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The reading for the Dan Thompson Memorial Trust will be in a separate mailing
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<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Responsible Parties</th>
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<tbody>
<tr>
<td>9:00</td>
<td>Call to order</td>
<td>Co-Chairs, Gabriela Ewing and Anthony Nash</td>
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<tr>
<td></td>
<td>Introductions and establish quorum</td>
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<td>Changes to the agenda</td>
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<td></td>
<td>Approve October 2021 minutes</td>
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<td><strong>Reading:</strong> 22-01</td>
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<td><strong>VOTE:</strong> Approve October 2021 minutes</td>
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<tr>
<td>9:15</td>
<td>Executive Search Committee:</td>
<td>Gabriela/Anthony</td>
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<tr>
<td></td>
<td>• Updates</td>
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<td></td>
<td>• Review of steps and timeline</td>
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<td>• Comments on draft position description</td>
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<td>and job announcement</td>
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<td></td>
<td><strong>Reading 22-02</strong></td>
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<td></td>
<td><strong>Vote</strong></td>
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<tr>
<td>9:45</td>
<td>Executive Director Updates</td>
<td>Jeremy</td>
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<tr>
<td>10:00</td>
<td>Budget Report</td>
<td>Aziz</td>
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<td>10:15</td>
<td><strong>Staff updates:</strong></td>
<td>Emily Linda Phillip Brian Adrienne</td>
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<td>- Self-Advocacy</td>
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<td>- Public Policy</td>
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<td>11:00</td>
<td><strong>Break</strong></td>
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<td>11:15</td>
<td><strong>Operations Committees</strong></td>
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**Meeting ID:** 382 877 0345

**Agenda**

**Reading 22-COM 01**
October Minutes
Vote

**Reading 22-COM 02**
Committee Job Description
Vote

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<td>12:30</td>
<td><strong>Lunch</strong></td>
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<td><strong>State Plan Committees</strong></td>
<td>Jeremy Norden-Paul</td>
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<td>Collaborations and Communications Agenda</td>
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<td></td>
<td><strong>Reading 22-CC-01</strong></td>
<td>Emily Rogers</td>
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<tr>
<td>2:15</td>
<td>Break</td>
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</table>
| 2:30  | Brief Reports from All Committees | Adana (MG)  
Alex K (COM)  
Princess (CC)  
Ros (LA)  
Phil (PPP) |
| 2:45  | Dan Thompson Developmental Disabilities Community Services Account  
• Updates | Jeremy |
- Summary of recommendations from Dan Thompson Advisory Committee

There will be a separate mailing for this reading.

**VOTE**: Approve recommendations from Dan Thompson Advisory Committee to be submitted to the Developmental Disabilities Administration (DDA)

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>3:45</td>
<td>Public comments and review agenda for tomorrow</td>
<td>Gabriela/Anthony</td>
</tr>
<tr>
<td>4:00</td>
<td>Meeting in Recess</td>
<td>Gabriela/Anthony</td>
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### Developmental Disabilities Council Meeting
#### January 21, 2021
##### Second Day

**Time:** 9:00am - 12:30pm  
**Location:** In-Person and Virtual

**In-Person Location:** Radisson Hotel Seattle Airport, 18118 International Blvd., Seattle, WA 98188

**Zoom Link:**  
[https://zoom.us/j/92099820836?pwd=cnNaR01TRG1Ta0ZpWWYrTmkzTHVEUT09](https://zoom.us/j/92099820836?pwd=cnNaR01TRG1Ta0ZpWWYrTmkzTHVEUT09)

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

**Meeting ID:** 920 9982 0836

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<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Presenter(s)</th>
</tr>
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</table>
| 9:00  | Call to Order  
       Establish quorum                               | Anthony Gabriela                 |
| 9:10  | Understanding the Origins of Ableism            | Adana Zack Siddeek               |
|       | Hand-out                                         |                                  |
| 10:00 | Break                                            |                                  |
| 10:15 | Exploring the Intersection of Racism and Ableism| ChrisTiana Obey Sumner           |
|       | Hand-out                                         |                                  |
| 12:15 | Public comments, review meeting, next steps      |                                  |
| 12:30 | Adjourn                                          |                                  |
Call to Order and Introductions: Gabriela called the meeting to order and asked everyone to introduce themselves.

Adjustments to the Agenda: Gabriela asked if there were any adjustments to the agenda. Jeremy stated that there were a few and the Council approved the adjustments by consensus.

Motion: to approve the July 2021 minutes as written. Danny moved and Ros seconded. The motion was approved unanimously.

Chair Updates: Gabriela and Anthony shared that they have been appointed as Co-Chairs of the Council. This is the first time that co-chairs have been appointed. They feel that it gives more opportunity for leadership and helping people grow in their communities.

Executive Director Update: Jeremy thanked Gabriela and Anthony for stepping up to lead the Council as Co-Chairs. He stated that the Administration for Community Living (ACL) and the Centers for Disease Control (CDC) ACL/CDC is providing funding for states to increase access to the COVID vaccine. Each state needs to figure out what they are going to do with the additional funding. The Council has been meeting with other partners and designed a survey to see what barriers people are still having in getting the vaccine. There will also be two town hall/community conversations on November 9th to gather additional information.
Jeremy shared that the Informing Families partnership with DSHS was renewed this summer with the addition of two new coordinators: PEACE in southwest Washington and Clallam Mosaic in Clallam/Jefferson Counties.

He reminded everyone that the Council’s media consultant, Grier Jewell, had left her position and we were able to hire a new media consultant, Sarah. She will be creating videos and one-pagers for Informing Families.

Jeremy stated that the Council’s five year plan was approved conditionally which means it needs to go through a peer review before it can be officially approved. However, the conditional approval allows the Council to move ahead. Some of what is in the plan continues the work already in progress, however any new plans need to be evaluated to see if it involves staff work or will be contracted out. Based on the new plan objectives, staff will be doing requests for proposals along with staffing changes to meet the goals.

He shared that staff are starting to explore the possibilities of getting the council involved in technology efforts. For example, there is a gap between those who have access to the internet and those who do not. Many use technology to live a higher quality of life and to live as independently as possible. Jeremy sees this as a potential leadership opportunity for the Council. He would like to bring an advisory board or committee to bring people who receive services together.

Budget Report:

Aziz reported that this is the overall budget for DDC. We have the federal award 2020, federal award 2021, and then we have the interagency agreement with DSHS as well. The total budget funding amounts to over three million dollars of which $1.5 million is our federal 20 award. The 2021 award is about the same. The Informing Families agreement with DSHS is a little over three hundred thousand for the fiscal year.

The federal fiscal year 20 award is broken into two different segments, Council operations and state plan. In Council operations we have spent about a $268,000 and we have $14,000 remaining to be spent. We started spending these funds in September of last year. In looking at the line items, everything is in black, so we're in pretty good standing.
The state plan part of the budget is at least 70 percent of our award. In this case, we budgeted a $1,000,090 and we have spent about $888,000. There is about $201,000 left to spend.

Next is the combined budget of state plan and council operations. Combined this shows that our 20 award of $1.4 million through the month of August we have spent about $1.2 million with about $216,000 left to be spent. That with the balance of $113,000 leaves a balance of about $330,000 remaining to the spent.

The Informing Families budget is broken down in two different segments – Communication Project and Cultural & Linguistic. The total budget is about $329,000 and currently there is about $327,000 remaining. In the informing families communication project the budget is $276,000 with about $275,000 remaining to spend. The Cultural and Linguistic project has a budget of $52,000 and through August the expenditures are $89,000.

Jeremy gave a presentation about the need to adjust to budget to accommodate a larger amount for the new leadership training RFP.

**Motion:** to approve the updated budget as presented. Phil moved and Ros seconded. The motion carried.

**Public Policy Updates:** Adrienne gave an overview of the legislative process and the North Star coalition. The coalition meets monthly with several workgroups meeting frequently in between full coalition meetings.

Anthony presented the draft 2022 public policy priorities.

**Motion:** to approve the 2022 Public Policy priorities. Phil moved and Alex seconded. The amendment to the motion is that “the Council will need to address other issues and topics that align with Council priorities and policies.” The amended motion carried with Sherrie abstaining.
State Plan Update  Brian reminded the Council that they approved the state plan in July. He shared that the Council’s federal agency extended the deadline to submit the plan until September 30th. Everything in the comprehensive review was completed. Currently the state plan is going through a peer review and they will come back with any changes that may need to be made. Once the state plan is approved it will be posted on the Council’s website and summary documents will be available for Council members and the public.

New Council Website and Logo  Jeremy stated that he was going to share an update about the new website and logo then ask for a vote. He shared that it has been a long time since the current website was created and it was designed in a way that makes it hard to update. We decided to work with a company based in Olympia named August Creative that had recently redone the Washington State Independent Living Council’s website.

This company also does graphic design so they have created a new logo to use also. Jeremy stated that the goal at every step in the design process was to make it as simple and easy to use as possible with very plain language content. The website follows all of the rules for screen readers, contrast for font and colors and the design company was careful to make it totally accessible. It also can be used on cellphones. Staff will be trained to makes simple updates anything significant will need to be made by August Creative.

The Council’s Communication Committee had their first meeting and one thing they discussed was looking at ways to use the website. They are also going to website use and track who is using the site, how to get it out to more people and how easily they are able to use it. The developer would like to use photos of current Council members and community partners.

The next couple of weeks will be finalizing everything for the developer and testing to make sure everything works.

Motion: To approve the Council’s new website and logo. Ros moved and Phil seconded. The motion carried unanimously.
Reading 22-01

Public Comment: Cheryl asked what accommodations being made to include the service recipients who rely on their family members/guardian/caregivers for so many areas of community integration and may not able to attend meetings or become very disruptive in looking at service person centered team which acts as their advocate documented in the DDA assist under advocacy. These are the people who the DDC ask other agencies are employed to support but how are they included in discussions about their needs and suggestions when their comments are often dismissed as self-serving or villainized when they are only advocating for the person that they support on issues that directly affect their lives when these people or their team members are dismissed it really adds to the perception that they are irrelevant to the process for which they rely on for integration in our community.

New Committee Structure: Brian

We have operations committees and state plan committees. The newest people will be assigned to a particular committee. We try to even out the membership of the committees to represent people with disabilities, parents, and agency representatives. We do our best to do that across the board so we'll be working with you while we're doing that. Each of the committees will have a pretty specific task they need to undertake. We went through that in governance which has a lot of facets and the state's plan ones are going to be focus on the goal areas. And I think that will be really helpful especially as we get our peer review back and have to go into our update process to be able take some really concentrated energy on each goal and get those worked up so that we're really good.

The chairs will rotate annually so a year from now the co-chairs of the council, Anthony and Gabriela, will appoint new chairs.

Each Committee will need to create its own work plan, usually called a big picture work plan. They will also suggest and write changes to objectives and activities as necessary.

Public Policy Video: Adrienne showed a video that illustrated systemic ableism and problems that the disability community is facing in trying to educate the legislature. She stated that sentiments shared in the video are being said by other legislators also.
Reading 22-01

Adrienne asked members to join the North Star Project to continue its work.

With that the meeting recessed until the next day.

October 22, 2021

Present: Monica Burke (DOH), Gabriela Ewing, Danny Holmes, Thanh Kirkpatrick, Alex Koval, Sydney Krebsbach, Paige Lewis (HCA), Katie Mirkovich (DVR), Anthony Nash, Cami Nelson, Leigh Spruce, Alexandra Toney (OSPI), Phil Tracy

Staff and Support: Aziz Aladin, Kathy Easton, Brian Dahl, Jeremy Norden-Paul, Emily Rogers, Adrienne Stuart, Linda West

Guests: Peter Tassoni

Public Policy Video Update: Adrienne acknowledged how hard it was to watch the video of a legislative hearing. She had wanted to give some context prior to everyone watching the video but wasn’t able to do so. Adrienne apologized for not having time to warn everyone about the harmful words said by the representative.

Committee Reports: Communications Committee

Alex reported the Committee discussed:

- Posting ideas for Facebook;
- Different ways to message using different platforms like Twitter and Instagram;
- Looking at options to send out text messaging;
- Committee job description (staff will draft); and
- Working on a clear and precise description of who the Council is and what it does;

Membership and Governance Committee

Adana reported that Brian gave an orientation into the history of the Committee. She reported that they discussed:
The attendance policy;
Updating the committee job description;
The big picture work plan;
Council member development day;
The mentorship program; and
Robert’s Rules for Council meetings;

Dan Thompson Advisory Committee Update: Jeremy shared that during the 2020 legislative session Senate Bill 6190 was passed that made changes to the fund. It required DSHS to get recommendations from the Council on how to spend the funds. The Council created a committee and a system to do so. Also, during this last legislative session the legislature added another fifty million into the account from the federal relief funding in the American Rescue Plan Act funding.

The Committee the Council created helped to identify priority areas and a process for the proposals and recommendations. There are people in the Committee with different experiences, backgrounds and identities. They centered their work around three goals:

1) Identify needs in the community that are not being sufficiently met by the current system? What is not working?
2) What are one time high impact investments; and
3) Have ambassadors to educate the community about the Committee

Now the Committee will submit recommendations to the Council for approval before sending them to DSHS to make the final decisions and to disburse the funding. The hope is that before the next Council meeting the recommendations will be narrowed down into a packet for members to vote on.

The application deadline was a couple of weeks ago and Jeremy is happy to report that 396 applications were received. The application review workgroup is currently reviewing and scoring the applications. Once scored the workgroup will send the list to the Council to vote on the proposals.

Staff Updates:
Membership: Linda reported there are three new Council members, Sydney from Spokane, Leigh from Snohomish County, and Carolina from Olympia. There will be additional recruitment to fill the remaining two positions. Recruitment for next year will begin in January to fill the position rotating off the Council in June of 2022.

Office Operations: Phil stated that he manages the mail for the Council office. He is also the first point of contact not only for Council members but the public as well. All other administrative support including office maintenance to physical needs for the office are completed by Phil.

Contracts: Emily reported that funding came through to hire additional Informing Families coordinators for a total of eleven. She stated that the next RFP will go out for a four-year timeframe to contract for advocacy partnership, SAIL and leadership. Emily is working to align the contract reporting to the Council’s new state plan.

ACL Grant Application Update: Emily reminded everyone that at the July meeting staff announced that they were getting ready to submit an application for a Grant of National Significance. She announced that the Council didn’t get the grant. Even though the Council didn’t get the grant staff is encouraged that they were still able to submit their ideas.

Equity Workgroup Update: Justin Chan, the Equity, Diversity, Inclusion Administrator and Tribal Liaison for DDA, shared that he, Jeremy Aziz and Chris have been working together to engage with tribal governments and communities. He stated that they are looking beyond talking directly to families of different tribal affiliations. The have three ideas:

1) Invite DDC members or staff to DSHS’s plan meeting with tribal governments each year to talk about DDA services and develop plans for the year;
2) To have more DDC representation in the quarterly Indian Policy Advisory Committee (IPAC) meetings; and
3) Is to have a forum for roughly 460 individuals being provided services by DDA with tribal affiliation.

Justin presented these ideas to DDA’s Regional Administrators and Executive Leadership and they are all onboard with the ideas but want to
know what that would look like expectation wise for the DDC. They would like to know what are the services and supports the Council can provide and what are the roles that each of the navigators or groups of the DDC can provide to the tribes.

Adana reminded the Council about the information gathered from the presentation Norma gave at the July meeting. To have a common understanding of what terms mean to orient Council members to use the same words in the same way to have productive conversations.

She presented information as a tool to help individuals and organizations line up what goals they want to accomplish along with their values and roles. It talked about the different types of personalities and the role they play in society.

**Motion: to adjourn the meeting.** Danny moved and Sydney seconded. The motion carried unanimously.
Washington State Developmental Disabilities Council
Seeking New Executive Director

The Washington State Developmental Disabilities Council is seeking an executive director with demonstrated interest, experiences, and leadership in directing advocacy and systemic change activities that improve the lives of people with developmental disabilities and their families. The executive director’s primary responsibilities include, but are not limited to:

- Supporting a Council of Governor-appointed members;
- Directing the development and implementation of a Five-Year State Plan;
- Developing and managing annual budgets that reflect programmatic needs;
- Negotiating and executing contracts;
- Ensuring reporting and compliance requirements are met for all funding sources;
- Ensuring the Council fulfills its mandates under federal and state laws;
- Creating and strengthening relationships with culturally, linguistically, and geographically diverse communities around the state;
- Creating and strengthening relationships with public and private entities at the local, state, and federal levels;
- Representing the Council in interactions with the Legislature, Governor’s Office, and State Agencies;
- Serving as an active spokesperson for the Council;
- Supervising staff and consultants;
- Managing daily operations;

Minimum qualifications for the position:

- A combination of relevant experiences working with people with developmental disabilities, their families, service
providers, and/or governmental entities that support people with developmental disabilities;

- A combination of relevant experiences with public policy advocacy, managing federal programs, managing large grants, program or project planning, budget and fiscal management, contracting, and/or supporting a governing board;

- A combination of relevant experiences working with public and private entities on issues related to systemic change and capacity building activities to expand services and opportunities for people with disabilities and their families;

- A combination of relevant experiences with:
  - Creating and strengthening relationships with culturally and linguistically diverse communities;
  - Creating and implementing policies and practices related to diversity, equity, and inclusion; and/or
  - Supporting and working alongside people from historically marginalized or under-represented communities;

- A combination of relevant management, supervision, and/or other leadership experiences;

- Demonstrated ability to analyze complex problems and develop creative solutions;

- Demonstrated ability to create and lead workgroups, committees, and/or coalitions;

- Highly effective communication skills, both in-person and through a variety of virtual platforms and other media;

- A bachelor’s degree is preferred, but a combination of relevant education, training, professional experiences, and/or personal experiences may be considered as a substitute;

The Washington Developmental Disabilities Council is housed within the Washington State Department of Commerce, which
serves as its Designated State Agency under federal law. The Council and the Department of Commerce are equal opportunity employers. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

To apply please contact:
All resumes must be received by:
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<th>Total Funding</th>
<th>Expenditures</th>
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<td>$2,100,783</td>
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</table>

Notes:
1. FY21 award includes 35,382 in PR reallocation.
2. Rec'd partial FY22 award to date.
# Federal Award 2020

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Council Operations</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>202,509</td>
<td>244,596</td>
<td>(42,087)</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>60,000</td>
<td>75,018</td>
<td>(15,018)</td>
</tr>
<tr>
<td>Travel</td>
<td>1,000</td>
<td>0</td>
<td>1,000</td>
</tr>
<tr>
<td>Equipment</td>
<td>20,000</td>
<td>21,564</td>
<td>(1,564)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>283,509</td>
<td>341,178</td>
<td>(57,669)</td>
</tr>
<tr>
<td>Percentage of Total Budget</td>
<td>18%</td>
<td>120%</td>
<td></td>
</tr>
<tr>
<td><strong>State Plan Activities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>472,522</td>
<td>557,687</td>
<td>(85,165)</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>130,000</td>
<td>115,600</td>
<td>14,400</td>
</tr>
<tr>
<td>Travel</td>
<td>35,000</td>
<td>(503)</td>
<td>35,503</td>
</tr>
<tr>
<td>Equipment</td>
<td>5,000</td>
<td>12,908</td>
<td>(7,908)</td>
</tr>
<tr>
<td>Grants</td>
<td>340,000</td>
<td>385,181</td>
<td>(45,181)</td>
</tr>
<tr>
<td>Council Meeting Costs</td>
<td>108,000</td>
<td>26,871</td>
<td>81,129</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1,090,522</td>
<td>1,097,744</td>
<td>(7,222)</td>
</tr>
<tr>
<td>Percentage of Total Budget</td>
<td>71%</td>
<td>101%</td>
<td></td>
</tr>
<tr>
<td><strong>Combined Budget</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>675,031</td>
<td>802,283</td>
<td>(127,252)</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>190,000</td>
<td>190,618</td>
<td>(618)</td>
</tr>
<tr>
<td>Travel</td>
<td>36,000</td>
<td>(503)</td>
<td>36,503</td>
</tr>
<tr>
<td>Equipment</td>
<td>25,000</td>
<td>34,472</td>
<td>(9,472)</td>
</tr>
<tr>
<td>Grants</td>
<td>340,000</td>
<td>385,181</td>
<td>(45,181)</td>
</tr>
<tr>
<td>Council Meeting Costs</td>
<td>108,000</td>
<td>26,871</td>
<td>81,129</td>
</tr>
<tr>
<td>Indirect</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Council Approved 1-yr Budget</strong></td>
<td>1,424,031</td>
<td>1,488,922</td>
<td>(64,891)</td>
</tr>
<tr>
<td><strong>Total 2020 Award</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Award period began October 1, 2019. Must be fully liquidated (spent) by September 30, 2022.
3. Grants budget line item includes the following:
   A. Advocacy Partnership - 185,000
   B. Local Leadership - 55,000
      i. 2 sites
      ii. Leadership weekend
   C. Self-Advocacy - 100,000
      i. SAIL - 75,000
      ii. Self-Advocacy Capacity Building - 25,000
   Total - 340,000
4. Award includes a re-allotment in the amount of 73,305.
Informing Families - Roll Up

FY22

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits</td>
<td>8,352</td>
<td>5,635</td>
<td>2,717</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>68,700</td>
<td>16,293</td>
<td>52,407</td>
</tr>
<tr>
<td>Grants</td>
<td>246,620</td>
<td>52,382</td>
<td>194,238</td>
</tr>
<tr>
<td>Travel</td>
<td>1,000</td>
<td>0</td>
<td>1,000</td>
</tr>
<tr>
<td>Indirect</td>
<td>4,301</td>
<td>1,916</td>
<td>2,385</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>328,973</td>
<td>76,226</td>
<td>252,747</td>
</tr>
</tbody>
</table>

**July 1, 2021 to June 30, 2022**

**YTD Expenditures thru November 2021**
## Informing Families - Communication Project
### FY22

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 1, 2021 to June 30, 2022</td>
<td>YTD Expenditures thru November 2021</td>
<td></td>
</tr>
<tr>
<td>Salaries and Benefits</td>
<td>8,352</td>
<td>5,635</td>
<td>2,717</td>
</tr>
<tr>
<td>Goods and Services</td>
<td>58,700</td>
<td>15,905</td>
<td>42,795</td>
</tr>
<tr>
<td>Travel</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Grants</td>
<td>204,620</td>
<td>42,169</td>
<td>162,451</td>
</tr>
<tr>
<td>Indirect</td>
<td>4,301</td>
<td>1,916</td>
<td>2,385</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>276,973</strong></td>
<td><strong>65,625</strong></td>
<td><strong>211,348</strong></td>
</tr>
</tbody>
</table>

**Brief Project Description:**
This project funds six local coordinators covering six geographical regions of the state. It also funds front door projects to create a partnership with DDA and local organizations intended to create inviting and transparent experience for people who may benefit supports and services. Additionally, it pays for the Informing Families website, communication consultant, resource folders, and blog writers.
### Informing Families - Cultural & Linguistic
#### FY22

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>Budget</th>
<th>Actuals</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good and Services</td>
<td>10,000</td>
<td>388</td>
<td>9,612</td>
</tr>
<tr>
<td>Grants</td>
<td>42,000</td>
<td>10,213</td>
<td>31,787</td>
</tr>
<tr>
<td>TOTAL</td>
<td>52,000</td>
<td>10,601</td>
<td>41,399</td>
</tr>
</tbody>
</table>

**Brief Project Description:**
Funds three local community coordinators in cultural communities to work with families from the community and also translation of materials. The coordinators will provide IF materials and tools at local community events, workshops, and conferences attended by families from the cultural community they are working with.
Developmental Disabilities Council  
Membership and Governance Committee  
Proposed Agenda

Date: January 20, 2022  
Time: 11:15 PM to 12:30 PM  
Location: SeaTac Radisson  
18118 International Blvd  
Seattle WA 98188

Zoom Link:
Call-in number: 253-215-8782
Meeting ID

Members: Adana Protonentis (Chair), Danny Holmes, Phil Tracy, Alexandra Toney, Thanh Kirkpatrick, Mike Raymond, David Carlson, Shannon Manion and Tavares Terry

Staff: Brian Dahl

11:15 Call to Order  
Welcome/Introductions  
Chair

11:20 Adjust Agenda  
Chair

11:25 Approval of Minutes  
Reading 22-MG-01  
Chair/Staff
11:30  Committee Job Description  Staff
Reading 22-MG-02

11:50  Attendance Policies  All
Reading 22-MG-03
Council Member Participation and Attendance
Reading 22-MG-04
Council Member Values and Expectations

12:15  Review “To Do” for Next Meeting  All

12:20  Agenda Items for Next Meeting  All

12:25  Report to Full Council  Chair

12:30  Adjourn  Chair

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.
Date: October 21, 2021
Time: 12:15 PM to 1:45 PM
Location: SeaTac Radisson
       18118 International Blvd
       Seattle WA  98188

Present (In-Person): Adana Protonentis (Chair), Danny Homes, Phil Tracy
       and Thanh Kirkpatrick

Present (Zoom): Alexandra Toney, David Carlson, Tavares Terry and
       Gabriela Ewing

Staff: Brian Dahl and Emily Rogers

Call to Order
Council staff made opening comments to give context for this committee
meeting. It is the first time in several years that a committee combining
membership and governance issues has met. Additionally, there are many
new members who have not had the opportunity to participate on Council
Committees.

The Council has five committees that fall into two categories:

- Committees that deal with the operation of the council; and
- Committees with an emphasis on monitoring and tracking State Plan
  activities.

The Membership and Governance Committee is an operations committee. It
has the heaviest workload of any of the committees and a broad scope. The
committee will be concerned with maintaining the Council’s compliance with
federal law, relationships with the Governor’s Office and the Designated State
Agency (DSA), recruiting and supporting members and many other issues.
The most important work pursued by this committee will be around setting the values for the Council, especially those that will create empowered diversity among the membership, staff and all of the Council’s projects and activities.

Staff asked that the members of this committee be responsive and present because of the higher work load. Council staff committed to organizing the work and asking for member involvement in a manner that is respectful of everyone’s time, efficient in the use of time and mindful of any supports people need to meaningfully and powerfully participate.

After the staff comments, Adana Protonentis began her role as Committee Chair and facilitated the meeting. She called for everyone to introduce themselves through giving their name, where they are from and their favorite ice cream flavor.

Adjust Agenda

Adana briefly reviewed the agenda and asked if anyone wanted to make any adjustments. The agenda remained as written. This agenda was created by staff. The committees were being formed and the chairs named until just a few days before the meeting. This required the staff to create the first agenda. In the future, the agenda will be created at the direction of the chair from suggestions of the committee members and requirements of the committee’s annual work plan. Staff will provide and any needed technical assistance.

Purpose of the Committee

The Committee will address several governing functions, Including:

- Updating and maintaining the Council’s Governing documents
- Overseeing changes to the Council’s State Plan, especially those that will require formal amendments
- Work with the Council Chair to conduct an annual performance review of the Executive Director
- Create a process for the Council to review itself annually with an emphasis on achieving the goals of the State Plan, the diversity of the Council and the reach into communities that have traditionally been excluded from Council activities
- Pursue and implement Council member development activities and events.
Monitor attendance and work with members to make the Council and safe and welcoming environment.

Recruit and interview new members.

Work with the Governor’s office of Boards and Commission to ensure compliance with all membership issues at the state and federal level.

The Council has operated for decades through a very formal structure that utilized a platform loosely based on “Robert’s Rules of Order.” It has also pursued a rigid process for Council member involvement that could often be punitive, especially as it relates to the attendance policy. This has made the Council inaccessible to people with developmental disabilities and people from diverse communities. The membership and governance committee will be primarily responsible for examining current Council practices and recommending changes that will increase the diversity of the membership, ensure powerful participation of all members and increase the safety and trust members feel.

Committee Job Description Review

Staff reviewed Reading 21-MG-01 with the Committee. It is the job description that was created for the Council Charter the last time there was a Membership and Governance Committee. The Charter is required to be updated with revised committee job descriptions when the committee structure of the Council changes. Additionally, the job descriptions are a method to create accountability for the members of the committee and inform the annual work plan of the Council.

Staff asked the committee members to review this document before the next Committee meeting in January 2022. Staff will work with the Committee Chair to make changes to the current document that will address any gaps and make it plain language accessible.

Committee Work Plan Development

Each committee will create an Annual Work Plan to map out the work that members will accomplish over the course of year. This work plan is based on the committee’s job description and the requirements of the State Plan. This document will be updated with each meeting and changed to meet the needs of the committee. This document is helpful to track the progress of the committee over time and imbed accountability within the committee’s work
without being burdensome. It is also helpful in the yearly federal reporting process.

At the same time as the job description is being developed, the committee’s annual work plan will be completed. Staff will work with the committee Chair to move both the annual work plan and the job description forward. In between this meeting and the next, the Chair may ask for the committee members to review the work and make suggestions. It should be ready or nearly ready by the next committee meeting in January 2022.

Review “To Do” for Next Meeting

Staff will keep a running “To Do” List between meetings. This is not a formal part of the meeting structure. It is just a tool for making sure the work gets done and maintaining staff accountability to the committee. Most of the items will be administrative things to be accomplished by the staff, however, other commitments may be noted. Staff is dedicated to ensuring the work committee members need to address between meetings is limited and necessary. Staff will use this list as a guide to report back to the committee with each meeting about what has been accomplished, what remains and the reasons why something is not complete.

<table>
<thead>
<tr>
<th>Meeting Date: 10/21/2021</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>&quot;To Do&quot; Item</th>
<th>Completed ( Y or N)</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Meeting Minutes</td>
<td></td>
<td>Staff</td>
</tr>
<tr>
<td>Review and Edit Minutes</td>
<td></td>
<td>Chair</td>
</tr>
<tr>
<td>Send Minutes to Members prior to next meeting</td>
<td></td>
<td>Staff</td>
</tr>
<tr>
<td>Review and edit Committee Job Description</td>
<td></td>
<td>Chair/Staff</td>
</tr>
<tr>
<td>Review and Edit Committee Annual Work Plan</td>
<td></td>
<td>Chair/Staff</td>
</tr>
</tbody>
</table>
NOTES
It is likely there will be changes to the State Plan based on recommendations from the peer review process. Staff will be responsible for making these changes and bringing them to the committee for review and suggestions. If the changes are minor, the process will be simple. If the edits result in major changes to the goals and objectives, the process is more complicated and may include a public comment period. Major changes may also trigger a full Council meeting for approval. Staff will keep the members of this committee and the Council informed of what needs to happen, any deadlines and changes to the "To Do List".

Agenda Items for Next Meeting
The items below are what was discussed in the committee meeting. There may other things that will be added as the next meeting gets closer. The agenda development process is influenced by the required tasks of the committee and the amount of time available for committee meetings.

- Review Committee Job Description/possible vote to approve and move to full council
- Review Committee Work Plan/possibly finalize during the meeting
- Review and Approve minutes
- Changes to the Agenda Review “To Do” List
• Report to Full Council

The Chair will work with staff to create the priorities for this committee. All members will have to opportunity to review and suggest changes. Materials for the next meeting will be based on these priorities.

Report to Full Council

It is the responsibility of the committee Chair to report back to the full Council on the activities of the Membership and Governance Committee. There is no formal process for this. The Chairs most often use the committee agenda as a guide for the full report and include other information believed to be important. Additionally, a few minutes at the end of the committee meeting will be used by the Chair to ask the members what they would like to see included in the report.

Staff will work with the Chair and members to provide and supports and accommodations requested.

The basic information that will be communicated to the full Council about this committee meeting will be:

• Discussion about the purpose and role of the committee
• Discussion about amending the current committee job description and work plan
• A description of some of the specific duties of governance, such as working with council policies and maintaining compliance with federal and state law
• A description of membership activities such as peer mentoring, Council member development, attendance and recruiting new members.

It is also an option for the Chair to ask any other committee members to comment on things that may have been missed and ask if any of the other Council members have any questions or comment.

Adjourn

Adana called for motion for the meeting to be adjourned. ________ made the motion and _______ seconded. The committee voted to adjourn.

Materials are available in alternate formats upon request.
Membership and Governance Committee Job Description

1. Remind the Council, on at least an annual basis, to assess its own performance and make recommendations for improvement as appropriate; (Staff has no knowledge the Council has ever done this. Rewriting this one to focus on diversity, inclusion and compliance with the DD Act might make it more relevant.)

2. Make recommendations to the Council regarding the development, revision, or elimination of governance and operational policies.

3. Update and revise the Council Charter, including governance responsibilities, as necessary and make recommendations submit to the full Council for approval;

4. Propose changes to the Executive Director Evaluation Criteria and Process and submit proposed changes to the full Council for approval;

5. 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; (This one is vague. The Executive Director has the ability to direct the budget, but is subject to many checks and balances. There are no financial kept at the office that could be inspected.)

6. 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.

7. Update and revise the Council’s Executive Order, Memorandum of Understanding (MOU) with the Designated State Agency (DSA) and other governing documents.
8. 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; (intent is good, but badly written and it does not address empowerment.)

9. 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; (This may be a responsibility that the committee directs the staff to pursue under certain guidelines. We have tried Council member individual development plans and member mentors to limited success. Also, collecting information may result in holding confidential information. Examining what is trying to be accomplished and rewriting it to that goal could be helpful.)

10. Perform responsibilities related to nominating a Council Chair as outlined in the Charter; (This item needs to be compared to the language in the proposed Executive Order and aligned.)

11. Solicit ideas and suggestions for the orientation, the annual development day, and ongoing education of members;

12. Assure the planning/facilitation of the new member orientation session(s), the planning/facilitation of the annual member development day; (Items 11 and 12 may be combined and written more clearly.)

13. Annually evaluate and review the Council’s new member orientation, individual development plan process and mentor program and make necessary improvements to those programs; (This could be combined with item 9.)

14. 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 (This could be done better than it has. Over the last few years, surveys have been done. The results were held by the Chair and nothing really happened with them.)

15. Recommend to the Council revisions in the attendance policy and enforce its requirements.
Policy No. 406

Council Member Participation and Attendance
Adopted July 2002
Revised and Adopted September 21, 2006
Revised and Adopted November 20, 2009

Participation

Consistent with its Charter, it is the policy of the Developmental Disabilities Council to support full participation in and equal access to all Council meetings and Council sponsored activities for all Council members.

The Council Chair appoints all members to a Standing Committee and to a Workgroup as specified in the Council Charter. The Council expects the full and active participation of all its appointees and agency representatives including the work and on-going communication necessary between meetings to assure the Council’s work is achieved in a timely fashion.

Upon the request of a member and as authorized by the Executive Director, the Council will pay a stipend to a member who is not an agency representative if the member is not employed or must forfeit wages from other employment to attend Council meetings and perform other Council duties. The stipend is $50.00 per day for meetings and other activities.

The Council will reimburse members, as authorized by the Executive Director, for reasonable and necessary expenses, including child care, respite, and personal assistance services, if not otherwise funded from another source, for attending Council meetings and performing Council duties, consistent with state travel and other regulations.

The DD Act requires the representation of certain state agencies on the Council. Consistent with the Charter, agency representatives are full, voting members of the Council and are expected to fully participate in the full Council meetings and the Standing Committee and Workgroup to which they are assigned.

Agency representatives may appoint a designee to serve on their behalf. However, the designee must be in a position to bring Council issues to the
agency representative and represent the agency before the Council. To ensure active and full participation on the Council, a designee should at a minimum, serve for a year.

Attendance

An attendance record shall be kept for all Council members. The attendance record shall include presence at full Council meetings, Standing Committee meetings and Workgroup meetings and reason for any member’s non-attendance. All absences should be reported to Council staff before the meetings.

When a Council member has missed four or more meetings in a twelve-month period, the Membership Committee shall prepare a letter for the Council Chair to send to the member to request that the member clarify future participation or to provide written notice of their resignation.

For this policy a meeting is: A Committee meeting or a Workgroup meeting, or a full Council meeting.

Upon receiving input back from the member, the Membership Committee shall review this matter, including the input from the member, at the next scheduled meeting and recommend follow up action to the Council Chair.

The Membership Committee, if asking the Governor’s Office to replace a member, shall submit at least three nominees from the list of candidates developed during the regular annual membership recruitment.

Ed Holen, Executive Director
1-800-634-4473 or (360) 586-3560
ed.holen@ddc.wa.gov
Policy No. 407

Council Member Values and Expectations

Adopted: July 16, 1999
Revised: November 1, 2005

As a Member of the Council, I will:

- Listen carefully to my Council colleagues.
- Respect the opinion of my fellow Council colleagues.
- Engage in respectful debate on the issues without entering into personal attacks.
- Respect majority decision of the Council.
- Recognize that all authority is vested in the full Council only when it meets in legal session.
- Keep well-informed about developments relevant to issues that may come before the Council.
- Actively participate in Council meetings.
- Bring to the attention of the Council any issues, I believe will have an adverse effect on the Council or those we serve.
- Resolve conflicts at the lowest, most appropriate level possible.
- Recognize that my job is to ensure that the Council is well managed, not to manage the Council.
- Respect all those the Council serves, not just a particular geographic area or interest group.
- Do my best to ensure that the Council is well managed, fiscally sound, appropriately staffed, growing and always operated consistent with the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402, as amended).
- Declare conflicts of interest between my personal/professional life and my position as a Council Member and abstain from voting and discussion as directed by the Council’s Conflict of Interest Policy.
- Recognize the duties of the Executive Director and support his/her authority with staff members when acting within that authority.
- Recognize the duties and respect the role of the Council Chair.
I agree with these values and expectations:

Signed: Date:

Ed Holen, Executive Director
1-800-634-4473 or (360) 586-3560
ed.holen@ddc.wa.gov
Developmental Disabilities Council  
Communication Committee  
Proposed Agenda

Date: January 20, 2022  
Time: 11:15 PM to 12:30 PM  
Location: SeaTac Radisson  
18118 International Blvd  
Seattle WA 98188

Zoom Link:  
Call-in number: 253-215-8782  
Meeting ID

Members: Alex Koval (Chair), Katie Mirkovich, Paige Lewis, Princess Klus, Cami Nelson, Ros Damm, Sherrie Brown and Monica Burke

Staff: Linda West

11:15 Call to Order Chair  
Welcome/Introductions

11:20 Adjust Agenda/Approve Minutes Chair  
Reading 22-COM-01
11:25 Committee Job Description  
Staff 
Reading 22-COM-02  
• Review and suggest additions/changes to draft committee job descriptions as guide to creating

11:45 Council’s New Website  
All  
• Brief Review of Content  
• Metadata

12:00 Council and Informing Families Facebook  
All  
• Council Facebook Metadata  
• Informing Families Metadata

12:20 Agenda Items for Next Meeting Report to Full Council/ “To Do” List  
All

12:30 Adjourn  
All

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.
Present: Alex Koval (Chair), Paige Lewis, Princess Klus, Cami Nelson, Ros Damm, Sherrie Brown, Monica Burke

Staff: Jeremy Norden-Paul, Linda West, Kathy Easton

Call to Order/Introductions

Alex called the meeting to order and asked everyone to introduce themselves.

Adjust the Agenda

Alex asked if there were any adjustments to the agenda. There were none.

Committee Purpose

Linda shared that this committee is newly formed with the intention to provide direction and guidance for the Council’s communication strategies and platforms. The members agreed that Council staff will create a draft job description to guide the committee.

Current Media Review

The Committee talked about the DDC and Informing Families websites and Facebook pages, how effective they are, and the amount of people reached across the state. They were concerned that some still don’t have access to the internet or still not receiving information from the Council. Some ideas discussed were:

- Text messaging service (like doctor’s offices have);
- Automated calls;
- Twitter or Instagram;
- A Council email list that people can sign up for from the Council’s website;
Invite people to like/follow on the Council and Informing Families Facebook pages; and
Post on both the website and Facebook pages at the same time;

The possibility of getting an intern to help with some of the technologies was brought up. The Committee would like to look into business cards and an email signature block to use when emailing on Council business.

Agenda Items for January Committee Meeting

Committee job description
Strategies for distributing Council Information
The Communications Standing Committee shall:

1. Quarterly review the metadata on the Council’s primary website, make suggestions based on observations and report to the full Council.

2. Quarterly review the metadata on the Council’s Facebook page, make suggestions based on observations and report to the full Council.

3. Semi-annually receive reporting from the informing Families project, including metadata from the website and the Facebook page.

4. Coordinate with the Membership and Governance Standing Committee on membership materials

5. Annually review the Council’s hard copy public documents, including, but not limited to:
   - Council Brochures; and
   - Other Promotional materials
   Suggest changes, updates and additions;

6. Review videos and other materials created for Council programs and projects. Analyze metadata and make suggestions for increased outreach;

7. Analyze all available data and metadata to ensure Council outreach is as broad as possible, inclusive of diverse communities and people and addresses issues of equity.

8. Suggest changes to Council, programs and contracted projects to increase outreach, especially to traditionally excluded communities based on available data and metadata;

9. Make outreach recommendations based on the available data and metadata.

10. Suggest changes to the State Plan based on data trends.
Developmental Disabilities Council
Collaboration and Coordination Committee
Proposed Agenda

Date: January 20, 2022
Time: 1:30 PM to 2:15 PM
Location: SeaTac Radisson
18118 International Blvd
Seattle WA  98188

Zoom Link: https://zoom.us/j/96980715770
Call-in number: 253-215-8782
Meeting ID: 969 8071 5770

Members: Princess Klus (Chair), Paige Lewis, David Carlson, Cami Nelson, Mike Raymond and Monica Burke

Staff: Jeremy Norden-Paul

1:30 Call to Order Chair
Welcome/Introductions

1:35 Adjust Agenda Chair

1:40 Committee Job Description Staff
Reading 22-CC-01
• Review and suggest additions/changes to draft committee job descriptions as guide to creating
1:50  Goal, Objective and Activity Review  All
      Reading 22-CC-02

2:10  Agenda Items for Next Meeting  All
      Report to Full Council/ “To Do” List

2:15  Adjourn  All

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.
The Collaboration and Coordination Standing Committee shall:

1. Quarterly review progress made on achieving the objectives and activities under the Collaboration and Coordination goal.

2. Review reporting and invite contractors to report in-person on the projects under this for which they are responsible.

3. Recommend changes to projects and programs under this goal based on the available data and information.

4. Review activities and recommend changes resulting in:
   - Increased clarity with plain language and activity specific language;
   - Refined measures to Council activities to achieve the most meaningful data possible, including eliminating or adding activities and performance measures.

5. If necessary, recommend changes to goals and objectives by April 30 of each calendar year. (Changes to goals and objectives are substantive edits that result in changes to meaning and intent. This requires a formal State Plan amendment and a public comment period with an August 15 deadline for federal reporting.)
### Goal 1: Collaboration & Coordination

The DDC will work with public and private organizations to strengthen cross-agency communication and improve outcomes for all people with developmental disabilities and their families, in all communities and diverse populations, across the state.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
</tr>
</thead>
</table>
| **Objective 1.1** Ensure people with developmental disabilities and their families—including those from diverse and under-represented communities—have an active and powerful voice on cross-agency, cross-disability, and other coalitions working on issues affecting the developmental disabilities community. | **1.1.1** Lead, participate in, and collaborate with cross-agency, cross-disability, and other coalitions (Examples: Informing Families Advisory Committee, Long-Term Care Coalition, Community Advocacy Coalition, Opportunity for All Caucus, DD Advisory Boards, mental/behavioral health advocacy groups, Governors Committee on Disability Issues and Employment, Independent Living Council, Rehabilitation Council, state employee and caregiver labor unions, etc.)  
**1.1.2** Lead and participate in committees and coalitions focused on health, safety, and quality assurance for programs and services (Examples: HCBS Quality Assurance Advisory Committee, System of Care Partnership, etc.)  
**1.1.3** Create new collaborations and coalitions for emerging issues that include and empower people with developmental disabilities and their families, including those from diverse and under-represented communities  
**1.1.4** Create and strengthen connections with coalitions and organizations led by Black, indigenous, and people of color (BIPOC)  
**1.1.5** Create and strengthen connections with Washington State Tribes  
**1.1.6** Support Council members and other community members in serving on local boards and committees to address issues important to them and their communities, including guidance on when and how to represent the Council.  
**1.1.7** Participate on the Dementia Action Collaborative to implement strategies of the Alzheimer's State Plan, which are focused on expanding the capacity and coordination of systems of supports and services for people with developmental disabilities. |
### Objective 1.2
Identify and share information about evidence-based practices that are culturally relevant and focused on helping individuals and families access services for co-occurring developmental disabilities and mental illness or other mental/behavioral health challenges.

Note: Evidence-based practices integrate a) clinical experience, b) scientific evidence, and c) client/family perspectives to provide high quality services reflecting the interests, values, needs, and choices of all individuals served.

#### 1.2.1
Work with DSHS, other members of the Ruckelshaus Joint Executive and Legislative Task Force, and the DD Network Partners to coordinate collaboration efforts among stakeholders to address issues affecting people with co-occurring developmental disabilities and mental illness or other mental/behavioral health challenges relating to:
- a. Culturally relevant care
- b. Equitable access for all communities
- c. Best practices for service delivery
- d. Provider apprenticeship and training
- e. Accessible and affordable housing
- f. Supported decision making models (e.g. supported decision making, limited guardianship or other guardianship alternatives, guardianship, etc.)

### Objective 1.3
Support the expansion and increased role of a fourth Developmental Disabilities Network Partner representing self-advocacy/civil rights, administered and governed by people with developmental disabilities.

#### 1.3.1
Provide financial, logistical, and programmatic support to Allies In Advocacy

#### 1.3.2
Work with Allies in Advocacy to expand/diversify membership

#### 1.3.3
Support and empower the active participation of Allies in Advocacy with the other DD Network Partners

#### 1.3.4
Support the growth and development of the Allies in Advocacy infrastructure and advocate for their federal recognition as a DD Network Partner
<table>
<thead>
<tr>
<th>Objective 1.4</th>
<th>Make recommendations for how the Legislature and state agencies should invest funding to create or enhance community-based supports and services for people with developmental disabilities and their families.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.4.1</strong></td>
<td>Establish Dan Thompson Memorial Trust Advisory Committee to:</td>
</tr>
<tr>
<td></td>
<td>• Ensure information about the funding and application process are shared in communities across the state;</td>
</tr>
<tr>
<td></td>
<td>• Review, approve, and submit funding recommendations to DSHS;</td>
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<tr>
<td></td>
<td>• Evaluate funding impact to ensure funds are benefitting diverse communities across the state.</td>
</tr>
<tr>
<td><strong>1.4.2</strong></td>
<td>Based on legislative priorities, lead workgroups, committees, and task forces to create and enhance community-based supports and services.</td>
</tr>
<tr>
<td><strong>1.4.3</strong></td>
<td>Use input collected from community members to advocate for community-based supports and services as part of the Council’s ongoing State Plan Development and Update processes.</td>
</tr>
</tbody>
</table>
Developmental Disabilities Council
Leadership and Advocacy Committee
Proposed Agenda

Date: January 20, 2022
Time: 1:30 PM to 2:15 PM
Location: SeaTac Radisson
        18118 International Blvd
        Seattle WA  98188
Zoom Link: https://zoom.us/j/95579768724
Call-in number: 253-215-8782
Meeting ID: 955 7976 8724

Members: Ros Damm (Chair), Danny Holmes, Thanh Kirkpatrick, Adana Protonentis, Sherrie Brown and Tavares Terry

Staff: Emily Rogers

1:30    Call to Order
        Welcome/Introductions

1:35    Adjust Agenda
        Chair

1:40    Committee Job Description
        Reading 22-LA-01
• Review and suggest additions/changes to draft committee job descriptions as guide to creating

1:50  Goal, Objective and Activity Review  All
      Reading 22-LA-02

2:10  Agenda Items for Next Meeting  All
      Report to Full Council/ “To Do” List

2:15  Adjourn  All

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.
The Leadership and Advocacy Standing Committee shall:

1. Quarterly review progress made on achieving the objectives and activities under the Leadership and Advocacy goal.

2. Review reporting and invite contractors to report in-person on the projects under this goal for which they are responsible.

3. Recommend changes to projects and programs under this goal based on the available data and information.

4. Review activities and recommend changes resulting in:
   - Increased clarity with plain language and activity specific language;
   - Refined measures to Council activities to achieve to the most meaningful data possible, including eliminating or adding activities and performance measures.

5. If necessary, recommend changes to goals and objectives by April 30 of each calendar year. (Changes to goals and objectives are substantive edits that result in changes to meaning and intent. This requires a formal State Plan amendment and a public comment period with an August 15 deadline for federal reporting.)
# Goal 2: Leadership and Advocacy

The DDC will develop and support leaders to strengthen their voices and effectively advocate for issues that are important to them, their families, and their communities.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
</tr>
</thead>
</table>
| **Objective 2.1** Develop and implement culturally-relevant leadership programs for people with developmental disabilities, family members, and other allies to create capacity within individuals to advocate on issues important to them, lead advocacy activities, and mentor others. | 2.1.1 Develop a culturally-relevant leadership training program based on the principles of Partners in Policymaking® and the Council’s previous local leadership curriculum  
2.1.2 Recruit participants from diverse communities, with an emphasis on people and communities who have less access to leadership training  
2.1.3 Connect participants with opportunities to advocate on issues important to them  
2.1.4 Empower participants with opportunities to advocate on issues important to them  
2.1.5 Train current and former participants to mentor other participants  
2.1.6 Support efforts to work with students who are still in school and their families to develop advocacy skills |

| Objective 2.2 Support and lead advocacy events that provide culturally relevant information, resources, and opportunities for all people with developmental disabilities, their families, and other allies to advocate on issues that are important to them and work together to create systems change. | 2.2.1 Implement the Advocacy Partnership Project, which includes:  
   i. Collaborating with Community Advocacy Coalition  
   ii. Creating an annual notebook with information and charts on legislative issues  
   iii. Providing information to legislators  
   iv. Conducting surveys to assess awareness of issues  
   v. Educating parents and self-advocates about why advocacy is important  
   vi. Providing advocacy opportunities for community members  
   vii. Tracking data about participation in advocacy events  
   viii. Conducting policy analysis and tracking bills  
   ix. Using a variety of media to communicate |
x. Hosting Advocacy Days and legislative briefings
xi. Weekly calls during Legislative Session
xii. Representing the developmental disabilities community on legislative tasks forces and workgroups
xiii. Developing candidate questionnaires and posting responses online for advocates to make informed decisions

2.2.2 Ensure training and information are culturally relevant

2.2.3 Ensure engagement and participation from diverse communities across the state

2.2.4 Train DDC Public Policy Ambassadors to educate other stakeholders about DDC priorities and public policy positions, including in diverse and under-represented communities

2.2.5 Provide financial, logistical, and programmatic support for self-advocacy organizations focused on legislative advocacy and public policy.
| Objective 2.3 Support self-advocacy organizations to successfully accomplish their missions. | **2.3.1** Provide financial, logistical, and programmatic support for self-advocacy organizations working on public policy issues (e.g. Self-Advocates in Leadership, Allies in Advocacy, People First)  
**2.3.2** Partner with self-advocacy organizations to ensure their membership reflects the diversity of the state, including cross-disability coalitions.  
**2.3.3** Support opportunities for individuals with developmental disabilities who are leaders to provide leadership training to individuals with developmental disabilities who may become leaders. |
|---|---|
| Objective 2.4 Support innovative programs and possible demonstration projects that address issues of equity, access, and improvements to the service delivery system. | **2.4.1** Provide small grants to community members and organizations, with an emphasis on people and organizations who have not been traditionally included and those with less access to resources (e.g. rural, low-income, and Black, Indigenous, and People of Color [BIPOC] communities)  
**2.4.2** Evaluate impact of projects to ensure they are benefitting diverse communities across the state.  
**2.4.3** Use data from demonstration projects to make recommendations and advocate for systems-level change. |
Developmental Disabilities Council
Policies, Programs and Practices Committee
Proposed Agenda

Date: January 20, 2022
Time: 1:30 PM to 2:15 PM
Location: SeaTac Radisson
18118 International Blvd
Seattle WA 98188

Zoom Link: https://zoom.us/j/3828770345
Call-in number: 253-215-8782
Meeting ID: 382 877 0345

Members: Phil Tracy (Chair), Katie Mirkovich, Alexandra Toney, Alex Koval and

Staff: Adrienne Stuart

1:30 Call to Order
Chair
Welcome/Introductions

1:35 Adjust Agenda
Chair

1:40 Committee Job Description
Staff
Reading 22-PPP-01
- Review and suggest additions/changes to draft committee job descriptions as guide to creating
1:50    Goal, Objective and Activity Review    All
         Reading 22-PPP-02

2:10    Agenda Items for Next Meeting    All
         Report to Full Council/ “To Do” List

2:15    Adjourn    All

Materials are available in alternative formats. Please contact the Council office at (800) 634-4473.
The Policies, Programs and Practices Standing Committee shall:

1. Quarterly review progress made on achieving the objectives and activities under the Policies, Programs and Practices goal.

2. Review reporting and invite contractors to report in-person on the projects under this goal for which they are responsible.

3. Recommend changes to projects and programs under this goal based on the available data and information.

4. Review activities and recommend changes resulting in:
   - Increased clarity with plain language and activity specific language;
   - Refined measures to Council activities to achieve to the most meaningful data possible, including eliminating or adding activities and performance measures.

5. If necessary, recommend changes to goals and objectives by April 30 of each calendar year. (Changes to goals and objectives are substantive edits that result in changes to meaning and intent. This requires a formal State Plan amendment and a public comment period with an August 15 deadline for federal reporting.)
### Goal 3: Policies, Programs, & Practices

The DDC will advocate for equitable policies, programs, and practices that benefit all people with developmental disabilities and their families.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective 3.1</strong> Advocate on issues that are important to people with developmental disabilities and their families to increase equitable access, improve culturally relevant services and supports, and ensure the protection of rights of people with developmental disabilities.</td>
<td><strong>3.1.1</strong> Conduct advocacy activities to benefit the developmental disabilities community. Issues should include, but are not limited to:</td>
</tr>
</tbody>
</table>

**a) Equity (embedded throughout all issues):**
   i. Racism and ableism
   ii. Geographic disparities
   iii. Inclusion, representation, and decision making by the people most impacted

**b) Abuse and neglect, rights, and personal safety**
   i. Response to emerging abuse/neglect issues
   ii. Make recommendations based on reports
   iii. Support the work of the other DD Network Partners
   iv. Collaborate with state agencies and other partners
   v. Anti-bullying education, resources, and legislation
   vi. Self-defense programs
   vii. Bystander training

**c) Housing and Residential:**
   i. Closing institutions/RHCs
   ii. Residential supports/services
   iii. Accessible and affordable housing
   iv. Addressing issues of people with developmental disabilities experiencing homelessness

**d) Inclusive Education (preschool through high school):**
   i. Early Intervention
   ii. Inclusive Preschool
iii. Expanding access to transition supports to ensure success after high school
iv. Expanding awareness and ensuring implementation of person-centered post-secondary planning practices for students (e.g. High School and Beyond Plans)
v. Training for educators/para-educators

e) Community Access:
i. Transportation resources and accessibility
ii. Community inclusion/engagement services
iii. Family and peer mentoring
iv. Support for single parent families
v. Supported decision making models (e.g. supported decision making, limited guardianship or other guardianship alternatives, guardianship, etc.)
vi. Language access (e.g. translation/interpreting, bilingual system navigators)
vii. Inclusive post-secondary education options

f) Employment
i. Increasing competitive integrated employment opportunities
ii. Entrepreneurship
iii. Wage equity
iv. Supported employment services
v. Employment provider capacity and availability
vi. Innovative programs
vii. Job training

g) Service Delivery:
i. Expanding funding and services in current waiver programs
ii. Expanding eligibility to people not currently accessing waiver programs
iii. Expanding the state definition of developmental disability
iv. Ensuring people have access to services, regardless of geographic location
v. Ensuring access to services regardless of immigration/residency status
<p>| | |</p>
<table>
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<tbody>
<tr>
<td>vi.</td>
<td>Streamlining entry points, reducing wait times, and improving navigation within programs and systems</td>
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<td>vii.</td>
<td>Meaningful and actionable data collection about service delivery</td>
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<td>viii.</td>
<td>Expanding availability and utilization of person-centered planning supports and services</td>
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<tr>
<td>ix.</td>
<td>Availability and diversity of service providers</td>
</tr>
<tr>
<td>x.</td>
<td>Paid caregiver/provider issues (recruitment, training, wages, retention, etc.)</td>
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<tr>
<td>xi.</td>
<td>Supporting the needs of family caregivers, including immediate and other supportive members (e.g. providing unpaid care)</td>
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<tr>
<td>h) Healthcare:</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Expanding access to integrated, culturally relevant behavioral and medical (physical, dental, vision) health services</td>
</tr>
<tr>
<td>ii.</td>
<td>Availability and diversity of healthcare providers</td>
</tr>
<tr>
<td>iii.</td>
<td>Enhancing medical and provider reimbursement rates</td>
</tr>
<tr>
<td>iv.</td>
<td>Sexual and reproductive rights/health</td>
</tr>
<tr>
<td>v.</td>
<td>Implementing “Katie Beckett Waiver” and/or TEFRA state plan options for children with disabilities and significant healthcare needs</td>
</tr>
<tr>
<td>i) School Discipline, Law Enforcement, and Criminal Justice:</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Reducing restraint, isolation, suspension, and other harmful school disciplinary practices</td>
</tr>
<tr>
<td>ii.</td>
<td>Addressing overrepresentation of students of color with developmental disabilities in school disciplinary actions</td>
</tr>
<tr>
<td>iii.</td>
<td>Decreasing police violence against people with developmental disabilities</td>
</tr>
<tr>
<td>iv.</td>
<td>Addressing overrepresentation of people of color with developmental disabilities in the prison system</td>
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<tr>
<td>v.</td>
<td>Improving transition supports when people with developmental disabilities leave prison</td>
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<tr>
<td>vi.</td>
<td>Diversion programs for children and adults with disabilities</td>
</tr>
<tr>
<td>j) Emergency Preparedness:</td>
<td></td>
</tr>
<tr>
<td>i.</td>
<td>Epidemics/pandemics</td>
</tr>
<tr>
<td>ii.</td>
<td>Natural disasters</td>
</tr>
</tbody>
</table>
### Objective 3.2
Lead efforts to define, advocate for, and implement a vision for what resources and supports the developmental disabilities community needs to thrive.

<table>
<thead>
<tr>
<th>3.2.1</th>
<th>Lead discussions for the North Star Project: Building the Disability Community’s 2022 Washington State Legislative Omnibus Request, while ensuring the active participation of diverse and under-represented communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.2</td>
<td>Work with the Legislature, Council members, and stakeholders to introduce the North Star package during the 2022 legislative session</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Track and continue advocating for the adoption and implementation of the North Star package</td>
</tr>
<tr>
<td>3.2.4</td>
<td>Ensure recommendations and legislative requests are culturally relevant and benefit all communities, especially those who are farthest from access</td>
</tr>
</tbody>
</table>

### Objective 3.3
Provide accurate, responsive, and culturally relevant information about supports and services for people with developmental disabilities and their families.

<table>
<thead>
<tr>
<th>3.3.1</th>
<th>Partner with DSHS to implement Informing Families program</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.2</td>
<td>Lead Informing Families Advisory Committee (including coordinators, DDA case managers and other staff, and other community members) to identify needs, discuss issues, and share information with stakeholders</td>
</tr>
<tr>
<td>3.3.3</td>
<td>Evaluate membership of Informing Families Advisory Committee to ensure it reflects the diversity of the state</td>
</tr>
<tr>
<td>3.3.4</td>
<td>Ensure information and resources are available in other languages and formats, based on the identified needs of those communities</td>
</tr>
</tbody>
</table>

### Access to Technology:

- **k) Internet**
- **ii) Devices**
- **iii) Training**

3.1.2 Ensure active participation in advocacy activities and other collaborations by Council members and others, including from diverse and under-represented communities.

3.1.3 Continuously seek broad and inclusive input to identify and prioritize issues, form partnerships, and take action.

3.1.4 Engage in federal advocacy activities with support from the National Association of Councils on Developmental Disabilities.
<table>
<thead>
<tr>
<th><strong>Objective 3.4</strong> Apply a framework of intersectionality to identify and advocate with and for multiply marginalized people with developmental disabilities that are disproportionately impacted by gaps in services (i.e. “the most impacted”) because of their position at the intersections of ableism, racism, and other forms of discrimination.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.4.1</strong> Use available data to identify gaps in services and supports that affect people with intersectional identities who experience racism, ableism, and other forms of discrimination. Examples could include, but are not limited to, people with developmental disabilities who are also:</td>
</tr>
<tr>
<td>• Black, Indigenous, and People of Color (BIPOC)</td>
</tr>
<tr>
<td>• Immigrants or refugees</td>
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<tr>
<td>• Homeless or housing insecure</td>
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<tr>
<td>• Incarcerated or formerly incarcerated</td>
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<tr>
<td>• Foster youth</td>
</tr>
<tr>
<td>• Unemployed or underemployed</td>
</tr>
<tr>
<td>• In rural communities</td>
</tr>
<tr>
<td>• Single-parent families</td>
</tr>
<tr>
<td>• Non-native English speakers</td>
</tr>
<tr>
<td>• Deaf/hard of hearing/blind</td>
</tr>
<tr>
<td>• Persons with physical disabilities</td>
</tr>
<tr>
<td>• On a waiting list or do not qualify for services</td>
</tr>
<tr>
<td>• LGBTQIA+ (Lesbian, Gay, Bisexual, Trans*, Queer/Questioning, Intersex, Asexual/Agender, and others)</td>
</tr>
<tr>
<td>• Elders</td>
</tr>
<tr>
<td>• Experiencing poverty</td>
</tr>
<tr>
<td><strong>3.4.2</strong> Collaborate with other disability and non-disability specific organizations to address the identified gaps in services and supports</td>
</tr>
</tbody>
</table>
**Objective 3.5** Support efforts to close Residential Habilitation Centers (RHC) and other large, segregated, and congregate care models, while helping people successfully transition to homes in the community of their choice.

| 3.5.1 | Engage in advocacy efforts with the Legislature and state agencies to create strategic closure plans for RHCs and other large, segregated, and congregate care models. |
| 3.5.2 | Engage in advocacy efforts with the Legislature and state agencies to increase affordable and accessible community housing, residential supports, and community supports. |
| 3.5.3 | Support, coordinate with, and raise awareness about family and peer mentorship programs to help people successfully transition from RHCs and other large, segregated, and congregate care models to homes in the community of their choice. |

**Objective 3.6** Support efforts to reduce the number of people with developmental disabilities living in jails/prisons, hospitals, and other restrictive settings while helping people successfully transition to homes in the community of their choice.

| 3.6.1 | Collaborate with others to expand and enhance jail/prison diversion programs for children and adults with developmental disabilities. |
| 3.6.2 | Support efforts to expand or improve alternative community-based, person-centered, lease restrictive, and appropriate forensic settings for people with developmental disabilities who have committed major criminal offenses. |
| 3.6.3 | Collaborate with others to expand and enhance community supports for crisis stabilization to avoid unnecessary, long-term hospitalization of people with developmental disabilities. |
| 3.6.4 | Collaborate with others to expand and enhance programs to support people with developmental disabilities leaving jails/prisons, hospitals, and restrictive settings to successfully transition back into their community. |