Budgeting and Accounting Services

For Purposes of this MOU, Commerce has the following responsibilities and duties under state and federal law:

- A. Receive, account for and disburse funds on behalf of the DDC in accordance with the state and federal law and as authorized by DDC staff, including its Director or Council representatives identified by the DDC, provided that Commerce shall not encumber any funds available to the DDC, transfer any funds between DDC budget categories or from the DDC to any other entity, or otherwise initiate charges or expenses against funds available to the DDC without specific authorization by the DDC.
- B. Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for DDC funds.
- C. Prepare required state and federal financial reports regarding DDC funds, including providing for DDC review prior to submittal.
- D. Provide payroll services for DDC staff consistent with state and federal requirements.
- E. Provide at least monthly financial information to the DDC to allow for the preparation of required quarterly fiscal reports to the Council as well as state and federal authorities.
- F. Provide for the non-Federal share of DDC projects as required by federal law, which may be provided in cash or in kind, fairly evaluated [§126(a)(1-3); (c)(1)(B)(3)].
- G. If requested, support the DDC in developing its state budget, strategic plan, performance measures, and appropriations request materials and other required reporting.

4. Travel and Meetings

5. Human Resources

Commerce agrees to provide the following Human Resources services to the DDC, and DDC agrees to work within the rules and processes established by Commerce and by any applicable bargaining agreements to conduct these activities to the degree that it does not impede the work of the DDC:

- A. For state payroll and benefits purposes, administratively maintain DDC employees as Commerce employees. This includes administrative supervision of the DDC ED by the Community Services AD.
- B. Subject to DDC's decisions regarding its staffing needs, Commerce agrees to provide recruitment, posting and processing of applications for DDC staff positions. Consistent with federal law, any substantive recruitment and hiring decisions regarding the DDC Director position are reserved for the DDC and any substantive recruitment and hiring decisions regarding DDC staff positions are reserved for the DDC Director.
- C. Commerce will ensure compliance with EEO and federal and state (RCW 49.60) ADA related matters and will act as the DDC Director's designee to implement a program of equal opportunity employment for the DDC as required by state law.
- D. Provide training, professional development, and consultation services to DDC staff and members as appropriate. DDC staff will meet the minimum training requirements of Commerce and State employees.
- E. Other HR services as appropriate.

6. Information Technology Services

Commerce agrees to provide the following information technology services to the DDC:

- A. Information technology (IT) support to DDC shall be provided through Commerce consistent with state IT standards and policies.
- B. IT support to the DDC includes but is not limited to security oversight and operational functions to ensure compliance with requirements adopted by WaTech.
- C. Commerce's IT support includes monitoring, provisioning and support for desktop and laptop computers, phones, remote meeting technology, printers, networking server and network infrastructure, e-mail accounts, network connections and related hardware and software applications and applicable IT security.
- D. Commerce must partner with the DDC to ensure staff, council members, and community members have accessible tools available to conduct required council business.
- E. The DDC will follow Commerce's procedures pertaining to information security and Commerce will make available appropriate IT training, including IT security training to DDC staff and, when applicable, to DDC members.

. Commerce's IT support shall be provided in a manner that assures separate identity for DDC computer functions including its website (www.ddc.wa.gov & informingfamilies.org) and its email account.

7. Other Administrative Services

Commerce agrees to provide the following administrative services to the DDC unless Commerce and the DDC agree for DDC to contract for such services separately:

A. Provide appropriate assurances for the DDC State Plan and consult with the DDC to maintain consistency of with the State Plan with and state law.

B. Provide purchasing and procurement services that will enable the DDC to procure and receive goods and services consistent with their accessibility requirements, with state requirements and upon its own authority, including support and assistance concerning any all lease space for DDC offices.

C. DDC staff responsible for contract development and processing will consult with appropriate Commerce personnel and participate in related training, such as training developed for such purposes by Commerce and by the Department of Enterprise Services.

D. Provide state mail services for the DDC directly or through contract with another state agency.

E. Include the DDC in Commerce's business continuity plans for systems and business recovery.

8. Other Understandings

A. Commerce understands that the DDC will develop and authorize funding activities to implement goals and objectives in the DDC State Plan within the limitations of available funds and applicable state and federal regulations. The DDC will manage all aspects of application, review, and approval processes for grants and contracts and will provide ongoing project development and grants management oversight to funded projects. Projects funded by the DDC will comply with all terms of the grant award and with all applicable federal and state requirements including federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, the DDC is solely responsible for the grant selection, award, and management activities of the DDC. Unless otherwise provided by the DDC, its Director or the

Director's designee may be the authorized signatory for DDC grants and contracts.

B. The DDC will comply with State of Washington administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services and any audits conducted by the State Auditor's Office.

C. The parties will timely communicate on all matters relevant to Commerce's role as the designated state agency. For communications regarding routine operations and related information, Commerce will direct the communications to the DDC's Director, or in the Director's absence, to the alternate person as designated by the DDC. For communications regarding routine operations and related information, the DDC's Director will direct the communications to a single designated Commerce liaison. For communications regarding non-routine matters, including either party's perception that routine communications are not effective in addressing any operational matter affecting that party, the following communications protocol will apply: Commerce will direct its communications to the DDC Co-Chairs or their designee and the DDC will direct its communications to Commerce's Assistant Director of Community Services or their designee.

9. Compensation for Administrative Services

The DDC agrees to reimburse Commerce for the administrative services provided under this MOU consistent with provisions of the Act. Commerce agrees that the administrative rate for Commerce services under the MOU shall be consistent with the provisions of the Act. Upon the request of the State one-half of the expenditures found to be necessary for the proper and efficient exercise of the functions of the Commerce as the designated state agency may be paid in any one fiscal year provided that not more than 5 percent of the DDC's allotment, or \$50,000, whichever is less, shall be paid to Commerce as required by 42 U.S.C. §15024(c). Commerce is required to match this amount with state general funds and shall assure the required maintenance of effort is met.

10. General Provisions

Dispute Resolution: Disputes concerning implementation of this MOU between the DDC and Commerce must first be resolved between the parties' designated representatives if possible. If either party determines that the dispute cannot be resolved, the parties agree to pursue resolution through the use of a third-party mediator and, failing resolution, either or

both parties may request the governor to assist in the resolution of the dispute as provided under RCW 43.17.330.

11 . Term of Agreement

This MOU shall commence on the date last signed and shall remain in effect for one calendar year from the effective date. This MOU will be reviewed annually by the parties and will be renewed automatically for additional (1) one (1) year periods to commence at the beginning of each anniversary year. This MOU may be amended at any time upon the written agreement of the parties.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of Commerce as the DDC's designated state agency pursuant to provisions of the Act. In the event any provision of this agreement becomes unenforceable or void, that will not invalidate any other provision of this agreement.

THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government.

The DDC will follow Commerce's procedures pertaining to information security and make available appropriate IT training, including IT security training to DDC staff and, when applicable, to DDC members.

Commerce's IT support shall be provided in a manner that assures separate identity for DDC computer functions including its website (www.ddc.wa.gov) and its email account.

OTHER ADMINISTRATIVE SERVICES

Commerce agrees to provide the following administrative services to the DDC unless Commerce and the DDC agree for DDC to contract for such services separately:

Provide appropriate assurances for the DDC State Plan and consult with the DDC to maintain consistency of the State Plan with state law.

Provide purchasing and procurement services that will enable the DDC to procure and receive goods and services consistent with state requirements and upon its own authority, including support and assistance concerning any lease space for DDC offices. DDC staff responsible for contract development and processing will consult with appropriate Commerce personnel and participate in related training, such as training developed for such purposes by the Department of Enterprise services.

Provide or provide access to training, professional development, and consultation services to DDC staff and members as appropriate.

Provide state mail services for the DDC directly or through contract with another state agency.

Include the DDC in Commerce's business continuity plans for systems and business recovery.

VI. OTHER UNDERSTANDINGS

Commerce understands that the DDC will develop and authorize funding activities to implement goals and objectives in the DDC State Plan within the limitations of available funds and applicable state and federal regulations. The DDC will manage all aspects of the application, review, and approval processes for grants and contracts and will provide ongoing project development and grants management oversight to funded projects. DDC funded grant projects will comply with all terms of the grant award and with all applicable federal and state requirements including federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, the DDC is solely responsible for the grant selection, award, and management activities of the DDC. Unless otherwise provided by the DDC, its' Director or the Director's designee may be the authorized signatory for DDC grants and contracts.

The DDC will comply with State of Washington administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services and any audits conducted by the State Auditor's Office.

The DDC will timely provide updated designations to Commerce of DDC personnel with approval authority for DDC financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of Commerce employees.

The parties will timely communicate on all matters relevant to Commerce's role as the designated state agency. For communications regarding routine operations and related information, Commerce will direct the communications to the DDC's Director, or in the Director's absence, to the alternate contact person as designated by the DDC. For communications regarding routine operations and related information, the DDC's Director will direct the communications to a single designated Commerce liaison. For communications regarding non-routine matters, including either party's perception that routine communications are not effective in addressing any operational matter affecting that party, the following communication protocol will apply: Commerce will direct its communications to the DDC to the DDC chair or his/her designee and the DDC will direct its communications to Commerce's Assistant Director of Community Services and Housing or his/her designee.

Commerce will provide the DDC with written reports of the services it is providing on a quarterly basis sufficiently in advance of the DDC's regular meetings to be provided to the DDC members for each meeting.

Commerce will designate a representative to attend and answer any questions about these reports at such meetings when requested by the DDC. Following execution of this MOU, each party will identify in writing the persons the other party will contact to implement this section of the MOU and will provide written updates if there are any changes to designated contact persons.

VII. COMPENSATION FOR ADMINISTRATIVE SERVICES

The DDC agrees to reimburse Commerce for the administrative services provided under this MOU consistent with provisions of the Act. Commerce agrees that the administrative rate for Commerce services under the MOU shall be consistent with the provisions of the Act. Upon the request of the State, one-half of the expenditures found to be necessary for the proper and efficient exercise of the functions of the Commerce as the designated state agency may be paid in any one fiscal year, provided that not more than 5 percent or \$50,000 whichever is less shall be paid to Commerce. Commerce is required to match this amount with state general funds and shall assure the required maintenance of effort is met.

IIX. GENERAL PROVISIONS

Dispute Resolution: Disputes concerning implementation of this MOU' between the DDC and Commerce must first be resolved between the parties' designated representatives if possible. If either party determines that the dispute cannot be resolved, the parties agree to pursue resolution

through the use of a third party mediator and, failing resolution, either or both parties may request the governor to assist in the resolution of the dispute as provided under RCW 43.17.330.

TERM OF AGREEMENT

This MOU shall commence on the date last signed and shall remain in effect for one calendar year from the effective date. This MOU will be reviewed annually by the parties and will be renewed automatically for additional (1) year periods to commence at the beginning of each anniversary year. This MOU may be amended at any time upon the written agreement of the parties.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of Commerce as the DDC's designated state agency pursuant to provisions of the Act. In the event any

provision of this agreement becomes unenforceable or void, such will not invalidate any other provision of this agreement.

THE UNDERSIGNED PARTICIPATING PARTIES do. hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government.

Development Disabilities Council

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Department of Commerce

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Reading 26-MG-22: Council Membership Snapshot

Cover Sheet:

What this is

This report provides a snapshot of current Council membership, including representation categories, geographic distribution, demographic information, and upcoming membership terms.

The report is intended to help the Membership & Governance Committee monitor Council composition and identify opportunities to strengthen representation and recruitment efforts.

Why it's included

The Developmental Disabilities Council is responsible for maintaining membership that reflects the diversity of Washington State and complies with federal membership requirements.

Regular review of membership data helps the Council identify strengths, gaps, upcoming vacancies, and future recruitment priorities.

Action

Committee discussion and review.

Council Membership Snapshot

Representation

Individuals with IDD	9
Family Members	6
Agency Reps	8
Tribal / Cultural	0

Geography

Puget Sound	5
Southwest	3
Central	2
Northeast	2
Southeast	2
Peninsula	1

Demographics

White	11
Black/African American	1
American Indian/Alaska	1
Hispanic/Latino	1
Asian/Pacific Islander	1

Terms

Terms Ending	1
Reappointments	3
Openings	0

Draft Public Policy Committee Agenda

July 16, 2026

- 1:05 Welcome
- 1:10 Vote on April 16, 2026, Meeting Minutes
- 1:15 Review of Today's Agenda
- 1:20 What is the Public Policy Committee?
- 1:30 Do you have particular questions?
- Do you need clarification about anything I covered?
- 1:40 Results of the Legislative Priorities Survey
- What are the top 5 issues?
- 2:00 Can we talk about each of these issues and the main ideas we think are most important to include in our topics?
- 2:15 Are there particular values that we think would be important to include in the upcoming priorities?
- 2:30 A few minutes on Federal issues and resources
- 2:45 What is coming up?
- Between now and the next meeting I will be reaching out to this group so that you can have the opportunity to review some proposed language for the Legislative Priorities.
- 3:00 Adjourn

Reading 26-PP-03: Public Policy Committee Meeting Minutes
(April 2026)
Cover Sheet

What this is

These are the draft minutes from the Public Policy Committee meeting in April 2026. They summarize discussions on legislative priorities, advocacy efforts, and partner perspectives.

Why it's included

This provides a record of public policy discussions and helps connect Council priorities to ongoing legislative and advocacy work.

Action

Be prepared to review and vote to approve the minutes.

Reading 26-PP-03

**Washington State Developmental Disabilities Council,
Public Policy Committee Minutes
April 16, 2026
Hybrid Meeting**

**Location: Hampton Inn, Lacey/Olympia
4301 Martin Way E
Olympia, Washington, 98516**

Present: Alex Koval, Riley Daugherty, Robert Wardell, Sandi Gruberg, Katie Nash, Melissa Dodge, Connor Casseday, Monica Burke (DOH), Noah Seidel (DRW)

Other Guests: Nye Blades, Tammy Bowen, Samantha Bredlinger

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

Welcome and Committee Overview

The Public Policy Committee meeting was called to order by Emily Rogers. Emily welcomed committee members, staff, guests, and virtual participants. She explained that the committee had maintained a relatively stable membership over the previous two years due to the timing of legislative sessions and committee rotations. Emily noted that the July meeting would bring new committee assignments and emphasized that this meeting was an important opportunity for current members to share ideas, reflections, and recommendations before committee transitions occur.

Emily also shared that Julie Clark, the committee chair, was unable to attend due to illness. Emily reviewed the agenda for the meeting, which included approval of the January meeting minutes, discussion of legislative session activities, review of public policy priorities, recommendations for future committee work, and discussion of tools and resources that could improve advocacy and public policy education.

Approval of January Meeting Minutes



The committee reviewed the January 2026 Public Policy Committee meeting minutes. Alex Koval made a motion to approve the January meeting minutes. The motion was seconded by Riley Daugherty and passed unanimously.

Legislative Session Reflection and Advocacy Activities

Emily invited committee members to reflect on activities connected to the legislative session, including but not limited to Advocacy Day, the Notebook Meeting, Self Advocates in Leadership (SAIL) activities, and Community Advocacy Coalition (CAC) efforts. Members discussed things that worked well and identified opportunities for improvement moving forward.

Monica shared positive feedback about the “Bills of Interest” list distributed during the legislative session and stated that the format was easier to use and more helpful than in previous years. Alex asked questions regarding whether the Bills of Interest were posted online and accessible through the Council website. Christie explained that the information was available through links on the Council website and through Emily’s public policy blog updates.

Noah discussed positive experiences during Advocacy Day and specifically highlighted the collaborative approach used by CAC members this year. Noah stated that the process felt more inclusive and collaborative than in previous years, with participants pausing discussions to ensure that more voices were heard. Emily agreed that the collaboration and teamwork felt stronger this year.

The committee also discussed upcoming changes to advocacy-related contracts and opportunities to improve how advocacy work is coordinated and supported moving forward.

Public Policy Priority Discussion

Emily introduced discussion regarding the Council’s public policy priority survey, which would be distributed to Council members before the July meeting. She explained that the survey would help identify priority issue areas for the next legislative session and guide future committee discussions and advocacy work.

The committee reviewed the existing list of legislative priority categories, including disability services and supports, caregiver and provider shortages, civil rights, education, employment, housing, Medicaid, transportation, judicial systems, state institutions, restraint and isolation in schools, workforce shortages, emergency transportation supports, and transition services.

Committee members proposed several additions and revisions to the list of priorities.

One member recommended adding stronger language specifically focused on family caregivers and aging family caregivers. Emily agreed that family caregiver support should be more clearly reflected in the survey language.

Robert suggested adding discussion related to post-secondary education and college access for people with developmental disabilities. Members discussed the importance of ensuring educators and higher education systems better understand the needs and rights of students with developmental disabilities.

Noah raised concerns regarding guardianship practices and supportive decision-making. Noah described situations where families and individuals without guardianship were reportedly being pressured toward guardianship arrangements in order to access services or communicate with providers. Committee members discussed the importance of preserving autonomy and respecting supportive decision-making practices whenever possible. Members agreed that the issue deserved additional attention in future policy discussions.

Committee members also discussed the importance of educating teachers, administrators, and service providers about disability rights, guardianship issues, restraint and isolation policies, and the rights of people with developmental disabilities. Alex emphasized the need for broader education regarding how people with disabilities want to live and be supported within their communities.

Civil Rights and Disability Protections

The committee spent significant time discussing civil rights protections for people with disabilities. Riley discussed concerns regarding efforts to weaken disability-related protections and emphasized the importance of continuing to strengthen civil rights rather than allowing regression.

Emily shared concerns regarding ongoing national conversations about weakening protections connected to the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other disability rights laws. Emily emphasized that these protections are essential to ensuring that people with disabilities can participate fully in community life and education.

Committee members discussed whether several policy categories could be consolidated or streamlined while still preserving the importance of topics such as abuse prevention, financial exploitation, and civil rights protections.

Education, Schools, and Early Intervention

The committee discussed education-related issues, including restraint and isolation practices, special education funding, and access to supports within schools. Monica suggested combining broader education issues with restraint and isolation discussions while still maintaining visibility for the restraint and isolation issue.

Christie discussed current legislative efforts related to special education funding caps and explained how funding limitations disproportionately impact lower-income school districts and communities with higher percentages of students receiving special education services. Committee members discussed the importance of eliminating funding caps so schools can receive support based on actual student needs.

Monica also noted that there was not currently a priority category specifically focused on young children with developmental disabilities. Members recommended adding early intervention and early support services to future policy discussions and surveys.

Riley discussed the need for better disability-related training and resources for both special education teachers and general education teachers. Members discussed the importance of helping educators better understand

how to support students with developmental disabilities within inclusive school settings.

Housing and Homelessness Discussion

The committee discussed housing challenges faced by people with disabilities and families experiencing homelessness. Robert described concerns regarding people with disabilities being unable to qualify for housing supports until they are already homeless. Committee members discussed how disability, housing instability, family caregiving responsibilities, and homelessness frequently overlap.

Members agreed that housing and homelessness concerns should remain part of future public policy discussions and surveys.

State Institutions and Community Supports

The committee discussed ongoing work related to state institutions and community-based services. Riley asked for clarification regarding whether the Council's policy work focused on helping people transition out of institutions and into community settings. Emily explained that Washington State continues working toward expanding community supports for people leaving institutional settings and ensuring that appropriate community-based services are available.

Advocacy Coordination and CAC Planning

The committee discussed the importance of coordinating advocacy efforts earlier in the legislative planning cycle. Noah suggested holding earlier collaborative meetings involving CAC members, Council members, and partner organizations so advocacy priorities can be discussed before organizations finalize their legislative agendas.

Brandi agreed that earlier collaboration could improve coordination, reduce duplication of work, and help organizations better support one another's priorities. Members discussed potentially restructuring CAC summer meetings and advocacy planning activities, so collaboration occurs earlier in the year.

The committee also discussed legislative breakfasts, legislative forums, and opportunities to strengthen relationships between legislators, Council

members, CAC partners, and community members with lived experience. Members emphasized the importance of direct storytelling and meaningful engagement with elected officials.

Leigh discussed successful legislative forums held in Snohomish County that focused on connecting legislators with community members and lived experience stories around a small number of focused issues.

Member Training, Orientation, and Advocacy Tools

Committee members discussed tools and resources that could help future committee members, legislators, and community members better understand developmental disability policy issues and the legislative process.

Robert suggested creating introductory videos explaining the role and purpose of the Council so community members can better understand Council work. Christie explained that staff are already developing a series of videos connected to the Membership Handbook and Council orientation materials.

Riley suggested developing posters and QR code materials that could be distributed to colleges and disability resource offices to help students learn about the Council. Christie shared an existing Council brochure containing a QR code linked to the Council website.

Alex asked about creating a timeline or seasonal calendar showing major advocacy activities, including Advocacy Day, the Notebook Meeting, and other legislative activities occurring throughout the year. Emily explained that she recently created a seasonal advocacy calendar intended to help members better understand the annual advocacy cycle and upcoming activities.

Monica suggested developing more accessible and simplified materials explaining how developmental disability systems are funded and how policy changes can impact people with disabilities and families. Discussion included possible resources related to Medicaid cuts, education funding, workforce shortages, and broader “big picture” policy impacts affecting families and service systems.

Brandi and Emily discussed the importance of simplifying complex policy information into formats that are easier for community members and policymakers to understand.

Governor's Office and Legislative Engagement

Robert asked questions regarding how the Council and community members can communicate more effectively with the Governor's Office regarding disability policy issues. Emily identified Grace Wong as an important policy contact within the Governor's Office and emphasized the importance of continuing to educate policymakers about disability-related issues and community priorities.

Brandi discussed ongoing conversations about arranging tours and educational opportunities for policymakers and Governor's Office staff so they can better understand housing needs and other disability-related service issues across Washington State.

Action Items and Future Planning

- Update and revise the public policy priority survey before distribution to Council members.
- Add or strengthen policy topics related to family caregivers, early intervention, post-secondary education, supportive decision-making, and housing instability.
- Explore opportunities for earlier collaboration and advocacy planning with CAC and partner organizations.
- Continue development of advocacy orientation materials, videos, and educational resources.
- Explore ways to simplify and explain complex policy and funding systems for Council members and the public.
- Continue improving accessibility of public policy information and outreach materials.
- Explore additional opportunities for legislative engagement, storytelling, and community forums.
- Continue discussions related to civil rights protections, disability rights education, and supportive decision-making practices.
- Share seasonal advocacy calendar and timelines with Council members.

- Continue exploring improved outreach to colleges, community organizations, and legislators.

Adjournment

Emily thanked committee members for their participation, ideas, and engagement throughout the meeting. Christie reminded participants that breakfast would be available the following morning before the Full Council meeting resumed. The meeting adjourned near dinnertime following closing remarks from staff and committee members.