



WA DD Council Meeting Packet

October 2026

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Council Committee Membership

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

Executive Committee		Undeclared Members
Bridget Parkhill	Co-chair 1	
Leigh Spruce	Co-chair 2	
Katie Nash	1st Vice Chair	
Melanie Baker	2nd Vice Chair	
Dana Floyd	PP Chair	
Riley Daugherty	MG Chair	
Brandi Monts	Staff	

Things You Need to Know

October 2026– Shelton, WA

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:



Meeting Location

The October 2026 meeting will be held at the [Little Creek Casino Resort at 91 WA-108, Shelton, WA 98584](#) on October 14th from 9 am to 4 pm, October 15th from 9 am to 4 pm, and October 16th from 9 am to noon. You can find information about the meeting on the DDC website at:

<https://www.ddc.wa.gov/council-meeting/october-2026-quarterly-council-meeting> There you can find meeting information, Zoom links, and meeting materials, which we will post there as they become available. The meeting will be held in Grand Ballroom A, B, and C.

Development Day

October 14th is Development Day, this is a day that the Council meets every year in addition to the regular Council meeting in order to provide information, training, or other types of development to Council members. This year, Development Day will focus on learning about our DD Network Partners and our new State Plan.

Meals and Meal Reimbursement (Per Diem)

Meals that are not provided by the Council will be reimbursed at the [current per diem rate](#). See the “[Eligible Meals](#)” chart below and/or reach out to Council staff to determine the meals that may be reimbursed for you. No receipts are needed for meals. Little Creek Casino Resort offers several on-site dining options, from quick bites to full-service meals. This includes breakfast or dinner at Island Grille Restaurant, fresh Pacific Northwest seafood at Squaxin Island Seafood Bar, or choose from casual options including a sports bar, pizza, sandwiches, coffee and grab-and-go food. You can find all of the restaurant options including their menus on the Little Creek website at <https://www.littlecreek.com/>.

Meals catered by the Council will be served buffet style in the same conference room we will be in for the meeting. **No separately plated meals will be served at the meeting. Folks will need to find what options suit them best on the buffet line.** Everyone who has alerted the Council staff about dietary accommodations needs has been emailed with a list of the food that for each meal that will suit their needs. All allergens will be clearly labeled. We will have dinner catered on Wednesday, Oct. 14th and Thursday, Oct. 15th. All meals will be served in the Grand Ballroom where the main meeting will be held. If you have questions about the food for this event, please contact Christie Chiles at christie.chiles@ddc.wa.gov or 360-586-3540.

- **October 13th (Travel day)**– You will be responsible for obtaining your own meals (breakfast, lunch, and dinner) on this day and will be reimbursed for eligible meals at the per diem rate.
- **October 14th (Development Day)** - The Council will provide breakfast, lunch, an afternoon snack and dinner.
 - **Breakfast (8:00 a.m.)** – Breakfast buffet: scrambled eggs, breakfast sausage, breakfast potatoes, and waffles. Fresh Brewed Coffee, Decaffeinated Coffee, Black and Herbal Teas.
 - **Lunch (12:00 p.m.)** – Deli Luncheon: Sliced Assorted Cold Cuts & Cheeses (Ham, Turkey, Roast Beef; Cheddar, Swiss, Provolone, Colby Jack), Sliced Fresh Breads, Condiments (Mayonnaise, Mustard, Pickles, Lettuce, Tomato, Red Onion) and Lay's Potato Chips. Fresh Brewed Coffee, Decaffeinated Coffee, Black and Herbal Teas

- **Afternoon snack (2:00 p.m.)** - Brownies & Assorted Cookies, slices fresh seasonal fruit, sliced raw veggie platter with assorted dips, and soft drinks.
- **Dinner (5:00 p.m.)** – Caprese salad: tomatoes, fresh mozzarella, red onion, basil, balsamic and olive oil. Penne pasta Bolognese, roasted zucchini and yellow squash, rolls and butter, assorted cookies or rice crispy treats. Ice water and lemonade.
- **October 15th (Meeting Day 1)** - The Council will provide breakfast, lunch, an afternoon snack, and dinner.
 - **Breakfast (8:00 a.m.)** - Breakfast buffet: scrambled eggs, breakfast potatoes without peppers or onions, and bacon. Fresh Brewed Coffee, Decaffeinated Coffee, Black and Herbal Teas.
 - **Lunch (12:00 p.m.)** - Grilled chicken Caesar salad with Parmesan, croutons and Caesar dressing; rolls and butter; and chef's pasta salad.
 - **Afternoon snack (2:00 p.m.)** – Assorted cookies and brownies, sliced fresh seasonal fruit, veggie tray with assorted dips, and soft drinks.
 - **Dinner (5:00 p.m.)** – Chicken breast fajitas with peppers and onions; flour and corn tortillas; refried beans and Spanish rice; pico de gallo, lettuce, sour cream, cheese, black olives and jalapeños; assorted brownies; ice water and lemonade.
- **October 16th (Meeting Day 2)** - The Council will provide breakfast.
 - **Breakfast (8:00 a.m.)** – Scrambled eggs, pancakes and breakfast sausage. Fresh brewed coffee, decaffeinated coffee, black tea and herbal tea.
 - **Lunch** will be on your own and, if eligible, will be reimbursed at the current per diem rate
 - **Dinner** will be on your own and, if eligible, will be reimbursed at the current per diem rate

If you are eligible to be reimbursed for claimed meals, simply fill out the Travel Reimbursement form (provided during the meeting or available online at [WA DD Council Member Forms](#)) and submit it to Tannis in person or via [email](#). You must live 50+ miles from the location of the Council meeting in order to be eligible for meal reimbursement.

Reimbursements will be processed after the meeting. Please make sure that your home and mailing address on the reimbursement forms matches what is in the travel reimbursement system. If you have had a change of address, work with Linda to get your address updated in the system.

Eligible Meals ([see per diem chart for reimbursement rate](#)):

Date:	Breakfast	Lunch	Dinner
10/13 (travel day)	Claim per diem if you left home before 6:30 am	Claim per diem if you left home before 11:30 am	Claim per diem if you left home before 5:00 pm
10/14 (Development Day)	Provided	Provided	Provided
10/15 (meeting day 1)	Provided	Provided	Provided
10/16 (meeting day 2)	Provided	Claim per diem if you arrive home after 1:30 pm	Claim per diem if you arrive home after 6:30 pm

Travel Expenses

- Reimbursement is available for mileage, parking, taxis, and shuttles to and from the airport only, as well as baggage fees (over \$35 requires a receipt).
- Complete the Travel Reimbursement for at [WA DD Council Member Forms](#) and submit receipts in person, by mail, or email to Tannis at tannis.sears@ddc.wa.gov.
- If travel expenses are a concern, [contact Council Staff](#).

Hotel

The Council covers room and tax with a check in on 10/13 after 4 pm and check out on 10/16 before 11 am. We cannot pay for any incidentals to be charged to

the room **under any circumstances**. If you have any questions or concerns about your overnight hotel accommodations, please [contact Council Staff](#).

10/13 Check-in: 4 pm or later

10/16 Check-out: 11 am or earlier

Community Compensation

You can request Community Compensation for development day and the main meeting. You can claim compensation if you attend the following either in person or via Zoom:

Date	Meeting	Hours	Amount	Total
10/14/26	Development Day	7	\$200/day	\$200
10/15/26	Council Meeting Day 1	7	\$200/day	\$200
10/16/26	Council Meeting Day 2	3	\$45/hour	\$135
			Total:	\$535

Washington State Developmental Disabilities Council

Development Day Proposed Agenda

Date: Wednesday, October 14, 2026

Time: 9:00 AM - 4:00 PM

Location: Little Creek Casino Resort, Shelton

Theme: The DD Network and the 2027-2031 State Plan: Understanding How We Work Together

Agenda

Time	Agenda Item	Lead
MORNING SESSIONS		
9:00 AM	Welcome Introductions and Icebreaker • Welcome participants, review the day, and build connections.	Council leadership / Phil / Council staff
9:30 AM	2027-2031 State Plan Where Are We Going • Overview of the new State Plan, its goals, and its connection to the DD Network. • Interactive activity and discussion of emerging areas.	Kevin Vargas. Tannis Sears and Brian Dahl
10:15 AM	Break	
10:35 AM	DD Network Partner Presentation	Disability Rights Washington
11:05 AM	DD Network Partner Presentation	Allies in Advocacy
11:35 AM	DD Network Partner Presentation	UCEDD
12:05 PM	Lunch Onsite	

Time	Agenda Item	Lead
AFTERNOON ROUND ROBIN		
1:05 PM	Round Robin Rotation 1 • Network Partners rotate among three stations to discuss State Plan connections, shared priorities, collaboration, gaps, and opportunities.	DRW, Allies, and UCEDD
1:40 PM	Move to Next Station	
1:45 PM	Round Robin Rotation 2	DRW, Allies, and UCEDD
2:20 PM	Break and Transition	
2:40 PM	Round Robin Rotation 3	DRW, Allies, and UCEDD
3:15 PM	Development Day Debrief and Closing • Share key insights, collaboration opportunities, ideas to carry forward, and suggestions for future Development Days.	Council staff
3:45 PM	Adjourn	Council leadership



Developmental Disabilities Council Meeting

October 2026 Full Council Agenda

October 15, 2026
In-Person and Virtual
First Day

Time: 9:00am - 4:00pm

Location: Little Creek Casino and Hotel
91 WA-108
Shelton WA 98584

Zoom Link: [October 2026 Council Meeting](#)

Call-in number: 253-215-8782

Meeting ID: 861 7878 0429

Passcode: 808247

9:00	Call to Order • Introductions and establish quorum • Changes to the agenda • Approve July 2026 Minutes Reading 26-31 July 2026 Minutes VOTE: Approve July 2026 Minutes	Leigh Spruce and Bridget Parkhill
9:15	Co-Chair Report	Leigh Spruce and Bridget Parkhill
9:30	Executive Director Report State Updates Federal Updates Contracts & Grants Dan Thompson Memorial Account A Path Forward Plan	Brandi Monts



10:00	Budget Report <i>Reading 26-32 All Programs Budget</i> <i>Reading 26-33 FY 24</i> <i>Reading 26-34 FY 25</i> <i>Reading 26-35 FY 26</i> <i>Reading 26-36 FY 2026 IF Roll-Up</i> <i>Reading 26-37 FY 2027 IF Roll-Up</i> <i>Reading 26-38 Discretionary Funds</i>	Brandi Monts
10:15	Break	
10:45	2027 Legislative Priorities Discussion and Vote Reading 26-39 Legislative Priorities	Dana Floyd and Emily Rogers
11:45	Meeting Paperwork	Christie Chiles and Linda West
12:00	Lunch	
1:00	Development Day Debrief, State Plan Communications and How to Share with Community	Council Member and Staff Discussion
2:00	Break	

2:15	Committees Membership & Governance <i>Reading 26-MG-24 2027 Council Meeting Dates and Locations</i> <i>Reading 26-MG-25 Proposed Charter Update Approach</i> <i>Reading 26-MG-26 Last Approved Charter</i> <i>Reading 26-MG-27 Proposed Introduction</i> <i>Reading 26-MG-28 Proposed Membership Section</i> <i>Reading 26-MG-29 Proposed Governance and Leadership Section</i> <i>Reading 26-MG-30 Proposed Meeting Structure Section</i> <i>Reading 26-MG-31 Membership Map</i> Public Policy <i>Reading 26-PP-04 July 2026 Committee Minutes</i> <i>Reading 26-PP-05 Legislative Agenda</i>	
4:00	Day One Meeting in Recess	Leigh Spruce and Bridget Parkhill



Developmental Disabilities Council Meeting

October 16, 2026

In-Person and Virtual

Second Day

Time: 9:00am -12:00pm

Location: Little Creek Casino and Hotel
91 WA-108
Shelton WA 98584

Zoom Link: [October 2026 Council Meeting](#)

Call-in number: 253-215-8782

Meeting ID: 861 7878 0429

Passcode: 808247

9:00	Call to Order Establish quorum	Leigh Spruce and Bridget Parkhill
9:15	New Programs and Contractors Presentations • Legislative Education, Information and Tools (LEIT)	Kevin Vargas and TBD
10:00	Break	
10:45	New Programs and Contractors Presentations • Community Advocacy Coalition (CAC) • Self Advocates In Leadership (SAIL)	Kevin Vargas and TBD
11:30	Agency Reports	Agency Representatives
11:45	Committee Reports Membership & Governance Report Public Policy Report	Riley Daugherty and Dana Floyd
11:50	Public Comment	Leigh Spruce and Bridget Parkhill
11:55	Review of the Meeting/Next Meeting Details	Leigh Spruce and Bridget Parkhill



12:00	Adjourn	Leigh Spruce and Bridget Parkhill
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Reading 26-31: July 2026 Full Council Meeting Minutes

Cover Sheet

What this is

These are the draft minutes from the July 16, 2026 Full Council meeting.

Why it's included

The minutes provide the official record of the meeting and must be reviewed and approved by the Council.

Action

Review and vote to approve the July 2026 Full Council meeting minutes.

Reading 26-31

Washington State Developmental Disabilities Council

Full Council Draft Minutes

July 16, 2026

9:00 AM to 12:00 PM and 3:15 PM to 3:45PM

Present

Riley Dougherty, Robert Wardell, Alex Koval, Tayshia Farra, Julie Clark, Melissa Dodge, De Anna Winterrose, Leigh Spruce, Bridget Parkhill, Connor Casseday, Dana Floyd, Melanie Baker, Katie Nash, Katie Mirkovich, Kris Pederson, Angela Randal, Monica Burke, Mark Harniss, Noah Seidel, Letha Fernandez

Staff

Brandi Monts, Brian Dahl, Kevin Vargas, Linda West, Christie Chiles, Emily Rogers, Phillip Rasmussen, Tannis Sears

Guests

Elizabeth Gordon (Governor's Committee on Disability)

Call to Order

Leigh Spruce called the July 16, 2026, quarterly meeting of the Washington State Developmental Disabilities Council to order at 9:00 a.m. A quorum was established.

The Council recognized the enduring presence and contributions of Tribal Nations throughout Washington State through its Tribal Land Acknowledgment and reaffirmed its commitment to inclusion, accessibility, and equitable participation for all communities.

Changes to the Agenda

Brandi Monts requested one amendment to the agenda. A federal policy update was added to the Executive Director's Report to provide members with information regarding recent federal developments affecting developmental disabilities programs and services. Riley Daugherty also noted he would provide a brief update during that discussion. No additional agenda changes were requested.

Approval of April 2026 Full Council Meeting Minutes

Motion

Robert Wardell moved and Alex seconded to approve the April 2026 Full Council meeting minutes with the agenda amendment. The motion carried unanimously.

De Anna raised a point of order regarding the Council's use of Robert's Rules of Order and the sequence of discussion, motions, and voting. Brandi Monts shared that the Co-Chairs and staff had been discussing ways to simplify the Council's meeting procedures and voting process to make them easier for members to follow.

Brian Dahl noted that the Membership and Governance Committee would review the Council's meeting procedures as part of the upcoming Charter revision process. The review would include Robert's Rules of Order, voting procedures, and broader meeting practices to establish a clearer governance framework for conducting Council business.

Disability Pride Month Icebreaker

Katie Nash and Melanie Baker led the Council's Disability Pride Month icebreaker. Melanie introduced the Disability Pride Flag and explained the significance of the colors representing the diversity of disability experiences. Katie shared that Disability Pride Month continues to receive limited public recognition and encouraged members to identify opportunities to increase awareness throughout their communities.

Council members participated in a discussion, offering ideas to promote Disability Pride Month and increase awareness of disability inclusion. Members discussed using social media, Zoom backgrounds, and email

signature blocks to increase visibility; encouraging local governments to issue proclamations recognizing Disability Pride Month; partnering with schools, employers, community organizations, and professional sports teams; promoting accessible community events; and expanding public education regarding disability rights and inclusion.

Members also discussed the relationship between Disability Pride Month and the anniversary of the Americans with Disabilities Act, recognizing that while the ADA represents an important civil rights milestone, Disability Pride celebrates disability identity, community, and inclusion. Additional ideas shared through the meeting chat included improving accessibility in public spaces, providing disability awareness training for local government staff, expanding the use of plain language and accessible communications, strengthening partnerships with disability organizations, and supporting community projects that promote inclusion and peer leadership. Staff shared Disability Pride resources and virtual backgrounds for members to use throughout the month.

Co-Chair Report

Co-Chairs Leigh Spruce and Tayshia Farra gave the Co-Chair report. Leigh recognized outgoing Council leadership and thanked Tayshia Farra for her service as Community Co-Chair, Melanie Baker for her leadership of the Membership and Governance Committee, and Julie Carr for her leadership of the Public Policy Committee.

Tayshia reflected on her time as Council Co-Chair, expressing appreciation for the opportunity to serve and noting that although her leadership term was ending, she would continue to advocate as a parent and remain engaged within Washington's developmental disabilities community.

The Council also recognized Riley Daugherty as the incoming Chair of the Membership and Governance Committee and Dana Floyd as the incoming Chair of the Public Policy Committee, thanking both members for accepting their new leadership responsibilities.

Leigh Spruce thanked Council members, staff, Developmental Disabilities Network partners, and Community Advocacy Coalition leadership for

participating in the annual Executive Director evaluation process. Christie reported that thirteen individuals completed the evaluation survey.

Brandi Monts explained that the annual evaluation is required under the Developmental Disabilities Assistance and Bill of Rights Act and is conducted by Developmental Disabilities Councils nationwide. She summarized the evaluation process, noting that responses were overwhelmingly positive while identifying opportunities to improve communication regarding the respective roles of Council members and the Executive Director. Brandi shared that future orientation efforts would be expanded to include contractors and Community Advocacy Coalition leaders to strengthen understanding of Council governance and responsibilities. Evaluation results will be distributed to members following the meeting.

Robert Wardell thanked Brandi for her leadership and expressed his appreciation for her continued service to the Council.

Executive Director Report

Executive Director Brandi Monts reported that the Washington State Developmental Disabilities Council had been nominated for two Disability Inclusion Network Awards, recognizing the Council's collaborative work to advance disability inclusion throughout Washington State. She thanked Council members, staff, contractors, and community partners for their contributions and noted that the nominations reflected the collective efforts of the entire Council team. Members were invited to attend the upcoming awards ceremony if public participation was permitted.

Brandi provided an update on the Developmental Disabilities Administration's new 10-Year State Plan, A Path Forward: Transforming IDD Services in Washington. She explained that the Legislature funded the initiative during the previous legislative session and directed DDA to develop a long-term strategic plan reflecting community priorities for developmental disabilities services. Community engagement activities have begun, including discussions with the Community Advocacy Coalition regarding housing, supported employment, residential services, and other priority topics. The final plan must be submitted to the Legislature by July

2027 community input will occur on an accelerated timeline over the coming months.

Brandi introduced Tannis Sears, the Council's new Administrative and Communications Lead. Tannis shared her professional background in the community action network, psychology, and social work. She expressed her enthusiasm for supporting the Council's mission of advancing opportunities for people with developmental disabilities. Council members welcomed Tannis to the team.

Brandi also provided an update on the Council's current Notices of Funding Opportunity (NOFOs). Three funding opportunities had been released to support implementation of the Council's upcoming Five-Year State Plan, including Legislative Education Information and Tools, Community Advocacy Coalition coordination, and Self Advocates in Leadership (SAIL). She explained that the Council adopted the NOFO process to encourage innovative proposals focused on achieving the goals of the State Plan and thanked Brian Dahl and Kevin Vargas for leading the procurement process. A fourth leadership development opportunity is expected to be released later in the year.

Brandi reported on the recent visit by the Commissioner of the Administration for Community Living (ACL), noting that Washington was one of only a handful of states selected for an in-person visit. Representatives from the Council, Disability Rights Washington, and the University of Washington Center for Human Development and Disability participated in discussions highlighting Washington's collaborative approach to systems change, behavioral health, and cross-network partnerships. Brandi thanked Council members and community partners who participated in the visit and helped demonstrate Washington's commitment to collaboration.

Brandi also provided a federal policy update, discussing recent developments related to the Olmstead decision, special education, Medicaid, voting accessibility, proposed federal grant regulations, and anticipated state budget reductions. Brandi encouraged Council members to remain engaged, educate their communities regarding the importance of developmental disabilities services, and continue advocating for policies

that promote community living, inclusion, and access to supports. Council members discussed the importance of educating policymakers and the public regarding the value of community-based services and protecting the rights of individuals with developmental disabilities.

Budget Report

Brandi Monts presented the Council's federal budget status for FFY 2024, FFY 2025, and the proposed FFY 2026 allocation. She reviewed current expenditures, explained the Council's practice of expending the oldest federal funds first to maximize available resources, and reported that approximately \$15,000 remained available from the FFY 2024 allocation following recent reconciliation by the Department of Commerce.

Brandi also reviewed discretionary funding expenditures, including support for Autism Education Day. It was expected and explained that the proposed FFY 2026 budget would support both Council operations and implementation of contracts aligned with the upcoming Five-Year State Plan. Council members discussed overall federal funding levels, how national appropriations are distributed among Developmental Disabilities Councils, and the importance of continued advocacy for federal investment in developmental disabilities programs. Brandi agreed to provide additional information regarding the national Developmental Disabilities Council appropriation in follow-up materials.

Motion

Julie Clark moved and Alex seconded to approve the FFY 2026 budget as presented. The motion carried unanimously.

Break

Following approval of the budget, the Council recessed for a morning break at approximately 10:18 a.m. and reconvened at 10:30 a.m.

Co-Chair Election

Leigh Spruce opened the election process for the Community Co-Chair position. Leigh thanked each candidate for their willingness to serve and

invited any additional nominations from the floor. Hearing none, nominations were closed.

The following candidates addressed the Council:

Melanie Baker shared her commitment to continuing her advocacy on behalf of people with developmental disabilities and strengthening opportunities for self-advocates. She reflected on the mentorship she received after joining the Council and expressed her desire to continue using her voice to advance positive systems change.

Bridget Parkhill discussed her experience as a parent of a person with developmental disabilities and described how Council service had broadened her understanding of statewide advocacy. She highlighted opportunities to participate in mediation training, legislative advocacy, and recent meetings with the Administration for Community Living. Bridget emphasized that the Council's collective voice creates meaningful change for people with developmental disabilities and their families.

Alex Koval reflected on his five years of Council service, previous leadership as Chair of the Membership and Governance Committee, and his experience serving as President of Clark County People First. He expressed his commitment to collaborative leadership and continuing to improve opportunities for people with developmental disabilities throughout Washington.

Robert Wardell highlighted his advocacy experience through the Council and other disability organizations and reaffirmed his commitment to representing the voices of people with developmental disabilities across Washington.

Following candidate statements, staff reviewed the election process. Voting was conducted through a confidential electronic poll, with alternative voting methods available for members requiring accommodations. Staff explained that all Council members, including agency representatives, were eligible to vote, while only community members were eligible to serve in the Community Co-Chair position. Election results would be announced during the afternoon Full Council session.

2027-2031 Five-Year State Plan Public Comment Review

Brian Dahl and Kevin Vargas presented the final draft of the Washington State Developmental Disabilities Council's 2027-2031 Five-Year State Plan following completion of the public comment period.

Kevin reviewed the Council's two-year planning process, beginning with the Comprehensive Review and Analysis, statewide needs assessment, public surveys, and community engagement activities. He summarized the Council's work to develop goals, objectives, and activities through breakout sessions, Council meetings, and public review. Following Council approval in April, the draft State Plan was released for a forty-five-day public comment period before returning to the Council for final consideration.

Kevin reported that staff received input through online surveys, written comments, and a virtual listening session hosted in partnership with Open Doors for Multicultural Families. Approximately forty-seven participants attended the listening session, providing valuable feedback from culturally and linguistically diverse communities. Brian noted that offering multiple opportunities for participation ensured community members could provide input in ways that were accessible and meaningful to them rather than relying solely on written surveys.

Staff reported that public feedback strongly affirmed the overall direction of the State Plan. Rather than recommending significant structural changes, comments focused primarily on strengthening language and clarifying existing objectives. Six primary themes emerged through the public comment process:

- Self-advocacy and opportunities to be heard
- Access to services and system navigation
- Behavioral health and developmental disabilities
- Cultural and community needs
- Quality services
- Rights and equity

Kevin reviewed revisions incorporated into the final draft. For Goal One, revisions strengthened language supporting leadership opportunities for

individuals with lived experience, expanded culturally responsive sexual health education, and increased emphasis on supported decision-making. Revisions to Goal Two strengthened behavioral health coordination, supports for aging caregivers and individuals with developmental disabilities, justice system diversion and reentry efforts, and quality assurance within home and community-based services. Staff noted that these revisions strengthened the existing plan while maintaining its overall goals, objectives, and performance measures.

Brian reviewed the remaining steps in the federal approval process, explaining that the Council's approved State Plan would be submitted to the Administration for Community Living by August 15, 2026. The plan would then undergo both federal staff review and peer review before implementation beginning October 1, 2026. Brian thanked Council members for their extensive participation throughout the two-year planning process and emphasized that the State Plan reflects the collective priorities, experiences, and recommendations of the Council and the broader developmental disabilities community.

Brandi Monts thanked Council members for their willingness to ask difficult questions throughout the planning process while encouraging continued focus on demonstrating how the Council's work improves the lives of people with developmental disabilities and their families. She also recognized Council staff for their flexibility and commitment to incorporating member feedback throughout development of the State Plan.

Motion

De Anna moved and Riley seconded to approve the 2027-2031 Council's Five-Year State Plan as presented, with authority for staff to make any necessary non-substantive revisions prior to submission to the Administration for Community Living. The motion carried with Connor abstaining.

Council members congratulated Brian Dahl and Kevin Vargas for leading the development of the State Plan. The Council thanked staff and community partners for their contributions throughout the planning process.

Brian encouraged members to continue providing feedback prior to submission if additional clarifications were identified.

Expansion 2025 Conflict Mediation Review

Executive Director Brandi Monts provided an overview of the Council's Expansion 2025 Conflict Mediation initiative. The project grew out of the Council's previous diversity, equity, and inclusion work, during which participants identified conflict resolution as an important skill for strengthening collaboration across Washington's developmental disabilities community. In response, the Council partnered with the Thurston County Dispute Resolution Center to provide conflict mediation training for Council members, staff, and Community Advocacy Coalition participants.

Participants reflected on both the introductory four-hour training and the forty-hour mediation certification course. Emily Rogers, Linda, Bridget Parkhill, and Brandi Monts shared that the training emphasized active listening, creating space for respectful dialogue, asking clarifying questions, and helping participants better understand one another even when disagreements remained. Members noted that the training reinforced the importance of slowing conversations, reducing conflict, and building trust while working toward systems change.

Several participants expressed interest in pursuing additional mediation training and encouraged the Council to continue investing in conflict resolution skills to strengthen relationships throughout Washington's developmental disabilities community. Robert Wardell also shared his interest in participating in future training opportunities.

Brandi thanked everyone who participated in the trainings and encouraged members to continue applying learned skills throughout their work within the developmental disabilities community.

The Council recessed for lunch. Members were reminded to return at 1:00 p.m. for committee meetings and to reconvene in the afternoon full Council session for agency reports, announcement of the Co-Chair election results, and remaining business.

Leigh Spruce reconvened the Full Council and announced that Bridget Parkhill was elected Community Co-Chair. Council members congratulated Bridget on her election and thanked all candidates for their willingness to serve in a leadership role.

Committee Reports

Membership and Governance Committee

Riley Daugherty reported that the committee approved the April 2026 meeting minutes and reviewed the committee's responsibilities.

Members received an overview of the Council Charter, Executive Order, and Memorandum of Understanding with the Department of Commerce. Providing an overview of how each document guides the Council's authority and operations. The committee also reviewed Council member recruitment and onboarding processes and identified the Charter, Executive Order, and Memorandum of Understanding as priorities for continued review during the October meeting.

Public Policy Committee

Dana Floyd reported that the committee approved the April 2026 meeting minutes and reviewed the committee's role in developing legislative priorities and supporting Council members in legislative education and engagement.

The committee reviewed responses to the legislative priorities survey and identified four primary priorities:

- Medicaid
- Access to services and supports
- Caregiver and direct support workforce shortages and training
- Family caregiver supports

Members discussed the relationship between these priorities, recognizing Medicaid as the foundation supporting many developmental disabilities services and community living opportunities.

The committee also reviewed the Council's legislative priorities video and discussed opportunities for members to participate in education and testimony during future legislative sessions.

Agency Reports

Monica Burke shared information regarding recruitment for the Adolescent, Guardian, and Caregiver Advisory Board and highlighted newly developed pediatric feeding disorder resources to support children and youth with developmental disabilities and their families.

Noah Seidel reported completion of its annual priority-setting process and announced a new Long-Term Residents' Rights Team that will provide legal assistance to individuals facing involuntary discharge from adult family homes and assisted living facilities.

Letha Fernandez provided an update on statewide behavioral health initiatives supporting children and youth and described ongoing collaboration with community partners to strengthen services and improve outcomes.

Mark Harniss reported progress despite delays in federal funding opportunities. Updates included submission of LEND grant applications, bridge funding supporting continued operations, enrollment of approximately forty new trainees, applications for ADA technical assistance grants, and new philanthropic funding to assist families participating in clinical services through support addressing social determinants of health.

Katie Mirkovich reported that Washington continues to operate under an Order of Selection because available resources remain insufficient to serve all eligible applicants. Members were encouraged to continue referring individuals for vocational rehabilitation services. DVR also highlighted employment opportunities available through the Supported Employment in State Government (SESG) program.

Brandi Monts recognized Katie Mirkovich and Elizabeth Gordon for their leadership in strengthening the Supported Employment in State Government program and reaffirmed the Council's commitment to

expanding integrated employment opportunities for individuals with developmental disabilities within state government.

Public Comment

There were no comments

Outgoing Community Co-Chair Tayshia Farra thanked Council members and staff for their support throughout her service on the Council. She reflected on the difficulty of concluding her term and expressed her appreciation for the relationships she had developed while serving the developmental disabilities community. Tayshia shared that she hoped to remain connected with the Council and looked forward to opportunities to serve again in the future.

Council members and staff thanked Tayshia for her leadership and dedication to the Council. Leigh Spruce congratulated Bridget Parkhill on her election as Community Co-Chair and thanked Tayshia for her many contributions during her tenure.

Leigh Spruce adjourned the meeting.

Reading 26-32: All Programs Budget

Cover Sheet

What this is

This document provides a summary of spending across all Council programs through July 2026.

Why it's included

It gives Council members an overall view of program spending, remaining balances, and the Council's financial position.

Action

No action required. For review, awareness, and discussion as needed.

All Program Budget

Reading 26-32 DDC All Programs Budget - July 2026

Fund Source	Total Funding	Expenditures	Balance	Percent Remaining
Federal Award 2024	\$1,576,358	\$ 1,576,358	\$ 0	0%
Federal Award 2025	\$1,572,600	\$ 1,009,693	\$ 562,907	36%
Federal Award 2026	\$ 1,562,150	\$ -	\$ 1,562,150	100%
Additional Staffing - GFS FY26 -Final Report out	\$140,000	\$ 139,544	\$ 456	0%
Additional Staffing - GFS FY27	\$140,000	\$ 5,778	\$ 134,222	96%
Informing Families FY26 (IAA with DSHS) -Final Report out	\$ 443,093	\$ 439,018	\$ 4,075	1%
Informing Families FY27 (IAA with DSHS)	\$ 443,093	\$ 13,411	\$ 429,682	97%
Total	\$ 5,877,294	\$3,183,803	\$ 2,259,734	

Reading 26-33: Fiscal Year 2024 Budget

Cover Sheet

What this is

This document provides the status of Fiscal Year 2024 funds and expenditures through July 2026.

Why it's included

It helps Council members monitor spending and understand the remaining balance for this funding year.

Action

No action required. For review, awareness, and discussion as needed.

2024 Federal Award Budget

Reading 26-33 Federal Award 2024			
	Budget	Actuals	Variance
Council Operations		<i>Expenditures thru July 2026</i>	
Expenditures:			
Salaries and Benefits	187,502	233,561	(46,059)
Community Compensation	30,000	0	30,000
Goods and Services	45,000	62,180	(17,180)
Equipment	5,000	264	4,736
Council Meeting Costs	93,000	93,000	0
Indirect	50,000	50,000	0
Council Operations Total	410,502	439,005	(28,503)
Expenditures:			
Salaries and Benefits	439,989	174,979	265,010
Goods and Services	70,000	73,907	(3,907)
Equipment	5,000	0	5,000
Grants/Contracts	588,977	888,467	(299,490)
State Plan Total	1,103,966	1,137,353	(33,387)
Contingency Reserves	61,890		61,890
Total 2024 Award	1,576,358		
Balance			0

Notes:

1. Started spending in Council Operations in July 2024.

Reading 26-34: Fiscal Year 2025 Budget

Cover Sheet:

What this is

This document provides the status of Fiscal Year 2025 funds and expenditures through July 2026.

Why it's included

It helps Council members monitor spending and understand the remaining balance for this funding year.

Action

No action required. For review, awareness, and discussion as needed.

2025 Federal Award Budget

Reading 26-34 Federal Award 2025			
	Budget	Actuals	Variance
Council Operations		<i>Expenditures thru July 2026</i>	
Expenditures:			
Salaries and Benefits	214,303	174,728	39,575
Goods and Services	45,000	41,421	3,579
Equipment	5,000	0	5,000
Council Meeting Costs	76,500	42,790	33,710
Indirect	50,000	50,000	0
Council Operations Total	390,803	308,939	81,864
Expenditures:			
Salaries and Benefits	439,172	275,547	163,625
Goods and Services	70,000	17,666	52,334
Equipment	5,000	0	5,000
Grants/Contracts	586,848	407,541	179,307
State Plan Total	1,101,020	700,754	400,266
Contingency Reserves	80,777		80,777
Total 2025 Award	1,572,600		
Balance			562,907

Notes:

1. Started spending in Council Operations in October 2025.

Reading 26-35: Fiscal Year 2026 Budget

Cover Sheet

What this is

This document provides the status of Fiscal Year 2026 funds and expenditures through July 2026.

Why it's included

It helps Council members monitor current-year spending and understand how available funds are being used.

Action

No action required. For review, awareness, and discussion as needed.

2026 Federal Award Budget

Reading 26-35 Federal Award 2026			
	Budget	Actuals	Variance
Council Operations		<i>Expenditures thru July 2026</i>	
Expenditures:			
Salaries and Benefits	215,979		215,979
Community Compensation	30,000		30,000
Goods and Services	38,500		38,500
Equipment	4,000		4,000
Council Meeting Costs	93,000		93,000
Indirect	50,000		50,000
Council Operations Total	431,479	0	431,479
Expenditures:			
Salaries and Benefits	490,656		490,656
Goods and Services	34,000		34,000
Equipment	5,000		5,000
Grants/Contracts	563,977		563,977
State Plan Total	1,093,633	0	1,093,633
Contingency Reserves	37,038		37,038
Total 2026 Award	1,562,150		
Balance			1,562,150

Notes:

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 26-36: Fiscal Year 2026 Informing Families Roll-Up Budget Cover Sheet

What this is

This document provides a summary of the Fiscal Year 2026 Informing Families budget and expenditures through July 2026.

Why it's included

It helps the Council monitor spending for Informing Families and understand the program's current financial status.

Action

No action required. For review, awareness, and discussion as needed.

Informing Families Budget Roll Up 2026

	Reading 26-36 Informing Families - Roll Up FY26		
	Budget	Actuals	Variance
		<i>Expenditures thru July 2026</i>	
Expenditures:			
Salaries and Benefits	21,120	56,092	(34,972)
Goods and Services	91,555	65,068	26,487
Grants/Contracts	324,320	301,142	23,178
Travel	-	-	-
Indirect	6,098	16,717	(10,619)
TOTAL	443,093	439,018	4,075

Reading 26-37: Fiscal Year 2027 Informing Families Roll-Up Budget

Cover Sheet

What this is

This document provides a summary of the Fiscal Year 2027 Informing Families budget.

Why it's included

It helps the Council understand the funding available for Informing Families and how the budget is organized for the coming funding year.

Action

No action required. For review, awareness, and discussion as needed.

Informing Families Budget Roll Up 2027

	Reading 26-37 Informing Families - Roll Up FY27		
	Budget	Actuals	Variance
		<i>Expenditures thru July 2026</i>	
Expenditures:			
Engaging with Communities	227,000	0	227,000
Communication Project	112,200	10,904	101,296
Translation	5,000	0	5,000
Life Course Tools & Materials	20,000	0	20,000
Statewide Support for Family Networks	48,893	0	48,893
Contract Administration	30,000	2,507	27,493
TOTAL	443,093	13,411	429,682

Reading 26-38: Discretionary Funds

Cover Sheet

What this is

This document provides an update on the Council's discretionary funds, including expenditures and the remaining balance.

Why it's included

It allows Council members to track discretionary spending and understand what funds remain available.

Action

No action required. For review, awareness, and discussion as needed.

Reading 26-38

Discretionary Funded Projects 2026

June through October 2026

Purpose of this reading

This reading informs Council members about projects supported with discretionary funds from June through October 2026.

Projects and sponsorships

- **Washington APSE Employment Conference:** This conference focuses on community integrated employment for people with intellectual or developmental disabilities.
- **Family Support Conference:** This free one-day Spokane-area event gives parents and caregivers information, practical strategies, and connections through speakers, breakout sessions, and a resource fair.
- **People First Convention 2026:** The annual convention brings together hundreds of people with intellectual and developmental disabilities from across Washington State.
- **Wise 40th Anniversary Celebration:** The event recognizes people with disabilities, employment organizations, government agencies, and businesses that have shaped disability employment over the past four decades.

[Policy 408 Discretionary Funds. docx.docx](#)

Reading 26-39: Legislative Priorities

Cover Sheet

What this is

This document presents the proposed Council legislative priorities for the 2027 legislative session.

Why it's included

The priorities guide the Council's public policy work and communicate the issues the Council will emphasize during the legislative session.

Action

Review, discuss, and vote to approve the Council's 2027 legislative priorities.



Draft Legislative Priorities

Thank you to everyone who filled out the survey about the DRAFT 2027 Legislative Priorities. Please keep your responses in mind for our discussion coming up at the October meeting.

If you have not reviewed it yet or thought about your comments, please take a moment to review this document and keep your questions in mind for our discussion.

We look forward to a good conversation and to vote on these priorities!

Sincerely,
Emily Rogers, Washington State Developmental Disabilities Council, Public Policy Director

DRAFT

Washington State Developmental Disabilities Council 2027 Legislative Priorities

People with developmental disabilities should have the opportunity to live safely, participate fully in their communities, and access the services and support they need, regardless of where they live in Washington. For the 2027 Legislative Session, the Developmental Disabilities Council urges policymakers to protect the systems that make community living possible while addressing growing gaps in access, workforce capacity, and caregiver support.

Protect and Strengthen Medicaid

Medicaid is essential for people to live in the community successfully.

The DDC supports efforts to protect, sustain, and expand Medicaid, including medical services and developmental disabilities waiver programs. For people with developmental disabilities, Medicaid is much more than health insurance. It is the foundation for services that make everyday life



and community living possible, including personal care, therapies, assistive technology, and critical supports administered through the Developmental Disabilities Administration.

Because Medicaid is a partnership between Washington State and the federal government, changes at either level can have significant consequences for people with developmental disabilities and their families. Washington must remain vigilant in protecting access to these essential services and ensuring that individuals and families have timely, understandable information about changes that may affect their support services.

Ensure Access to Services Across Washington

Where a person lives should not determine whether they can receive the services they need to live safely, independently, and as part of their community.

The DDC opposes cuts or policy changes that reduce access to disability services and supports. Many of these systems are already underfunded and stretched beyond capacity.

Qualifying for a service does not mean a person can actually receive it. Across Washington, people may be eligible for support but unable to access it because providers are unavailable, programs do not exist in their communities, or systems are too difficult to navigate.

Washington must strengthen local service networks, improve system navigation, use meaningful and age-appropriate assessments, and address “service deserts” that leave individuals and families without realistic access to support.

Recognize and Support Family Caregivers

Family caregivers are a critical part of the supports that people with disabilities rely on to live in the community.

The DDC supports policies that recognize family caregivers as essential partners in Washington's long-term care system.

Families often fill the gaps when paid providers are unavailable, difficult to recruit, or difficult to retain. Their knowledge, stability, and commitment are invaluable, but families cannot be expected to carry increasing responsibility without adequate support.

Family caregivers should have access to paid training and continuing education that is practical, accessible, and relevant to the needs of the person they support. Investing in family caregivers strengthens the quality and continuity of care while helping individuals remain in their homes and communities.

Build a Stable and Sustainable Disability Workforce

A service system cannot fulfill its promise if there is no workforce available to provide the service.

Washington's shortage of qualified caregivers and disability service providers has become an access issue for people with developmental disabilities.

When providers are unavailable, authorized services can exist on paper while remaining inaccessible in practice. Individuals may go without essential assistance needed to live safely, work, participate in their communities, and maintain independence. Families are often left to fill the gap.

Recruitment and retention challenges include low wages, inadequate Medicaid reimbursement rates, certification requirements, training costs, limited access to technology, language barriers, and training that does not always reflect the individual needs of the people receiving support. Washington must invest in strategies that make disability service careers sustainable, strengthen recruitment and retention, reduce unnecessary barriers to entering the workforce, and ensure providers receive relevant, high-quality training.

Summary

Washington has made a commitment to people with developmental disabilities: they should be able to live with dignity, choice, safety, and meaningful connection to their communities.

Protecting Medicaid, ensuring equitable access to services, supporting family caregivers, and stabilizing the disability workforce are interconnected. Weakness in one area places greater pressure on all the others.

The DDC urges the Legislature to protect what works, address the gaps that leave people without meaningful access to services, and invest in a sustainable system that works for people with developmental disabilities and their families in every community across Washington.

Membership & Governance Committee – Proposed Agenda

Date: October 15, 2026

Time: 2:15 PM – 4:00 PM

Location: In-Person and Virtual

In-Person Location: Little Creek Casino Resort

Join Zoom Meeting: [October 2026 Membership & Governance Committee](#)

Meeting ID: 875 1602 6110

Passcode: 542762

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

Ex-Officio Members: Bridget Parkhill and Leigh Spruce

Staff: Kevin Vargas, Linda West, Brian Dahl, and Tannis Sears

Agenda

2:15 PM	Call to Order / Welcome and Introductions	Riley Daugherty
2:20 PM	Adjust Agenda	Riley Daugherty
2:25 PM	Approval of July 2026 Meeting Minutes <i>Reading 26-MG-23 July 2026 Draft Minutes</i> VOTE: Approve minutes with changes, if applicable	Riley Daugherty

GENERAL

2:30 PM	2027 Council Meeting Dates and Locations <i>Reading 26-MG-24 2027 Council Meeting Dates and Locations</i>
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VOTE

GOVERNANCE

2:45 PM	Council Charter <i>Reading 26-MG-25 Proposed Charter Update Approach</i> <i>Reading 26-MG-26 Last Approved Charter</i> <i>Reading 26-MG-27 Proposed Introduction</i> <i>Reading 26-MG-28 Proposed Membership Section</i> <i>Reading 26-MG-29 Proposed Governance and Leadership Section</i> <i>Reading 26-MG-30 Proposed Meeting Structure Section</i>	Kevin and Brian
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MEMBERSHIP

3:30 PM	Membership Pipeline <i>Reading 26-MG-31 Membership Map</i> • Recruitment Update • Interview Schedule and Volunteers	Linda
3:40 PM	Member Experience ○ Membership Infrastructure ○ Member Lifecycle	Linda and Brian
3:55 PM	January 2027 Meeting Agenda and To-Do List	Riley Daugherty
4:00 PM	Adjourn	Riley Daugherty

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

Reading 26-MG-23: July 2026 Membership and Governance Committee Minutes

Cover Sheet

What this is

These are the draft minutes from the July 2026 Membership and Governance Committee meeting.

Why it's included

The minutes provide the official record of the committee meeting and must be reviewed and approved by the committee.

Action

Review and vote to approve the July 2026 Membership and Governance Committee meeting minutes.

Reading 26-MG-23

Washington State Developmental Disabilities Council Membership and Governance Committee Meeting Minutes

Date: July 16, 2026

Time: 1:06 p.m.–3:00 p.m.

Location: Zoom

Members Present: Riley Daugherty, Julie Clark, Robert Wardell, Alex Koval, Melissia Dodge, Katie Nash, Connor Casseday, Monica Burke, Mark Harniss, Noah Seidel, and Leigh Spruce

Staff Present: Brandi Monts, Brian Dahl, Kevin Vargas, Linda West and Tannis Sears

Call to Order and Introductions

Riley Daugherty called the meeting to order and asked members, staff, and guests introduced themselves.

Agenda

The committee reviewed the proposed agenda. No changes were requested, and the agenda was accepted as presented.

Approval of April 2026 Meeting Minutes

Robert Wardell moved and Julie Clark seconded to approve the minutes. The motion passed without opposition or abstention.

Membership and Governance Committee Orientation

Brian Dahl and Kevin Vargas provided an overview of the purpose and responsibilities of the Membership and Governance Committee. They explained that the committee's work has two primary areas:

- Membership, including recruitment, application review, interviews, recommendations, orientation, participation, and maintaining a representative Council membership.
- Governance, including the Council’s charter, policies, executive order, memorandum of understanding with the Department of Commerce, committee structure, meeting practices, and compliance with state and federal requirements.

Staff support the committee by researching issues, preparing drafts, and translating technical material into accessible and plain language formats.

The committee discussed using sub committees to review portions of major documents and develop recommendations between regular committee meetings. The Council Charter will likely require both small-group work and broader committee discussion because of its length and complexity.

The committee also reviewed its work plan as a living document used to track recurring responsibilities, including membership recruitment, development day planning, meeting dates, locations, the Council charter, the executive order, the memorandum of understanding, and the executive director evaluation.

Council Charter

Kevin Vargas and Brian Dahl introduced the current Council Charter, which was last approved in 2010. Staff explained that the charter describes how the Council is organized and operates, including membership, governance, officers, meetings, voting, committees, compensation, management, and the process for making future amendments.

Several portions of the charter are outdated. Examples discussed included:

- Language describing the Council’s leadership structure, including the use of co-chairs
- Meeting procedures and the Council’s current mix of virtual and hybrid meetings
- Quorum, voting, attendance, and conduct-of-business provisions

- Committee and workgroup structures
- Community compensation and other policies that have been updated since the charter was adopted
- The responsibilities of standing committees
- The process for amending the charter

Staff noted that some sections can be updated by incorporating language from operational policies the Council has already approved.

Committee members were encouraged to share ideas about the review process and possible changes. Staff reported that they had also reviewed charter update approaches used by other councils. The committee expects to begin more detailed work on the charter at the October meeting.

Executive Order

Brandi and Kevin explained that the current executive order is outdated and will need to be revised and submitted to Governor Ferguson for consideration.

The committee discussed areas that may need to be addressed in an updated executive order, including the Council's current use of co-chairs and the Council's authority to determine its own leadership structure.

Staff explained that the charter and executive order are closely connected and should be reviewed together so their provisions are consistent.

Before the next meeting, staff will organize the executive order into a more accessible, plain-language format, identify provisions required by federal or state law.

The committee agreed to include discussion of the executive order on the agenda for the next meeting.

Memorandum of Understanding with the Department of Commerce

Brandi Monts explained that the memorandum of understanding, is the agreement describing how the Council and Commerce work together and what administrative support Commerce provides.

The current MOU has not been updated since 2015. Staff have been working with Commerce on a revised version. Brandi reported that progress has increased in recent months as the new Commerce leaders have become more involved in the discussions.

The committee discussed several issues being addressed through the MOU, including:

- Financial and administrative support for the Council
- Technology and the Council's website
- Travel reimbursement and advance payment of expenses
- Accessible transportation
- Removing financial barriers to participation

Staff explained that many of these issues involve agency rules and procedures rather than laws. Changes require negotiation with several levels of Commerce. The Council will review the proposed agreement and have an opportunity to raise questions or concerns before approving it.

Staff explained that the committee's role in the MOU will be different from its role in revising the charter. The MOU is negotiated between the Council and Commerce, committee members will primarily review the proposed agreement, ask questions, and identify concerns.

The committee discussed the amount of work involved in reviewing the charter, executive order, and the MOU at the same time.

Membership Pipeline and Member Experience

Linda West reviewed the Council's membership process. Council members are appointed to three-year terms and may serve two consecutive terms. Applications may be submitted to the Governor's Office throughout the year, although active recruitment generally begins in late winter or early spring before terms end on June 30.

The committee will participate in the recruitment and appointment process by:

- Helping identify and recruit potential applicants
- Selecting members to serve on an interview team

- Reviewing applications and conducting interviews
- Developing appointment recommendations for submission to the Governor's Office
- Supporting orientation for newly appointed members

Linda reported that the appointment recommendations from the most recent recruitment cycle had been forwarded to the Governor's Office and were awaiting action.

The committee reviewed the Council's current membership. Staff explained that recruitment and appointment recommendations consider several factors, including representation of people with developmental disabilities, family members, geographic areas, race and ethnicity, and lived experiences.

The committee discussed the need to expand outreach to communities that may not be well represented on the Council. Members were encouraged to share information about the Council in their communities and refer interested applicants to staff for assistance with the application process.

Staff also reviewed other membership-related responsibilities of the committee, including:

- Orienting new members
- Planning the annual Council Development Day
- Reviewing meeting dates and locations
- Maintaining and updating the Membership Handbook
- Reviewing the Council website for current and accessible information

October Meeting and 2027 Meeting Planning

Staff reviewed the initial agenda for the October committee meeting. The committee will begin detailed work on the Council Charter and review a plain-language version of the executive order. Staff will organize the discussion by topics or themes so members can consider related issues across both documents. The MOU will be added if there are significant developments that require committee review.

The October Council meeting will be held in Shelton.

Development Day will focus on the Council's work with the other DD Network partners: Disability Rights Washington, the University of Washington Center for Excellence in Disabilities, and Allies in Advocacy. The discussion will connect the work of each partner to the Council's new State Plan.

Members supported continuing the current schedule of two virtual meetings and two in-person hybrid meetings. Members generally supported keeping the January Council meeting virtual and holding Advocacy Day as a separate in-person event in Olympia. Members noted that this approach reduces travel during winter, allows greater focus on Advocacy Day, and provides more opportunities to hold Council meetings in other parts of the state.

The committee began identifying possible locations for the two 2027 in-person meetings. Suggestions included Bellingham, the Tri-Cities, the Everett or north Seattle area, Spokane, Wenatchee, Vancouver, Dayton, and the University of Washington. Staff will research the suggested locations, including meeting space, lodging, transportation, accessibility, and cost.

The committee will continue this discussion and make final recommendations about the 2027 meeting locations at the October meeting.

Action Items

Staff will:

- Prepare the Council Charter and executive order for review using plain-language summaries and topic-based sections.
- Add the MOU to a future agenda when significant developments are ready for committee review.

- Research potential locations for the 2027 in-person Council meetings.
- Bring meeting-location options back to the committee in October
- Continue supporting recruitment, appointments, and orientation for new Council members.

Committee members were encouraged to review the Charter and share ideas for changes, meeting locations, and ways to strengthen membership recruitment and representation.

Adjournment

Riley Daugherty adjourned the meeting.

Reading 26-MG-24: 2027 Meeting Dates and Locations

Cover Sheet

What this is

This document presents proposed Council meeting dates and locations for 2027.

Why it's included

Reviewing the schedule early helps the Council plan accessible meetings, coordinate travel, and give members advance notice.

Action

Review and discuss the proposed dates and locations and provide direction for the 2027 meeting schedule.

Options for October 2027 Council Meeting

Locations:

Icicle Village Resort - Leavenworth

- Has meeting space
- Has catering services
- Has accessible rooms
- On-site restaurant

Hilton Garden Inn - Wenatchee

- Has meeting space
- Has catering services
- Has accessible rooms
- On-site restaurant
- Accessible pool

Dates:

January 21, 22 Virtual

April 15, 16 Olympia

July 15, 16 Virtual

October 21, 22 TBD

Reading 26-MG-25: Charter Update Approach

Cover Sheet

What this is

This document describes the proposed approach for reviewing and updating the Council Charter.

Why it's included

A shared approach will help the committee simplify the Charter, use plain language, and keep the document focused on the Council's core governance requirements.

Action

Review, discuss, and confirm the approach for continuing the Charter update.

How We Will Update the Council Charter

Membership and Governance Committee Discussion

Why We Are Doing This

The Council is updating its Charter. We want the Charter to be clear, easy to understand, and useful for many years. We also want the Council to be able to change the details of how it works when needed.

The Charter Will Have Two Parts

- **Charter body.** This part will explain the Council's purpose, responsibilities, values, and general rules. The language of the Charter will be general to allow maximum flexibility in the way the Council organizes itself and does business
- **Charter appendices.** These will explain in detail how Council leadership meetings, committees and other things work. The appendices must follow the Charter and must be approved by the full Council. The appendices are where changes can be made over time to reflect the way the Council works in real time without impacting the body of the Charter.

For example, the Charter may say that Council leadership must be representative, inclusive, accessible, and empowering. An appendix would explain the leadership positions, what leaders do, and how they are chosen.

What We Are Doing Now

The Membership and Governance Committee will first review general Charter language about the Council's purpose, membership, governance, leadership, and meetings. Committee members can suggest changes and tell us what is missing.

The committee is not choosing a leadership structure or detailed meeting rules yet.

What Happens Next

After the committee agrees on the general Charter language, it will go to the full Council for review and approval. Then one or more subcommittees will study leadership and meetings in more detail and draft the appendices.

The Membership and Governance Committee will review their recommendations before sending them to the full Council for approval.

Reading 26-MG-26: Last Approved Council Charter

Cover Sheet

What this is

This is the Council Charter currently in effect and serves as the starting point for the committee's review.

Why it's included

The committee needs the last approved language available when considering proposed revisions and identifying what should be retained, simplified, or moved to supporting documents.

Action

No action required. For reference during the Charter discussion.

Reading 26-MG-26

WASHINGTON STATE DEVELOPMENTAL DISABILITIES COUNCIL

CHARTER

Approved January 22, 2010

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

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

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

Section 1 MEMBERSHIP

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

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

Section 2 GOVERNANCE OF THE COUNCIL

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

Council policy shall fall into the following groups:

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

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

- B. “Don’t” Policies are limitations on Executive Director authority.

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

- C. “Who” Policies describe the Council Executive Director relationship.

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

- D. “How” Policies are Council processes.

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

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

Section 3 OFFICERS

The Council shall have the following officers:

A. Chair

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

B. First Vice-Chair

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

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

C. Second Vice-Chair:

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

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

Section 4 DUTIES OF THE OFFICERS

A. The Chair Shall:

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

B. The First Vice-Chair shall:

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

C. The Second Vice-Chair shall:

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

Prohibition

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

Section 5 MEETINGS

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

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

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

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

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

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

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

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

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

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

All motions for “final action” of the Council must be submitted in writing and read to the Council prior to vote. All “final action” must be approved by a majority vote (except as otherwise specified in the Charter) of those present at a Council meeting for which there is a quorum. The vote must be recorded in the minutes.

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

Section 7 MINUTES OF MEETINGS

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

Section 8 SUB-ORGANIZATIONS

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

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

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

Council shall have and amend the general responsibilities by a simple majority vote of the full Council.

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

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

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

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

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

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

The Council shall determine the length of the appointment for the chair and members of an ad hoc committee and whether non-Council members will be included in a particular ad hoc committee. The Council shall approve a written statement of the nature and scope of an ad hoc committee as well as the number of members and what constitutes a quorum for the purposes of their meetings. The statement shall include an ending date for the work of the ad hoc committee. At the ending date, the ad hoc shall conclude its work or seek reauthorization for its work from the

full Council. There is no limitation on the number of ad hoc committees on which a Council member may serve as a member or a chair.

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

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

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

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

Section 9 REASONABLE ACCOMMODATION

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

3. Availability of a written individualized accommodation plan when requested by a member;
 4. An overall plan to comply with federal law described above; and
 5. Training for Council members and staff on their role regarding accommodations.
- C. The Council shall hold its meeting and the activities it sponsors in facilities that meet the requirements of the Americans with Disabilities Act, RCW 49.60 and other applicable state or local policies. At meetings the Council holds or sponsors, reasonable accommodations shall be provided so that all members can participate.

Section 10 COMPLAINT PROCEDURE

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

Section 11 COMPENSATION OF THE COUNCIL

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

Section 12 MANAGEMENT

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

The full Council shall conduct a performance evaluation of the Executive Director at least annually (based on the federal fiscal year) for the purpose of assessing the degree to which policy outcomes were achieved by management.

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

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

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

Section 13 AMENDMENTS

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

Appendix A

Responsibilities of the Standing Committees of the Council:

Governance Committee shall:

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

Membership Committee shall:

1. Assist the Council in determining the kind and quantity of diversity, skills and experience that is needed in each recruitment "class" of new Council members in order to "fill the gaps" in Council membership, assure the interviewing of

potential members, and forward names of candidates to the Governor after reviewing with the full Council how the candidates “fill the gaps” in Council membership.

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

Public Policy Committee shall:

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

Appendix B

Workgroups shall

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

Develop and oversee the implementation of the State Plan focused on the areas assigned to the workgroup;

Make recommendations to the Council related workgroup’s assigned issues for the purpose of formulating a proactive Legislative agenda; and

Make recommendations to the Council, establishing guidelines and criteria for responding to the legislative initiatives (related to workgroup’s assigned issues) of others.

Reading 26-MG-27: Proposed Charter Introduction

Cover Sheet

What this is

This document presents the current Charter introduction followed by proposed plain-language replacement text.

Why it's included

The side-by-side structure allows the committee to compare the existing language with a clearer description of the Council's purpose and authority.

Action

Review and discuss the proposed introduction and provide direction for revisions.

Reading 26-MG 27

Council Charter Introduction **Current and Proposed Language**

Current Language

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

The goal of these activities is to assure individuals with developmental disabilities are able to live independently, productively, with choice and self-determination, and integrated and included in all aspects of community life. The Council shall produce a State Plan that outlines the performance targets, activities and budget that address this goal and the requirements of the Act.

Proposed Plain Language

The Washington State Developmental Disabilities Council was created under the federal Developmental Disabilities Assistance and Bill of Rights Act and a Washington State executive order.

The Council works to support people with developmental disabilities in making their own choices, directing their own lives, and fully participating in their communities.

The Council does this through advocacy, building the ability of people and communities to create change, and improving systems and services.

The Council develops a State Plan that explains its goals, planned work, and use of funds. The State Plan guides the Council's work and meets the requirements of federal law.

Reading 26-MG-28: Proposed Charter Membership Section

Cover Sheet

What this is

This document presents the current Charter membership language followed by a proposed plain-language membership section.

Why it's included

The comparison allows the committee to consider whether the proposed language clearly explains Council membership while preserving required information.

Action

Review and discuss the proposed membership section and provide direction for revisions.

Reading 26-MG-28

Membership - Current and Proposed Language

Current Language

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.

Proposed Plain Language

The Governor appoints Council members who live in Washington State.

The Council's membership must follow federal and state law.

The Council includes:

- People with developmental disabilities.
- Family members.
- People who represent state agencies.
- People who represent community organizations.

The Council must have the number and types of members required by federal law.

Council members will come from different parts of Washington and reflect the racial and ethnic diversity of the state. The Council will help the Governor understand which members are needed, find possible members, and fill empty positions.

Most members serve three-year terms. Members who represent state agencies do not have fixed terms.

A member may serve two three-year terms in a row. A person appointed to fill an empty position will finish the term of the previous member. A member may continue serving until the Governor appoints a replacement.

Reading 26-MG-29: Proposed Charter Governance and Leadership Section

Cover Sheet

What this is

This document presents the current governance and leadership language followed by a proposed condensed plain-language section.

Why it's included

The proposal combines related provisions so the Charter describes governance and leadership clearly without unnecessary operating detail.

Action

Review and discuss the proposed governance and leadership section and provide direction for revisions.

Reading 26-MG-29

Council Charter

Governance and Leadership - Current and Proposed Language

Current Language

Section 2 Governance Of The Council

The responsibility of the full Council is governance. "Governance" is defined as the development and revision of the internal and external policies directing the work of the Developmental Disabilities Council. Council policy shall fall into the following groups:

A. "Do" Policies are Ends, Outcome or Mission-related policies. These include policies describing what priorities are being addressed, what are the target populations, and what cost or use of resources should be used.

B. "Don't" Policies are limitations on Executive Director authority. These include policies describing those principles of prudence and ethics that limit the choice of means (practices, activities, circumstances, methods) used by the Executive Director.

C. "Who" Policies describe the Council Executive Director relationship. These include policies describing the manner in which power is passed to the Executive Director and how the use of that power by the Executive Director will be assessed.

D. "How" Policies are Council processes. These include policies describing how the Council conducts its work and how it provides leadership. The full Council, not individual members or subgroups, is responsible for governance.

Section 3 Officers

The Council shall have the following officers:

A. Chair

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

B. First Vice-Chair

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

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

C. Second Vice-Chair:

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

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

Section 4 Duties Of The Officers

A. The Chair Shall:

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

B. The First Vice-Chair shall:

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

C. The Second Vice-Chair shall:

1. Preside at meetings in the absence of the Chair and First Vice-Chair;

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

Prohibition

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

Proposed Plain Language

Governance and Leadership

The full Council is responsible for governing the Council. This includes setting the Council's direction, approving policies and plans, overseeing the Council's work, and making sure the Council follows its mission and responsibilities.

The full Council makes decisions together. Individual members, Council leaders, committees, and workgroups may act for the Council only when the full Council has given them that authority.

Council leadership will support the work of the full Council. Leadership will be representative, inclusive, accessible, and empowering. It will create meaningful opportunities for people with developmental disabilities, family members, and other Council members to lead and participate.

Council leaders will help the Council plan its work, conduct its business, and follow through on its decisions. They must follow decisions made by the full Council and may not speak or act for the Council without authority to do so.

Appendix

The Council will approve a leadership appendix that explains:

- The Council's leadership structure.
- How leaders are chosen.
- How long leaders serve.
- The responsibilities of Council leaders.
- How leadership vacancies are filled.
- How leaders are accountable to the full Council.

The leadership appendix must follow this Charter and applicable law. The full Council must approve any changes to the appendix.

Reading 26-MG-30: Proposed Charter Meeting Structure Section

Cover Sheet

What this is

This document presents the current meeting and decision-making language followed by a proposed combined plain-language section.

Why it's included

The proposal brings related requirements together and explains how Council meetings and decisions are structured in clearer language.

Action

Review and discuss the proposed meeting structure section and provide direction for revisions.

Reading 26-MG-30

Council Charter Meetings and Decision Making

Current and Proposed Language

Current Language

Section 5 Meetings

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

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

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

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

Section 6 Quorum, Voting, Attendance, And Conduct Of Business

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

responsibility of the Membership Standing Committee to review the policy at least annually and make recommendations, if appropriate, for revision in the policy.

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

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

Any material related to an agenda item that is submitted four weeks or more prior to a meeting shall be included as an attachment to the agenda. At the time of a meeting the full Council may, as it deems appropriate, remove any item from the agenda, act on it, table it, or refer it to a standing committee, workgroup, ad hoc committee or the Executive Director. All “final actions” items must be so noted on the official agenda and final action items cannot be added to the official agenda of the Council once it is published.

All motions for “final action” of the Council must be submitted in writing and read to the Council prior to vote. All “final action” must be approved by a majority vote (except as otherwise specified in the Charter) of those present at a Council meeting for which there is a quorum. The vote must be recorded in the minutes.

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

Proposed Plain Language

Section 3 Meetings and Decision Making

The Council will hold regular meetings to carry out its work and responsibilities. The full Council will approve its meeting schedule. Additional meetings may be held when needed and allowed by law and Council policy.

Meetings of the Council, its committees, and its workgroups will be open to the public as required by Washington State law.

Council meetings will be accessible, understandable, and inclusive. Members will receive information early enough to review it and will have meaningful opportunities to ask questions, share their views, consider different ideas, and take part in decisions.

The Council will make clear whether an agenda item is for sharing information, discussion, developing a proposal, or making a decision. Members are expected to participate regularly in Council work. The Council will provide the support members need to participate.

The Council may make a decision only when enough members are present to meet its quorum requirements. Decisions will be made in a fair, clear, and open way and will be recorded as required by law.

Appendix

The Council will approve a meeting and decision-making appendix that explains:

- How meeting dates are set or changed.
- How agendas and meeting materials are prepared and shared.
- How quorum is determined.
- How meetings are facilitated.
- How members participate in discussion and decision-making.
- How motions, voting, attendance, and other meeting procedures work.

The appendix must follow this Charter and applicable law. The full Council must approve any changes to the appendix.

Reading 26-MG-31: Council Membership Map

Cover Sheet

What this is

This map shows where current Council members are located and identifies members as people with intellectual or developmental disabilities, family members, or agency representatives.

Why it's included

It helps the committee see the Council's geographic representation and membership balance when considering recruitment and future appointments.

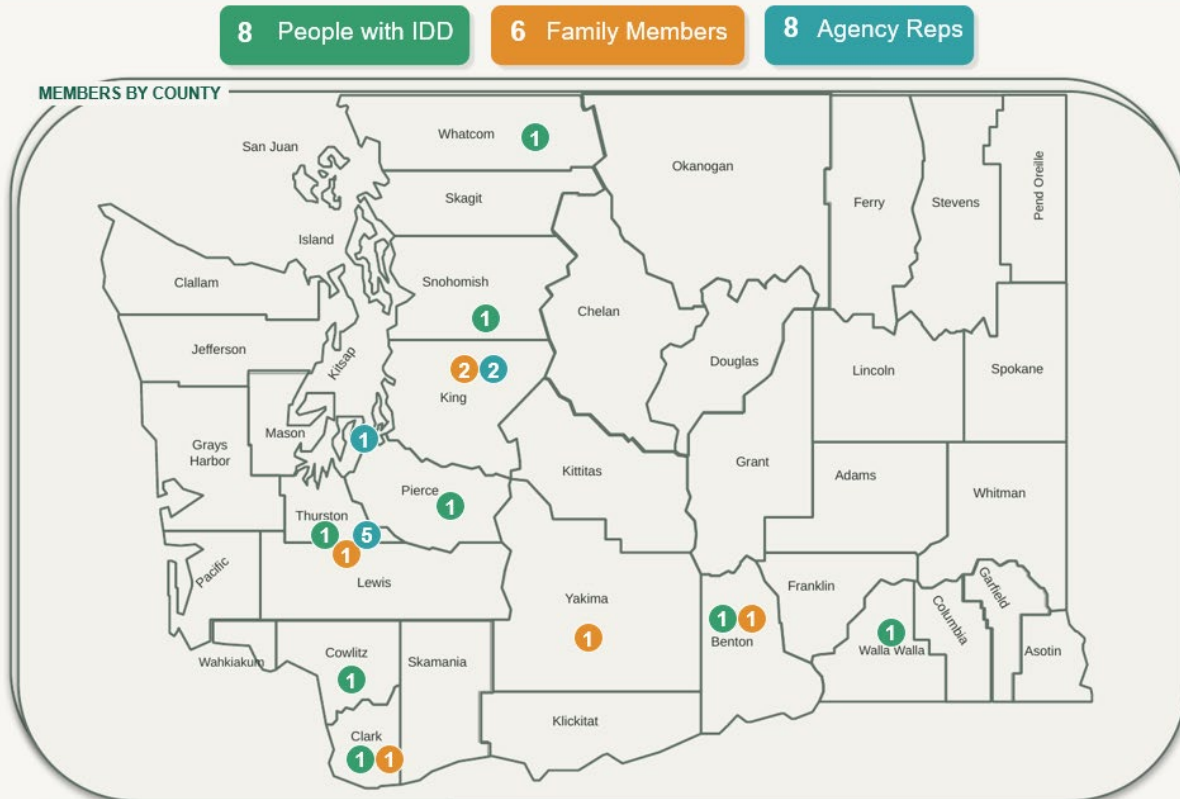
Action

No action required. For review and discussion during membership planning.

Council Membership Map

Reading 26-MG 31 Council Membership

September 2026



Colored circles show county counts by member category.

Council membership by county

The Council has 22 members living in 11 Washington counties. Membership includes eight people with intellectual and developmental disabilities (IDD), six family members and eight agency representatives.

Council members by county:

- Thurston County: 7 members — 1 person with IDD, 1 family member and 5 agency representatives.
- King County: 4 members — 2 family members and 2 agency representatives.
- Benton County: 2 members — 1 person with IDD and 1 family member.
- Clark County: 2 members — 1 person with IDD and 1 family member.
- Whatcom County: 1 person with IDD.
- Snohomish County: 1 person with IDD.



- Pierce County: 1 person with IDD.
- Cowlitz County: 1 person with IDD.
- Walla Walla County: 1 person with IDD.
- Yakima County: 1 family member.
- Kitsap County: 1 agency representative.

The remaining Washington counties do not have a Council member shown on the map.



Public Policy Committee Proposed Agenda

Date: October 15, 2026

Time: 1:05 PM - 3:00 PM

Agenda

Members: Dana Floyd (Chair), De Anna Winterrose, Melanie Baker, Letha Fernandez, Katie Mirkovich (DVR), Kris Pederson (DDA), Megan DeSmet (BHHA), Angela Randal (HCA), and Cassie Martin (OSPI)

Staff: Emily Rogers, Christie Chiles and Phillip Rasmussen

- 1:05 PM** **Welcome**
- 1:10 PM** **Vote on July 16, 2026 Meeting Minutes**
- 1:15 PM** **Review of Today's Agenda**
- 1:20 PM** **Discuss a January or February Advocacy Day Event**
- 1:40 PM** **What is happening in the community?**
 - Are there forums coming up?
- 1:45 PM** **What would you like to see for the January meeting?**
- 2:00 PM** **Adjourn Main Part of Meeting**

LEGISLATIVE PRIORITIES VIDEO

- 2:05 PM** **Work on Legislative Priorities Video**

The last part of the meeting is to record the Legislative Priorities Video. When your part is done, you are free to go.

Reading 26-PP-05 Legislative Priorities
- 3:00 PM** **Adjourn**

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

Reading 26-PP-04: July 2026 Public Policy Committee Minutes

Cover Sheet

What this is

These are the draft minutes from the July 2026 Public Policy Committee meeting.

Why it's included

The minutes provide the official record of the committee meeting and must be reviewed and approved by the committee.

Action

Review and vote to approve the July 2026 Public Policy Committee meeting minutes.

Reading 26-PP-04

Washington State Developmental Disabilities Council Public Policy Committee Meeting Minutes

Date: July 16, 2026

Time: 1:05 p.m.–3:00 p.m.

Location: Virtual Meeting via Zoom

Present: Dana Floyd (Chair), Riley Daugherty, Robert Wardell, DeAnna Winterrose, Leigh Spruce, Bridget Parkhill, Melanie Baker, Katie Mirkovich (DVR), Megan DeSmet (BHHA), Angela Randal (HCA), Letha Fernandez

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

Call to Order and Introductions

Public Policy Committee Chair Dana Floyd called the meeting to order at approximately 1:05 p.m. Dana introduced herself as a Council member from Yakima and noted that this was her first meeting as committee chair. Emily Rogers welcomed Dana to the role and provided an overview of the meeting.

Approval of April 2026 Meeting Minutes

The committee reviewed the draft minutes from the April 16, 2026, Public Policy Committee meeting.

Leigh Spruce moved to approve the minutes. Angela Randall seconded the motion. The motion passed without opposition or abstention.

Agenda

Emily reviewed the agenda. The committee would receive an overview of the Public Policy Committee, review the results of the legislative priorities survey, discuss the leading issues and values to include in the Council's 2027 legislative priorities, receive information about federal issues and resources, and review next steps.

Public Policy Committee Orientation

Emily Rogers provided an overview of the purpose and responsibilities of the Public Policy Committee. She explained that the committee leads the Council's annual process for developing legislative priorities, including gathering input from Council members, reviewing survey results, refining proposed language, and recommending priorities for consideration by the full Council.

The committee also helps identify resources and educational materials that Council members and community members may need to understand the legislative process and participate effectively. Examples include legislative priority documents and videos, advocacy resources, information about how a bill becomes law, and other plain-language materials.

Emily noted that committee members may also provide input to contractors, participate in meetings or public events, and suggest ways to reach communities that have not historically been included.

Staff reviewed the distinction between speaking as an individual Council member and speaking on behalf of the Council. Members may identify themselves as Council members when sharing their own views but should not state that the Council supports a position unless that position has been formally adopted. Staff emphasized that the Council's role is to provide information and education rather than lobby.

Legislative Priorities Survey Results

Emily Rogers reviewed the results of the legislative priorities survey completed by Council members. Four topics received the strongest support:

- Medicaid
- Caregiver and provider shortages and training
- Family caregiver supports
- Access to disability services and supports

Emily noted that Medicaid received the most votes and that several of the other leading topics are closely connected to Medicaid funding and policy. The committee agreed to focus its discussion on these four issues as it began developing the Council's 2027 legislative priorities.

Discussion of Legislative Priorities: Medicaid

The committee began discussing the four highest-ranked legislative priority topics, starting with Medicaid. Members emphasized that Medicaid supports far more than medical care for people with developmental disabilities. It also funds services and supports that make community living possible, including personal care, therapies, assistive technology, and services administered through the Developmental Disabilities Administration.

Members discussed the need for priority language that clearly explains Medicaid's role in supporting independence, inclusion, health, safety, and quality of life. The committee also discussed creating plain-language educational materials, such as a one-page visual or infographic with a QR code linking to more detailed information about Medicaid-funded services. Members noted that the legislative priority statement itself should remain broad and concise, while separate educational materials could provide more detailed examples of services and explain how Medicaid funding moves through different state agencies.

Discussion of Legislative Priorities: Caregiver and Provider Shortages

The committee discussed the serious shortage of paid caregivers and service providers and the effect this has on people with developmental disabilities who rely on in-home and community-based supports. Members emphasized that when caregivers are unavailable, people may be unable to receive essential assistance needed to live safely and participate in their communities.

Members identified several barriers to recruiting and retaining caregivers, including low wages, inadequate Medicaid reimbursement rates, certification requirements, training costs, limited access to technology, language barriers, and training that may not be relevant to the individual receiving support.

The committee discussed the importance of distinguishing between training for paid providers and requirements placed on family caregivers. Members supported meaningful, accessible training that improves the quality and safety of care, while recognizing that family members often bring extensive experience and individualized knowledge. Members also emphasized that legislative priority language should remain broad enough to address workforce shortages, living wages, unnecessary barriers, and access to qualified caregivers as issues arise during the legislative session.

Discussion of Legislative Priorities: Family Caregiver Supports

The committee discussed the central role family caregivers play when paid providers are unavailable or difficult to retain. Members noted that many family members provide extensive unpaid support and often become caregivers because no other provider can be found.

Members supported policies that allow family members to continue providing paid care to relatives with developmental disabilities. They also discussed access to voluntary, paid training and continuing education that is relevant to the person receiving support. Members emphasized that family caregivers bring years of individualized knowledge and should not be required to complete training that does not improve the quality of care.

The committee also discussed recognizing family caregivers as part of the broader workforce and ensuring that policies do not remove services or supports from people who depend on family-provided care.

Discussion of Legislative Priorities: Access to Disability Services and Supports

The committee discussed the need to protect access to disability services and supports and to address gaps in availability across the state. Members emphasized that people may qualify for services but still be unable to receive them because providers are unavailable, programs are not offered in their area, or the service system is difficult to navigate.

Members highlighted particular concerns about rural communities and areas with limited provider capacity. They discussed the importance of building stronger local service networks, improving system-navigation support, using meaningful and age-appropriate assessments, and reducing “service deserts” where people cannot access supports described in state materials.

The committee also expressed support for broad priority language opposing reductions to services or supports and promoting more equitable access for people with developmental disabilities throughout Washington.

Values and Next Steps

Emily reviewed values the Council has previously used to guide its legislative priorities and invited members to suggest additional values or language for consideration. Members were encouraged to send further ideas after the meeting while the priority statements were being developed.

Emily explained that staff and Chair Dana Floyd would use the committee's discussion to draft proposed language for the four legislative priorities. Committee members would then have an opportunity to review the draft language and suggest revisions before the priorities are presented to the full Council for approval at the October meeting. The committee's presentation and related materials will be made available on the Council's website.

Action Items

Staff and Chair Dana Floyd will draft proposed language for the four legislative priorities based on the committee's discussion. Committee members will receive the proposed language for review and will be invited to suggest changes before the October Council meeting. Staff will also continue developing and organizing public policy resources, including plain-language materials that help Council members and community members understand legislative issues and participate in the legislative process.

Adjournment

The Public Policy Committee concluded its work at approximately 3:00 p.m. Members then took a 15-minute break before returning to the full Council meeting at 3:15 p.m.

Reading 26-PP-05: Proposed Legislative Agenda

Cover Sheet

What this is

This document presents the proposed Council legislative agenda for the 2027 legislative session.

Why it's included

The agenda identifies the policy issues the Council may advance or support and provides a basis for the Council's legislative priorities.

Action

Review, discuss, and vote on a recommendation to the Full Council.



Draft Legislative Priorities

Thank you to everyone who filled out the survey about the DRAFT 2027 Legislative Priorities. Please keep your responses in mind for our discussion coming up at the October meeting.

If you have not reviewed it yet or thought about your comments, please take a moment to review this document and keep your questions in mind for our discussion.

We look forward to a good conversation and to vote on these priorities!

Sincerely,
Emily Rogers, Washington State Developmental Disabilities Council, Public Policy Director

DRAFT

Washington State Developmental Disabilities Council 2027 Legislative Priorities

People with developmental disabilities should have the opportunity to live safely, participate fully in their communities, and access the services and support they need, regardless of where they live in Washington. For the 2027 Legislative Session, the Developmental Disabilities Council urges policymakers to protect the systems that make community living possible while addressing growing gaps in access, workforce capacity, and caregiver support.

Protect and Strengthen Medicaid

Medicaid is essential for people to live in the community successfully.

The DDC supports efforts to protect, sustain, and expand Medicaid, including medical services and developmental disabilities waiver programs. For people with developmental disabilities, Medicaid is much more than health insurance. It is the foundation for services that make everyday life



and community living possible, including personal care, therapies, assistive technology, and critical supports administered through the Developmental Disabilities Administration.

Because Medicaid is a partnership between Washington State and the federal government, changes at either level can have significant consequences for people with developmental disabilities and their families. Washington must remain vigilant in protecting access to these essential services and ensuring that individuals and families have timely, understandable information about changes that may affect their support services.

Ensure Access to Services Across Washington

Where a person lives should not determine whether they can receive the services they need to live safely, independently, and as part of their community.

The DDC opposes cuts or policy changes that reduce access to disability services and supports. Many of these systems are already underfunded and stretched beyond capacity.

Qualifying for a service does not mean a person can actually receive it. Across Washington, people may be eligible for support but unable to access it because providers are unavailable, programs do not exist in their communities, or systems are too difficult to navigate.

Washington must strengthen local service networks, improve system navigation, use meaningful and age-appropriate assessments, and address “service deserts” that leave individuals and families without realistic access to support.

Recognize and Support Family Caregivers

Family caregivers are a critical part of the supports that people with disabilities rely on to live in the community.

The DDC supports policies that recognize family caregivers as essential partners in Washington's long-term care system.

Families often fill the gaps when paid providers are unavailable, difficult to recruit, or difficult to retain. Their knowledge, stability, and commitment are invaluable, but families cannot be expected to carry increasing responsibility without adequate support.

Family caregivers should have access to paid training and continuing education that is practical, accessible, and relevant to the needs of the person they support. Investing in family caregivers strengthens the quality and continuity of care while helping individuals remain in their homes and communities.

Build a Stable and Sustainable Disability Workforce

A service system cannot fulfill its promise if there is no workforce available to provide the service.

Washington's shortage of qualified caregivers and disability service providers has become an access issue for people with developmental disabilities.

When providers are unavailable, authorized services can exist on paper while remaining inaccessible in practice. Individuals may go without essential assistance needed to live safely, work, participate in their communities, and maintain independence. Families are often left to fill the gap.

Recruitment and retention challenges include low wages, inadequate Medicaid reimbursement rates, certification requirements, training costs, limited access to technology, language barriers, and training that does not always reflect the individual needs of the people receiving support. Washington must invest in strategies that make disability service careers sustainable, strengthen recruitment and retention, reduce unnecessary barriers to entering the workforce, and ensure providers receive relevant, high-quality training.

Summary

Washington has made a commitment to people with developmental disabilities: they should be able to live with dignity, choice, safety, and meaningful connection to their communities.

Protecting Medicaid, ensuring equitable access to services, supporting family caregivers, and stabilizing the disability workforce are interconnected. Weakness in one area places greater pressure on all the others.

The DDC urges the Legislature to protect what works, address the gaps that leave people without meaningful access to services, and invest in a sustainable system that works for people with developmental disabilities and their families in every community across Washington.