

Greetings!

- Welcome to the April Board for Developmental Disabilities Meeting.
- The meeting is scheduled to begin at 5:30 p.m. If the meeting does not start on time, please stand by as we may be experiencing technical difficulties.

We Do Audio Description

WHY?

Help low-vision people picture you

HOW...

Say your name.
Use "AGREED" to describe yourself

NAME

- Age
- Gender/Gender Expression
- Race/Skin Color/Ethnicity
- Eye and Hair Color
- Environment/Background
- Dress/Clothing/Wearables



What is a Developmental Disability?

The Washington State Developmental Disabilities Community Services (DDCS) defines a developmental disability as a disability attributed to an intellectual disability, cerebral palsy, epilepsy, autism, or another neurological or other condition.





King County

Department of Community and Human Services
Developmental Disabilities and Early Childhood Supports Division

APRIL BOARD FOR DEVELOPMENTAL DISABILITIES MEETING AGENDA

Public Input: Please limit sharing of public input and celebrations to two minutes each unless pre-arranged with Staff. We ask everyone to share input and information with courtesy and respect to the audience.

TIME	ITEMS	PRESENTERS	ACTION
5:30 p.m.	Welcome and Introductions	Chair and Board	Information
5:40	Chair's Remarks	Chair	Information
5:45	Public Input and Celebrations	Board and Community	Information
5:55	Review of Board Logistics and Liaison Committee Protocol	Board and Staff	Discussion and Vote to Adopt
6:30	Adjourn	Chair	

CHAIR'S REMARKS

April 2026

April Presentation

The Logistics and Liaison
Committee will present
the Committee's
Protocol for review and
adoption.

May 2026 Board Meeting

The Board will hold the next hybrid quarterly meeting on Wednesday, May 6, 2026, from 5:30 - 7:30p.m.

DDECSD 2026 Resource Fair

DDECSD second annual Resource Fair:

- Thursday, May 28, 2026
- 9 AM - 2 PM
- New Location! Microsoft Conference Center
- 125 exhibitors and 8 presentations

The Board will have at table at the event

Board for Developmental Disabilities

Community Outreach Table

Sign-Up Sheet

King County Developmental Disabilities and Early Childhood Supports Resource Fair

Date: Thursday, May 28, 2026

Time: 9:00 a.m. – 2:00 p.m.

Location: Microsoft Conference Center, Building 33
16070 NE 36th Way
Redmond, WA 98052

Time Block	Board Member's Name
9:00 a.m.	
10:00	
11:00	
12:00 p.m.	
1:00	
2:00	



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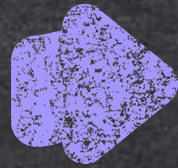
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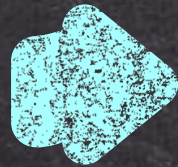
Logistics and Liaison Protocol

King County Developmental Disabilities Board

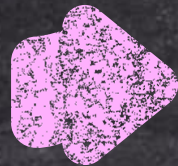
Objectives



Review and discuss the logistics and liaison board protocol



Vote to approve the protocol



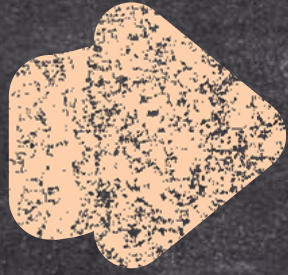
Discuss next steps

Logistics and Liaison Board Protocol.

01

Purpose: To outline the Committee's

- Roles
- Responsibilities
- Primary activities
- Appropriate procedures of conduct and
- Prioritize BCCC collaborations for maximum engagement
- [Boards, Commissions, Committees, and Community Groups]



Roles

Primary Role Overview

Board Liaisons (Liaisons) engage with assigned BCCCs to build and maintain relationships that promote mutual understanding and collaboration.

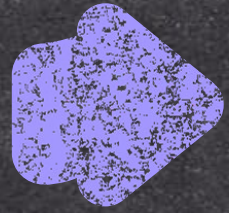


Guiding Question: Are
only committee members
liaisons?

Responsibilities Overview

Attend meetings and connect with members and professionals from assigned BCCCs.

Share updates, reports, and written communications with the Liaison Lead, Board, and King County staff.

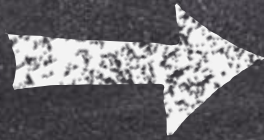


Liaison Activities

**Resource
fairs**

**Trainings
or
workshops**

**Working/
Planning
sessions**



Overview of Procedures for Information Sharing

1. Register (if needed) and attend meetings

2.. Complete a *Liaison Committee Report* (See attached template on page 4) within the following timelines:

- 7 days concluding the BCCC meeting, or
- 4 days concluding the BCCC meeting if a DDECSD Board meeting is scheduled less than 8 days away from the BCCC meeting.

3. Submit the final report to the Board and ensure proper storage with King County (*process to be finalized*).

Additional Guidance: What are we looking for during the meetings?

Key Takeaways:

A. Important insights

B. Opportunities for collaboration

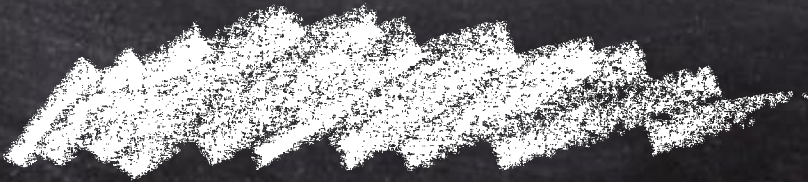


Relevant logistical or operational details

General Summary: [5–8 sentences] Brief overview of discussion topics and outcomes.

Guiding Question 1: How does this information inform the Board's work?

Guiding Question 2: How can the Board partner with this BCCC to advance shared goals?



Attendance Matters

We ask, when possible, for at least two liaisons to sign up for every BCCC in the event that one liaison has a last -minute scheduling conflict. This ensures that we are still able to build relationships and share pertinent information as needed.

King County Access Paratransit Advisory Committee (MM)

King County Behavioral Health Advisory Board (MM, BB)

King County Children and Youth Advisory Board (*liaison needed*)

King County Human and Civil Rights Commission (CG)

King County Immigrant and Refugee Commission (*liaison needed*)

King County Housing Authority Board of Commissioners (CG, MM)

King County Regional Homelessness Authority Governing Board (CG)

King County Interagency Coordinating Council (MM)

King County Women's Advisory Board (BB)

Seattle –King County Advisory Council on Aging and Disability Services (BB)

Seattle Disability Commission (CG)

Seattle Human Rights Commission (CG)



Thank you!

Do you have any questions?



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Department of Community and Human Services
Developmental Disabilities and Early Childhood Supports Division

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Draft Board for Developmental Disabilities Logistics and Liaison Committee Protocol

The Logistics and Liaison Committee (“Committee”) was established by the Board for Developmental Disabilities (“Board”) to strengthen communication, coordination, and collaboration between the Board and other Boards, Commissions, Committees, and Community Groups (BCCCs).

The protocol in this document outlines the Committee’s roles, responsibilities, activities, procedures, and priority BCCCs for engaging.

1. Roles

- a. The Committee Chair is designated as the Liaison and Logistics Lead. In addition to being a Liaison, their role includes chairing the Committee, reviewing Liaison reports, presenting summaries of reports to the Board, and working with Liaisons and King County staff (staff) to form recommendations for approval by the Board.
- b. Committee Liaisons (Liaisons) engage with assigned BCCCs to build and maintain relationships that promote mutual understanding and collaboration. They serve as a primary point of contact for sharing information between the Committee, the Liaison and Logistic Lead, and BCCCs.
- c. Liaisons should have lived experience and/or subject matter expertise relevant to the BCCC they engage.
- d. This expertise may include a comprehensive understanding of organizational functions, processes, technologies or structures, and governance structures or operational frameworks.

2. Responsibilities

Liaisons are expected to:

- a. Research and understand the BCCC’s structure, processes, and goals prior to contact.
- b. Attend meetings and connect with members and professionals from assigned BCCCs.
- c. Support coordination and alignment between the Board and BCCCs to improve efficiency and collaboration.
- d. Share updates, reports, and written communications with the Committee, staff, and the Board
- e. In carrying out the work of the Committee, due to the public facing nature of the work, Liaisons must review and become knowledgeable of:

- 1) Board Member Code of Conduct
 - 2) King County Code of Ethics
 - 3) Open Public Meetings Act
 - 4) Open Public Records Act
- f. Information about these items are available at: [New board member orientation materials - King County, Washington](#)

3. Committee/Liaison Activities

- a. Includes the Committee/Liaisons attending and participating in the following activities with other BCCCs:
 - 1) Listening sessions
 - 2) Resource fairs
 - 3) Trainings or workshops
 - 4) Working/Planning sessions
 - 5) Other public facing activities
- b. Includes the Committee/Liaisons leading and/or co-sponsoring with other BCCCs the following activities:
 - 1) Listening sessions
 - 2) Resource fairs
 - 3) Trainings or workshops
 - 4) Work/Planning sessions
 - 5) Other public facing activities

4. Committee/Liaison Talking Points

The following talking points may be used by Liaisons when sharing information with BCCCs:

- a. The Board for Developmental Disabilities is a 9 to 15-member citizen advisory board that indirectly provides a continuum of care and services to individuals with developmental disabilities within the county. Board members are appointed by the King County Executive and confirmed by the King County Council.
- b. According to the Center for Disease Control, developmental disabilities are a group of conditions due to differences in physical, learning or behavioral areas.
- c. The Board for Developmental Disabilities is housed in the King County Developmental Disabilities and Early Childhood Support Division (DDECSD). DDECSD provides staff support to the Board.
- d. DDECSD offers a range of programs and services to support children prenatal to 5, their families and caregivers; transition-age young adults and adults with

developmental disabilities and delays and their families, and community-based organizations. DDECSD aims to assist King County residents of all ages and cultures who have developmental disabilities to achieve full, active, and integrated participation in community life. See the DDECSD website at [Developmental Disabilities - King County, Washington](#) for more information about programs and services.

5. **Procedures for Information Sharing**

Liaisons will:

Step 1: Review BCCC meeting schedules and confirm availability to attend.

Step 2: Register (if needed) and attend meetings.

Step 3: Complete a *Board Logistics and Liaison Committee Report* (See attached template on page 5) within the following timelines:

- 7 days concluding of the BCCC meeting, or
- 4 days concluding of the BCCC meeting if a Board meeting is scheduled less than 8 days away from the BCCC meeting.

In completing the report allow time for review by the Liaison and Logistics Lead and staff before submission. Completed reports are subject to the Public Records Act. Information shared in reports should be suitable for public distribution.

Step 4: Submit completed reports to the Liaison and Logistics Lead and ensure proper storage with King County (*process to be finalized*).

Step 5: The Liaison and Logistics Lead will present a brief summary of reports, including key insights and opportunities from recent BCCC engagements, at the next Board meeting.

Step 6: Liaisons may provide additional context during the meeting if questions arise.

Step 7: If collaboration opportunities are identified, the Liaison and Logistics Lead will work with the Liaisons and staff to from recommendations to the Board for approval.

6. **Priority BCCCs for Committee to Engage**

The following BCCCs have been identified by the Committee as priority partners to engage. Assigned Liaisons initials are noted in parentheses. We ask, when possible, for at least two Liaisons to sign up for every BCCC meeting in the event that one Liaison has a last-minute scheduling conflict. This ensures that we are still able to build relationships and share pertinent information as needed.

- King County Access Paratransit Advisory Committee (MM)
- King County Behavioral Health Advisory Board (MM, BB)

- King County Children and Youth Advisory Board (*liaison needed*)
- King County Human and Civil Rights Commission (CG)
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- King County Housing Authority Board of Commissioners (CG, MM)
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- King County Interagency Coordinating Council (MM)
- King County Women’s Advisory Board (BB)
- Seattle–King County Advisory Council on Aging and Disability Services (BB)
- Seattle Disability Commission (CG)
- Seattle Human Rights Commission (CG)

King County Board for Developmental Disabilities Logistics and Liaison Committee Report Template

- **Liaison Name:**
- **Meeting Date:**
- **Meeting Time:**
- **Name of BCCC:**
- **Type of Meeting:** [Board/Commission/Committee/Community Group]
- **Meeting Agenda:** [attach or summarize if available]
- **Key Takeaways:**
 - Important insights
 - Opportunities for collaboration
 - Relevant logistical or operational details
- **General Summary:** [5-8 sentences] Brief overview of discussion topics and outcomes.
- **Guiding Question 1:** How does this information inform the Board's work?
- **Guiding Question 2:** How can the Board partner with this BCCC to advance shared goals?