

Charter

Members:

Chair

[Joslyn Nelson](#)

Vice Chair

[Mark Adreon](#)

Administrator

[Jim Bevan](#)

Communications and
Marketing Director

[Rena Smith](#)

Treasurer

Vacant

Executive Sponsor

Vacant

State Human
Resources
Representative

[Tammy Pitre \(OFM\)](#)

Governors Committee
on Disability Issues
and Employment
(GCDE) Advisor

[Elizabeth Gordon](#)

Washington State Disabilities Inclusion Network (DIN) Business Resource Group (BRG)

Purpose

The DIN BRG exists to engage the experience, values, and knowledge of people with disabilities in state government, promote universal access, and create an environment where people with disabilities can fully participate in all aspects of the workplace.

Vision – Aspiration

- Washington state is an Employer of Choice for people with disabilities.
- People with disabilities have equitable access to opportunities and resources through recruitment, hiring, training, development, retention, and promotion.
- The DIN BRG is an educational resource that supports disability inclusion in Washington state workforce.

2021 – 2022 Work Plan Focus

- Develop and implement an award and recognition program for disability inclusion within state service.
- Develop a template Employee Resource Group (ERG) policy for individuals with disabilities that agencies can use.
- Develop promising practices around policies and procedures for accommodations.
- Provide educational and professional development opportunities to assist in expanding representation of employees with disabilities in the state workforce.

Role of Members

- Engage peers in discussion on the agency issues to represent the full enterprise perspective.
- Actively participate in DIN BRG meetings
- Bring and support ideas.
- Identify and promote best practices.

Meeting Cadence

Meetings are hosted the second Thursday of every month from 9:00 AM to 12:00 PM.

Washington State Disability Inclusion Network (DIN) Business Resource Group (BRG) Bylaws

Membership

The DIN BRG membership is open to all state employees interested in promoting the values of people with disabilities (PWD) and the principles and activities of the BRG. You do not need to have a disability to join the group.

The DIN is committed to providing leadership and professional development training to active members.

Executive Board

1. Chair
2. Vice-chair
3. Administrator
4. Communication and Marketing Director
5. Treasurer
6. Executive Sponsor
7. Governor's Committee on Employment and Disability Advisor
8. State Human Resources Representative

Active Members

1. Active members are state employees who have approval by their agencies to attend DIN meetings, subcommittees, and events, and have attended at least five (5) general or subcommittee membership meetings throughout the year. They regularly attend DIN meetings or subcommittee meetings, respond to communications, vote on elected positions for BRG leadership, and occasionally take responsibility for tasks for the BRG. DIN's leadership will review and approve exceptions if extraordinary circumstances prevent a member's regular attendance.
2. If you are unable to maintain status as an active member, we welcome you as a community-at-large participant. The community-at-large members are state employees who occasionally participate in meetings or events and bring valued contributions to the work of the DIN and its mission. The community-at-large members are strongly encouraged but not required to participate in all DIN BRG activities. Their contributions could include:
 - a) Acting as an advocate
 - b) Providing feedback and advice
 - c) Generally speaking – amplify the voice of the community.

Decision Making Model

Elections

1. Active members of the DIN BRG are voting members.
2. Active member is defined as a Washington state employee who regularly attends meetings, responds to communications, and occasionally takes responsibility for tasks for the BRG.
3. To vote for elected positions, membership must have attended at least five (5) general or subcommittee membership meetings throughout the year.

By-law Amendments

1. Any active member of the DIN BRG may propose an amendment to the by-laws. The proposal for a new amendment(s) to the by-laws will need to be sent out at least 30 days before the next general meeting in order to be considered at that meeting.
2. The Main motions must be seconded, meaning that a second member expresses a desire to have the motion considered by the group.
3. After a full discussion, the motion will go to the voting membership for a pass or fail by a majority vote. If the amendment passes, it is adopted and takes effect immediately.

Roles

Executive Sponsor

1. Ideally an agency director level or above, provides executive level guidance and leadership to members of the DIN BRG.
2. Champion for the community of people with disabilities and state workforce inclusion.
3. A strong advocate of people with disabilities.
4. Guides dispute resolution among DIN members.
5. Acts as a champion for activities supported by the BRG by collaborating with other state agency leadership to foster their commitment and support.
6. Assist the BRG in identifying and capitalizing on available resources to complete the BRG action plan and activities.
7. Assist BRG in obtaining funding sponsorships.
8. If the executive sponsor is unable to continue to fill the role and a vacancy is foreseen, the incumbent shall provide a list of potential candidates to fill the executive sponsor role to DIN's leadership.

Executive Board Officers

Chair

1. Serves a twelve (12) month term. The incumbent Chair will serve up to a one (1) month overlap with a newly appointed Chair (previously Vice-Chair) before moving to the Past Chair position.
2. Acts as the lead facilitator for all DIN general meetings and executive committee meetings.
3. Develops the monthly agenda work in coordination with leadership and leads of the subcommittees.
4. Acts as a representative of DIN to the Executive Sponsor, leadership, and others as needed.
5. Invites state agencies or other guests to DIN meetings and activities to provide information on benefits, entitlements, or other information.
6. Ensures timely completion of deliverables and elevate necessary matters to OFM.
7. Provides mentoring and coaching to subcommittee leads as needed.
8. Provides training and support to Vice-Chair so they can successfully assume Chair responsibilities the following year.
9. Oversees (at a high level) subcommittee work.

Vice-Chair

1. Vice-Chair will serve for a twelve (12) month term, then assume the position of Chair.
2. Develops, in coordination with the rest of the Executive Committee, meeting agenda.
3. Performs duties as directed by the Chair.
4. Assumes the role of Chair in their absence.
5. Assists the Chair with their responsibilities.
6. May sit as an ad-hoc member on subcommittees.

Past Chair

1. Provides training and support to Chair so they can be successful in their responsibilities as Chair.
2. Provides continuity in the leadership and direction of DIN if requested.
3. Assists in writing the annual report by July 31st of the year ending their term as Chair.
4. Facilitates the election of officers by accepting nominations, preparing all ballots, and providing oversight of the election process.
5. Serves a twelve (12) month term.

Communication and Marketing Director

1. Advises the Chair, Vice-chair and DIN members on effective and organizational branding, communications, messaging, marketing strategies, and methods.
2. Oversees and directs the communication plan.
3. Updates DIN's social media networking sites, along with DIN's website, to maintain a web presence to reach our state workforce, allies, and disability community at large.
4. Post news, event reminders, success stories, and uploads photos and compelling stories to motivate user interest, feedback, and participation.
5. Oversees quarterly newsletter, flyers, surveys, job postings and publication of DIN's activities.
6. Works with OFM on public disclosure records requests.
7. Serves a twelve (12) month term with up to a one (1) month overlap.

Treasurer

1. Creates and maintains DIN's annual budget.
2. Maintains records on what money is being spent on
3. Asks for and collects donations and sponsorships from both public and private sectors.
4. Event organizing
5. Pays for services rendered
6. Works with OFM in coordination on budget and resources that DIN may need.

Administrative Support(s)

1. Maintains all meeting notes and documentation related to the DIN BRG.
2. Maintains membership and attendance rosters.
3. Schedules meeting space and disseminates information.
4. Prepares ballots and provide oversight of the election process.
5. Serves a twelve (12) month term with up to a one (1) month overlap.
6. Will coordinate with Governor's Committee on Disability Issues and Employment (GCDE) Advisor and OFM Staff.

OFM-State Human Resources (SHR) Representative

1. Advises BRG leadership on any matters pertaining to policy and procedure.
2. Serves as liaison to facilitate information sharing between SHR, stakeholders and partners.
3. Advises DIN BRG on laws and policies related to People with Disabilities.
4. Serves as liaison to facilitate information sharing between GCDE and the BRG

GCDE Advisor

Assures event accessibility for all BRG operations by the following:

1. Assuring there is a sign language interpreter.
2. Providing CART – Communication Access Real-time Translation.
3. Providing alternative formats for print materials.
4. Serving as liaison to facilitate information sharing between GCDE and the BRG
5. Building accessibility
6. Assists with event accessibility for all BRG operate

The Executive Board

1. Chair
2. Vice-Chair
3. Administrative Support
4. Communication and Marketing Director
5. Treasurer
6. Executive Sponsor
7. Governor's Committee on Employment and Disability Advisor
8. State Human Resources Representatives

Executive Board Expectations

1. Provide overall guidance and direction to DIN.
2. Develop general operating procedures on behalf of DIN.
3. Annually review and recommend changes to the charter and bylaws to be voted upon by the active membership. Non-substantial changes may be approved by the Executive Committee but must be communicated to the active membership.
4. Make interim or acting appointments to vacant leadership or subcommittee lead positions as needed.

Subcommittees

Subcommittees can be set up at any time to fit the needs of the BRG and the community.

All standing subcommittees should meet on a regular basis (at least once per month outside of general membership meetings) to ensure completion of all initiatives and work activities identified to meet yearly goals.

Subcommittee Leads

1. Schedule and facilitate subcommittee meetings.
2. Submit recommendations from subcommittee to the Executive Committee for approval.
3. Report on subcommittee activities.
4. Inform subcommittee of executive decisions and DIN activities.
5. Add final materials from subcommittee to DIN's SharePoint page.
6. There are no required term limits for subcommittee leads. It is preferred for leads to assume responsibility for one year. Transitions in leadership are encouraged as part of DIN'S professional development opportunities.

Subcommittee Lead Transitions

1. The Chair will solicit interest from the membership each year for subcommittee lead opportunities to support transitions.
2. When a person would like to step down as subcommittee lead, they can email their group for interest and vote, if necessary, on the new subcommittee lead. The Chair should be kept in the loop during this process.

Nominations and Elections

Elected Officers are:

1. Chair
2. Vice Chair
3. Administrative Support(s)
4. Communication and Marketing Director
5. Treasurer

Election Timeline:

1. The elected officers serve a term of twelve (12) months with up to a one (1) month overlap for the newly elected officers, with Vice-Chair moving into the Chair position.
2. Elections for all officers will occur at the July membership meeting.
3. During the month of March, the Past Chair will email an election notice to all active members of the DIN BRG.
4. Any active members can submit nominations either for themselves or other active members of DIN for the elected officer positions. These nominations must be given to the Past Chair by May 31. The Past Chair will compile a list of nominees and contact them to determine if they are willing to accept the nomination to an executive position and will conduct elections with the help of OFM staff.
5. During the June monthly meeting nominees will present a three-minute speech on why they believe that they are a well-qualified candidate for the position.
6. Active members will receive an email with instructions to cast their vote for elected officers in Mid-June. The email will include:
 - a. A three-minute video from each of the candidates on why they are well-qualified candidates for the nominated positions.
 - b. The deadline to have ballots completed and returned is by the end of June.
 - c. Confirmation that a majority vote of the Active Membership will determine the Elected Officers.
 - d. Confirmation that during the July general meeting the nominee with the most votes for each position will be announced.
7. In case of a tie, the nominees will give an additional three-minute speech on why they are well-qualified for the position. Subsequently, active members will cast their vote during the July general meeting.
8. New officers will work with retiring officers to gain insights and materials needed for their elected position. They will officially take office during the August general meeting

Vacancy

1. In the event the Chair position becomes vacant the Vice-chair will move to the Chair position and call for a special election to fill Vice-chair position
2. In the event that both chair positions are vacant, DIN's active members can call for a special election within 45 days of vacancy.
3. In the event of a vacancy of any elected position, the Executive Board may appoint a member of the general committee into a vacant elected officer position, subject to the approval of the general committee. The interim officer will serve until the new elected officer takes office.

Operations

Operational Cost

1. The executive board and executive sponsor will meet to determine options to cover cost for all DIN BRG activities.
2. Member agency costs may include, but are not limited to, de Minimis use of state resources, to include:
 - a) Email
 - b) Meeting rooms
 - c) Transportation
 - d) Presentation or handout materials
 - e) Staff resource time

Conflict Resolution Process

Differences of opinion and communication style will always exist within any inclusive group of people trying to work together, but sometimes conflicts between individuals need to be addressed to ensure the continued effectiveness of the group. Our Statewide Business Resource groups are committed to promptly and fairly resolving, at the lowest possible level, any disputes, conflicts, or disagreements that may arise among their members. While some conflicts will be resolved by an informal discussion between the members, others may need a process for a successful resolution. If the issue is not resolved member to member, the next step would be to have the BRG leadership (Chair and Vice-Chair) facilitate a discussion to reach resolution. If still unresolved or if the Chair or Vice-chair is party to the dispute, the BRG executive sponsor may be called upon to assist in resolving the issue. If still unresolved, a meeting will be set with OFM/SHR staff, the BRG executive sponsor and parties to map out a strategy to achieve resolution.