

Governance Committee Minutes

October 25, 2012

8:30 am – 10:30 am,

DD Council Office

MEMBERS PRESENT: Debra Parsons, Raul Enriquez, JoLynn Garrison, Dona Butler, Denise Wetzel, Ritchy Cardwell, Joni Sullivan

MEMBERS ABSENT: Toni Belknap-Brinegar

STAFF PRESENT: Marilyn Sword

GUEST PRESENT: Courtney Butler

CALL TO ORDER

Debra called the meeting to order at 8:40 am. There were no changes made to the agenda. Dona introduced her daughter, Courtney, who is sitting in during the Council meeting to observe how the Council operates. In the future, Courtney may become the guardian for her mother's brother and may be interested in applying to serve on the Council

APPROVAL OF MINUTES

There are two sets of minutes to approve, one from the July meeting and one from the September conference call. Joni noted that she was absent from the July meeting although the minutes indicate that she attended. There were no other changes to the minutes. **A motion was made by Dona Butler to approve the minutes as corrected. Second by Denise Wetzel. Motion carried.**

CONFERENCE FUNDING REQUESTS AND/OR REPORTS

There were no conference funding requests or reports to consider. Ritchy had been approved for funding to support his going to SABE but he was unable to attend. Amber Blalock who attended the International Child Amputee Conference in Portland with the support of Council funds, will be making a presentation to the full Council on Friday.

WESTERN STATES DD NETWORK SUMMIT

Marilyn provided a handout of the schedule from the Western States DD Network Summit that was held in Boise on September 19-21 and hosted by the Idaho Council. Over 70 people attended from DD Network agencies and organizations in 8 western states. She reviewed the presentations and indicated that the

information was well received and attendees appreciated both the content and the organization. Marilyn also mentioned that a breakfast was held the morning prior to the beginning of the summit to introduce Commissioner Sharon Lewis to agency and organizational leaders in the DD community in Idaho. Council members Denise Wetzel, Shiloh Blackburn, Raul Enriquez, Jane Donnellan and Jim Baugh attended.

BY-LAWS AND POLICIES AND PROCEDURES

The committee reviewed the changes to the By-Laws and the Policies and Procedures that had been discussed and recommended over the last two meetings. These recommendations were sent out to all Council members 30 days before this meeting as required in order for them to be considered and voted on at this meeting. They will be presented to the full Council for action later today.

STAFF PARTICIPATION IN EXECUTIVE DIRECTOR EVALUATION

Marilyn presented information that she had gathered from Councils in 12 other states regarding whether they include staff input into the Executive Director's performance evaluation. Seven states did not and 5 states did. There was discussion about how this works under a Policy Governance operations model when the Director is evaluated on the progress that Council has made toward achieving its goals. In that model, the effectiveness of the rest of the staff and their performance, along with the adequacy of supervision to ensure that performance, is part of the evaluation. The committee asked Marilyn if the staff had input into one another's evaluations and Marilyn indicated that they had in the past but not always. Denise wondered if it would be helpful to have a more informal process for gathering staff input such as was described as used by the Texas Council. Raul recommended that we continue under our current Policy Governance structure and not have staff input into the Director's evaluation. The committee decided to stay with current practice but to make sure that the Director's evaluation does take place every year. In the past, that has not always been the case.

EXECUTIVE DIRECTOR EVALUATION

Denise provided a report on the process that she had used to coordinate the evaluation of the Director this year. She provided a copy of the evaluation to all committee members, explained the scores and reviewed the comments. Marilyn excused herself from the committee for them to discuss the evaluation.

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Following this Executive Session, Marilyn rejoined the committee. The committee accepted the report compiled by Denise.

FUTURE AGENDA ITEMS FOR JANUARY 31 COMMITTEE MEETING

- Conference funding requests/reports

The committee adjourned at 10:30 am.